## Application to authorise employee Licence Vehicle Tester (LVT)



DTP0577 DEDJTR11119/74VRPIN02166 08/24 Authorised by the Department of Transport and Planning, 1 Spring Street, Melbourne

Mail to: Vehicle Safety Partners and Standards, GPO Box 2392, Melbourne, VIC 3001 Email: roadworthy@transport.vic.gov.au	VicRoads use only Accepted						
	Reviewed by						
Refer to the next page for further instructions to complete this application.	Updated by						
1. Details of person being authorised							
Surname	Given name						
Residential address							
Postcode	Date of birth						
Email							
Telephone number	Mobile number						
2. Driver licence number							
Number		Licence type	e	Car	H\	/	MC
3. Details of LVT Accreditation Course (please tick ✓)							
Accreditation Type LV HV MC Admin LPG	Accreditation numbers, e.g. (00000LV)						
I have authorised the person whose details are provided to:  Issue certificates of Roadworthiness on my behalf (Part A) and/or Examine and test vehicles on my behalf (Part B)							
4. Details of trade qualifications							
Туре	Qualification number						
<b>5. Acceptance</b> I agree that during the term of my authorisation as an employee my Police, Court and Department of Transport and Planning records may be used to confirm that I am a fit and proper person accredited to test vehicles and/or issue Certificates of Roadworthiness. I also authorise the relevant Licence Tester/Employer to be advised of any information relating to my accreditation status, including test results.							
Signature of person being authorised	Date						
6. Details of Licenced Vehicle Tester holder	Licence Vehicle Tester's	Number EX					
Name on licence							
Director's name if company licence							
Address of testing premises							
7. Declaration The Department of Transport and Planning ABN 69 981 208 782 ('Department') and R&L Services Victoria Pty Ltd ABN 28 657 005 493 (as Trustee for the Victorian R&L Services Trust ABN 96 342 123 072), known as 'VicRoads' and acting on behalf of the Secretary to the Department, ('we, us') collect personal information for registration and licensing purposes.							
This personal information will be handled by us as permitted or required by the applicable laws. We persons as permitted or required by applicable laws, particularly by the Road Safety Act 1986. This law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Cor researchers, courts and other organisations or people authorised to use the personal information.	may disclose the personal inforr includes disclosing the informati	nation we colled on to third parti	ct from you t es including	o various our contr	organis actors a	ations and nd agents,	
You are required to provide this personal information. Your failure to provide the information may result in this form not being processed, or your records not being properly maintained. For further information about our use of your personal information and your right of access to it, go to: dtp.vic.gov.au/privacy.  Providing false or misleading information or documents is a serious offence under the <i>Road Safety Act 1986</i> and <i>Marine Safety Act 2010</i> , as applicable, and can result in you being fined or imprisoned. Further, any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.							
By signing this form, I declare that the information in this form and related supporting documents is true, correct and complete, the person whose details are provided is authorised to complete the duties selected above. and I understand the privacy statement.							
Signature of licensed tester holder/representative	Date						



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## **Instructions to tester:**

- 1. Please complete all appropriate fields in the "Application to authorise employee" form.
- 2. Include certified copies of the following documents for assessment:
  - Drivers licence (Front and back)
  - Mechanical Qualifications\*
  - Outline of history as a motor mechanic
  - LVT Accreditation Certificate\*\*
  - LVT Accreditation Card (Front and back)
  - Structural Awareness Course Certificate
- Please retain a completed copy of the "Application to authorise employee" form for your records and all related documents supplied to VicRoads.
- 4. Please store these copies within the VicRoads records folder.

\*If these qualifications were obtained through recognition of prior learning, we will need to see the evidence supplied to get the recognition.

\*\*All applicants who got their LVT accreditation prior to April 2013 will need to supply proof of passing the LVT Refresher Course. A copy (front and back) of the LVT Refresher Accreditation Card is required.

## Upon acceptance of authorisation

- Signatories will be sent an authorisation note for display at your testing premises.
- Testing mechanics will be given confirmation when they can begin examining vehicles.

