



**Important Information**

- This application form is for a Registered Training Organisation to apply to be registered under the OSOM EVDS Scheme
- All supporting documents must be attached
- Details that are missing or incorrect may result in delays or the application not being processed.
- Your application will be assessed in accordance with Transport for NSW Scheme Policies and Procedures and a decision made.
- The application alone does not guarantee selection as an Transport for NSW approved Registered Training Organisation (RTO).

**1. Registered Training Organisation Details**

Company name

Trading as

ABN/ACN

Name CEO/Director/Managing Director/Other

Driver Licence No.

State issued

Licence class

Business contact number

Mobile number

Address

  

Postcode

Postal Address

  

Postcode

Email

**2. Applicant Referees**

*Please provide details for two persons who are able to provide references regarding your training experience/OSOM and skills.*

(i) Name

Relationship to applicant

Phone number

(ii) Name

Relationship to applicant

Phone number

**3. RTO Representatives**

(i) Name

Position held within RTO

Business contact number

Mobile number

Driver Licence No.

State issued

Licence class

Address

  

Postcode

Postal Address

  

Postcode

Email

(ii) Name

Position held within RTO

Business contact number

Mobile number

Driver Licence No.

State issued

Licence class

Address

  

Postcode

Postal Address

  

Postcode

Email



4. Supporting information checklist

Please attach the following documents to your application

- Certified copy of ACN or ABN Certificate
 A certified copy of documentation from ASQA showing RTO as a bona fide Training Organisation
 Certified copy of qualifications demonstrating OSOM EVDS knowledge.

Written statement of relevant experience

A brief written statement (one page) outlining your experience in:

- Providing training courses related to the Heavy Vehicle/ OSOM EVDS environment
 Organising and administering training courses
 Include examples of training courses you have delivered.

Relevant insurances

Certified copies of certificates of currency for:

- Public Liability Insurance (minimum sum \$20 million for any single occurrence)
 Professional Indemnity Insurance (minimum sum \$5 million for any single occurrence)
 Motor Vehicle Comprehensive Insurance (minimum sum \$20 million for any single occurrence).

Fit & Proper Person Guidelines

- I have read and understood the Fit & Proper Person Guidelines

Transport for NSW Code of Conduct

- I have read the Transport for NSW Code of Conduct and signed the certification

Transport for NSW OSOM Agreement

- I have read and signed the Agreement

Who can certify documents?

The following people are authorised to certify documents:

- Health professions: Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Pharmacist, Physiotherapist
Legal professions: Solicitor / lawyer / barrister
Court positions: Bailiff, Justice of the Peace, Judge, Magistrate, Registrar, or Deputy Registrar, Clerk, Master of a court, CEO of a Commonwealth court
Government representatives (elected): Federal, State or Territory or Local
Financial Institutions: Bank officer, building society officer, credit union officer, finance company officer - employed for five years or more
Justice of the Peace (who must also provide their registration number)
Police officer ranked Sergeant or above, or in charge of a station.

Certified documents must:

- Be initialed on every page by the Authorised Officer
Annotated on the last page as appropriate eg "I have sighted the original document and certify this to be a true copy of the original" and signed by the Authorised Officer
List the name, date of certification, and contact phone number and position number (if relevant) and have the stamp or seal of the Authorised Officer (if relevant) applied.

Privacy statement and declaration

Transport for NSW is collecting your personal information in relation to your Oversize and Overmass Escort Vehicle Driver Scheme (OSOM EVDS) application and may retain and use it for driver licensing, motor vehicle, road transport and safety purposes.

You are required to provide your personal information under Road Transport Legislation and we may refuse your application if you do not provide it.

Transport for NSW may disclose your personal information to other driver licensing and vehicle registration agencies, to assess your application or verify the information you provide, for inquiries about motor accidents, to confirm compulsory third party (bodily injury) insurance is current, to anyone proposing to acquire an interest in your vehicle and in respect of inquiries relating to stolen or abandoned vehicles.

Otherwise we will not disclose your personal information without your consent unless authorised by law.

Transport for NSW is subject to the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002. Your personal information will be held by us at 20-44 Ennis Road, Milsons Point NSW 2061. You have the right to access and correct the information if you believe that it is incorrect.

You declare that the information on this form is true and complete. Under Road Transport Legislation, it is an offence to attempt to register or renew the registration of a vehicle by false statement or any misrepresentation or other dishonest means.

Signature

[Signature box]

Date

[Date box: day / month / year]

Transport for NSW Office use only

Checklist

- Certified copy of ACN or ABN Certificate
 Certified copy of documentation from ASQA showing RTO as a bona fide Training Organisation
 Certified copies of insurance certificates for currency
 Certified copy of qualifications demonstrating OSOM EVDS knowledge.
 Signed Transport for NSW Code of Conduct certification
 Signed Transport for NSW OSOM Accreditation Agreement

Date commences

[Date commences box: day / month / year]

Date expires

[Date expires box: day / month / year]

Approved

- Yes  No

Approval Officer name

[Approval Officer name box]

Officer signature

[Officer signature box]

Further information and enquiries

Transport for NSW, Enrolment Training
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