



Guide to applying for Model Report—Appendix 1

Information required in an application

December 2023

Question in the application	What information do you need to provide or have in place?
Who is seeking approval of the Model Report?	<p>Provide the applicant’s name, address and contact details. The named applicant will hold the Model Report approval and be responsible for meeting all the approval conditions.</p> <p>If you are applying as an individual, your details will be populated with your information in your ROVER account. If you are applying as an organisation, 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 the organisation’s registration details in ROVER.</p> <p>If you are not the applicant, but a representative or agent of the applicant, you will need relevant documents authorising you to act on their behalf.</p>
What type of Model Report are you seeking approval for?	<p>Indicate which type of Model Report you are seeking to have approved:</p> <ul style="list-style-type: none">• A vehicle entered on the SEVs Register. If you select this option, indicate which of the following SEVs criteria it comes under:<ul style="list-style-type: none">– Performance– Environmental

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	<ul style="list-style-type: none"> – Mobility – Left-hand drive – Campervans and motorhomes – Rarity. • A used two-wheeled or three-wheeled vehicle not entered on the SEVs Register, or • A trailer with an aggregate trailer mass of more than 4.5 tonnes (high ATM trailer), or • A vehicle entered on the RAV via a vehicle type approval that will be subject to second stage of manufacture (SSM).
<p>What are the vehicle details the Model Report will cover?</p>	<p>Provide 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 vehicle:</p> <ul style="list-style-type: none"> • provide the valid SEVs Register entry number (and the vehicle details will prepopulate). • subject to SSM: <ul style="list-style-type: none"> – provide the valid vehicle type approval number of the first stage vehicle (and the vehicle details will prepopulate) – whether the intended modification will change the vehicle category.
<p>Model Report documentation that must be uploaded</p>	<p>You will need to upload the Model Report in the required format and information, including at least one of each of the following elements:</p> <ul style="list-style-type: none"> • Vehicle Scope. For each Model Report for a SEVs Register vehicle (regardless of the SEVs criteria), please also include as part of the vehicle scope, a description of the mobility features of the model or variant. If none, please indicate that no mobility features are within scope. • Work Instructions, including a unique document identifier • Verification Checklist (not needed for high ATM trailer Model Reports) • any further information or supporting documentation as required.
<p>Compliance information and documentation that demonstrates compliance, and extent of compliance, with the applicable standards</p>	<p>A list of the applicable Australian Design Rules (ADRs) will be populated by ROVER based on the vehicle details selected in the application. You will be able to add or remove ADRs as necessary.</p> <p>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.</p> <p>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.</p>

The information needed may include (but is not limited to):

- test results conducted or held by an RVS approved testing facility, 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.
- See 'Compliance with applicable standards' in the [Guide to applying for a Model Report approval](#) for more details. Please identify the source of published information which supports your application.

For each ADR selected you must also indicate the extent of compliance, showing the vehicles would:

- fully comply with the applicable ADR, or
- substantially comply with the applicable ADR and the non-compliance is considered in minor and inconsequential respects, or
- substantially comply with the applicable ADR and complies to an extent that makes it suitable for use on a public road in Australia.

In some instances, the following additional options will be available:

- not applicable
- exempt
- Model Report full standard concession.

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.

Note: Model Reports for a vehicle entered on the SEVs Register via the rarity eligibility criterion is exempt from the destructive testing requirements of the ADR prelisted in paragraph 21(3)(b) of the [Road Vehicle Standards \(Model Reports – Compliance with Standards\) Determination 2021](#), 'full compliance' should be selected for the extent of compliance for that ADR, provided the vehicle complies with the ADR's requirements in every other respect.

Question in the application	What information do you need to provide or have in place?
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?	Indicate by ticking Yes or No whether you or any member of your key management personnel ¹ 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.
Contact details for the approval, if granted, to be published on ROVER	<p>The department must publish details of your Model Report on the List of approved Model Reports, if an approval 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 them to be removed if they have already been published.</p> <p>See ‘Publishing Model Reports details’ in the Guide to applying for a Model Report approval for more information.</p>
Declaration	Read the declaration. If you agree to the content, tick the declaration box to indicate that you agree to all of the declaration questions and acknowledge that you have signed the declaration.

¹ 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). It includes any director (whether executive or otherwise) of the body corporate.