

General information

This form is for operators seeking to add additional National Heavy Vehicle Accreditation Scheme (NHVAS) modules to their existing accreditation.

Before you begin:

- Engage a third party auditor to perform an NHVAS entry audit. All third party auditors must be certified with RABQSA to conduct NHVAS audits. For fatigue modules the auditor must have fatigue scope.
- Collect relevant supporting documents and forms.

Forms checklist

- Signed Independent National Heavy Vehicle Accreditation Audit Report

For applicants of Mass Management Accreditation

- Completed vehicles list for those vehicles entering Mass Management Accreditation
- Compliance History Declaration Form (CHD1) for operator and all associates

For applicants of Maintenance Management Accreditation

- Completed vehicles list for those vehicles entering Maintenance Management Accreditation
- Compliance History Declaration Form (CHD1) for operator and all associates

If you are adding vehicles to mass and/or maintenance you will need to provide proof of vehicle roadworthiness and/or suspension compliance (if applicable). Please see the [Inspection Requirements for NHVAS](#) document on the NHVAS website for full details.

For applicants of Basic Fatigue Management Accreditation (BFM)

- Compliance History Declaration Form (CHD1) for operator and all associates
- Nominated drivers list

For applicants of Advanced Fatigue Management Accreditation (AFM)

- Compliance History Declaration Form (CHD1) for operator and all associates
- Nominated drivers list
- AFM Fatigue Management System (proposed work schedules)
- Safety case (AFM) if applicable

Privacy Statement

The NHVR is collecting your personal information to establish accreditation within the Mass, Maintenance or Fatigue Management modules of the National Heavy Vehicle Accreditation Scheme under Chapter 8 of the Heavy Vehicle National Law Act. We are authorised under this Act to collect information we reasonably require to decide this application.

We may disclose protected information contained in your application for the purposes set out in section 727 of the Act to an entity (including a private or public sector entity) identified in that section. This can include disclosure to an authorised employee or agent of the entity.

We may disclose protected information to a law enforcement agency, including a service provider authorised to enforce the Heavy Vehicle National Law nationally. A police agency may disclose protected information disclosed to or otherwise held by it to another police agency authorised to hold protected information.

Add module to accreditation

Accredited operator details

Applicant's Name (must be company or individual)

NHVAS accreditation number

Australian Company Number (ACN) Individual (Licence Number)

Trading as name (if applicable)

Registered company address (or business address for individual)

 State Postcode

Primary physical operating address (where audits are to be performed)

Capture additional physical operating addresses in the NHVAS Additional information spreadsheet.

 State Postcode

Operator postal address

 State Postcode

Jurisdiction of accreditation

Enter the jurisdiction where you are currently accredited.

Primary nominated contact person's details

Capture additional primary contact person's details in the NHVAS Additional information spreadsheet or complete the change operators particulars form.

Title Contact name (must have authority to act on behalf of the operator)

Title / position

Business phone number

Business fax number

Mobile phone number

Email address

Preferred method of contact (please select one only)

Phone

Email

Fax

Post

Mobile

Third party consent

I nominate the person below to act on my behalf in regard to this application and to release information to this person relating to my accreditation scheme.

Name of nominated person

Company (if applicable)

Business phone number

Business fax number

Mobile phone number

Email address

Preferred method of contact (please select one only)

Phone

Email

Fax

Post

Mobile

Accredited operator declaration

I hereby declare that all details provided in this application are true and correct. Making a false statement to the NHVR may attract significant penalties under section 701 of the Heavy Vehicle National Law.

Applicant's name

Third party

Applicant's name

Title / position

Applicant's signature

If providing an electronic signature please consent to the following:

I accept the electronic signature has the same status as a signed signature.

I consent to the NHVR obtaining my prescribed criminal history as per section 460 of the Heavy Vehicle National Law. I understand that my application will not proceed if I do not give this consent or withdraw this consent at a later time.

[PRIVACY STATEMENT](#)

Date signed

 / /

The full privacy statement can be read in full on page 1.

Add module to accreditation

Add accreditation module calculator

Use the [Schedule 1 Fees](#) table to look up your combination of modules and enter it into A1

A1

Use the [Schedule 1 Fees](#) table again to look up the single amount relevant to A1. Write this amount in A2

A2

Write down the existing vehicles that you are adding a Management Module to, and also write down the number of new vehicles for each combination of Mass and / or Maintenance Management below. Use the [Schedule 1 Fees](#) table to look up the price per vehicles. Multiply the value in the number of vehicles column by the price per vehicle for each combination.

	Number of vehicles	Price per vehicle		Number x price
Existing vehicles adding a Management Module			A3	
New vehicles under one of Mass or Maintenance Management			A4	
New vehicles under both Mass and Maintenance Management			A5	

Calculate the total of A3, A4, and A5, and write this amount in A6.

Subtotal A6

Calculate the total of A2 and A6, and write this amount in P1.

Application total P1

Use the value in P1 as the payment amount in the [Payment details](#) section.

Schedule 1 Fees

Add accreditation module pricing

Single accreditation module	
Mass	84.00
Maintenance	84.00
Basic Fatigue (BFM)	84.00
Advanced Fatigue (AFM)	127.00
Multiple accreditation modules	
Mass + Maintenance	168.00
Mass or Maintenance + Basic Fatigue (BFM)	168.00
Mass or Maintenance + Advanced Fatigue (AFM)	211.00
Mass + Maintenance + Basic Fatigue (BFM)	252.00
Mass + Maintenance + Advanced Fatigue (AFM)	295.00

Add accreditation modules – per vehicle pricing

Existing vehicles under a single management module	
Adding additional Management Module	27.00
New vehicles not yet under a management module	
Adding either Mass or Maintenance Management	27.00
Adding both Mass and Maintenance Management	54.00

DO NOT COMPLETE THIS PAGE IF SUBMITTING ONLINE

Payment details

Submit completed applications and supporting information with payment details online or by mail, fax or email as listed below:

Notes:

- Preferred payment is by credit card.
- Do not provide payment details if the amount entered at P1 is \$0.00.

Payment method (tick one)

- Credit card
 Cheque

Payment amount

Use the [Add Accreditation Module Calculator](#) and include amount:

P1

If you wish to pay the application fee by credit card, please complete the details below:

Card type

- Visa MasterCard American Express

Name on credit card (please print)

Card number

Card expiry

 /

CVV

Cardholder signature

If providing an electronic signature please consent to the following: I accept the electronic signature has the same status as a signed signature.

Date Signed

Contact details

Send completed applications and supporting information with payment details by mail or fax.

Online www.nhvr.gov.au/forms/submission-form

Mail Accreditation
National Heavy Vehicle Regulator
PO Box 492
Fortitude Valley QLD 4006

Fax 1300 736 798

Email forms@nhvr.gov.au

To contact the NHVR Accreditation Team:

Call 1300 MYNHVR (1300 696 487)
Standard 1300 call charges apply
Please check with your phone service provider

Visit www.nhvr.gov.au