

## Steps to follow when adding vehicles to a Heavy Vehicle Accreditation system

There are a number of small **but very important** steps that need to be taken as a part of the process of adding vehicles including trucks and prime movers, trailers and convertor dollies to an operator's Heavy Vehicle Accreditation system.

### When adding new vehicles:

Ensure the vehicle is roadworthy:

Documentary evidence of a vehicle's roadworthiness is required before a vehicle can be added to an operator's accreditation system.

Acceptable evidence of roadworthiness **must be dated** less than six months old, roadworthiness documentation dated **older than six months is not acceptable**.

A common example of acceptable evidence can include; an appropriately completed accreditation roadworthiness certificate/checklist bearing all of the vehicle's relevant identification and type details including VIN, engine number (if a powered vehicle) and registration number.

Another acceptable document to prove the roadworthiness of a vehicle is a registration/license document which can conclusively prove that the vehicle was *brand new* when added to the operator's accreditation system.

*Please remember such documentation needs to be in existence **prior to adding the vehicle to the operator's accredited vehicles register, and accreditation system.***

Once roadworthiness can be demonstrated a vehicle can then be added to the operator's **Accredited Vehicles Register**.

At a minimum this *Vehicle Register* will record the vehicle's registered owner, VIN, year of manufacture, and license/registration number.

If the vehicle being added to the accredited operator's system is either a powered vehicle or a low loader, the operator will need to advise Main Roads of the inclusion of the additional vehicle on the operator's accreditation system, this can be done by completing a **List and Update** form which is available on the Main Roads website, when completed this form needs to be sent to Main Roads.

At this stage the operator needs to determine if the vehicle will require a **Permit or Notice** in order to legally operate on Western Australian government gazetted roads.

If a permit or notice is required, the operator is required to obtain relevant permits or notices prior to operating the vehicle in a RAV configuration on WA roads.

Operating a RAV in Western Australia without holding the necessary documentation (Permits or Gazette notices), or without the vehicle(s) being run in accordance with the operator's approved accreditation system can/will attract a considerable penalty.