



Guide to testing facilities—Appendix 1

Information required in an application

August 2023

Features of the application	What information do you need to provide or have in place?
Identifying information about who is applying	<p>Name and contact details of the applicant. The named applicant will be the holder of the testing facility approval (if granted) and be responsible for meeting the conditions of the approval.</p> <p>If an individual is applying, the details will be populated from ROVER.</p> <p>If a company is applying, details such as Australian Business Number (ABN), Australian Company Number (ACN) or certificate of incorporation (if located outside Australia) will be populated from the ROVER record of the company.</p> <p>If you are not the applicant, but a representative or agent of the applicant, you will need to have relevant documents authorising you to act on their behalf.</p>

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Whether you agree to have details of your testing facility approval published on the department’s website	Indicate whether you wish to have the testing facility capabilities ¹ , including business name and contact details, published on the List of approved testing facilities .
Location/s of facilities where testing will occur	Confirm the physical addresses of each location where testing will occur and the details of a nominated contact person(s) for the location(s).
Which road vehicle standards are you applying to conduct tests against?	For each location, choose the applicable ADRs and standards under subsection 89(2) of the Rules against which the tests will be undertaken, and indicate whether the facility can perform the tests in full or partially. If applicable, additional information and accreditations can be uploaded.
Transitional information to provide continuity of registered testing facility users in RVCS	Indicate if you were a registered test facility in RVCS and add the RVCS registration number. If multiple numbers were held, add at least one so that ROVER can incorporate the prior RVCS registration number in an approval granted.
Whether you have, or would have, access to technology and equipment to adequately test vehicles and vehicle components under the approval	New applicants may wish to upload supporting documentation, such as an applicable accreditation certificate. Please note all supporting documentation must be provided in English. It is expected that you will have documentation listing all of the equipment and technology you have, or have access to, that is required to test against the applicable road vehicle standards. Relevant accreditation may include: <ul style="list-style-type: none"> • National Association of Testing Authorities (NATA) • International Laboratory Accreditation Corporation (ILAC) • Quality Assurance certificate • United Nations Economic Commission for Europe (UN/ECE) approval.
Whether you have, or would have, access to appropriately skilled	You are expected to have details about personnel employed to conduct testing, such as their qualifications, level of experience, knowledge of procedures to maintain and correct equipment, and the ability to produce test reports.

¹ An approved testing facility has a capability for a specific ADR or other specified standard, as determined under subsection 89(2) of the Rules if it is able to conduct testing for that standard, and which meets the criteria set out in the Rules.

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personnel to carry out any testing under the approval	New applicants will be asked to provide information about their personnel through a request for information (RFI) when the application is under assessment.
Whether you have, or may have, contravened road vehicle legislation²	If yes, add a statement about occurrences.
Whether any member of the key management personnel³ has, or may have, contravened road vehicle legislation	If yes, add details about the key management personnel and a statement about occurrences.
Whether you/the applicant will comply with the testing facility approval conditions that apply, that you/the applicant understand the department may refuse to consider the application, and that other considerations may be considered when deciding the application	Indicate that if approved, you will comply with all of the approval conditions and that you understand that other matters will be considered in deciding to grant the approval. Read ‘Approval holder’s responsibilities’ in the Guide to testing facilities for more information on testing facility approval holder obligations.
Acknowledgment that penalties apply for false or misleading information	Indicate that all of the information in the application is true and correct, not misleading, and that you understand penalties may apply if false or misleading information is provided. Read ‘Your responsibilities as an approval holder’ in the Guide to testing facilities for more information.

² Contravention of road vehicle legislation would include a court ruling being given, whereas may have contravened is where the department has evidence that the person has contravened road vehicle legislation.

³ Key management personnel of a body corporate means people who are authorised and responsible 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