

# Amend work diary or record keeping exemption (permit)

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## General information

This form is for:

- drivers amending their nominated record keeper details
- operators amending their drivers list

Do not use this form if you wish to apply for a work diary or record keeping exemption (permit).

For more information on work diary and record keeping exemption (permit), refer to the NHVR website or call the NHVR contact centre. You will find contact information within this form.

## Form checklist

For applicants amending their work diary exemption (permit):

Completed nominees agreement to nomination

For applicants amending their record keeping exemption (permit):

Completed drivers list

# Amend work diary or record keeping exemption (permit)

Regulator Customer Number (RCN)

**If you have an RCN, please disregard completing the exemption holder details.**

Types of amendment:

- record keeping exemption (permit)
- work diary exemption (permit)

Type of Change to be added:

- Change exemption holder details
- Amend work and rest hours exemption

## Exemption holder details

Name (must be company or individual)

Driver licence number

Current work diary or record keeping exemption (permit) number to be amended

Australian Company Number (ACN) (ACN is not required for individuals)

Trading as name (if applicable)

Registered company address (or business address for individual)

  
 State  Postcode 

Primary physical operating address

  
 State  Postcode 

Operator postal address

  
 State  Postcode 

Business phone number

Business fax number

Mobile phone number

Email address

Preferred method of contact (please select one only)

- Phone
  Mobile
  Email
  Post
  Fax

## Amended exemption holder details

Name (must be company or individual)

Driver licence number

Current work diary or record keeping exemption (permit) number to be amended

Australian Company Number (ACN) (ACN is not required for individuals)

Trading as name (if applicable)

Registered company address (or business address for individual)

  
 State  Postcode 

Primary physical operating address

  
 State  Postcode 

Operator postal address

  
 State  Postcode 

Business phone number

Business fax number

Mobile phone number

Email address

Preferred method of contact (please select one only)

- Phone
  Mobile
  Email
  Post
  Fax

*Note: For an individual, Evidence of identity (EOI) appropriate for a vehicle registration or driver licensing transaction carried out in that jurisdiction.*

# Amend work diary or record keeping exemption (permit)

Reason for amendment of fatigue management exemption (permit)

## Applicant declaration

I confirm that I have read and understand the conditions applicable to working under a work diary and/or record keeping exemption (permit) as outlined in the legislative references section of this site. I hereby declare that all details provided in this application are true and correct. Giving false and misleading information is a serious offence. Penalties apply.

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.

Date signed 

## Work diary exemption (permit) only

### Nomination and consent

I nominate the person below to complete my written work diary under a work diary exemption. I consent to the NHVR releasing information to this person relating to my exemption (permit).

Name of nominated person

Residential address

State

Postcode

Company (if applicable)

Contact phone number

Contact fax number

Mobile phone number

Email address

Preferred method of contact (please select one only)

Phone     Mobile     Email     Post     Fax

### Nominee's consent

I confirm that I have read and understood the conditions applicable to being the nominated person for a driver working under a work diary exemption (permit). I consent to completing the written work diary for the exemption holder in accordance with the conditions set out in the exemption (permit).

Nominee'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.

[PRIVACY STATEMENT](#)Date signed 

The full privacy statement can be read in full on page 5.



# Amend work diary or record keeping exemption (permit)

## Privacy Statement

The NHVR is collecting your personal information to amend a work diary exemption permit issued Chapter 6 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.

## Contact details

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

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

Fax                    1300 736 798

Email                 accreditation@nhvr.gov.au

To contact the NHVR AccreditationTeam:

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

Visit                   www.nhvr.gov.au