

CIRCULAR 0 - 4 - 16

ISSUE OF COMPLIANCE PLATES TO APPROVED LOW VOLUME COMPLIANCE PLATE APPROVAL HOLDERS FOR MOTOR VEHICLES

INTRODUCTION

1. The Administrator has approved revised procedures for the supply of low volume compliance plates to Compliance Plate Approval (CPA) holders who are members of an accredited organisation (referred to as approved CPA holders) which requires all members to abide by a code of ethics.
2. The revised procedures allow approved CPA holders to obtain low volume compliance plates from the Department's plate contractor without an 0-4-5 inspection certificate signed by a registered chartered professional engineer. The arrangements provide a level of assurance of compliance with the Australian Design Rules (ADRs) no less than that provided by an 0-4-5 inspection certificate.
3. CPA holders who are not approved CPA holders for the purposes of this arrangement shall continue to provide an 0-4-5 Inspection Certificate to the Department's plate contractor for the supply of each low volume compliance plate under the arrangements given in Administrator's Circular 0-4-5.

NEW ARRANGEMENT

4. Effective from 1 January 2001 approved CPA holders can apply for compliance plates by submitting a Statement (Table 1) for each plate to the plate contractor through their accredited organisation no earlier than seven (7) working days prior to the expected completion of ADR work on their vehicles. This means approved CPA holders can apply for plates before their vehicles have been brought up to the requirements of their CPAs. Only the Statements (Appendix 1) endorsed by an accredited organisation will be accepted by the plate contractor.
5. Within 30 days of dispatch of a plate the approved CPA holder must supply the plate contractor with a completed 0-4-5 Inspection Certificate endorsed by a Registered Chartered Professional Engineer for the vehicle to which the plate is fitted. Failure to do so is a violation of this arrangement.

6. CPA holders must also provide, in writing, the following information by completing the Statement (Appendix 1, Table 2) and returning along with the completed 0-4-5 Inspection Certificate, to their accredited organisation within 30 days of dispatch of a plate.

Is the CPA on the 0-4-5 certificate the same as the CPA on the Letter of Agreement in support of the Vehicle Import Approval?

Name and address of client

Is the client a?

- 1) Licensed Motor Dealer
- 2) Private Owner
- 3) Trade Client
- 4) Other – (please specify).

7. Accredited organisations must supply the plate contractor with the completed 0-4-5 Inspection Certification on the same day it is received from the CPA Holder. The accredited organisations shall submit monthly returns of endorsed Statements to the Administrator within the first week of each month. Returns shall include from Table1: date of Statement, date 0-4-5 submitted to plate contractor, CPA number and VIN of each vehicle, name of the accredited organisation officer who endorsed the Statement and the information on Table 2.
8. Officers of an accredited organisation who endorse Statements from members before dispatch to the plate contractor shall have no commercial or personal interest (ie. CPA Holder, Engineer) in the supply of vehicles under the low volume CPA scheme.

VIOLATIONS OF ARRANGEMENT

9. Accredited organisations shall put in place procedures to monitor members' compliance with the arrangements specified in this Circular and shall advise the Administrator immediately of members who breach the arrangement or the organisation's code of ethics.

A member found to have violated the arrangement will be removed as an approved CPA holder immediately. The CPA holder may be required to provide the Administrator with a full explanation of the violation to comply with the arrangements.

CPA/MEMBER NAME _____ Date ___ / ___ / ___
 Niddrie Nameplates Pty Ltd
 46 King Street
 AIRPORT WEST VIC 3042

STATEMENT

Table 1 – Application for Low Volume Compliance Plate

APPENDIX 1

1	Compliance Plate Approval (CPA) No.			Vehicle category																
2	Make as per CPA																			
3	Model as per CPA including manufacturer's identifier																			
4	Build month/year																			
5	GVM (kg) (not required for MA, MB, MC, LA, LB, LC or LD categories)			No. of seats																
6	17 digit VIN																			
7	Original VIN/ chassis no. if different																			
8	Vehicle Import Approval no.																			
9	Manufacturer, as shown on CPA																			

I certify that modifications of the above vehicle are in progress and are expected to be completed to the requirements of the specified vehicle on the above CPA within seven working days. I hereby apply for a low volume compliance plate under the approved CPA holder arrangement and I undertake to provide a completed 0-4-5 inspection certificate within 30 days of the date of the supply of the plate.

Signed: _____ Name: _____

Position: _____ Company: _____

Address: _____

Phone: _____ Fax: _____ Postcode: _____

Endorsed by _____ Accredited Organisation's stamp:

Name: _____ Signature: _____

Table 2 – To Be Completed and Returned with Endorsed 0-4-5 Certificate

Please complete the following, and return the page to the accredited organisation with the completed 0-4-5 Inspection Certificate within 30 days of dispatch of the compliance plate. (If necessary request the client to provide information to allow completion of Table 2.)

Name of Client					
Client's Address					
Is the Client a?	Licensed Motor Dealer		Licence No.		
Private Owner	Trade Owner		Other		
Is the CPA on the 0-4-5 the same as the CPA on the Letter of Agreement?	Yes		No	CPA No.	

Signed: _____ Position: _____

Name: _____ Date: _____