

NHVR Registration Module - Queensland Authority to Operate (ATO) – Information Sheet

Purpose

The purpose of this document is to coincide with the criteria and information given in the [Queensland Class 1 Crane Permit Scheme – Industry Information Sheet](#).

This document will advise the process of locating a Queensland (Qld) Authority to Operate (ATO) details within the NHVR Portal Registration module for an eligible vehicle.

Registration Details – Account

By default there are no Registration accounts linked to the NHVR Portal. Customers must add their accounts one-by-one following the verification method built into the Portal.

Only account administrators have the ability to add a Registration account to their NHVR Portal Customer account, other users simply cannot see the option to link registration accounts. A training video showing how to link Registration accounts can be found [here](#).

When a user successfully links a Registration account to their Portal account it will be displayed in the 'Linked Registration Accounts' section of the 'Registration Account Links' page. All of the registrations linked to the Registration account will be displayed in the 'Registration Details' page. Customers may link multiple registration accounts to their Portal account.

Registration Details - Eligible Vehicle

In order to be eligible for the Queensland Class 1 Crane Permit Scheme, a vehicle must have a valid ATO certificate from the Department of Transport and Main Roads (TMR). The vehicle would have been assessed and an IAP Category would have been determined.

In order to locate the relevant details required for scheme eligibility, navigation into the 'Registration details' module will be required. Under the 'SUMMARY' tab of the module select the drop down option for the 'Plate' search column. Input the valid registration details

into the 'Value' field under the 'Filter type' and select 'APPLY.' See diagram 1 for reference.

Diagram 1: Search fields

Registration details

SUMMARY **DETAIL** IN-ACTIVE

TAB OPTIONS VIEW REPORT FOR THIS PAGE

Vehicle co...	State	Plate ▾	VIN
<input type="checkbox"/>			
<input type="checkbox"/>	QLD		

Filter type
contains

Value
|

CANCEL RESET APPLY

Once the search has located the registration details select the 'Plate' column registration number hyperlink. Select the 'VEHICLE' tab to the right of the 'REGISTRATION' tab. This page will show the recorded information for the vehicle.

Scroll to the bottom of the page to locate the 'Inspection' header. If the vehicle has been assessed, details will appear under the 'Inspection notes.'

The information found in the registration summary can be utilised to complete a NHVR application, or to check eligibility into the scheme.

Operators will not be able to make changes to registration information through the Portal and should continue to direct any queries about or corrections to registration information to their state transport authority.

Frequently Asked Questions

Can I apply for a permit prior to obtaining an Authority to Operate (ATO) from TMR?

No, you must have the vehicle inspected and assessed prior to applying for a permit application. In place of an ATO certificate, TMR will input the inspection data that can now be located in the NHVR Portal as per above instructions.

What are the changes to heavy vehicle registration?

You can find more information including contact details on our website here:

<https://www.nhvr.gov.au/road-access/registration/changes-to-heavy-vehicle-registration>

What should I do if I need assistance applying for a permit under this scheme?

For assistance in applying for a permit under this scheme via the NHVR Portal, please refer to the QLD Class 1 Crane Permit Scheme Industry Training Video:

<https://www.youtube.com/watch?v=OuvnmUW1b0o&feature=youtu.be>

Additional resources and assistance can be located here:

Website - <https://www.nhvr.gov.au/road-access/access-management/delegations-project>

Help Centre - <https://help.nhvr.gov.au/online-permit-system-4/help-centre-customer/registration>

YouTube -

<https://www.youtube.com/channel/UCzubN7uBeKR52iMW0V1izzQ>

NHVR Contact Centre - 1300 696 487

For more information:

Visit: www.nhvr.gov.au

Subscribe: www.nhvr.gov.au/subscribe

Email: Accessenquiries@nhvr.gov.au

Phone: 1300 MYNHVR* (1300 696 487)

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