

Application for Official Inspection Station License

The undersigned hereby applies for a license and designation of the within described place of business as a(n) Official Inspection Station.
(Check applicable)

Initial License Renewal

Applying to be licensed as a: (check applicable)

Passenger and Light Commercial (P&LC) Trailer (T1)
 Heavy Commercial (HC A) Trailer (T2)
 Heavy Commercial (HC B) Trailer (T3)
 Motorcycle (MC)

Full Name of Applicant _____ Telephone Number _____

Business Name _____ Telephone Number _____

Business Location _____

Mailing Address (include postal code) _____

Registry of Joint Stock Companies Number _____

Co-Partners or Corporate Officers*		
Name	Title	Signature

Signing Officers (For Sticker Book Purchase)*		
Name	Driver License Master No.	Signature

Tester(s)*		
Name	Driver License Master No.	Department of Education Certification No.

The undersigned agrees to:

1. Abide by all requirements of the Official Inspection Station Manual.
2. Maintain the necessary inspection space, personnel, equipment and records.
3. Ensure the conduct of inspections and procedures in accordance with the Motor Vehicle Act and Inspection Regulations.
4. The applicant has read and understands the applicable law and inspection procedures.

 Applicant Signature Date

A copy of the appropriate zoning letter must be included with the application.

Divisions Use Only		
Station License Serial No. _____	Inspection Station No. _____	Date _____

Note: Making a false statement on any application form may result in automatic rejection and a penalty fee.

* See reverse for additional space.



**Service Nova Scotia
and Municipal Relations**

Motor Vehicle Inspection Tester Transfer

Please Add or Delete from Official Inspection Station as indicated below:

Addition Station Name _____ Station Number _____

Deletion Station Name _____ Station Number _____

Name _____
Address _____

Home Phone No. _____
Tester License No. _____
Driver License Master No. _____
Driver License Expiry Date _____
Department of Education Certification No _____

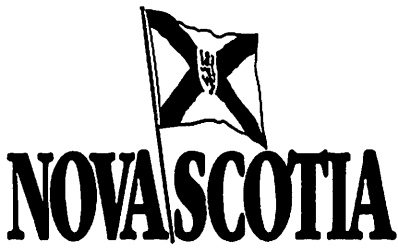
Application fee applicable.

Application must hold a valid Nova Scotia Driver's License.

Note: Making a false statement of any application form may result in automatic rejection and a penalty fee.

Tester Signature

Date



Transportation and Infrastructure Renewal
Motor Vehicle Administration Section
PO Box 1652 Halifax, B3J 2Z3

Bus: 902-424-4010
Fax: 902-424-0772
E-mail: mvi@novascotia.ca

*** Please review application fully. Any missing information will result in application being rejected and returned.**

Motor Vehicle Inspection Station Checklist

1. Application for an Official Inspection Station License (form APP14) completed fully including Co- Partners or Corporate officers and signed and dated by station owner (attached)
2. Application for Tester Transfer for each mechanic identified within the application (attached)
3. Zoning letter from the municipality dated within 6 months of the application. Must indicate that the advised property is zoned for conducting Motor Vehicle Inspections as licensed by the province of Nova Scotia.
4. Copy of Registry of Joint Stocks Certificate (will be reviewed in Joint Stocks to ensure company in good standing)
5. If the building is leased, a copy of a valid lease agreement in business applicants name. Must be for a minimum of 6 months and must describe the property and premise. If not leased, proof of property ownership is required in either a deed or current property assessment.
6. Copy of a valid (not expired) mechanics certificate of qualification issued by the province of Nova Scotia or Interprovincial certification of qualification or equivalency for each mechanic.

7. Applicable Fees: \$133.25 for station license
\$11.70 for each mechanic
\$62.40 Administration fee (separate cheque is required and is nonrefundable)

The **Motor Vehicle Act** and the **Motor Vehicle Inspection Regulations** provide the authorization for the Department to license individuals or companies to operate official testing stations.

The Regulations require that an official testing station:

- * Have an enclosed space that is large enough to permit the proper inspection of any class of vehicle that the licensee intends to inspect;
- * Have the tools and equipment, listed within Appendix A, for the class of vehicle to be inspected or any other tools and equipment that the Registrar considers appropriate, which must be kept inside the station and be maintained in good working order at all times;
- * Must be located in a facility that conforms to all applicable municipal by-laws;
- * Must be open during as many hours and with as much regularity as is reasonably necessary to provide service to its typical clients and to permit the department to ensure that it complies with these regulations;
- * Must be located in a facility owned by or under lease to the licensee;
- * Employ at least one tester and/ or certified mechanic
- * If a body corporate, partnership or does business under another name, make all required filings and registrations with the Registry of Joint Stock Companies and be in good standing with the Registrar of Joint Stock Companies;
- * Pay an annual licensing fee as prescribed in the Regulations. There shall be no prorating of the annual fee. Applications for a new license will be required to pay the full fee regardless of time of year

The Regulations require the Licensee (operator) of an official testing station to:

- * Provide true, accurate and complete information to the Registrar of Motor Vehicles;
- * Ensure that all inspections are conducted in accordance with the Vehicle Inspection Regulations

- * Allow the Registrar or Department staff or persons authorized by the Registrar to inspect the equipment, premise and any materials used for inspections at any time during the hours the official testing station is open;
- * Notify the Registrar if ownership of the official testing station is changing, or if its operation is being suspended or terminated, at least 14 days before the date of either occurrence;
- * Notify the Registrar at least 5 business days before the start or end date of a tester's employment with the licensee;
- * Maintain a record of each inspection conducted at the official testing station for 3 years following the inspection date;
- * Promptly provide any inspection records or relevant information requested by the Registrar or peace officer;
- * Display all signs and licenses issued to the licensee in the manner required by the Registrar;
- * Take all necessary precautions to safeguard inspection stickers and inspection certificates from loss or theft;
- * Notify the registrar in writing of the names of persons authorized by the licensee to buy inspection stickers and inspection certificates on behalf of the licensee;
- * Immediately forward to the Department all department copies of issued certificates;
- * Report lost or stolen inspection stickers or Certificates to the Registrar, and stolen inspection stickers or certificates to the local police authorities, no later than 2 business days after the date they became aware of the loss or theft;
- * Notify the Department when a testing station relocates and obtain a new license to reflect the change
- * The Registrar of Motor Vehicles may refuse to issue or renew your official inspection station license if any of the above is not complied with.

The Inspection Regulations also provide for the:

- * Suspension or cancellation of the official testing station license or tester license
- * Re- examination of any tester;
- * Refusal to issue stickers to a station where they are not properly secured

Should the license be suspended or cancelled, the Registrar will not consider re-instating the suspended license, or accept a new application for a cancelled license until all conditions in the suspension/cancellation order have been met.

Station Designation:

Station shall be licensed to inspect certain classes of vehicles based upon the following designations:

- HC** All commercial vehicles with registered weight over 4500 kg with air brakes
- HCB** All commercial vehicles with registered weight over 4500 kg with hydraulic brakes
- MC** Motorcycles and motor- driven cycles
- P&LC** Passenger, light commercial with hydraulic brakes and single rear axle having a gross vehicle weight of 4500 kg or less and motor homes with hydraulic brakes and a single rear axle
- T1/ T2** All trailers under 4500 kg. And recreational trailers over 4500 kg
- T3** All trailers

Vehicle Inspection Fee Schedule

Class of Vehicle	Maximum Fee
1. Vehicle with single rear axle designed for 2 wheels, including passenger car, station wagon, and truck or motorized home.	\$29.15
2. Motorcycle or Motor- driven cycle.	\$16.35
3. Truck or truck tractor, bus or motorized home with hydraulic brakes, single rear axle designed for 4 wheels (4500 kg or less) or dual rear axle designed for 8 wheels (over 4500 kg). Motor home with two rear axles designed for single wheels (over 4500 kg). Motor home with single rear axle designed for 4 wheels (over 4500 kg).	\$40.85
4. Truck or truck tractor, bus or motorized home (over 4500 kg) with two rear axles designed for 4 wheels.	\$98.00
5. Trailer or semi-trailer equipped with 1 axle (4500 kg or less).	\$16.40
6. Trailer or semi-trailer equipped with brakes and a registered weight of 4500 kg or less.	1 axle - \$22.35 + \$11.45 PER (Aug.1 st /11)
7. Trailer or semi-trailer with registered weight of over 4500 kg.	\$40.85

*** All fees listed within this schedule are subject to applicable taxes**

Testers' Qualifications

	Class of Vehicle	Tester's Qualifications
1	Vehicle with registered gross weight of 4500 kg or less, Class - PLC	Valid certificate of qualification in any of the following trades: - service station technician - front end and brake - automotive service mechanic Or Certification by Department before August 1, 2000, as a tester of vehicles with registered gross weight of 4500 kg or less
	over 4500 kg with hydraulic brakes Class - HCB (with a test/ full AST)	Automotive service technician or Certification by Department before August 1, 2000, as a tester of vehicles with registered gross weight of 4500 kg or less
2	Vehicle with registered gross weight of more than 4500 kg Class- HCA	Valid certificate of qualification in the truck and transport mechanic trade
3	Motorcycle or Motor- driven cycle Class - MC	Valid certificate of qualification in the motorcycle mechanic trade Or Certification by Department before August 1, 2000, as a tester of motorcycles
4	Trailers with registered gross weight of under 4500 kg Class T1, T2 Class T3	Before February 1, 2007: Valid certificate of qualification in any of the following trades: - truck and transport mechanic - service station mechanic - automotive service technician - motorcycle mechanic - recreation vehicle service tech - front end & brake Or Certification by Department before August 1, 2000, as a tester of trailers equipped with electric or hydraulic brakes January 1, 2010, and after: Valid certificate of qualification in either of the following trades: - truck and transport mechanic - recreation vehicle service technician Or Completion of an appropriate training program recognized by the Registrar

5	Trailers with registered gross weight of over 4500 kg and equipped with air brakes Class- T1, T2, T3	Valid certificate of qualification in either of the following trades: - truck and transport mechanic - transport trailer technician
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Tools and Equipment: (Appendix A)

Each official inspection station must be equipped with the following tools and equipment for use by the testers. The tools and equipment must be in good working order at all times and appropriate for the class of vehicle inspected.

	P&LC	T1-T2	T3	HC	MC
Hoist or axle stands	X	X	X	X	
Floor jack (capable of lifting class of vehicle)	X	X	X	X	X
Headlight aiming device (scope or screen)	X			X	X
Dial indicator	X			X	
Tire pressure gauge	X	X	X	X	X
Tread depth gauge	X	X	X	X	X
Pry Bar	X	X	X	X	
Brake Jack (means of applying brakes)	X			X	
Air Compressor	X		X	X	
Trouble light	X	X	X	X	X
Torque wrench(calibrated annually)/sockets for wheel replacement	X	X	X	X	
Hand tools	X	X	X	X	X
Drum micrometer	X	X	X	X	
Micrometer	X	X	X	X	
Wheel Chocks		X	X	X	
Axle seal/sleeve installation tool			X	X	
Test panel for lights and electric brakes		X	X		
Wheel jack				X	
Fifth wheel dummy pin				X	
No-go gauge (king pin)			X		

Hoses & couplings adequate to conduct brake check			X		
Specifications and test procedures for brake, steering and suspension components (electronic) or printed)	X	X	X	X	X