

## NHVAS accreditation application

### General information

This form is for those wishing to establish accreditation, existing accreditation holders to apply to maintain their accreditation or for an existing accreditation holder to add a module to their accreditation.

For persons acceptable for signing this form see “note” at the Accredited Operator Declaration section.

### Before you begin you need to:

- Have a compliant management system in place.
- Prepare supporting documentation.
- Engage an auditor that is registered with the NHVR to perform the appropriate NHVAS audit.
- Collect relevant documents and forms for submission.
- Be able to make payment at the time of submitting your application.

### Forms checklist

☐ Signed National Heavy Vehicle Accreditation Audit Report

For applicants or participants of Mass or Maintenance Management Accreditation

☐ Completed vehicles list

☐ Completed compliance history declaration section for operator and associates.  
(Note: If there are no contraventions to declare the word “**NIL**” must be entered in the table.)

If you are adding vehicles to maintenance management you will need to provide proof of roadworthiness. Please refer to the [inspection requirements for NHVAS document](#) on the NHVR website for full details.

For applicants or participants of Basic Fatigue Management Accreditation (BFM)

☐ Completed driver list

☐ Completed compliance history declaration section for operator and associates.  
(Note: If there are no contraventions to declare the word “**NIL**” must be entered in the table.)

For applicants or participants of Advanced Fatigue Management Accreditation (AFM)

☐ Completed driver list

☐ AFM Fatigue Management System (if new or has been changed)

☐ Completed compliance history declaration section for operator and associates.  
(Note: If there are no contraventions to declare the word “**NIL**” must be entered in the table.)

☐ Safety case 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. This information is authorised or required by the HVNL.

Where relevant, the NHVR may disclose your personal information to third parties, including law enforcement agencies and service providers authorised to enforce the Heavy Vehicle National Law.

Your privacy will be respected and your personal information will be handled and disclosed in accordance with the *Information Privacy Act 2009* and other relevant legislation.

The NHVR may also use your contact details to send you communications including surveys and bulletin updates.

# NHVAS accreditation application

## Accredited operator details

Accreditation 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 (If not the same as registered company address)

  
 State  Postcode 

## Choose application type

Establish accreditation

Add module to accreditation

Maintain accreditation

**Contact person's details** Complete this section to provide details for the authorised contact for the accreditation.

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 for all NHVAS correspondence

Email

Post

Fax

## 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 702 of the Heavy Vehicle National Law.

Applicant's name

Title / position

Note : To establish accreditation or add a module to an accreditation this form must be signed by a company director or the individual applying for accreditation.

To maintain an existing accreditation the form must be signed by a company director or a nominated contact that can act on behalf of the accreditation.

Applicant's signature

I accept that providing my electronic signature has the same status as a signed signature and by signing this form I consent to the NHVR obtaining my prescribed criminal history as per section 460 of the Heavy Vehicle National Law.

**PRIVACY STATEMENT**

Date signed

 /  / 

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

## NHVAS Accreditation Module selection

Which NHVAS accreditation modules do you wish to apply for or maintain? (select appropriate modules)

Mass Management

Basic Fatigue Management (BFM)

Maintenance Management

Advanced Fatigue Management (AFM)

For Mass or Maintenance Management the [Vehicles particulars](#) section must be completed.

For AFM or BFM the [Drivers under Fatigue Management](#) section must be completed.

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

## NHVAS accreditation application

### Compliance history declaration

Applicants are required to provide detail of any offence against the Heavy Vehicle National Law (HVNL) or a previous corresponding law in relation to the module/s being applied for, or any offence involving fraud or dishonesty punishable on conviction by imprisonment of six months or more in any jurisdiction.

Enter the details in the table below of any contraventions as described above, the applicant or an associate of the applicant has had in the five years immediately before this application was made.

NOTE: Contraventions other than those involving fraud or convictions which include imprisonment include (but are not limited to), offences where a penalty infringement notice has been issued relevant to the NHVAS module application. For a maintenance management application offences for operating unsafe vehicles must be declared. (Defect notices are not required to be declared). Offences for a mass management application include overloading offences and offences for the fatigue modules include work diary breaches.

**If you have no contraventions to declare you must enter the word “NIL” in the table below.**

| Date of offence | Who committed the offence | Type of offence | Location of offence (suburb/town) | Reference no. (if known) |
|-----------------|---------------------------|-----------------|-----------------------------------|--------------------------|
|                 |                           |                 |                                   |                          |
|                 |                           |                 |                                   |                          |
|                 |                           |                 |                                   |                          |
|                 |                           |                 |                                   |                          |
|                 |                           |                 |                                   |                          |
|                 |                           |                 |                                   |                          |
|                 |                           |                 |                                   |                          |
|                 |                           |                 |                                   |                          |

Has the applicant or an associate of the applicant had their accreditation under the HVNL, or a previous corresponding law, amended, suspended or cancelled? If yes, provide full details in the section below.

Yes

No

Enter the details in the box below for any NHVAS accreditation that has been amended, suspended or cancelled.

If there is insufficient space attach a list on a separate page.

### Defining associate

**Who is an Associate for the purposes of a Compliance History Declaration in an application for accreditation under the National Heavy Vehicle Accreditation Scheme?**

Please refer to the Section 5 of the [Heavy Vehicle National Law \(HVNL\)](#) for the definition of ‘associate’.

The Compliance History Declaration must be ‘declared to be made after having taken all reasonable steps’ to find out the relevant information.

The NHVR’s policy is that the range of persons an applicant ought reasonably to consider for the purposes of the Declaration includes persons exercising control or influence over any aspect of the business activities the subject of the accreditation application. This includes persons such as managers, schedulers, loaders and drivers.

### Vehicle particulars

If you are nominating vehicles for maintenance management you will need to provide proof of vehicle roadworthiness.  
Please refer to the [Inspection Requirements for NHVAS](#) document on the NHVR website for full details.

|    | Maintain<br>existing<br>(tick) | Add<br>(tick) | Delete<br>(tick) | Trailer<br>only<br>(tick) | Mass<br>module<br>(tick) | Maint.<br>module<br>(tick) | VIN/chassis Number | Registration<br>number | State of<br>registration | Registered operator name<br>(if not participant) | Make | GVM/<br>ATM |
|----|--------------------------------|---------------|------------------|---------------------------|--------------------------|----------------------------|--------------------|------------------------|--------------------------|--------------------------------------------------|------|-------------|
| 1  |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 2  |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 3  |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 4  |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 5  |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 6  |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 7  |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 8  |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 9  |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 10 |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 11 |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 12 |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 13 |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 14 |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 15 |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 16 |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 17 |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 18 |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 19 |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |
| 20 |                                |               |                  |                           |                          |                            |                    |                        |                          |                                                  |      |             |

If there is insufficient space you may use the NHVAS Additional information spreadsheet.

### Change of existing vehicle details

|    | Trailer only (tick) | VIN/chassis number | Previous registration number | Previous state of registration | Previous registered operator name (if not applicant) | New registration number | New state of registration | New registered operator name (if not applicant) |
|----|---------------------|--------------------|------------------------------|--------------------------------|------------------------------------------------------|-------------------------|---------------------------|-------------------------------------------------|
| 1  |                     |                    |                              |                                |                                                      |                         |                           |                                                 |
| 2  |                     |                    |                              |                                |                                                      |                         |                           |                                                 |
| 3  |                     |                    |                              |                                |                                                      |                         |                           |                                                 |
| 4  |                     |                    |                              |                                |                                                      |                         |                           |                                                 |
| 5  |                     |                    |                              |                                |                                                      |                         |                           |                                                 |
| 6  |                     |                    |                              |                                |                                                      |                         |                           |                                                 |
| 7  |                     |                    |                              |                                |                                                      |                         |                           |                                                 |
| 8  |                     |                    |                              |                                |                                                      |                         |                           |                                                 |
| 9  |                     |                    |                              |                                |                                                      |                         |                           |                                                 |
| 10 |                     |                    |                              |                                |                                                      |                         |                           |                                                 |

If there is insufficient space you may use the NHVAS Additional information spreadsheet.

### Drivers under Fatigue Management

|    | Driver's full name | License number | License issuing state | Date of induction into Fatigue Management System | Modules    |            |
|----|--------------------|----------------|-----------------------|--------------------------------------------------|------------|------------|
|    |                    |                |                       |                                                  | BFM (tick) | AFM (tick) |
| 1  |                    |                |                       |                                                  |            |            |
| 2  |                    |                |                       |                                                  |            |            |
| 3  |                    |                |                       |                                                  |            |            |
| 4  |                    |                |                       |                                                  |            |            |
| 5  |                    |                |                       |                                                  |            |            |
| 6  |                    |                |                       |                                                  |            |            |
| 7  |                    |                |                       |                                                  |            |            |
| 8  |                    |                |                       |                                                  |            |            |
| 9  |                    |                |                       |                                                  |            |            |
| 10 |                    |                |                       |                                                  |            |            |

If there is insufficient space you may use the NHVAS Additional information spreadsheet.

# NHVAS accreditation application

## Automatic accreditation module and vehicle fees calculator

1. Use the drop down menu to select the module or combination of modules for this application

A1

Note: If applying for all four modules AFM must be submitted as a separate application

A2

2. Enter the number of vehicles being nominated for maintenance management

3. Enter the number of vehicles being nominated for mass management

**Note: Trailers are not nominated for mass management.**

When changing the number of vehicles click in another cell to update the value

| No. Vehicles | Price/Vehicle | Total vehicles x price |
|--------------|---------------|------------------------|
|              |               | A3                     |
|              |               | A4                     |

Subtotal

A5

The value shown in P1 is the total payment required.

Application total

P1

## Manually calculating accreditation module and vehicle fees

Use the amounts shown in fee schedule below to complete the table above.

- After identifying the module/s that are being applied for, add together the module fees and enter the result into A2.
- Calculate the amounts for A3 , A4 and A5. ( $A5 = A3 + A4$ )
- Calculate application total P1. ( $P1 = A2 + A5$ )
- If completing page 7 the value in P1 is the amount to pay in the [Payment details](#) section.

### Schedule 1 Fees

| Accreditation module fees                    |        |
|----------------------------------------------|--------|
| Mass                                         | 101.00 |
| Maintenance                                  | 101.00 |
| Basic Fatigue (BFM)                          | 101.00 |
| Advanced Fatigue (AFM)                       | 153.00 |
| Multiple accreditation modules               |        |
| Mass + Maintenance                           | 202.00 |
| Mass or Maintenance + Basic Fatigue (BFM)    | 202.00 |
| Mass or Maintenance + Advanced Fatigue (AFM) | 254.00 |
| Mass + Maintenance + Basic Fatigue (BFM)     | 303.00 |
| Mass + Maintenance + Advanced Fatigue (AFM)  | 355.00 |

### Fee for each vehicle nominated into NHVAS

| Vehicles to be nominated for, or remain in accreditation |       |
|----------------------------------------------------------|-------|
| Mass Management                                          | 37.00 |
| Maintenance Management                                   | 37.00 |

## DO NOT COMPLETE THIS PAGE IF SUBMITTING THE APPLICATION THROUGH THE NHVR WEBSITE

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

### Payment details

Applicant / Accreditation name or accreditation number

Payment amount

Enter the amount calculated at P1 above

P1

Payment method (tick one)

☐ Credit card

☐ Cheque

**Note:** Preferred payment method is by credit card.

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

Cardholder signature

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

Date Signed

### Contact details

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

Online [www.nhvr.gov.au/forms/submission-form](http://www.nhvr.gov.au/forms/submission-form)

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

Fax 1300 736 798

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](http://www.nhvr.gov.au)

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