

You'll need to complete the pre-approval application and submit all the required documents. We'll then assess your eligibility to continue to the next steps of the application process. You can view all the required steps of the application at vicroads.vic.gov.au.

You still need to apply for a LVT licence even if you have purchased a previously licensed LVT workshop, as a LVT licence can't be transferred to the new business owner. We've got the right to refuse any application to become a LVT if we deem the applicant isn't meeting any or all the requirements noted in the application.

Before you begin your application, you need to read the Licensed Vehicle Testers Licence Conditions. You can download this document from our website.

Are you eligible to become a LVT?

You need to give us an original National Police Certificate from Victoria Police or Australian Federal Police (*issued within the last three months*) with the pre-approval application. **Please be aware this can take up to six weeks to obtain.**

A criminal record may affect your ability to be granted a LVT licence. All Company Directors and individuals can't have any outstanding charges or have been convicted of:

- any offences which indicates poor judgement of character or dishonesty in the last ten years
- failing to notify police while being the driver of a vehicle which was involved in an accident which resulted in the injury of persons or damage to property
- an offence involving the risk of injury to the public within the last ten years.

For an individual operating own workshop:

Along with this application form, you need to submit the following:

- Original National Police Certificate from Victoria Police *
- Certified copy of your mechanical qualifications
- A detailed outline of history as a motor mechanic involved in the repair and inspection of motor vehicles, including verifiable references
- Detailed floor plan of premises/workshop
- Completed pre-application workshop inspection checklist on page three
- Photos of workshop including: Building exterior, customer parking area, main workshop entrance, hoist area, customer service area etc.
- Payment for pre-approval application (*Cheque only*). If your application is successful, you need to also pay the Licence Start-Up Kit Fee.

For a company application:

Along with this application form, you need to submit the following:

- Original National Police Certificate from Victoria Police for the company directors *
- Company extract from ASIC, confirming business directorship/ownership
- Outline of company structure – organisational chart
- Detailed floor plan of premises/workshop
- Completed pre-application workshop inspection checklist on page three
- Photos of workshop including: Building exterior, customer parking area, main workshop entrance, hoist area, customer service area etc.
- Payment for pre-approval application (*Cheque only*). If your application is successful, you need to also pay the Licence Start-Up Kit Fee.

For each additional employee nominated as testing staff as part of your licence pre-application, you'll need the following:

- A list of all nominated testing staff including driver licence numbers on a company letterhead
- An original National Police Certificate from Victoria Police*
- A certified copy of their mechanical qualifications
- A detailed outline of history as a motor mechanic involved in the repair and inspection of motor vehicles, including verifiable references.

* Note that non-Victorian applicants will need to apply for a National Police Certificate in the jurisdiction of their address.

Overseas applicants must apply for a National Police Certificate issued by the Australian Federal Police. No other certificates will be accepted.

Complete the following pre-approval application form:

Surname					Given names				
Residential address									
				Postcode					Driver licence number
Email									
Telephone number					Mobile number				

Have you previously held a Licensed Vehicle Tester licence?☐ Yes☐ No

If yes, what was the Licence number/Business name?

Licence number	Business name
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What category of vehicles do you wish to test?☐ LV – vehicles up to 4.5 tonne GVM☐ MC – Motorcycle☐ HV – vehicles over 4.5 tonne GVM**I am applying as an:**☐ Individual (*applying in own name*)

Trade name
ABN
Workshop address

☐ Company

Company name
ABN
Trading as
Workshop address

I have read and agree to abide by the conditions of the licence. In addition, I grant permission for VicRoads to access Police, Court Records and the Roads Corporation database to ascertain my continuing fitness to hold a Licensed Vehicle Tester Licence and that the particulars stated in this application and the documents attached are true and correct.

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	Date	D	D	•	M	M	•	Y	Y	Y	Y
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Submit your application and send payment (cheque only) to:

Post: Vehicle Safety and Compliance
60 Denmark Street
Kew, VIC, 3101

Note: Check that you have everything required before sending in your application. Failure to supply the information required may result in the refusal of the application and a re-application will require you to pay a further application fee.

Any questions:

Call the Vehicle Safety and Compliance group on (03) 9854 2517 if you have any questions regarding the pre-approval application process.

Company name

Trade name

Date

D

D

M

M

Y

Y

Y

Y

The licensed vehicle tester applicant must ensure all items listed below are actioned and tick 'Yes'.

Once items are checked and completed, sign the acknowledgement statement and send this checklist to VicRoads with the pre-application form.

Retain a copy for your records

Item	Yes (✓)	Comments
The workshop is under sole control of the applicant. (This means it's not shared with another business)		Name(s) on the lease
All vehicle testers have a current driver licence specific to the category of vehicles being tested		
Unauthorised persons are prohibited from entering workshop areas. Signage is present stating "No unauthorised entry". All exits are clear and accessible		
Vehicles have adequate room to manoeuvre in the workshop		
Test facilities are housed in a weatherproof building capable of being totally enclosed and provide a satisfactory working area and conforms with WorkSafe Victoria		
A first aid kit is provided for the premises, maintained, accessible and staff trained in its use		
Fire extinguishers are provided, serviced every six months and easily accessible in the workshop		
Electrical leads are tested and tagged every six months in the workshop		
All lifting and holding equipment (i.e. trolley jacks, vehicle stands) have a Safe Working Load (SWL) label with a designated weight as per the manufacturers' specification		
Vehicle hoists are serviced annually or at lesser intervals in accordance with the manufacturer's instructions and the service records are kept		
A daily pre-operational inspection of the vehicle hoists is conducted and any issues are identified, documented and resolved		
Vehicle hoists have locking arms and safety locks to prevent a vehicle fall		
Minimum 600mm clearance is provided between hoists and other equipment		
Adequate security is provided for all roadworthiness related documents and records		
There is a clearly identified weatherproof public waiting room for a minimum of two (2) people		
There is adequate secure off road parking for a minimum of four (4) vehicles		

Acknowledgement

The items on the pre-application workshop inspection checklist will be checked by a VicRoads Vehicle Fitness Officer to verify that the items have been met. Your pre-application might not be accepted if any of the above requirements are not met.

 I *(insert name)*

of

(insert Trade name)

acknowledge that the above pre-application workshop inspection checklist has been actioned and is correct on

Date

D

D

M

M

Y

Y

Y

Y

Signature