



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts



➤ Guide to applying for a Model Report approval

January 2023

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Updated July 2022 – withdraw amend and resubmit or delete information added, and link to How to vary an approved Model Report in ROVER added

Updated January 2023 – links updated.

Introduction

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) administers the [Road Vehicle Standards Act 2018](#) (RVSA) which replaced the *Motor Vehicle Standards Act 1989* (MVSA) on 1 July 2021.

What is a Model Report?

Model Reports are a key support tool for entering road vehicles onto the RAV. Model Reports guide the modification, manufacture and verification of certain types of road vehicles so they may be entered onto the RAV. Model Reports set out how a road vehicle model, or one or more of its variants, may be manufactured or modified to meet applicable standards, including:

- [Australian Design Rules](#) (ADRs),
- standards set out in the [Road Vehicle Standards \(Model Reports\) Determination 2021](#), or
- applicable national road vehicle standards.

The RVSA and the related [Road Vehicle Standards Rules 2019](#) (the Rules) recognise and set requirements for 4 types of Model Report covering:

- [Specialist and enthusiast vehicles](#) (SEVs) which are entered on the SEVs Register
- Used two-wheeled and used three-wheeled vehicles not entered on the SEVs Register
- Trailers with an aggregate trailer mass (ATM) of more than 4.5 tonnes ([high ATM trailers](#))
- Road vehicles entered on the RAV via the [vehicle type approval](#) pathway and subject to a [second stage of manufacture](#) (SSM).

Approved Model Reports reduce the amount of evidence and documentation the department must assess when determining whether these vehicles can be entered onto the RAV.

Model Reports are structured so entities that modify and manufacture road vehicles work with the same information as vehicle verifiers. This streamlines the process for adding eligible vehicles to the RAV.

Model Reports are also a flexible approach to meeting evidence requirements in that:

- approved Model Reports can vary in terms of the types and variants of vehicles they cover
- an approved Model Report author can provide it to multiple authorised users, such as [registered automotive workshops](#) (RAWs) or [authorised vehicle verifiers](#) (AVVs), to allow specific makes, models and variants of vehicles to be modified, manufactured or tested.
- Model Reports may be applied to meet business needs of varying scope – an authorised user can use an approved Model Report to support entering multiple vehicles onto the RAV and avoid needing to prepare and maintain duplicate evidence for each vehicle on the RAV.

The department may approve a Model Report if certain requirements in the Rules are met. This guide provides an overview of the purpose, structure and legislative basis of Model Reports. It also tells you how to make an application and details the standards the department uses to determine whether a Model Report should be approved.

This guide may be updated from time to time in response to changing circumstances, feedback or to reflect changes to legislation or policy.

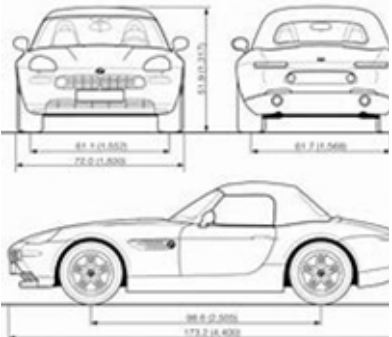
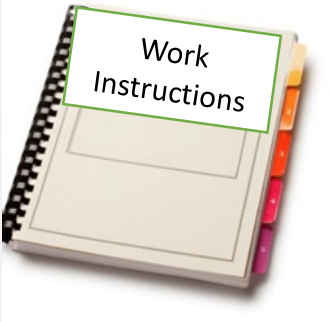

What information does a Model Report contain?


The [Road Vehicle Standards \(Model Reports – Compliance with Standards\) Determination 2021](#) provides that Model Reports must contain:

- **Vehicle Scope** – identifies the road vehicle and variant(s) a Model Report covers. It must contain detailed information applying to the specific Model Report type.
- **Work Instructions** – provide information and the detailed steps and checks a RAW or high ATM trailer manufacturer must undertake when manufacturing or modifying a road vehicle covered by the Model Report. The Work Instructions provide detailed and ordered instructions to ensure each road vehicle or variant manufactured or modified in accordance with the Model Report complies with the same applicable standards used to approve the Model Report.
- **Verification Checklist** (excluding Model Reports for high ATM trailers) – provides the detailed steps and order of checks an AVV must complete when inspecting and verifying a road vehicle manufactured or modified in accordance with a Model Report. An AVV will only enter a road vehicle's details onto the RAV once it is verified using the Verification Checklist and a verification report is completed.

Important: Please see the [RVS Glossary of terms](#) on our website for a comprehensive list of RVS terms and their definitions.

Table 1: Information required in all Model Reports

Vehicle Scope	Work Instructions (used by a RAW)	Verification Checklist (used by an AVV) (not required for high ATM trailers)
		
Make Model Description of variant(s) Date of manufacture or build date range Pre-modification specifications Final specifications after modification/manufacture.	Vehicle scope checks Component checks Damage and corrosion checks Recall checks and rectification action Steps required to manufacture or modify the vehicle Checks of the manufacture and modification work performed Deterioration checks and rectification action required Odometer checks Consumer information notice for certain vehicles Records that must be kept.	Vehicle scope checks Manufacture and modification checks Deterioration checks Damage or corrosion checks Odometer checks Recall checks.



Model Reports must include enough detail to ensure road vehicles manufactured or modified in accordance with it consistently comply with the applicable standards for that vehicle and one or more variants.

If you are using a Model Report as an authorised user, you must notify the department and the Model Report approval holder if you become aware of any errors in the Model Report. This will allow the error to be corrected.

Table 1 (on page 6) summarises the information a Model Report's key elements must include. More details can be found in the [Road Vehicle Standards \(Model Reports\) Determination 2021](#).

Why use a Model Report?

Model Reports support the entry of road vehicles onto the RAV via either of the two [RAV entry pathways](#):

- the [vehicle type approval pathway](#) (Part 3, Division 2 of the Rules)
- the [concessional RAV entry approval pathway](#) (Part 3, Division 3 of the Rules)

Section 37 of the Rules allows the department to consider a concessional RAV entry approval for certain types of road vehicle on the basis that a RAW will either manufacture or modify the vehicle in accordance with an approved Model Report. This is available to:

- vehicles that will be entered onto the [SEVs Register](#)
- used two-wheeled and three-wheeled vehicles, and
- vehicles that will be subject to a second stage of manufacture (SSM).

An approved Model Report covering [high ATM trailers](#) may also support a concessional RAV entry application. However, section 40 of the Rules limits the department to granting no more than 4 of these approvals to a high ATM manufacturer in a 12-month period.

High ATM trailer or second stage manufacturers may use an approved Model Report to demonstrate compliance with the national road vehicle standards when they apply for a type approval. The approved Model Report may also form part of a vehicle type approval holder's conformity of production system and could be used to address other elements of a vehicle type approval holder's Quality Management System (QMS).

How Model Reports link with other RVS elements

Model Reports link with the [RAV entry pathways](#) and other tools enabling road vehicles to satisfy the requirements of the entry pathways. These linkages are detailed in Table 2. See also the relevant [guides and resources](#) for each of the above.

Table 2: Linkages and connections between RVS legislation elements and a Model Report

RVS element	Nature of connection	Linkages and implications
Vehicle type approval	<p>Applicants for vehicle type approvals covering a high ATM trailer or SSM may use an approved Model Report to demonstrate compliance with applicable standards, to ensure conformity of production or elements of a QMS.</p> <p>A Model Report covering a road vehicle or variant(s) subject to SSM must be based on a road vehicle model or variant that has been entered on the RAV via the type approval pathway.</p>	<ul style="list-style-type: none"> • Vehicle type approval applicants can search the department's website for the List of Approved Model Reports. • Applications for vehicle type approvals for high ATM trailers or SSM must refer to the approved Model Report number if they use it to demonstrate compliance or eligibility. • The vehicle type approval number for the first stage/base vehicle on the RAV must be referenced in the application for a Model Report covering a SSM. • The Model Report approval holder must monitor changes to the vehicle type approval of the base vehicle and respond to any changes to the applicable standards. They must update their Model Report to account for these changes.

RVS element	Nature of connection	Linkages and implications
Concessional RAV entry approval	<p>Applicants seeking a concessional RAV entry approval for a road vehicle to be manufactured or modified by a RAW must be able to access an approved Model Report for the vehicle (section 37 of the Rules).</p> <p>Applicants seeking a concessional RAV entry approval for a high ATM trailer according the criteria in section 40 of the Rules may use an approved Model Report to demonstrate compliance with applicable standards.</p>	<ul style="list-style-type: none"> • An application for a concessional RAV entry approval for a road vehicle to be modified by a RAW approval holder, must include the approved Model Report number covering the vehicle. • An application for a concessional RAV entry approval for a high ATM trailer using an approved Model Report to demonstrate compliance with applicable standards, must include the approved Model Report number covering the vehicle or provide the details in writing, if requested.
Non-RAV entry import approval	A prospective Model Report approval holder will likely require a vehicle to test in order to develop their Model Report. A Non-RAV entry import approval can assist with importing a test vehicle for this purpose.	<ul style="list-style-type: none"> • A non-RAV entry import approval application would assist with developing a Model Report in these cases. The non-RAV entry import approval provisions include considerations for vehicles to be used for testing or market evaluation purposes.
SEVs Register	It is a pre-requisite of a Model Report that a road vehicle entered on the SEVs Register is valid and not expired, and is for the make and model, or one or more variants of a vehicle that the Model Report will cover.	<ul style="list-style-type: none"> • An application for SEVs Register entry must be decided and entered on the SEVs Register before making an application for a Model Report approval. • A valid, in force, SEVs Register entry number is required when applying for approval of a Model Report for a road vehicle entered on the SEVs Register.
RAWs	<p>A RAW must have equipment, trained personnel and procedures in place to ensure vehicles are modified or manufactured according to the Model Report requirements applying to that vehicle.</p> <p>A RAW may either hold its own Model Report approval or arrange access to an approved Model Report.</p> <p>A RAW must modify or manufacture in accordance with the requirements set out in an approved Model Report's Work Instructions applying to the vehicle.</p>	<ul style="list-style-type: none"> • A corporation applying to the Secretary for a RAW approval must have a QMS. The QMS ensures the corporation has the equipment, trained personnel and procedures necessary to ensure each road vehicle it modifies or manufactures under the approval will meet the requirements in an approved Model Report applying to that vehicle. • A RAW can search the List of approved Model Reports on the department's website and seek access/purchase. • The Model Report's Work Instructions provide the detailed steps and checks a RAW must follow before seeking an AVV to inspect and verify the vehicle.
Testing facilities	An approved testing facility under RVS legislation provides testing and test reports to demonstrate compliance with applicable standards.	<ul style="list-style-type: none"> • Where a road vehicle or certain components require testing to assist with developing a model report, the testing must be conducted by an approved testing facility. • The results of testing must be available when applying for a Model Report

RVS element	Nature of connection	Linkages and implications
		approval to support compliance information.
AVV	An AVV approval holder requires the Model Report Verification Checklist for the road vehicle modified or manufactured in accordance with the same version of the approved Model Report.	<ul style="list-style-type: none"> • An AVV must verify a road vehicle modified or manufactured in accordance with an approved Model Report before the vehicle details are added to the RAV. • The AVV must be able to access the relevant version of the Model Report Verification Checklist to inspect and verify vehicles under the AVV approval.
Component type approval	A Model Report may need to reference a component type approval number to demonstrate compliance with an applicable standard.	<ul style="list-style-type: none"> • A component type approval is one method to demonstrate compliance with an applicable standard for a Model Report. • The component type approval number needs to be valid and in force when referenced in an application for approval of a Model Report.
Cost Recovery Implementation Statement (CRIS)	Application fees are charged for each Model Report type and where a variation of an approved Model Report is requested.	<ul style="list-style-type: none"> • The RVS legislation provides for cost recovery charges. The fee charged for an application for an approved Model Report reflects the cost of assessing the application.

Accessing an approved Model Report

Once a Model Report is approved, the approval holder can provide it to other entities, including RAWs and AVVs. The approval holder decides who may use and access their Model Report.

Table 3: Model Report users

Model Report user type	Accessing approved Model Reports
RAWs	<ul style="list-style-type: none"> Requires authorised access to, or must purchase, the approved Model Report, but may also be the Model Report approval holder. Access to the Model Report may be direct from the Model Report approval holder or via the concessional RAV entry approval holder for the vehicle, who has received authorised access or is the approval holder of the Model Report.
High ATM trailers manufacturers	<ul style="list-style-type: none"> Requires authorised access to, or must purchase, the approved Model Report, but may also be the Model Report approval holder. A vehicle type approval applicant for a high ATM trailer may use a Model Report to demonstrate compliance with the applicable national road vehicle standards, conformity of production procedures and supporting material.
Second stage manufacturer	<ul style="list-style-type: none"> Requires authorised access to, or must purchase, the approved Model Report but may also be the Model Report approval holder. A vehicle type approval applicant for a vehicle intended for second stage of manufacture may use a Model Report to demonstrate compliance with the applicable national road vehicle standards, conformity of production procedures and supporting material.
AVVs	<ul style="list-style-type: none"> Required to access the Model Report Verification Checklist to conduct vehicle inspections and verification services before entering the vehicle details on the RAV.
General public	<ul style="list-style-type: none"> Members of the public looking to import or seek approval of a vehicle under the eligibility requirements of section 37 of the Rules – vehicles to be modified by a RAW – via the concessional RAV entry approval pathway need to ensure they have authorised access to the relevant approved Model Report for that vehicle. Authorised access to the approved Model Report may be direct from the Model Report approval holder, or from a RAW approval holder they have engaged to perform the modification or manufacturing work on the vehicle. Authorised access to the approved Model Report may also be arranged via an agent offering those services.

Legislative basis for Model Reports

A Model Report must be developed in accordance with the requirements set out in determinations made under the Rules. The relevant determinations and details applicable to a Model Report are outlined below.

Determination made under section 88 of the Rules – [Road Vehicle Standards \(Model Reports\) Determination 2021](#)

This determination includes the information a Model Report must contain:

- Division 1 – outlines what a Model Report must include
- Division 2 – outlines the details required in a Vehicle Scope
- Division 3 – outlines the requirements and order of checks and steps in the Work Instructions
- Division 4 – sets the required content and order of a Verification Checklist.

Determination made under subsection 89(2) of the Rules – [Road Vehicle Standards \(Model Reports – Compliance with Standards\) Determination 2021](#)

This determination directs the Model Report author to the applicable standards, ADRs that need to be satisfied (including specific or concessional standards) and additional requirements applying to vehicles. For example, those meeting the mobility criterion or campervan and motorhome criterion for road vehicles covered by an entry on the SEVs Register.

Important: A Model Report must be in the form and contain the information required by the Road Vehicle Standards (Model Reports) Determination 2021. The Model Report's development must take account of all the requirements for the manufacture or modification of the specific vehicle model and one or more variants to ensure the applicable standards, ADRs, and further standards or requirements detailed in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021 are met.

Applying for a Model Report approval

Who may apply?

An individual or organisation may apply to have a Model Report approved. If the applicant is an organisation, an authorised agent or representative may apply to have a Model Report approved on its behalf. In these cases, the agent or representative:

- must be able to provide the documents and information required in the application, and have an authority to act on behalf of the organisation
- will not hold the Model Report approval, if granted. The named organisation will be the Model Report approval holder and must meet the approval conditions.

The department may apply penalties if false or misleading information is provided with an application or if an approval holder fails to meet the conditions of their Model Report approval.

Creating an account in ROVER

All RVS applications must be submitted through [ROVER](#) the department's online application and approval portal. An applicant or their representative must [create a ROVER account](#) before making an application for a Model Report approval.

Please note, the process for agents or representatives to create a ROVER account requires them to provide details about the organisation or individual they will act on behalf of. If an applicant authorises a representative to act on their behalf, the representative must upload documentation (e.g. a letter) allowing the department to verify an [authority to act](#) has been granted. Representatives may be verified when creating a ROVER account or when they first make an application on behalf of a registered applicant.

What information do you need to provide in an application?

To apply for a Model Report approval, you must complete the online application form and provide information and supporting documents, including a copy of the Model Report. The application must contain information and be set out in a manner defined by the Model Reports Determination.

The information submitted with your application (as required under subsection 68(2) of the Rules) is reviewed when considering whether to approve the Model Report. When applying for a Model Report approval you must:

- confirm that you meet the eligibility criteria
- provide supporting documents relating to the eligibility criteria
- provide details about the road vehicle model and any variants that will be covered by the Model Report
- provide details demonstrating the road vehicle model and one or more variants, will comply with the applicable ADRs and the extent of compliance
- upload a copy of the Model Report
- declare that you will comply with the conditions applied to the Model Report approval, if granted.

Please see [Appendix 1](#) – Information required to apply for a Model Report approval – for further details. All information and documentation provided will be considered when deciding whether to approve a Model Report.

Meeting eligibility criteria

The Secretary or delegated decision-maker needs to be satisfied you meet all the eligibility criteria set out under section 71 of the Rules. This includes ensuring you have demonstrated compliance under section 72, 73, 74 or 75, depending on the type of Model Report you are seeking to have approved, and the extent of compliance under section 76 of the Rules.

Table 4 (below) outlines all of the eligibility criteria and what the department expects you to have in place and be able to demonstrate when you apply for a Model Report approval.

Table 4 Model Report approval eligibility criteria and related expectations

Rules reference	Eligibility criterion	What the applicant is expected to have in place or provide
All Model Report types		
Paragraph 71(a)	The Model Report must be in the form and contain all of the information as determined under subsection 88(1) of the Rules.	<p>The Road Vehicle Standards (Model Reports) Determination 2021 details what form and information the Model Report must contain, including what is required for the:</p> <ul style="list-style-type: none"> • Vehicle Scope • Work Instructions • Verification Checklist (nor required for a high ATM trailer).
Paragraph 71(b)	The applicant will be able to comply with all the conditions the approval will be subject to.	<p>The department expects that you will meet this eligibility criterion by having processes and procedures in place to demonstrate your ability to:</p> <ul style="list-style-type: none"> • comply with all of the standard and any specified conditions, and • meet all other requirements of the RVSA, the Rules or any instrument under the RVS legislation that apply to a Model Report approval holder. <p>The department expects to be able to confirm that you:</p> <ul style="list-style-type: none"> • can keep the Model Report accurate and up-to-date • will be able to contact all persons you have authorised to use or access an approved Model Report should it be varied, suspended or revoked (including when these actions resolve an error) • will allow the department to use the Model Report and provide AVVs a copy of the latest version of the Verification Checklist • will keep records of test results conducted under a testing facility approval • will allow, or will arrange access, to information when requested by the Secretary or an inspector.
Model Report for a vehicle covered by an entry on the SEVs Register		
Section 72	Compliance with applicable standards.	<p>If modified or manufactured in accordance with the approved Model Report, the vehicle model, or variant(s), would:</p> <ul style="list-style-type: none"> • comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021, as in force at the time the Model Report is approved, or • substantially comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance

Rules reference	Eligibility criterion	What the applicant is expected to have in place or provide
		<p>with Standards) Determination 2021, as in force at the time the Model Report is approved and either:</p> <ul style="list-style-type: none"> – the non-compliance is only in minor and inconsequential respects, or – the vehicle complies with those standards to an extent that makes it suitable for use on a public road in Australia.

Model Report for used two-wheeled or used three-wheeled vehicle

Section 73	Compliance with applicable standards.	<p>If modified or manufactured in accordance with the approved Model Report, the vehicle model, or variant(s), would:</p> <ul style="list-style-type: none"> • comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021, as in force when the Model Report is approved, or • substantially comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021, as in force when the Model Report is approved and either: <ul style="list-style-type: none"> – the non-compliance is only in minor and inconsequential respects, or – the vehicle complies with those standards to an extent that makes it suitable for use on a public road in Australia.
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Model Report for high ATM trailer

Section 74	Compliance with applicable standards	<p>If modified or manufactured in accordance with the approved Model Report, the vehicle model or variant(s), would:</p> <ul style="list-style-type: none"> • comply with the applicable national road vehicle standards in force when the Model Report is approved, or • substantially comply with the applicable national road vehicle standards in force when the Model Report is approved and either: <ul style="list-style-type: none"> – the non-compliance with those standards is only in minor and inconsequential respects, or – the vehicle complies with those standards to an extent that makes it suitable for use on a public road in Australia.
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Model Report for a vehicle subject to SSM

Section 75	Compliance with applicable standards	<p>If modified or manufactured in accordance with the approved Model Report, the vehicle model, or variant(s) would:</p>
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Rules reference	Eligibility criterion	What the applicant is expected to have in place or provide
		<ul style="list-style-type: none"> • comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021, as in force when the Model Report is approved, or • substantially comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021, as in force when the Model Report is approved and either: <ul style="list-style-type: none"> – the non-compliance is only in minor and inconsequential respects, or – the vehicle complies with those standards to an extent that makes it suitable for use on a public road in Australia.

Demonstrating compliance with applicable ADRs

Road vehicles manufactured or modified in accordance with an approved Model Report must comply with the applicable ADRs (or applicable national road vehicle standards for a high ATM trailer) in force at the time the Model Report is approved.

To demonstrate compliance with the applicable ADRs, the types of material or methods are outlined in Division 2 of the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021.

When making your application, we expect you to address requirements via ROVER or within the specific compliance information form for each ADR. Where compliance cannot be demonstrated within each section of the compliance information form, additional information can be provided in the 'Comments' section of each form. Details about the methods to demonstrate compliance in a Model Report are covered in Table 5 below.

Table 5 Methods to demonstrate compliance with applicable standards for a Model Report

Type	Description	What the applicant is expected to have in place or provide
Supporting material – all Model Report types		
Results of testing	Test results conducted by an approved testing facility.	<p>The results of testing conducted by an approved testing facility under the RVS legislation, even if it did not hold approval at the time the test was conducted.</p> <p>Testing must be aligned to the specific test required in the applicable ADR.</p> <p>Where more than one variant is covered by the Model Report, the results of testing should not be less favourable than the results set out in the applicable ADR.</p>
1958 Agreement	Within each 'compliance information form', you can select that an approval under the 1958 Agreement is being used to demonstrate compliance and upload an extract of the approval document demonstrating the United Nations (UN) approval number and the relevance of the approval.	<p>You may use a valid copy of the extract relevant to the road vehicle from the approval issued by a contracting party under the 1958 Agreement. An extract is not required if the details are lodged in the Database for the Exchange of Type Approval Information (DETA). If an extract is used it must indicate the road vehicle complies with standards equivalent to the applicable ADR. An extract of the UN approval may also be used to demonstrate partial compliance:</p> <ul style="list-style-type: none"> • where the selected ADR is fully harmonised with a UN approval — the approval may demonstrate compliance for some variants, while the other variants will rely on results of testing (using worst case where applicable) to demonstrate compliance • where the ADR is not fully harmonised with UN regulations, compliance information will need to be provided in accordance with the specific ADR or applicable standard requirements.
Design documentation	Design documentation, for example a lighting layout design or engineering drawing, may be used to demonstrate compliance, where applicable.	Design documentation must demonstrate the extent to which the design complies with the requirements set out in the applicable ADR, and that a testing facility has verified that the design complies with the same requirements.

Type	Description	What the applicant is expected to have in place or provide
Component type approval	Where components are used in the manufacture of the road vehicle, you can demonstrate compliance for the ADRs associated with the component by using the RVS component type approval number.	<p>Where an approved component type approval number is used to demonstrate compliance for applicable ADRs in a vehicle covered by your Model Report, you will need to ensure it is relevant and in force.</p> <p>The component type approval might already be present in the vehicle, or added as part of the manufacture or modification.</p>
Applicant declaration	For some applications, it may be appropriate for the applicant to make a declaration that the road vehicle, and one or more variants, complies with an ADR and complete minimum information fields as required by the ADR.	<p>It may be more appropriate to provide declarations for some ADRs. In these instances, you must ensure you have information or documentation required to support your declarations.</p> <p>The Secretary or a delegated decision maker may request you either provide certain information or documentation to support your declarations after your application is submitted or an approval is granted.</p>
Material specified in the relevant standard	A matter, or thing specified in a relevant ADR, or element of an ADR.	Where an ADR refers to an alternative demonstration type, other than testing, which may be more relevant to demonstrate compliance, you can provide that specific information or supporting documentation.
Additional supporting material	Additional information or supporting documentation further demonstrating the extent to which the vehicle would comply with a relevant ADR.	You may provide any information or supporting documentation relevant to assessing the accuracy of the material used to demonstrate compliance with an applicable ADR.
Other material the Secretary considers relevant	Material that further supports the Secretary or delegated decision maker to apply discretion when assessing compliance.	<p>Where the Secretary or delegated decision maker is required to make an assessment using other material considered relevant, an applicant must provide appropriate information and supporting documentation.</p> <p>For example, an in-principle letter of support from a State or Territory regulatory authority, or other recognised regulator in the specific vehicle industry sector.</p>
Supporting material – vehicles covered by an entry on the SEVs Register manufactured for overseas supply		
Compliance with overseas standards	Demonstrated compliance with an overseas standard shown to be equivalent to the applicable ADR for a vehicle manufactured for supply to a market outside of Australia.	<p>You must demonstrate the vehicle covered by an entry on the SEVs Register complies, or substantially complies, and to an extent, with an overseas standard, and the overseas standard is shown to be equivalent to the applicable ADR for the vehicle covered by the Model Report.</p> <p>It is expected that a technical comparison is conducted between the overseas standard and applicable ADR, including a clause by clause checklist/matrix. The technical comparison must be provided with the application.</p> <p>It is also expected that the pre-modification vehicle specifications set out in the Model Report are the same as the original manufacturer's specifications for the vehicle.</p>

Type	Description	What the applicant is expected to have in place or provide
Supporting material – all vehicles covered by an entry on the SEVs Register		
Vehicle or component marked with UN E-mark	Where an applicable ADR is harmonised with a UN Regulation.	<p>You use a UN E-mark to demonstrate compliance where the applicable ADR is harmonised with a UN Regulation. The UN E-mark must be marked on the vehicle or component covered by the Model Report. Photo images should be provided with the application to signify compliance or substantial compliance with the UN regulation.</p> <p>Note: E-mark is a concessional method to demonstrate compliance and does not require the Model Report applicant to hold the UN approval.</p>
Vehicle or component marked with EU e-mark	Where an applicable ADR is equivalent to a European Union (EU) approval.	<p>You may demonstrate compliance using an EU (or European Commission – EU standard) approval where the standard is equivalent to the applicable ADR.</p> <p>The EU approval number will need to be provided together with photo images of the vehicle or component confirming the e-mark is visible.</p>
Supporting material – vehicles entered on the SEVs Register and vehicles subject to SSM		
Comparison with vehicle type approval	Where a vehicle covered by an entry on the SEVs Register or subject to SSM is identical with a type approved vehicle, or a component or system of it.	<p>You may demonstrate compliance with an applicable ADR on the basis that the vehicle model or variants, or a component or system, is identical to a relevant type approval that is in effect, based on the:</p> <ul style="list-style-type: none"> • date which the ADR(s) applied to the vehicle model or variant(s), and • vehicle category. • The type of approval that can be used can be covered by: <ul style="list-style-type: none"> • a road vehicle type approval granted because the type of vehicle complied with the applicable ADR(s), or • a road vehicle type approval granted because the type of vehicle substantially complied with the applicable ADR(s), and the non-compliance was only in minor and inconsequential respects, or • an approval under subsection 10A(1) or (2) of the MVSA.
Technical analysis	Where no other material is available to demonstrate compliance, a technical analysis may be considered.	<p>If there is no other available material to demonstrate compliance with an applicable ADR, you may provide a technical analysis for consideration.</p> <p>The technical analysis may use parts of multiple compliance methods that cumulatively provide a technical analysis addressing all aspects of compliance with the applicable ADR.</p> <p>Technical analysis may be drawn from comparison tables, calculations, simulation, Finite Element Analysis (FEA) or another suitable method that demonstrates the extent to which the vehicle or aspect would comply with the applicable ADR.</p>

Type	Description	What the applicant is expected to have in place or provide
Supporting material – left-hand drive to right-hand drive conversion		
Conversion design	The Secretary or a delegated decision maker must be satisfied that the conversion design for left to right hand drive sets analyses of the integrity of the converted vehicle's structure.	<p>When making an application linking a left to right-hand drive conversion, you are expected to provide a conversion design that sets out and addresses the following matters:</p> <ul style="list-style-type: none"> • whether the loads expected to be carried by the vehicle structure, including fatigue loads, peak loads and loads resulting from a crash, are within + or – 10% of the loads expected to be carried by the vehicle structure of the original vehicle • the shape of the structure, including symmetry • the material properties of the structure • how the structure deforms under crash loads in a particular way, in areas where the original vehicle was designed to deform under crash loads • the most appropriate method for modifying structures of that type, taking into account the: <ul style="list-style-type: none"> – properties of the structure, and – equipment required to perform the modifications, and – types of checks needed to confirm the modification has been successfully performed. <p>In all cases of conversion design, a certificate, issued by a chartered professional engineer recognised by a peak Australian engineering body, must be included. The certification must state that the design meets the requirements in Schedule 3 of the Road Vehicle Standards (Model Report – Compliance with Standards) Determination 2021, relating to the modification of the:</p> <ul style="list-style-type: none"> • steering system • braking system • occupant protection system • electrical and electronic systems • seats, seatbelts and seatbelt anchorages • dashboard and vehicle controls.

Personal and commercial information

Section 225 of the Rules provides that certain information regarding each Model Report approval must be published on the department's website. Published information includes the approval holder's contact details, unless the approval holder explicitly requests that their details are not published, or that the department removes their contact details from its website after they are published. Commercial information and documentation is treated as commercial-in-confidence at all times and any further disclosure will not be made without your consent unless it is required by law.

Information on how your personal and commercial information in ROVER is managed is [available online](#).

Application fees

As part of the [Australian Government Charging Framework](#), the department will recover the costs of administering the RVS legislation from industry participants. The [fees charged](#) for approval applications, including Model Report approval applications, reflect the actual cost of processing applications.

Important: applications are not complete until the application fee has been paid through ROVER. Applications will not be considered until your payment has been received.

Timeframe to decide your application

The decision-maker must decide on your application for approval of a Model Report within 60 business days after receiving the application. This is a [legislated requirement](#) under section 78 of the Rules. This timeframe also applies to requests to vary either the content of a Model Report or the conditions of a Model Report approval.

The department aims to notify you within the 60 business days. However, if the department makes an RFI or requests an inspection of premises, the time needed to decide may be longer.

As you progress through the application creation, submission, payment and decision process in ROVER, you can view the [status of your application](#) at various stages.

Important: Section 5 of the Rules defines a **business day** as a day that is not a Saturday, Sunday or a public holiday in the Australian Capital Territory.

Can I change details in my application?

When you start an application, ROVER allows you to save it, exit and return to your saved work in ROVER at any time before you submit it. If you need to amend your application after it has been submitted, but before you've paid the fee, you can withdraw, amend and resubmit it, or delete it.

You can also [withdraw an application](#) and then amend and resubmit or delete it after you have submitted it and paid the fee if its status in ROVER is 'Paid—Awaiting Assessment', or 'Assessment in progress'. The process for withdrawing, amending and resubmitting, or deleting an application after the fee has been paid is explained in the ROVER guide: [How to withdraw, amend and resubmit or delete an application](#).

If the department has granted a Model Report approval, you will need to either [apply to vary the Model Report approval or apply to vary the Model Report](#) and pay any applicable fees (see also [Can I make changes in my approval or Model Report?](#)).

If you withdraw an application that has already been submitted and paid, the application fee may not be refunded. It is therefore important to ensure all aspects of your application are accurate and comprehensive, so the assessment period is not delayed.

Does a Model Report approval expire?

A Model Report approval takes effect from the date the decision is made and remains in force unless it is suspended or revoked.

Decision making: approving or refusing a Model Report

The department will assess information submitted in your application against eligibility criteria set out in section 71 of the Rules, and sections 72, 73, 74 or 75 as applicable to the type of Model Report you are seeking.

Some and considerations and relevant matters for assessing applications are set out under section 77 of the Rules.

What does the department do with information you provide?

The department will consider:

- details about the organisation seeking the approval
- that the Model Report contains the information and is in the format required by the Road Vehicle Standards (Model Reports) Determination 2021
- whether compliance information provided demonstrates that vehicles manufactured or modified in accordance with the Model Report will comply with the applicable ADRs as set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021
- whether the applicant, or if a body corporate, any member of the key management personnel of the corporation have, or may have, contravened road vehicle legislation
- whether the corporation can comply with all of the conditions the Model Report approval will be subject to, if granted
- any information provided in response to an RFI and the outcomes of an inspection.

A recommendation will then be provided to the Secretary or their delegated decision-maker whether to grant, or refuse to grant approval of the Model Report. Providing insufficient or incorrect information with your application, or not complying with a request for information or an inspection under section 69 of the Rules, may result in the application being refused for consideration.

Important: The assessment focuses on the information, declarations and supporting documents submitted with the application. It is therefore important that you provide enough detail with your application to enable the decision maker to be satisfied and to approve a Model Report.

What is a request for further information or inspection?

During assessment, you may be asked to provide more specific information relevant to your application, under section 69 of the Rules, to help decide whether to approve a Model Report. You may also be asked for an inspection of:

- road vehicles used to develop the Model Report, or
- premises associated with the production of the Model Report.

You will receive a notification providing details of the requested information or inspection and explaining what needs to be provided and by when. The department will contact you to arrange a suitable time to inspect premises.

Example: further information may be requested about clarifying compliance information submitted with the application. An RFI will be sent to your ROVER account and an email sent to you indicating that you have an RFI to action. You will need to comply with the request and provide the requested information within the specified timeframe or seek an extension of the time to provide a response.

If you receive a RFI or inspection request, you will be given a minimum of 30 business days to respond. While an RFI or inspection request is active, the application's status will be updated in ROVER to 'on hold—query pending'.

The time it takes to provide requested information does not count towards the department's decision timeframe. The assessment will resume once the requested information is provided or an inspection has been completed. The application's status will be updated to 'in progress'.

Refuse to consider an application

To be considered, applications need to include all relevant information, be in the approved form and accompanied by the application fee.

The department may [refuse to consider](#) an application, if it fails to provide the relevant information or if RFIs or requests to inspect premises do not receive an adequate response. Refusing to consider means the department has determined the application cannot be assessed and the application is closed without decision.

Specifically, the decision maker may refuse to consider an application for approval of a Model Report if:

- the application is not in the approved form, noting that ROVER automates the application process. However, the required documents may not have been submitted with the application (for example, while an upload may have been made, it may not contain the necessary information)
- you have not complied with a request for further information or inspection within the 30 business days, or longer period if allowed.

You will be notified through ROVER if the Secretary or delegated decision-maker decides to refuse to consider your application. If you disagree with the decision to refuse to consider your application, you may apply for a review of the decision. The notice sent through in ROVER sets out review rights.

Deciding an application

The decision-maker will consider, and must be satisfied with, specific criteria when deciding your application for a Model Report approval. These criteria are set out in sections 71 to 77 of the Rules.

You will be notified of the decision to approve or refuse to approve a Model Report with an appropriate decision notice. If the department refuses an application, the notice sent through ROVER will set out review rights.

A decision notice approving a Model Report will clearly indicate the standard, any specified conditions the approval is subject to and the respects or extent of compliance with the applicable ADRs for the vehicle model and one or more variants covered by the Model Report.

Publishing Model Report details

Under section 225 of the Rules, for each approved Model Report in force, the following will be published on the department's website:

- model, variant or variants of road vehicle to which the Model Report applies
- name and contact details of the approval holder (unless you opt not to have these details published)
- approval number and status of the Model Report
- the unique document identifier of each set of Work Instructions in the relevant version of the Model Report
- eligibility criterion on which the Model Report was approved
- compliance level on which the Model Report was approved

- such additional information about the model, variant or variants of road vehicle to which the Model Report applies as the Secretary considers appropriate to publish, for example the typical VIN, source market country or NSW body code, as applicable to the Model Report or vehicle.

Publishing the above details facilitates transparency and allows members of the public to see whether a Model Report has been developed for a road vehicle they may be interested in purchasing.

It also provides a point of contact to seek authorised access or use of a Model Report.

Approval numbering

If your Model Report is approved, you will receive a unique Model Report approval number. This is generated automatically from ROVER and allocated sequentially commencing with MRE000001.

Approval holder's responsibilities

A Model Report approval holder under the RVS legislation has important responsibilities. These appear as standard and specified conditions detailed in an approval notice, if granted.

Conditions relating to a Model Report approval are in sections 81 to 86 of the Rules. These conditions ensure legislative requirements can be controlled and mitigate risks relating to the regulation of road vehicles.

It is an offence under RVS legislation if these conditions are not met and penalties may apply.

Summary of responsibilities

Standard conditions relating to all Model Report approvals are:

- keeping the Model Report accurate and up-to-date
- keeping records of who you distribute or allow access to the Model Report
- allowing the department to use the Model Report, for example providing the Verification Checklist to an AVV approval holder
- keeping records of certain testing results
- providing information to the Secretary or an inspector.

As well as standard conditions, a Model Report approval is also subject to conditions that may be specified under paragraph 81(a) of the Rules, such as addressing:

- declared contraventions of road vehicle legislation, or
- specifying that certain records must be kept if the Model Report covers a SEVs Register entry for a left-hand drive vehicle that will be converted to right-hand drive.

A Model Report approval holder must comply at all times with all the conditions of their approval. See also the information provided under the heading [Complying with your responsibilities](#).

More details about the department's expectations for each of the standard and specified conditions are listed in [Appendix 2](#) at the end of this guide.

Can I change my approved Model Report?

You may request changes to the information you originally provided for your Model Report approval, such as administrative updates (for example, contact name/area and address).

You may also apply to vary of your Model Report where you need to:

- add or remove variant details
- update details about whether any key management personnel have or may have contravened road vehicle legislation
- update aspects of the Work Instructions to account for changes to an applicable ADR that affect how vehicle modifications would be performed.

You can [apply to vary your Model Report approval through your ROVER account](#). If varied, the Model Report approval holder must, as a condition of the approval as varied, notify everyone they have previously authorised to access or use the Model Report that:

- a variation to the Model Report has been approved, and
- the Model Report previously provided has been superseded.

Approval holders may also apply to vary their Model Report approval (i.e. apply to change the conditions applying to their Model Report approval). These applications must also be submitted through your ROVER account.

An [application fee](#) may apply if the department agrees to make substantial changes to either the Model Report or the Model Report approval as a result of your variation application.

If the department agrees to a variation, you will receive a decision notification setting out when approved changes take effect and if an application fee is payable.

Applying to suspend or revoke an approval

An approval holder may also seek to have their Model Report approval suspended or revoked. There is no associated fee for suspending or revoking an approval.

When requesting a suspension, the specified time period (start and, where known, end date) for the suspension must be included. For example, you might request a suspension if you are making substantial changes to your business operations.

During the suspension period the Model Report approval is not in force and the published details will be highlighted as suspended.

A request to revoke a Model Report approval means the approval and the Model Report are ceased. A new application for a Model Report approval would need to be submitted if operations start again after being ceased.

Complying with your responsibilities

The department monitors and enforces compliance with the RVS legislation under both the RVSA (applying penalties) and the Rules (obligations of an approval holder).

We encourage voluntary compliance and undertake informed risk-based compliance activities to confirm compliance with the RVS legislation.

These compliance activities may involve:

- asking you to provide information in writing to assess whether you are complying with the RVS legislation
- appointed inspectors physically entering premises to confirm compliance with the RVS legislation (monitoring powers).

Appointed inspectors may also physically enter premises to gather material at your premises that is evidence of a contravention of the RVS legislation (investigation powers).

What if I don't comply?

Under the RVS legislation, offences and civil penalty provisions apply when a person (individual or organisation):

- breaches a condition of their approval
- breaches an obligation to provide records after an approval ceases to be in force
- provides a false or misleading declaration
- provides false or misleading information.

If the department identifies non-compliance, our response will be proportionate to the risk being managed and may include:

- issuing infringement notices,
- applying for civil penalty orders or injunctions, or
- entering into enforceable undertakings.

Self-assessment checklist – am I ready to apply?

Before you create a ROVER account

- ✓ Do you have an electronic copy of your authority to act on behalf of the applicant organisation?
- ✓ Do you have proof of identity documents required to create a ROVER account?

Before you start the application for a Model Report approval

- ✓ Do you have details of the make and model of the road vehicle including details for each variant, where required, that the Model Report covers?
- ✓ Do you have the valid SEVs Register entry number, where applicable to a Model Report that covers an entry on the SEVs Register?
- ✓ Do you have the required compliance information (for example, results of testing from an approved testing facility) demonstrating the road vehicle:
 - fully complies with the applicable ADRs as set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021), or
 - substantially complies with the applicable ADRs as set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021), and the non-compliance is only in minor and inconsequential respects (and are you able to explain the way in which the road vehicle does not comply and verify why it is in minor and inconsequential respects?), or
 - substantially complies with the applicable ADRs as set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021, and the non-compliance is not minor and inconsequential but complies to an extent that makes it suitable for use on a public road in Australia (and are you able to explain the way in which the vehicle does not comply and explain why it is suitable for use on a public road in Australia?)
- ✓ Do you have a list of all the applicable ADRs as set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021 that the road vehicle complies with (or substantially complies with)?
- ✓ Do you have the relevant information to complete the associated ‘compliance information forms’ for each applicable ADR?
- ✓ Have you identified who/which area of your organisation will be the primary contact for the approved Model Report and do you have their contact details?
- ✓ Do you have details, where applicable, about the base vehicle to be manufactured or modified (NSW body code, typical VIN and source market)?
- ✓ Do you have the electronic versions of the Model Report, and in the form and containing the information determined by the Road Vehicle Standards (Model Reports) Determination 2021?

Further information

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

Quick links

- [Model Reports](#)
- [Guide to developing a Model Report for SEVs vehicles](#)
- [ROVER guide: How to request a variation to an approved Model Report](#)
- [Guides and resources](#)
- [RVS legislation and determinations](#)
- [How is my personal and commercial information in ROVER managed?](#)
- [What are the RVS fees and charges?](#)
- [What are RVS decision-making timeframes?](#)
- [ROVER application statuses and notifications](#)
- [Guide to withdrawing, amending and resubmitting an application](#)
- [Creating a user account in ROVER.](#)
- [ROVER portal](#)
- [ROVER guide: How to withdraw, amend and resubmit or delete an application](#)
- [ROVER guide: How to add your road vehicle to the Register of Approved Vehicles once specified conditions have been met](#)
- [Industry guide to refuse to consider powers](#)

Appendices

Appendix 1 – Information required to apply for a Model Report approval

Features of the application	What do you need to do, provide or have in place?
Who is seeking approval of the Model Report?	<p>Applicant's name, address and contact details. The named applicant will hold the Model Report approval (if granted) and be responsible for meeting approval conditions.</p> <p>If an individual is applying, the details will be populated from the ROVER registration details. If an organisation is applying, details such as Australian Business Number (ABN), Australian Company Number (ACN), Australian Registered Body Number (ARBN) or certificate of incorporation (if located outside of Australia) will be populated from ROVER registration details.</p>
Who is completing the application?	<p>If you are not the applicant, but a representative or agent of the applicant, you will need relevant identity and other documents authorising you to act on behalf of the applicant who is the intended approval holder. These documents must be verified as part of the ROVER registration process before you can access or submit the application for a Model Report approval.</p>
What type of Model Report are you seeking approval for?	<p>Indicate the Model Report type you have developed and are seeking to have approved:</p> <ul style="list-style-type: none"> • A road vehicle entered on the SEVs Register, and if this option is selected which SEVs criteria is the entry: <ul style="list-style-type: none"> ○ Performance ○ Environmental ○ Mobility ○ Left-hand drive ○ Campervans and motorhomes ○ Rarity • A used two-wheeled or three-wheeled vehicle not entered on the SEVs Register • A trailer with an aggregate trailer mass of more than 4.5 tonnes • A road vehicle entered on the RAV via a vehicle type approval and will be subject to second stage of manufacture.
What are the vehicle details the Model Report will cover?	<p>Details about the vehicle category, make, model and variant(s), and where applicable, the build date range for the vehicles to be covered by the Model Report. For a Model Report covering a SEVs Register entry:</p> <ul style="list-style-type: none"> • Provide the valid SEVs Register entry number and details will prepopulate • For a Model Report that covers a vehicle subject to SSM: • Provide the valid vehicle type approval number of the first stage vehicle and details will prepopulate • Whether the intended modification will change the vehicle category.
Model Report documentation that must be uploaded.	<p>In accordance with the Road Vehicle Standards (Model Reports) Determination 2021 you will need to upload the Model Report in the format and with the required information, including at least one of each of the following elements:</p> <ul style="list-style-type: none"> • Vehicle Scope • Work Instructions, including a unique document identifier

Features of the application	What do you need to do, provide or have in place?
<p>Compliance information and documentation that demonstrates compliance, and extent of compliance with the applicable standards.</p>	<ul style="list-style-type: none"> • Verification Checklist (not needed if the Model Report type is for a high ATM trailer) • any further information or supporting documentation as required. <p>A list of the applicable ADRs, will be populated by ROVER as a result of the road vehicle details selected in the application. You will be able to add or remove an ADR as necessary. You will also be expected to add the ADRs applicable to the Model Report as set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021. For each applicable ADR selected, you will need to provide all required compliance information and upload relevant documents as indicated by the form to demonstrate compliance with the applicable standards. The information you may need to provide may include (but not limited to):</p> <ul style="list-style-type: none"> • test results conducted or held by an approved testing facility under the RVS legislation, noting in some instances testing concessions may be available for a Model Report • an approval or other document issued by a contracting party to the 1958 Agreement (i.e. United Nations approvals) • an approved component type approval • design documentation verified by an approved testing facility • declaration made by the applicant • material specified in the relevant standard • compliance with overseas standards. <p>See Compliance with applicable standards above for more details.</p> <p>For each ADR selected you will also need to indicate the extent of compliance, showing the road vehicle:</p> <ul style="list-style-type: none"> • fully complies with the applicable ADR, or • substantially complies with the applicable ADR and the non-compliance is considered in minor and inconsequential respects, or • substantially complies with the applicable ADR and complies to an extent that makes it suitable for use on a public road in Australia. <p>In some instances, additional options will be available:</p> <ul style="list-style-type: none"> • not applicable/exempt • Model Report full standard concession. <p>If you have specified variants on your application, you will be expected to be able to justify why the results of testing of each variant would not result in a less favourable result than those set out in the applicable ‘Compliance Information form’.</p>
<p>Have you, or in the case of a body corporate, any member of the key management personnel* of the applicant, contravened or may have contravened road vehicle legislation?</p>	<p>Indicate by ticking Yes or No whether you or any member of your key management personnel has been found to contravene, or allegedly contravene RVS legislation. If Yes, then details about the key management personnel member and a statement about occurrences will need to be provided.</p> <p>*Key management personnel, of a body corporate means people who have authority and responsibility for planning, directing and controlling the activities of the body corporate (whether directly or indirectly) and includes any director (whether executive or otherwise) of the body corporate.</p>

Features of the application	What do you need to do, provide or have in place?
Contact details for the approval, if granted, to be published on the department's website.	<p>The department must publish details of your Model Report on the List of approved Model Reports, if your application is granted.</p> <p>The department will also publish the contact details of the Model Report holder, however at the time of making your application you will have the option to not have your contact details published, or you can request the contact details be removed if they have already been published.</p> <p>See Publishing Model Reports details above.</p>
Declaration.	<p>A declaration signed by you, or an authorised person, that:</p> <ol style="list-style-type: none"> (1) You understand: <ol style="list-style-type: none"> a) Further information or an inspection may be requested under section 69 of the Rules b) The circumstance in which the Secretary may refuse to consider the application under section 70 of the Rules c) The Secretary may also take into account: <ol style="list-style-type: none"> i. Whether the you (or where a body corporate, any member of the key management personnel) has contravened or may have contravened road vehicle legislation ii. Whether you will comply with the conditions to which the approval will be subject iii. Any other matter considered relevant (2) You understand a Model Report may be approved if the Secretary is satisfied that: <ol style="list-style-type: none"> a) a model or variant of a road vehicle covered by an entry on the SEVs Register would, if modified or manufactured in accordance with the Model Report that applies to the model or variant, meet the following requirements: <ol style="list-style-type: none"> o complies with the applicable ADRs set out in the Road Vehicle Standards (Model Report – Compliance with Standards) Determination 2021, as in force at the time the Model Report is approved, or o substantially complies with the applicable ADRs set out in the Road Vehicle Standards (Model Report – Compliance with Standards) Determination 2021, as in force at the time the Model Report is approved, and: <ol style="list-style-type: none"> ▪ the non-compliance is only in minor and inconsequential respects, or ▪ the vehicle complies with those standards to an extent that makes it suitable for use on a public road in Australia. b) a model or variant of a used two-wheeled or used three-wheeled vehicle that is not entered on the SEVs Register would, if modified or manufactured in accordance with the Model Report that applies to the model or variant, meet the following requirements: <ol style="list-style-type: none"> o complies with the applicable ADRs set out in the Road Vehicle Standards (Model Report – Compliance with Standards) Determination 2021, as in force at the time the Model Report is approved, or o substantially complies with the applicable ADRs set out in the Road Vehicle Standards (Model Report – Compliance with Standards) Determination 2021, as in force at the time the Model Report is approved, and: <ol style="list-style-type: none"> ▪ the non-compliance is only in minor and inconsequential respects, or ▪ the vehicle complies with those standards to an extent that makes it suitable for use on a public road in Australia. c) a model or variant of a vehicle entered on the RAV via the type approval pathway that will be subject to second stage of manufacture (SSM) would, if modified or manufactured in accordance with the Model Report that applies to the model or variant, meet the following requirements:

Features of the application	What do you need to do, provide or have in place?
	<ul style="list-style-type: none"> o complies with the applicable ADRs set out in the Road Vehicle Standards (Model Report – Compliance with Standards) Determination 2021, as in force at the time the Model Report is approved, or o substantially complies with the applicable standards set out in the Road Vehicle Standards (Model Report – Compliance with Standards) Determination 2021, as in force at the time the Model Report is approved, and: <ul style="list-style-type: none"> ▪ the non-compliance is only in minor and inconsequential respects, or ▪ the vehicle complies with those standards to an extent that makes it suitable for use on a public road in Australia. <p>Note 1: The Road Vehicle Standards (Model Report – Compliance with Standards) Determination 2021 provides a comprehensive statement of the ADRs that apply to Model Report vehicles that:</p> <ul style="list-style-type: none"> ▪ have been entered on the SEVs Register, ▪ are used two-wheeled or three-wheeled vehicles that have not been entered on the SEVs Register, and ▪ have been entered on the RAV via the type approval pathway and will be subject to SSM. <p>d) a model or variant of a high ATM would, if modified or manufactured in accordance with the Model Report that applies to the model or variant, meet the following requirements:</p> <ul style="list-style-type: none"> o complies with the applicable national road vehicle standards as in force at the time the Model Report is approved, or o the vehicle substantially complies with those standards as in force at the time the Model Report is approved, and <ul style="list-style-type: none"> ▪ the vehicle's non-compliance with those standards is only in minor and inconsequential respects, or ▪ the vehicle complies with those standards to an extent that makes it suitable for use on a public road in Australia. <p>Note 2: Model Reports for trailers with aggregate trailer mass of more than 4.5 tonnes must comply with applicable national road vehicle standards as in force at the time the Model Report is approved.</p> <p>(3) If there is more than one variant specified in the application, the results of testing of each variant would not result in a less favourable result than those results set out in the application.</p> <p>(4) If you are granted an approved, and become aware of, or should have become aware, that a Model Report contains an error, is not in the approved form, or does not contain the information, required by the Road Vehicle Standards (Model Reports) Determination 2021, you must as soon as practicable:</p> <ul style="list-style-type: none"> o Notify the Secretary of the matter, and Either: <ul style="list-style-type: none"> o Apply to Secretary under section 87 of the Rules for approval of a variation to the Model Report in order to rectify the matter, or o Request the Secretary, under section 198 of the Rules, to suspend or revoke the approval. <p>(5) You acknowledge that it is a condition under section 83 of the Rules that you will keep a record of the following in relation to each person whom the holder has authorised to use or access the Model Report:</p> <ul style="list-style-type: none"> o The name and contact details, and o The version of the Model Report

Features of the application	What do you need to do, provide or have in place?
	<p>(6) You acknowledge that it is a condition under section 84 of the Rules you will allow the Department to use the Model Report for the purposes of:</p> <ul style="list-style-type: none"> ○ assessing whether the holder of a registered automotive workshop (RAW) approval or an authorised vehicle verifier (AVV) approval is complying with the RVSA, the Rules, or an instrument made under the RVSA or the Rules, and ○ inspecting a road vehicle that has been modified or manufactured in accordance with the Model Report, and ○ providing a copy of the Model Report's verification checklist to the holder of an AVV approval for the purpose of the holder of the AVV approval verifying road vehicles under the AVV approval. <p>(7) You acknowledge that it is a condition under section 85 of the Rules if, in order to establish that the Model Report satisfied eligibility criteria, you provide the Secretary with details of testing:</p> <ul style="list-style-type: none"> ○ conducted under a testing facility approval, or ○ conducted by a person who holds a testing facility approval but did not at the time the testing was conducted, and <p>you must:</p> <ul style="list-style-type: none"> ○ keep a record of the results of the testing, and ○ retain the record, or a copy of the record, for 7 years after the day the approval of the Model Report is revoked. <p>(8) You acknowledge that it is a condition under section 86 of the Rules that you must, when requested in writing by the Secretary or an inspector, and within such reasonable time as is specified in the request:</p> <ul style="list-style-type: none"> a) provide any information that the Secretary or inspector reasonably requires for the purposes of assessing whether the holder of the approval is complying with the RVSA, the Rules, or an instrument made under the RVSA or the Rules, b) provide written answers to questions, specified in the request, relating to the Model Report. <p>(9) You declare that:</p> <ul style="list-style-type: none"> a) the information provided in the application is true and correct; and b) you have not omitted any matter or thing from the application without which it would be misleading in any material particular, and c) you will comply with the conditions to which the approval (if granted) will be subject, and d) the Model Report is in such a form, and contains such information, as required by the Road Vehicle Standards (Model Report) Determination 2021, and <p>(10) You understand that it is an offence or contravention under:</p> <ul style="list-style-type: none"> a) section 31 of the RVSA to make a false or misleading declaration, and b) section 32 of the RVSA to provide false or misleading information.

Appendix 2 – Expectations of Model Report approval holders

Condition detail	Expectations
Section 82 – condition about keeping the Model Report accurate and up-to-date	
Accuracy and form of a Model Report	<p>As a Model Report approval-holder you must ensure the Model Report does not contain any errors and is in the correct form with all relevant information. When you become aware of an error or information that needs updating you must:</p> <ul style="list-style-type: none"> • Notify the department, and • Apply to vary the Model Report under section 87 of the Rules, or • Request suspension of the Model Report under section 198 of the Rules, or • Request the Model Report approval is revoked under section 198 of the Rules.
Keeping the Model Report up-to-date and compliant with the applicable standards	<p>This ensures vehicles manufactured or modified in accordance with the approved Model Report will consistently comply with the applicable ADRs as set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021, either fully or substantially, or to the extent, approved in the Model Report.</p> <p>Vehicles manufactured or modified in accordance with the approved Model Report must comply with the applicable ADRs as set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021, as in force at the time the Model Report is approved. This applies unless the Model Report approval specifies that those vehicles are required to comply, fully or substantially, or to the extent, with the applicable ADRs in force at the time the Model Report is approved.</p> <p>For a high ATM trailer, the vehicle must consistently comply with the applicable national road vehicle standards in force at the time the Model Report is approved.</p> <p>If you become aware, or should have become aware, of an error in your Model Report and you have not acted as outlined above, you may be in breach of this condition.</p>
Section 83 – condition about keeping records relating to distribution of an approved Model Report	
Keeping records about who has been authorised to use or access the approved Model Report	<p>As a Model Report approval holder, you must keep and maintain records about each person you have authorised, by way of a purchase transaction or other means, to use or access the Model Report under your approval.</p> <p>You are expected to have records of the name and contact details, date, Model Report approval number and version of the Model Report that you have distributed. These records ensure your ability to notify the person you have distributed the Model Report to when an error is identified in the Model Report, or a variation, suspension or revocation has been applied to the Model Report or a more recent version becomes available.</p>
Section 84 – condition about allowing the department to use the Model Report	
Allowing the department to use the Model Report to ensure compliance or provide the Verification Checklist to an AVV approval holder.	<p>This condition allows the department to use the Model Report for the following limited purposes, to assess whether:</p> <ul style="list-style-type: none"> • a road vehicle has been manufactured or modified in accordance with an approved Model Report • a RAW approval holder is complying with RVS legislation • an AVV approval holder is complying with RVS legislation.

Condition detail	Expectations
	<p>The department must also be able to access the Model Report to provide an AVV approval holder with the current version of the Verification Checklist to conduct inspection and vehicle verification services under their AVV approval.</p>
Section 85 – condition about keeping records of certain testing results	
<p>Testing results from approved testing facilities to be kept while the Model Report approval is in force.</p>	<p>As a Model Report approval-holder you must ensure all records of test results are kept while the Model Report approval is in force and for 7 years after the day the Model Report approval is revoked (noting that a Model Report does not expire).</p> <p>Where test results have been used to demonstrate compliance at the time of applying for the Model Report approval, the results must be from an RVS approved testing facility, or by a person who holds a testing facility approval but did not at the time the testing was conducted.</p>
Section 86 – condition about providing information to the Secretary or an inspector	
<p>Provide information upon written request by the Secretary or an inspector.</p>	<p>As a Model Report approval holder, you must provide, upon written request, any information the Secretary or an inspector reasonably requires relating to the Model Report for the purpose of deciding whether you are complying with the RVSA, the Rules, or an instrument made under the RVSA or the Rules.</p> <p>The department aims to work with you to determine the time it may take to fulfil the request, including the type of information requested, the urgency and complexity of the request. When requested by the department, such records are expected to be made available and in English.</p>
<p>Allow or arrange access to premises.</p>	<p>As the Model Report approval holder, you are expected to comply with any written request and within a reasonable time to allow or arrange for the Secretary or an inspector to inspect premises for deciding whether you are complying with the RVS legislation and the conditions of your approval.</p> <p>This includes premises associated with the development of the Model Report or where road vehicles were used to develop the Model Report, and also the premises occupied by the approval holder.</p> <p>This condition also extends to arranging for the inspection of premises of third parties that provide goods or services to you in the operations performed under your Model Report approval. This includes things, including documents associated with your operations under the approval, supporting documents or IT systems.</p> <p>Access to third party premises, documents or things does not allow the department to directly enter premises of third parties without the consent of the approval holder or the third party. It is expected you will facilitate and make necessary arrangements with the third party, or at least provide relevant contact details when requested by the Secretary or an inspector. If the third party does not allow access, you may be in breach of this condition.</p> <p>As a request may occur at any time during the period your approval is in force, you must ensure you can meet the requirements of the written request. This ensures the integrity of the information you have provided to satisfy eligibility criteria and maintaining effectiveness of the Model Report approval process.</p>