



Tástáil Ródacmhainneachta um Fheithiclí Tráchtála
Commercial Vehicle Roadworthiness Testing

Operator Self-Declaration

A guide for operators of
Heavy Commercial Vehicles

Heavy Goods Vehicles, Goods
Trailers, Buses, Ambulances



Operators of Heavy Commercial Vehicles are **required by law** to make an online 'Self-Declaration' to the RSA in relation to their Heavy Goods Vehicles, Goods Trailers, Buses and Ambulances.

Why you need to submit a 'Self-Declaration' to the RSA

Road safety and the roadworthiness of commercial vehicles are important to everyone. If you are a Heavy Commercial Vehicle (HCV) operator, the law says you must make an online 'Self-Declaration' to the RSA in relation to the HCVs you operate.

'Self-Declaration' allows us to develop a better understanding of the practices and procedures in place for commercial vehicles. The main objective is to improve the safety and roadworthiness of commercial vehicles on our roads, and to improve how we target our enforcement.

To submit a 'Self-Declaration', you need to register with us online at www.cvrt.ie. (the RSA website for Commercial Vehicle Roadworthiness Testing). You will then have access to your 'CVRT Online Account'.

The introduction of a 'Commercial Vehicle Operator Risk Indicator' (CVORI) is an important part of our strategy to target enforcement of road safety rules and regulations where there is most risk. We will use CVORI to assess how likely an operator is to not comply with requirements. We are basing CVORI on current factual information and previous encounters with RSA Enforcement Officers. The information we use and how it affects your risk-rating will be reviewed on an ongoing basis to ensure that it best reflects your risk.

Making an online 'Self-Declaration' each year will reduce your risk-rating and improve your CVORI profile with the RSA.

Register and submit your 'Self-Declaration' online at www.cvrt.ie

We will continue to target our enforcement mainly at those who do not comply. This means we can minimise interruptions for compliant operators. We want to support compliant operators. Working together will provide commercial benefits such as saving time and money, and helping ensure fair competition for you.

Who must submit a ‘Self-Declaration’?

If you or your business operates one or more vehicles belonging to any one of the following four vehicle classes, you must make a ‘Self-Declaration’ to the RSA in relation to those vehicles:

1. Goods-carrying vehicles that have a design gross weight over 3,500 kilograms
2. Passenger-carrying vehicles with more than eight seats, excluding the driver’s seat
3. Goods trailers that have a design gross weight over 3,500 kilograms
4. Ambulances

Please note: You do not need to declare Light Commercial Vehicles (LCV). However, if you want to conveniently manage your vehicle records so that they are in one place, you can include them on your ‘CVRT Online Account’ along with your Heavy Commercial Vehicles (HCV) – as listed above.

The person or business that normally operates, or is in possession of the vehicle, is responsible for making the ‘Self-Declaration’ – this does not have to be the registered owner of the vehicle. This is because the operator is responsible for the day-to-day maintenance procedures and checks in place for the vehicle.

You must include the HCV on your 'Self-Declaration' no matter what the circumstances of the vehicle are. For example, the HCV must be declared even when:

- the Certificate of Roadworthiness (CRW) has expired
- the motor tax has expired
- the vehicle is rarely used (has low annual mileage)
- the vehicle is currently withdrawn from service (in such cases, you can let us know this information on your 'CVRT Online Account')

All Irish registered commercial vehicles, belonging to any one of the four vehicle classes stated previously, must be included on a 'Self-Declaration' to the RSA.

When should you submit your 'Self-Declaration' to the RSA?

Since June 2014, the law states that all Heavy Commercial Vehicle operators must now make a 'Self-Declaration' to the RSA. You must submit a 'Self-Declaration' online every year. If you add or remove vehicles from your fleet, or your business circumstances change at any time, you should update the details on your 'CVRT Online Account'. You can amend and resubmit your 'Self-Declaration' at any stage.

If you do not submit a 'Self-Declaration' to the RSA, an Enforcement Officer may issue an infringement when detected at a roadside or premises inspection.

If you have not submitted your 'Self-Declaration' to the RSA, now is the time. Go online to www.cvrt.ie.

How to submit your 'Self-Declaration' to the RSA

To submit your 'Self-Declaration', you will need to register online as an operator with the RSA using our CVRT website. You only need to register once and you will then have access to a 'CVRT Online Account'.

Register online now at www.cvrt.ie

To register online you will need:

- an email address
- a mobile phone number
- your Company Registration Number – if you are a registered company with the Companies Registration Office Ireland
- your PPSN and Date of Birth – if you are a sole trader, partnership, or private individual

Once registered as an operator with the RSA, you can then simply login to your 'CVRT Online Account' and submit your 'Self-Declaration'.

Are you a Licensed Operator?

If you hold a Road Transport Operator Licence, you will need to include your licence number and the VIN/Chassis number of just one of your HCVs on that licence as part of your registration.

You won't need to manually input the details for those vehicles on your licence - our system will automatically upload them all to your 'CVRT Online Account' for you.

Please note that Goods trailers are not included on a Road Transport Operator Licence, so you will need to add any Goods trailers you operate to your 'CVRT Online Account'.

With your 'CVRT Online Account', you can also manage your vehicle records online, quickly and conveniently.

With your 'CVRT Online Account' you can:

- view your vehicle information including:
 - test reports
 - pass statements
 - roadside/premises inspection reports
 - CRW details
- receive alerts and reminders about your vehicles
- book commercial vehicle tests
- apply for ADR certificates and replacement CRWs
- upload additional vehicle documentation (that can be accessed for vehicle testing and reduce the need for paperwork at test time)
- add or remove vehicles from your 'CVRT Online Account' and 'Self-Declaration'

There is no charge to register for your 'CVRT Online Account' and to submit your 'Self-Declaration', and we can assist you if you need any help with the process.

CVRT Helpdesk

Locall: 1890 927 218

Phone: 091 480 981

Email: selfdec@rsa.ie

Website: www.cvrt.ie

What information do you need to include on the ‘Self-Declaration’?

- Your operator name, contact information, and depot locations
- Service sector you operate in (‘Passenger’, ‘Goods/Haulage’ or ‘Utility/Special purpose’)
- Where you operate your vehicles (Republic of Ireland, Northern Ireland, International)
- What your vehicles are used for (type of passenger services provided, type of goods transported, or utility/special purpose services provided)
- Vehicle details for all HCVs, including:
 - vehicle registration number
 - VIN/chassis number (only the last 4 digits of the VIN/chassis number are needed for input)
 - vehicle status (owned or leased)

Based on the vehicle registration number, certain details will automatically upload for your vehicle. These details include:

- vehicle make and model
- vehicle registration date
- vehicle CRW status and expiry date, and
- test category of the vehicle
- Maintenance and repair procedures you have in place for your vehicles
- Inspection routines you have in place for your vehicles (driver walk-around checks)
- Declaration (as the operator) that you will maintain and test commercial vehicles in accordance with the **Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012**.

For assistance or further information

If you would like help completing your online registration or 'Self-Declaration', or if you would like more information about 'Self-Declaration' to the RSA, please contact our CVRT Helpdesk or visit our website.

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About the legislation

For details of the legislation about 'Self-Declaration' to the RSA, see:

- Statutory Instrument No. 348 of 2013 – Road Safety Authority (Commercial Vehicle Roadworthiness) (Vehicle Maintenance and Repair) Regulations 2013
<http://www.irishstatutebook.ie/2013/en/si/0348.html>
- Section 30(3) and 30(4)(e) of the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012
<http://www.irishstatutebook.ie/2012/en/act/pub/0016/index.html>

This guide constitutes a guideline for the purpose of Section 38 of the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012.



Disclaimer

The contents of this guide are expressed in broad terms and they are not intended to be a detailed analysis of the legislation relating to Self-Declaration to the RSA. They do not, and are not intended to, constitute legal advice or represent a legal interpretation of the Regulations.

Whilst every effort has been made to ensure the accuracy of the information contained in this guidance note, the Road Safety Authority, its servants and agents assume no responsibility for and give no guarantee in respect of the accuracy, completeness or up to date nature of the information and do not accept any liability whatsoever arising from any error or omission.



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