



ROAD VEHICLE STANDARDS

GUIDANCE NOTE

Amending entries on the Register of Approved Vehicles

This guidance note explains how the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) amends entries on the Register of Approved Vehicles (RAV). It also identifies the steps taken to amend RAV entries once the department determines an entry must be corrected.

Assessing RAV entry amendment requests

Subsection 11(1) of the Road Vehicle Standards Rules 2019 (the Rules) provides that the department may amend RAV entries, including removing a road vehicle from the RAV, to correct errors.

The department accepts requests to amend RAV entries through the ROVER IT system.

When a person or business entity makes an amendment request, they must identify the affected RAV entry(s) using either the [ROVER bulk RAV amendment](#) or the [ROVER bulk RAV amendment non-key update](#) template.

When requesting information to be amended on more than one road vehicle, the relevant details for each vehicle must be provided in the appropriate template.

The steps and timeframes for updating a RAV entry depend on whether a request proposes changes to key information, non-key information or a combination of both.

What is key and non-key RAV information?

The department distinguishes between key and non-key information fields when assessing a request to amend a RAV entry as follows:

Key fields: together identify the unique entry of a specific RAV entry – they are the Vehicle Identification Number (VIN), the RAV entry pathway and the approval number (either the vehicle type approval or the concessional RAV entry approval number).

Non-key fields: provide other information associated with the unique RAV entry, including the road vehicle details, for example tare mass.

The department's service charter allows 10 business days to consider RAV amendment requests. All decisions about RAV amendments are communicated in writing. The department will issue a formal acceptance notice in cases where it determines that one or more RAV entries require amending. The acceptance notice will also confirm the initial steps the department will take to amend the affected RAV entries.

These will be one of the following:

- replacing one or more RAV entries with new entries that provide the amended information
- allowing one or more RAV entries to be amended via a new submission to the RAV, or
- deleting one or more VINs from the RAV and confirming the timeframe needed to update the publicly searchable RAV database.

Note: The department’s decision to treat some RAV fields as non-key for creating a unique RAV entry does not remove the requirement that all fields on a RAV entry must provide accurate information about the road vehicle.

Amending RAV entries post departmental assessment

The following table outlines the steps the department will take once it determines an amendment needs to be made.

Table 1: Process for amending RAV entries once an amendment request is accepted

RAV entry amendment request type	Process to amend RAV entries
Requests to amend a single RAV entry that is: <ul style="list-style-type: none"> • for a road vehicle to be modified by a registered automotive workshop (RAW), and • linked to a concessional RAV entry approval for this purpose. 	<ol style="list-style-type: none"> 1. The department will allow the existing RAV entry to be amended by overwriting it with new data. 2. The authorised vehicle verifier is responsible for resending the RAV submission with amended vehicle details to NEVDIS. 3. The amended RAV entry will be visible on the RAV public search within 24 hours of processing.
Requests to amend a single RAV entry for a road vehicle that is: <ul style="list-style-type: none"> • covered by a concessional RAV entry approval, but • not modified by a RAW. 	<ol style="list-style-type: none"> 1. The department will allow the existing RAV entry to be amended by overwriting it with new data. 2. The department will send an updated RAV submission with the amended road vehicle details. 3. The amended RAV entry will be visible on the RAV public search within 24 hours of processing.
Requests to amend one or more key fields on a RAV entry.	<ol style="list-style-type: none"> 1. The department will replace one or more RAV entries with new entries, including the amended information provided in the request. 2. The amended RAV entry will be visible on the RAV public search within 24 hours of processing.
Requests to amend RAV entries for vehicles with a vehicle type approval.	<ol style="list-style-type: none"> 1. The department will engage NEVDIS to amend the existing RAV entry. 2. The vehicle type approval holder is responsible for making a new RAV submission to NEVDIS with the amended vehicle details.
Requests to remove vehicles from the RAV.	<ol style="list-style-type: none"> 1. No further action is required once the department’s notice of acceptance is received. The vehicle’s RAV entry will be removed from the RAV public search within 24 hours of processing. <p>Note: Unless the vehicle is re-entered on the RAV, it cannot be provided for use on Australian public roads.</p>

Amending key fields and other changes

When a person or entity asks the department to amend key fields and non-key fields in a single request, the department will provide NEVDIS with updated information for the key RAV entry fields so they can be amended and published on the RAV (the requesting party does not need to take any action to amend key fields).

The steps outlined in Table 1 will apply for the other requested amendments.

For example, a vehicle type approval holder has found that the approval number and tare mass were entered incorrectly. They send a request to the department through ROVER to amend a RAV entry for a vehicle type approval.

The department accepts the amendment request and:

- sends an acceptance notice to the vehicle type approval holder, and
- amends the approval number on the RAV entry and allows the RAV entry to be modified by the vehicle type approval holder.

On receiving the department's acceptance notice, the vehicle type approval holder makes a new RAV submission to NEVDIS with the amended vehicle details. NEVDIS then actions the submission.

More information

For further information on the RAV and related RAV entry pathways, please visit the [Register of Approved Vehicles](#) webpage or submit an [online enquiry](#).