

This document creates Rules for the purposes of clause 70 of the Road Transport (Vehicle Registration) Regulation 2017. It is a condition of an authority that an examiner or proprietor must comply with the Rules.

AIS Notice 42

Using Application for Registration forms, AUVIS and HVAIS

August 2023

Purpose

The purpose of this notice is to:

- Advise that HVAIS authorised examiners must complete an Application for Registration form when performing an establish registration inspection for trailers and heavy vehicles.
- Provide instructions to AUVIS and HVAIS examiners on the use of an Application for Registration form.

Background

Previously, the [AIS Business Rules](#) did not require HVAIS examiners to complete page 3 of an [Application for Registration form \(1009\)](#) when conducting establish registration inspections and issuing manual HVAIS reports.



However, certain details necessary for the vehicle's registration establishment are not captured in a manual HVAIS report.

Changes

HVAIS examiners **must** complete all relevant information on page 3 of an Application for Registration together with a manual HVAIS inspection report when conducting an establish registration inspection.

AUVIS and HVAIS examiners must have an understanding of the instructions below to complete the critical information found on this form.

Further Information

| Form Field | Source of information | Notes |
|---|---|---|
| VIN or chassis/frame number  | Where the examiner must obtain the information from. Directly from the vehicles chassis. | Not to be taken from a vehicle's ID (compliance) plate. |
| Engine number  | Directly from the vehicle's engine | Not to be taken from receipts for an engine or any plates or stickers attached to the vehicle. |

| Form Field | Source of information Where the examiner must obtain the information from. | Notes |
|---|--|--|
| Compliance date <div> <div>months</div> <div>/</div> <div>year</div> </div> | <ul style="list-style-type: none"> Vehicle's ID plate, or RAV entry, or Manufacturers letter of compliance | For Vehicles built prior to Aug 1972 and imported vehicles, use the vehicles build date . |
| Approval number <div></div> | Vehicles manufactured for the Australian Market: <ul style="list-style-type: none"> Vehicle's ID plate, or RAV entry, or Manufacturers letter of compliance Imported vehicles: <ul style="list-style-type: none"> Vehicle Import Approval* Concessional RAV entry Import vehicle plate¹ | *Vehicles imported between 1 Jan 1989 and 30 Jun 2023 |
| Make <div></div> Model (In full - Name, Letters and/or Numbers and Variant) <div></div> | Vehicles manufactured for the Australian Market: <ul style="list-style-type: none"> Road Vehicle Descriptor Data sheet Imported vehicles: <ul style="list-style-type: none"> Vehicle Import Approval Concessional RAV entry Import vehicle plate Trailers: <ul style="list-style-type: none"> Trailer Data Sheet RAV entry Vehicle Plate | Model field must contain both a model and a variant for all motor vehicles. If using a Trailer Data Sheet that shows variants for the trailer type, then variant must be recorded. Otherwise, trailers do not need a variant to be recorded. |
| Shape <div></div> Axle code <div></div> Fittings <div></div> Colour(s) <div></div> Overall axle space <div></div> Wheelbase <div></div> | Physical attributes of the vehicle being inspected. Where available and appropriate, shape code, axle code and wheelbase should be obtained from: <ul style="list-style-type: none"> Road Vehicle Descriptor Data sheet Trailer data sheet | Utilise the NSW colour, shape, axle and fittings codes. Modified vehicles may have different attributes from their RVD information. |
| Inspection report number <div></div> AIS number <div></div> | Must be the inspection report number and AIS station number the form is linked to. | |
| Specification sheet number <div></div> | <ul style="list-style-type: none"> Road Vehicle Descriptor Trailer Data Sheet Data Sheet | For RVD's, utilise either: <ul style="list-style-type: none"> Licensees reference for the document, or the full CPA or VTA number eg, 12345-623062, or VTA012345-20210631 |

| Form Field | Source of information Where the examiner must obtain the information from. | Notes |
|--|--|--|
| DRIVES model code (if available) <input type="text"/> | <ul style="list-style-type: none"> Road Vehicle Descriptor Trailer Data Sheet Data Sheet | Only required where available. |
| Engine variant <input type="text"/> or Engine make <input type="text"/> | <ul style="list-style-type: none"> Road Vehicle Descriptor Data Sheet Examiners experience | |
| Engine capacity <input type="text"/> no. of cyls or no. of rotors <input type="text"/> motive power <input type="text"/> Induction: normal <input type="checkbox"/> turbo <input type="checkbox"/> super charged <input type="checkbox"/> | <ul style="list-style-type: none"> Road Vehicle Descriptor Data Sheet VSCCS Vehicle Compliance Certificate* | *only on modified vehicles |
| K/W Power <input type="text"/> M/Cycles Only | <ul style="list-style-type: none"> Road Vehicle Descriptor Data Sheet VSCCS Vehicle Compliance Certificate* | *only on modified vehicles |
| GVM <input type="text"/> GCM <input type="text"/> | <ul style="list-style-type: none"> Road Vehicle Descriptor Data Sheet Trailer Data Sheet VSCCS Vehicle Compliance Certificate* | *only on modified vehicles For trailers: <ul style="list-style-type: none"> Record trailer's ATM in GVM field. |
| Tare weight <input type="text"/> | <ul style="list-style-type: none"> Road Vehicle Descriptor Data Sheet Trailer Data Sheet Weighbridge ticket | |
| Right or left hand drive: right <input type="checkbox"/> left <input type="checkbox"/> both <input type="checkbox"/> Gear type: automatic <input type="checkbox"/> manual <input type="checkbox"/> no. of forward gears <input type="text"/> Driven wheels: 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> Sleeping berth fitted: no <input type="checkbox"/> yes <input type="checkbox"/> | Physical attributes of the vehicle being inspected. | Should be compared with an applicable RVD or Data sheet where available. |
| Total number of seated persons (including the driver) <input type="text"/> | Physical attributes of the vehicle being inspected. | Should be compared with an applicable RVD or Data sheet where available. |
| Number of doors <input type="text"/> | Physical attributes of the vehicle being inspected. | Should be compared with an applicable RVD or Data sheet where available. |
| ADR / category code <input type="text"/> | Motor Vehicles: <ul style="list-style-type: none"> Road Vehicle Descriptor Data Sheet RAV entry VSCCS Vehicle Compliance Certificate* Trailers: <ul style="list-style-type: none"> Trailer Data Sheet RAV entry VSCCS Vehicle Compliance Certificate* | *only on modified vehicles Where the sources listed are not available to the examiner, the examiner must calculate and record the ADR category. |
| Trailer brakes: power assisted (A) <input type="checkbox"/> power operated (O) <input type="checkbox"/> unassisted (U) <input type="checkbox"/> mechanical (M) <input type="checkbox"/> vacuum (V) <input type="checkbox"/> exempt (E) <input type="checkbox"/> | Physical attributes of the trailer being inspected. | Brake type is a mandatory field for all trailers. |

Examiners must obtain vehicle information from appropriate sources. Failure to do so may lead to the rejection of an application for registration at Service NSW.

For further advice and information about completing a [form 1009](#), contact the Technical Enquiries team on 1300 137 302 or at technical.enquiries@transport.nsw.gov.au.