



DEPARTMENT OF MOTOR TRANSPORT

MOTOR REGISTRY CIRCULAR NO. MRC85/78,
29th November, 1985.

The following instructions are issued by the Commissioner for Motor Transport for necessary attention by Managers and Officers-in-Charge of Motor Registries, and other staff generally.

Heavy Vehicle Inspection Scheme

(84/M40/967)

1. The Heavy Vehicle Inspection Scheme (HVIS) is designed to operate in the same manner as the existing routine inspections of public vehicles throughout the State (and will incorporate the existing public vehicle inspection system). It applies to all -

- (a) articulated vehicles
- (b) prime movers (body code 226 or 266);
- (c) rigid trucks with a tare mass of 5 tonnes or more;
- (d) trailers with a tare mass of 2.5 tonnes or more; and
- (e) public motor vehicles (other than taxi cabs and hire cars operating in the Metropolitan, Wollongong and Newcastle District Transport Districts)

Vehicles registered as self propelled plant (body codes 800-999) are not included in HVIS.

Under the HVIS, affected trucks will be inspected once a year and public vehicles twice a year.

The HVIS has operated in the south east region of the State, since 1983 with teams of inspectors operating at sites according to pre-determined timetables. The HVIS was extended to operate State-wide from 2nd September, 1985.

2. Booking Procedures

When inspection is required, registered owners of affected vehicles are notified by letter allowing sufficient time for them to arrange an appointment to present their vehicle(s) at an appropriate inspection site.

The letters to owners list special telephone numbers at the Botany Vehicle Inspection Station which are available for appointment bookings only. Special facilities allow owners outside the Sydney telephone district to call STD to the Station's special numbers for the cost of a


local call. All bookings, including those for country inspection sites are to be made through Botany Vehicle Inspection Station.

3. Renewal Procedures

When an HVIS vehicle has passed inspection, an inspection report is issued and an inspection label affixed to the windscreen (or chassis frame, in the case of trailers). Both the report and the label bear the same serial number. A sample inspection report and label is illustrated below.



Nº 016750

 VEHICLE No

WAS INSPECTED ON

AND FOUND TO COMPLY WITH
PRESCRIBED REQUIREMENTS

Signature of Inspector

The inspection label will be the same colour as the annual registration label (for 1985 - Brown) and will be affixed with the month of inspection towards the top at the "12 o'clock" position.

Renewal of the registration of an HVIS vehicle will not normally be accepted unless evidence is produced that the vehicle has been inspected by a Departmental Motor Vehicle Inspector within the previous 6 months in the case of a public vehicle, or, in the case of a non-public vehicle, in the previous 12 months. A certificate to that effect must be produced at the time of any registration renewal effective after 1st January, 1986.

The serial number of the inspection certificate, prefixed by "HVIS", is to be inserted on the office copy of the renewal in the space provided for recording the Authorised Inspection Station report number. After renewal, the "HVIS" inspection certificate should be forwarded in the same manner as completed Authorised Inspection Station reports.

Two acceptable alternatives to a certificate are:-

- (i) the registry officer sights a valid inspection label affixed to the vehicle in cases where the owner claims to have lost the certificate.
- (ii) the owner submits a yellow copy of a defect notice which has been issued by a mobile HVIS team and properly cleared by an authorised inspection station or motor registry. These cases will occur where the HVIS team moves on before the vehicle is repaired. In some cases an HVIS team might issue

more than one defect notice for a vehicle, therefore registry officers must ensure that all defect notices issued by the HVIS team have been cleared before accepting a renewal (further defect notices, if any, will be cross-referenced on each copy). Note also that this form of evidence of inspection is not to be accepted at locations where there is a full time HVIS inspection site because such notices must be cleared at the HVIS site (an inspection certificate will then be issued).

In the above two cases the registry officer must send a brief report to Botany Vehicle Inspection Station via the appropriate Regional Office. In the first case, the serial number of the label, the month and year of inspection and the location of the inspection (as advised by the vehicle owner) must be reported. In the second case, the yellow copy of the defect notice must be forwarded.

Note: HVIS Vehicles are exempted from the need to produce an inspection report from an Authorised Inspection Station. It should be noted also that any vehicle having undergone a roadside inspection by a Departmental Mobile Inspection Division (MID) Team will still require inspection under the Heavy Vehicle Inspection Scheme.

In some cases, a vehicle owner will not have the necessary certificate or alternative evidence from the Department to complete the renewal of registration. The following circumstances are some that might arise.

- (a) The vehicle owner is aware of the need for inspection, has received a letter of invitation to book for an inspection, but has ignored the letter.
- (b) The vehicle owner has not received a letter of invitation to book for an inspection.
- (c) The vehicle suffers mechanical failure immediately prior to inspection, thus preventing presentation of the vehicle.
- (d) Vehicle ownership is transferred at about the time a letter of invitation to book for inspection is despatched. The letter is sent to the previous owner who does not forward it to the new owner; the new owner may also reside in an area that will not be visited by a mobile HVIS team until after expiry of the registration.
- (e) Vehicle ownership is transferred after inspection but before renewal; the inspection report is not given to the new owner, and the inspection sticker is missing (e.g., it was fitted to a windscreen which was broken and then replaced).
- (f) Weather conditions alter in a rural area, necessitating changing the time of harvest; this in turn prevents a vehicle being presented at the time it is due for inspection.

Where application is made for renewal of registration without evidence of an HVIS inspection and there is insufficient time to have the inspection carried out prior to the expiry of the registration (in doubtful cases availability of inspections can be ascertained by

telephoning Botany Vehicle Inspection Station) a non-renewable interim label, valid for two months, and an interim receipt, is to be issued pending the HVIS inspection.

The procedures to be followed are the same, irrespective of whether the application is received by post or presented at a motor registry, and whether or not it is accompanied by an authorised inspection station inspection report. (The procedures assume that the correct remittance is included but if the correct remittance is NOT included, the normal HPI action on the complete application should be followed).

The application is to be accepted and an interim label issued, valid for two calendar months, and endorsed "HVIS". The owner is to be informed by a standard letter (copy attached) and also orally if present - that the renewal cannot be completed until the vehicle is inspected under the HVIS, and that he/she should contact the Botany Vehicle Inspection Station to arrange an inspection booking. The standard letter contains information on telephone numbers to be used. The office copy portion of the receipted certificate of registration is to be stamped "HPI" and endorsed "HVIS C.R. and L. (certificate of registration and label) held at Registry" and then forwarded to Head Office in the normal manner.

The certificate of registration and label are to be held at the registry together with a carbon copy of the completed standard letter. When evidence of the HVIS inspection is submitted, the registration transaction can be completed, and the certificate of registration and label posted or handed to the owner. The carbon copy of the standard letter is to be endorsed "Inspected on (date) Inspection Report No. attached. C/R and label issued" then forwarded to HPI Section.

If after a three month period, evidence of HVIS inspection is not received, the papers are to be endorsed "no evidence of inspection received by (date). C/R and label attached hereto" and forwarded to HPI Section for follow-up action.

4. Records Endorsements

The registration certificates of HVIS vehicles will bear the endorsement "DMT Inspection - Regn. includes Inspection Fee".

It is important that registry officers ensure that such endorsement appears on all manually prepared forms for original, renewal, transfer, renewed-by or change of address transactions where applicable.

The registration fees (including inspection fees) for vehicles affected by the scheme are as set out at item 5A in Schedule 19 of the Schedules of Instructions to Motor Registry Officers. When using existing Rate Cards, registry officers should exercise particular care to ensure that the fees shown in Schedule 19 are applied in respect of any HVIS vehicle.

The inspection fee component of the overall fees currently only applies to HVIS vehicles with registered addresses in the south east region of the State. This will continue for renewals up to and including 31st December, 1985. For renewals from 1st January, 1986, the inspection fee component in Schedule 19 will apply to all HVIS vehicles throughout the State.

Registry officers should particularly note that where an original registration is effected at a motor registry with a motor vehicle inspector the normal inspection fee is to be collected, plus the relevant HVIS fee for the HVIS inspection that will take place in the following twelve months - i.e. two inspection fees are to be collected at the time of original registration.

The following table shows the inspection fees that will apply STATEWIDE from 1st January, 1986.

<u>Type of Vehicle</u>	<u>From 1.1.86</u>
Articulated	\$95.00
Truck or Prime Mover	\$60.00
Trailer	\$35.00
Large Bus (tare of 5 tonnes or more)	\$60.00
Small Bus (tare less than 5 tonnes)	\$30.00
Taxi	\$30.00
Re-inspection	\$35.00

These fees will be included on all computer prepared renewal notices for "HVIS" vehicles and the notice will bear the endorsement".

"DMT INSPECTION - REGN INCLUDES INSPECTION FEE"

In some cases it has been found that there is insufficient space to include this condition on computer records. The most common instance is where a prime mover registration is endorsed with aggregate weights for two and three axle trailers:

2 AXLE TRAILER AGGREGATE WEIGHT 35400 KG

3 AXLE TRAILER AGGREGATE WEIGHT 38000 KG

To overcome this problem a short single line endorsement has been introduced -

AGG WEIGHT - 2 AXLE TRAILER 35400 KG - 3 AXLE TRLR 38000 KG

Registry Officers should ensure that the new type of endorsement is used wherever appropriate.

Registration transactions which include the HVIS inspection fee are to be processed in the normal manner, using the existing cash register transaction identification codes.

5. Re-inspection Fees

In cases where, as the result of an inspection under this scheme, a heavy vehicle is issued with a "not-to-use" or "not-to-move" defect notice, the owner will become liable for the payment of a re-inspection fee for the associated clearance of the defect notice. The fee, as shown at item 41 in Schedule 19 currently only applies to HVIS vehicles in the south east region of the State, but will apply to all HVIS

vehicles from 1st January, 1986. Details for charging and collecting the fee are as follows:

- (a) The fee is only payable where a Departmental Motor Vehicle Inspector at a motor registry or a HVIS team conducts a re-inspection for clearance of a "not to use" or "not to move" defect notice issued by an HVIS team. A fee is not payable in the case of a defect notice allowing time for repair.
- (b) Motor Vehicle Inspectors at locations without a cash register should prepare a list of vehicles cleared after re-inspection (copy attached). Each list should include the owners's name, vehicle number and defect notice number. Each fortnight lists are to be mailed to Botany Vehicle Inspection Station. Botany will forward all lists received to the Accounts Receivable Supervisor, Accounts Branch. The owner is to be instructed that an invoice for payment (copy attached) will be forwarded directly to the owner from the Accounts Branch of the Department of Motor Transport.
- (c) At locations with a cash register the fee must be paid prior to the reinspection in the same manner as collection of fees for other types of Departmental inspection (form 38 or 67 as required). In these cases the payment of a reinspection fee should be noted on the office copy of the defect notice. It will not be necessary for the preparation of the list mentioned in (b) above.
- (d) At present, a Departmental fee is not payable in respect of defect notices cleared by an Authorised Inspection Station.

6. General

Any public enquiries about the scheme that cannot be dealt with at Motor Registries should be directed to the Botany Vehicle Inspection Station, telephone (02) 666-4857.

Registry Officers seeking additional or detailed advice on this subject may contact the Manager, Botany Vehicle Inspection Station, on telephone (02) 666-4793.

Amendments to Instructions

Pending the issue of replacement pages for the book of Instructions to Motor Registry Officers, the margin alongside Instruction No. 3.321 should be endorsed "See Circular MRC85/78".

M.J. Butler,
Commissioner.