Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

CI-120E

Vehicle Safety and Standards
Circular to Industry

Business Rules for Bulk Licensing Cab Chassis Vehicles

This Circular relates to business rules for bulk licensing of cab chassis vehicles which have table top and/or other selected standard bodies which are produced in volume to conformity of production specifications. These rules are an addendum to the current Bulk Licensing Business Rules and only serve to provide additional information with respect to the licensing of cab chassis vehicles. In all other respects the current Bulk Licensing Business Rules continue to apply.

This scheme only applies to businesses that are already registered by the Department of Transport (DoT) for the Dealer Network for On-Line Licensing and Registration.

Introduction

Only new vehicles will be permitted to be licensed under this scheme. The scheme will only apply to cab chassis vehicles that have been certified under the *Motor Vehicle Standards Act* and have been fitted with the appropriate identification plate (previously known as the "*compliance plate*").

The scheme will operate in a manner similar to the Bulk Licensing Scheme for Passenger Vehicles (BLSPV) which has been in operation for many years. As is the case for the BLSPV, cab chassis vehicles will not be able to be bulk licensed until a *Standard Vehicle Code* (SVC) has been allocated to the class of vehicle in question. Vehicles that need to be licensed (registered) before an SVC is issued will need to be presented for examination at one of the DoT's vehicle examination centres or an Approved Inspection Station (AIS) prior to licensing.

This scheme does not apply to cab chassis vehicles fitted with "one-off" or non-standard bodies. Cab chassis vehicles fitted with these bodies must be presented one of the DoT's AIS.

Vehicles that have been modified away from the vehicle manufacturer's specifications or have had major accessories added such as cranes, mixers, roll bars, etc. are not eligible for bulk licensing.

This scheme allows for two principal options that may be used to bulk license cab chassis vehicles, which are fitted with fabricated table top and/or other selected standard bodies, which are produced to conformity of production. The first relies on bodies fitted under the control of the parent vehicle manufacturer whilst the second method relies on bodies being fitted by local manufacturers under an authorised modification scheme (currently VSB6) that requires a modification plate to be fitted to the vehicle.

Option 1: Body fitted by a motor vehicle dealer

This element of the bulk licensing scheme applies to bodies that have been built by Component Manufacturers, who have been contracted by vehicle manufacturers to produce trays or bodies to their specifications.

Through their spare part and accessories departments, each vehicle manufacturer must provide installation instructions and certify that each body when fitted in accordance with installation instructions will comply with the applicable Australian Design Rules (ADRs).

This method of fitting body kits is available to all motor vehicle dealers who supply commercial vehicles to the public. Examples of these vehicles being "well body" and cab chassis.

Dealers may fit approved body kits, providing they have adequate facilities and that the kit is fitted in accordance with the body manufacturers and parent vehicle manufacturer's installation instructions.

Once the body has been fitted, in accordance with the installation instructions, a unique body serial number must be fixed permanently to the body as required by the vehicle manufacturer. This is required to assist in the auditing of this scheme.

Option 2: Authorised Modification Scheme

All vehicles modified in Western Australia must receive approval for the modifications from the DoT. This process ensures that the modifications have been completed to an acceptable standard, ensuring that the modified vehicle will continue to operate safely.

To streamline the approval process for vehicle modifications, a scheme known as the Authorised Modification Scheme for Heavy Vehicles (AMS) was introduced by the DoT to allow modifications to heavy vehicles to be certified by qualified persons. This scheme permits light vehicles that have a full chassis to be included in its scope.

In essence, the scheme has been introduced to give approval to organisations that meet certain standards to perform certain modifications. These organisations are referred to as Authorised Modifiers.

The AMS utilises the *National Code of Practice for Heavy Vehicle Modifications (VSB6)* as its technical basis. Body builders in WA may elect to apply to become an Authorised Modifier. Authorised Modifiers must nominate an authorised officer who is the person within the organisation responsible for signing off each modification.

Authorised officers must be able to demonstrate adequate knowledge and understanding of the modifications that will be performed together with knowledge and understanding of the ADRs and the Road Traffic (Vehicles) Regulations 2014.

An authorised body builder, who is operating within the AMS is required to fit a modifiers plate alongside the new vehicle manufacturer's identity plate. Providing the vehicle is not otherwise modified, the modifiers plate may be installed on the tray or body for the purposes of this scheme If more than one code appears on the modifiers plate, the plate must be installed alongside the new vehicle manufacturer's identity plate.

In all cases, the modifier whose code appears on a modification plate has the final responsibility for making sure that all modifications covered by the modification codes on that plate conform to the requirements of the scheme, as outlined in this bulletin and in the AMS Handbook, which

is available from the DoT. This primary responsibility is independent of layers of sub-contracting.

Please note that the DoT will not become involved in disputes involving sub- contractors. The principal modifier has the sole responsibility of ensuring that all the legal contractual demands are satisfied.

Below in **Figure 1** is a sample illustration of a blank modification plate that is used in the AMS. For further information on how the scheme operates it will be necessary to refer to the AMS Handbook, which is available from the DoT.

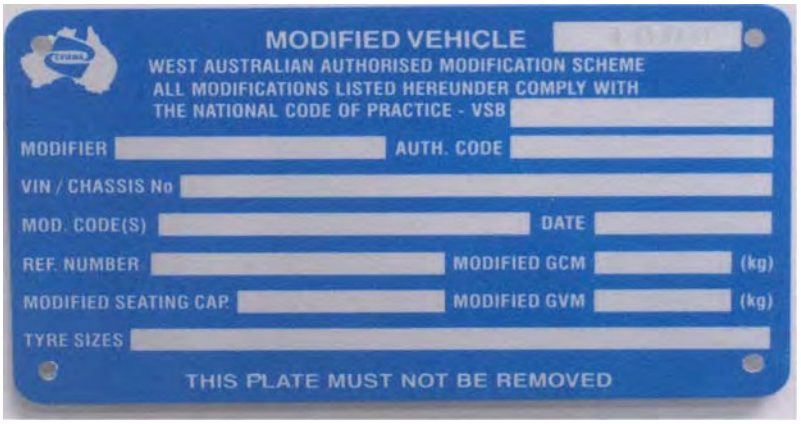


Figure 1 – Typical Western Australian Authorised Modification Plate

Details of how to join the Authorised Modification Scheme may be obtained from the DoT

For both methods: Vehicle specification sheet

Under this new scheme a Standard Vehicle Code Description (SVCD) will be introduced by the DoT for every make/model cab chassis that uses a standard table top and/or other selected standard body.

The SVCD will be made up from the following component descriptors and will be formed in the order below;

- The type of material used for table top body, e.g. Medium Alloy (MA)
- The actual length of the table top body, which is measured from the inside of the tray to the rear outside of the tail gate, e.g. (2400mm)

Using the above component descriptors, the SVCD for a table top produced by Smith's Body Builders that is made of medium alloy and is 2400mm long, will be ***MA2400***. See Appendix 1 for a list of typical body codes, together with their average mass.

Please note that Appendix 1 will be constantly reviewed as new trays/bodies are included into the scheme.

Process for generating vehicle specification sheets

A Vehicle Specification Sheet (VSS) needs to be developed for each vehicle capable of being bulk licensed. (Refer to Appendix 3 for an example of a VSS). The SVCD will then be included in each VSS in the box titled 'Body Identifier (SVCD)'.

Vehicle variations may include Single Cab, Dual Cab and Extra Cab vehicles provided they are manufactured in sufficiently large numbers to warrant their inclusion in this scheme.

A separate VSS will be issued by the DoT for each variant that may be bulk licensed.

Once a VSS is fully completed the vehicle, together with the VSS, must be presented to the Manager at the qualified/appropriate Vehicle Examination Centre, at the address shown on page 7 to verify that the information contained in the VSS is correct. Where an examination is necessary in the country, the inspection must be carried out by a departmental vehicle examiner at centres where one is available, or at an AIS. A weighbridge docket must also be presented verifying the vehicle's tare mass, including the table top body, as shown on the VSS.

Tare mass is defined as a vehicle ready for service, unoccupied and unladen, with:

- all fluid reservoirs filled to nominal capacity, except for
- 10 litres of fuel; and
- with all standard equipment and any options fitted.

Options may include tow bars complying with ADR 62 and bullbars complying with Circular to Industry *CI 112 Bullbars*.

Where a VSS for a particular model has been processed and authorised by the Department, variants of that model using bodies of different lengths, or from different suppliers, can be developed without a weighbridge certificate providing the average mass shown in Appendix 1 is used to calculate the tare mass of each variant.

The VSS must then be forwarded, by the respective dealer, to the DoT. Details of the examination centre where the vehicle was cross-checked must also be provided.

This VSS will then be emailed to the section within the DoT responsible for administering the National Exchange of Vehicle and Driver Information System (NEVDIS) which will enter the data onto the TRELIS system. This action will result in the formulation of a code known as the Standard Vehicle Code (SVC).

The State Distributor will then be provided with details of the approval and the appropriate SVCs. The Distributor will then provide dealers with the relevant SVC that will enable them to bulk license the cab chassis vehicles fitted with approved bodies.

Dealers may then proceed to bulk license the vehicle specified on the specification sheet, using the same MR1A form and procedure currently used for any passenger vehicle.

Alternatively, an Authorised Modifier who is also an Authorised Vehicle Inspector under the Authorised Modifier Inspection Scheme (AMIS) may perform the inspection that would otherwise be performed by the Manager at the appropriate chosen Vehicle Examination Centre. The AMIS will then be required to forward the relevant information to the DoT by email. The remainder of the process remains unchanged.

To reduce the number of inspections required, the DoT will accept one inspection for a particular model that is available in several variants – e.g. an inspection will not be required

for both a petrol and diesel variant of the same vehicle. However, a separate VSS will still be required for each variant.

The DoT can be contacted for clarification as to whether additional inspections are required, in cases where there is any doubt as to whether this is necessary.

Application of the VSS

The DoT will only require one VSS for each model variant of a particular model vehicle irrespective of which dealer within the State presents the VSS to the DoT. This information will be made available to all dealers in WA who market the vehicle in question. The State Distributors will play an important role in avoiding unnecessary duplication during this part of the process.

Inspection prior to licensing (registration) by the dealer

To ensure that the body has been fitted correctly and that the vehicle continues to comply with the appropriate vehicle standards and ADRs, the check list at Appendix 2 must be completed by the dealer before proceeding with the registration process.

Any errors or non-compliance must be corrected before the vehicle is offered for registration. Technical queries may be directed to the DoT if there is any doubt as to the technical compliance of a vehicle.

Auditing

Dealers must keep auditable records for all vehicles registered under this scheme. The DoT's Vehicle Operations will implement an audit scheme that will include

- Audit of dealer's records
- Audit of documentation presented to facilitate licensing
- Audit to determine compliance with all applicable legislation
- Random physical audit of vehicles that have been licensed.

Glossary

Item	Brief description
Authorised Modification Scheme for Heavy vehicles (AMS)	A WA heavy vehicle modification scheme based on VSB6 which allows authorised modifiers to carry out specific work. This scheme includes light vehicles that have full length chassis such as utilities and light trucks.
National Code of Practice for Heavy Vehicle Modifications (VSB6)	A national code which provides detailed requirements and examples of heavy vehicle modifications that are of an acceptable standard to registration authorities in Australia.
National Exchange of Vehicle Data Information System (NEVDIS)	The Australian national system for sharing vehicle data including vehicle identification numbers (VINs).
Standard Vehicle Code (SVC)	The code issued by the DoT (NEVDIS) which is used by dealers to license a vehicle.
Standard Vehicle Code Description (SVCD)	This code identifies the tray/body and provides information on its length and material used.
Vehicle Specification Sheet (VSS)	Summarises essential licensing information of the vehicle together with photographs.

Related links

Links

- *Motor Vehicle Standards Act* can be accessed on Commonwealth Law Publisher website (www.austlii.edu.au)
- Australian Design Rules are available on the Department of Infrastructure and Regional Development's website (www.infrastructure.gov.au)
- National Code of Practice for Heavy Vehicle Modifications (VSB6) is available on the Department of Infrastructure and Regional Development website (www.infrastructure.gov.au)
- Road Traffic (Vehicles) Regulations 2014 can be accessed on State Law Publisher website (www.slp.wa.gov.au)
- Authorised Inspection Stations can be found on the Department of Transport website (www.transport.wa.gov.au/dvs)

- Vehicle Examination Centres can be found on the Department of Transport website (www.transport.wa.gov.au/dvs)
- VL1 Form can be found on the Department of Transport website (www.transport.wa.gov.au/dvs)
- Vehicle Safety Publications can be accessed on the Department of Transport website (www.transport.wa.gov.au/dvs)
- Vehicle Specification Sheet can be accessed on the Department of Transport website (www.transport.wa.gov.au/dvs)

Correspondence and enquiries

Vehicle Safety and Standards
Department of Transport
34 Gillam Drive
Kelmscott WA 6111

For enquiries contact DoT on 13 11 56

Appendix 1
Typical body codes and average mass

TRAY TYPE	CODE & LENGTH	AVERAGE MASS (kg)
Economy Alloy	EA1700	83
	EA1800	
	EA1900	92
	EA2000	98
	EA2100	103
	EA2400	115
Medium Alloy	MA1700	102
	MA1800	
	MA1900	108
	MA2000	
	MA2100	114
	MZ2300	119
	MA2400	122
	MA2500	122
	MA2600	125
	MA2700	140
Heavy Duty Alloy	HDA1700	102
	HDA1800	
	HDA1900	110
	HDA2000	118
	HDA2100	125
	HDA2400	140
	HDA2700	155
Extra Heavy Duty Alloy	EHDA1700	
	EHDA1800	165
	EHDA1900	
	EHDA2000	
	EHDA2100	
	EHDA2400	225
	EHDA2700	

TRAY TYPE	CODE & LENGTH	AVERAGE MASS (kg)
Composite	COMP1900	140
Standard Steel	SST1700	158
	SST1800	
	SST1900	175
	SST2000	185
	SST2100	195
	SST2400	220
	SST2700	242
Heavy Duty Steel	HDST1700	175
	HDST1800	
	HDST1900	190
	HDST2000	205
	HDST2100	215
	HDST2400	240
	HDST2700	265
Extra Heavy Duty Steel	EHDST1600	235
	EHDST1700	
	EHDST1800	265
	EHDST1900	
	EHDST2000	
	EHDST2100	312
	EHDST2400	353
	EHDST2700	

Legend

EA	Economy Alloy
MA	Medium Alloy
HDA	Heavy Duty Alloy
EHDA	Extra Heavy Duty Alloy
COMP	Composite
SST	Standard Steel HDST Heavy Duty Steel
EHDST	Extra Heavy Duty Steel

Appendix 2
Dealers visual ADR compliance check list prior to licensing (registration)

COMPONENT	REQUIREMENT	YES	NO	N/A
Identification plate	Is an identification plate fitted by the parent vehicle manufacturer?			
Registration (number) plate	Does the registration plate fitted to the vehicle correspond with the VIN entered during the registration process?			
Body	Securely fitted in accordance with manufacturer's specification? (spacer, washers, bolts tightened?)			
Rear mudguards	Cover full width of tyre? Maximum height from ground 2x4 230mm, 4x4 300mm?			
Exterior mirrors	Is at least one mirror fixed to each side of the vehicle?			
	Is the surface area of each mirror at least 150 square centimetres?			
	When viewed from the rear can at least 50% of the mirror's surface area be clearly seen outside the fitted body?			
Lights	Do all front & rear lamps operate correctly?			
	Can all lamps be readily viewed by other motorists?			
Rear registration plate	Illuminated location supplied?			
	Unobscured location?			

Note: If the answer to any question is **no,** the vehicle cannot be Bulk Licensed.

Appendix 3
Typical vehicle specification sheet

VEHICLE SPECIFICATION SHEET

SVC: (transport use)		**DATE OF ISSUE: (transport use)**	
MAKE:		**MODEL:**	
MMCODE:		**BODY Identifier (SVCD):**	
ENGINE:		**TRANSMISSION:**	
RVD		**COMPLIANCE PLATE APPROVAL NUMBER**	
SEATS			

Photo 1

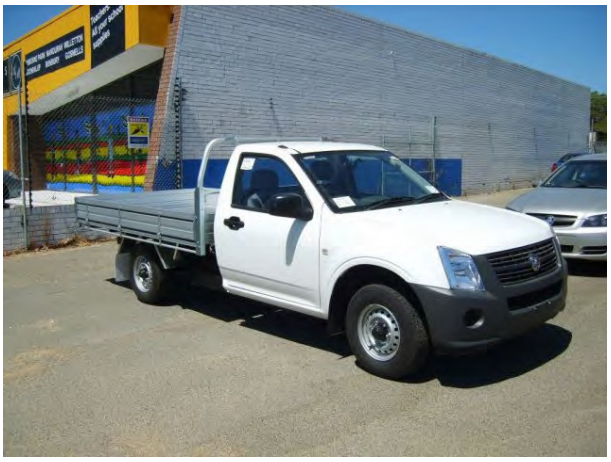
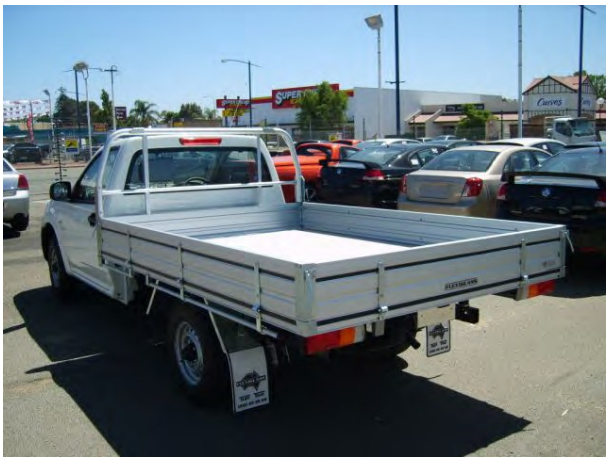


Photo 2



VEHICLE IDENTIFICATION

Year of sample vehicle	
VIN of sample vehicle	
Engine # of sample vehicle	

MAJOR DIMENSIONS & BODY DETAILS

Overall Vehicle Length	**mm**
Width	**mm**
Wheelbase	**mm**
Rear overhang	**mm**

MASS

Tare mass (Supported with Weighbridge docket)	**Kg**
Gross Vehicle Mass	**Kg**
Gross Combination Mass	**Kg**