

Mail to:
Vehicle Safety and Compliance
60 Denmark Street
Kew 3101

VicRoads Use Only

☐ Accepted

Reviewed by

Updated by

Refer to the next page for further instructions to complete this application.

1. Details of person being authorised

Surname					Given names				
Residential address									
Postcode					Date of birth				
					D D M M Y Y Y Y				
Email									
Telephone number					Mobile number				

2. Driver licence number

Number	Licence type
	<input type="radio"/> Car <input type="radio"/> HV <input type="radio"/> MC

3. Details of LVT Accreditation Course (please tick ✓)

Accreditation Type ☐ LV ☐ HV ☐ MC ☐ Admin ☐ LPG

Accreditation numbers, eg (00000LV)

I have authorised the person whose details are provided to:

☐ Issue Certificates of Roadworthiness on my behalf (Part A) and/or ☐ Examine and test vehicles on my behalf (Part B)

4. Details of trade qualifications

Type	Qualification number

5. Acceptance

I agree that VicRoads may during the term of my authorisation as an employee access my Police, Court and Roads Corporation records to confirm that I am a fit and proper person accredited to test vehicles and/or issue Certificates of Roadworthiness. I also authorise VicRoads to advise the relevant Licence Tester/ Employer of any information relating to my accreditation status, including test results.

Signature of person being authorise	Date
	D D M M Y Y Y Y

6. Details of Licensed Vehicle Tester holder

Licence Vehicle Tester's Number EX

Name on licence
Director's name if company licence
Address of testing premises

7. Declaration

I hereby notify VicRoads that the person whose details are provided is authorised to complete the duties selected above.

The personal information we collect from you when you complete this form will be used for the purpose of administering the vehicle tester licence scheme and may be used for other purposes permitted by the Road Safety Act 1986 and associated regulations. Your personal information may be disclosed to VicRoads' contractors and agents, law enforcement and other road agencies, the Transport Accident Commission, courts and other organisations authorised to collect it. You are required to provide this information by the Road Safety (Vehicles) Regulations 2009. Failure to do so may result in your application not being processed or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure Protecting your privacy or contact VicRoads on 13 11 71.

Signature of licensed tester holder/representative	Date
	D D M M Y Y Y Y

Instructions to tester:

1. Please complete all appropriate fields in the "Application to authorise employee" form.
2. Include certified copies of the following documents for assessment:
 - Drivers licence (*Front and back*)
 - Mechanical Qualifications*
 - Outline of history as a motor mechanic
 - LVT Accreditation Certificate**
 - LVT Accreditation Card (*Front and back*)
 - Structural Awareness Course Certificate.
3. Please retain a completed copy of the "Application to authorise employee" form for your records and all related documents supplied to VicRoads.
4. Please store these copies within the VicRoads records folder.

*If these qualifications were obtained through recognition of prior learning, we will need to see the evidence supplied to get the recognition.

**All applicants who got their LVT accreditation prior to April 2013 will need to supply proof of passing the LVT Refresher Course. A copy (*front and back*) of the LVT Refresher Accreditation Card is required.

Upon acceptance of authorisation

- Signatories will be sent an authorisation note for display at your testing premises
- Testing mechanics will be given confirmation when they can begin examining vehicles.