



Road Vehicle Standards

Checklist for a Model Report application

December 2023

Approval holder contact details

- Select who) would be the approval holder, responsible for meeting all the approval conditions.
- Identify the primary contact for the approval which will be published on the list of Model Report approvals on ROVER.
- Provide contact details for the primary contact person for accessing the approved Model Report.

Information demonstrating you meet the selection criteria

- Indicate the type of Model Report you have developed and are seeking to have approved – vehicle to be entered on the SEVs Register, used 2-wheeled or 3-wheeled vehicle, trailers, or vehicle subject to second stage of manufacture (SSM).
- Provide details of the vehicle the Model Report will cover, including make (not High ATM trailers), model, and any variant details.
- If the Model Report covers a vehicle on the SEVs Register, include a valid SEVs Register entry number (or numbers where the make, model, vehicle category and SEVs criteria are the same).
- If the Model Report covers a second stage of manufacture vehicle, provide a valid vehicle type approval number of the first stage vehicle.
- Indicate whether the intended modification will change the vehicle category if the Model Report is for a SSM or a specialist and enthusiast vehicle campervan.
- Identify and select the applicable standards set out in the [Road Vehicle Standards \(Model Reports – Compliance with Standards\) Determination 2021](#) that the vehicle must comply with (or substantially comply with).
- Provide information demonstrating the extent of compliance of a vehicle modified or manufactured by the model report with the applicable standards – full compliance, substantial compliance – minor and inconsequential, or substantial compliance – otherwise suitable, ADR exemption.
- Identify the source of any published information you include to support your application.
- Include the information needed to complete the compliance information forms for each applicable ADR.

- Where applicable, provide details about the vehicle to be manufactured or modified (NSW body code, Vehicle Identification Number (VIN) and source market).
- Upload the Model Report in the required format and with the required information, including:
 - Vehicle Scope
 - Work Instructions (including a unique document identifier)
 - Verification Checklist (not needed for high ATM trailer Model Reports)
 - any further information or supporting documentation.

Further information

For further information, please visit the [department's website](#) or submit an [online enquiry](#).

Quick links

- [Model Reports](#)
- [Guide to applying for a Model Report approval](#)
- [Guide to applying for a Model Report approval—Appendix 1—Information required in an application](#)
- [Guide to developing a Model Report for SEVs vehicles](#)
- [Model Report template for a specialist and enthusiast vehicle](#)