



Australian Government

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



➤ Guide to the RAV for vehicle type approval holders

October 2023

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This guide has been designed for businesses intending to enter vehicles on the Register of Approved Vehicles (RAV) via the vehicle type approval pathway when an approval is granted under the *Road Vehicle Standards Act 2018* (RVSA).

RAV records and VIN submissions

The RAV has replaced the need to fit road vehicles with identification plates containing compliance information and a certification statement from the manufacturer.

However, a number of the vehicle marking arrangements from the *Motor Vehicle Standards Act 1989* (MVSA) remain in place and unaffected by the RVSA, including:

- Vehicle Identification Number (VIN)
- vehicle plates for trailers and some heavy vehicles, and
- other marking requirements of [Australian Design Rule \(ADR\) 61/03](#) (made under the RVSA) and/or [ADR 38](#).

Note: State and territory number (or registration) plate markings are unaffected.

The process for submitting a [Vehicle Identification Number \(VIN\)](#) to the National Exchange of Vehicle and Driver Information System (NEVDIS) under the MVSA remains unchanged under the RVS legislation and may happen at any time before a RAV submission.

A RAV submission can only occur when the vehicle:

- manufacture is complete
- is covered by a type approval
- is in Australia (except when the type approval specifically allows the vehicle to be outside Australia), and
- complies with the requirements of the RVS legislation.

Once added to the RAV, the digital record can be searched by using the VIN.

Vehicle type approval holders are provided with an authorisation number in ROVER to allow for vehicle records to be added on the RAV. Trailers and some heavy vehicles will require both a RAV record and a physical (vehicle) plate to comply with the requirements of [ADR 61/03–Vehicle Marking](#).

Vehicle type approval holders must be aware of their obligations when using the RAV and be familiar with the relevant provisions of the legislation, in particular, [Part 2, Division 3 of the RVSA](#).

Entering a vehicle on the RAV

The steps for entering a vehicle on the RAV are:

1. You generate a data file in an XML or CSV format. A [CSV template](#) and [XML file generator](#) is available.
2. Save the file to your computer drive.
3. Submit data files by email to the RAV:
 - Address RAV.Submissions@infrastructure.gov.au
 - Subject line to include:
Organisation ID: **RAV00000X** Submitter ID: **RS000000X**.

The Organisation ID is the RAV organisation that will be invoiced for the RAV entry. The Submitter ID is the RAV submitter that has been registered for the RAV Organisation.

4. An auto-response email (from RAV.Submissions@infrastructure.gov.au) will confirm successful or unsuccessful submission of the data records to the RAV. Where the record(s) has been rejected, the response will list all rejection reasons.

Note: Filenames are not validated in any way and may be 50 characters long (recommended length for human readability). Please **avoid** these characters:

- / – forward slash
- \ – backward slash
- ; – semicolon
- : – colon
- @ – ampersand
- ? – question mark
- * – asterisk.

Approvals – The RAV validates against approvals in ROVER. The approval must be of the form **VTA-XXXXXX** with a hyphen as shown.

Please refer to [Attachment A](#) and [Attachment B](#) for data type requirements for RAV submissions.

RAV public search

Records of vehicles entered on the RAV can be found via the publicly accessible [RAV search function](#). The RAV is searchable only by the VIN and only one VIN at a time.

Records of new entries are transferred to the public search database hourly.

Please note that the RAV levy must be paid or the submission lodged by a pre-approved submitter before an entry is searchable on the RAV.

RAV entry levy

Every vehicle added to the RAV is subject to a levy as follows:

Type of vehicle	Charge per vehicle
2/3 wheeled vehicle	\$2.80
Low ATM trailer	\$0.60
Bus and goods vehicle	\$5.25
High ATM trailer	\$3.50
Passenger vehicle	\$7.20

RAV entry charges are payable after successful validation of records or invoiced after entry by agreement with the department.

A vehicle type approval holder can request to enter into an agreement with the department to pay RAV entry charges after vehicles have been entered on the RAV. A separate agreement is required for each RAV organisation but the one agreement will cover all vehicle type approvals they hold.

Where an agreement is in place the department will issue entities with an invoice on the first of the month for vehicles entered on the RAV in the previous month. Invoice terms are strictly 30 days¹ and failure to pay an invoice by the due date may result in the agreement being terminated.

A written agreement template can be [downloaded](#). After filling out the applicant's portion of the agreement, complete an [enquiry form](#) and upload the file.

Data requirements

The RAV data requirements ([Attachments A](#) and [B](#)) set out the mandatory, conditional and non-applicable data for the RAV. These RAV details are required when uploading data to the RAV.

RAV identification

An organisation ID, a submitter ID number and an email address are required to create a submission. These unique ID numbers are validations to access to the RAV and should be kept confidential. IDs are in the format:

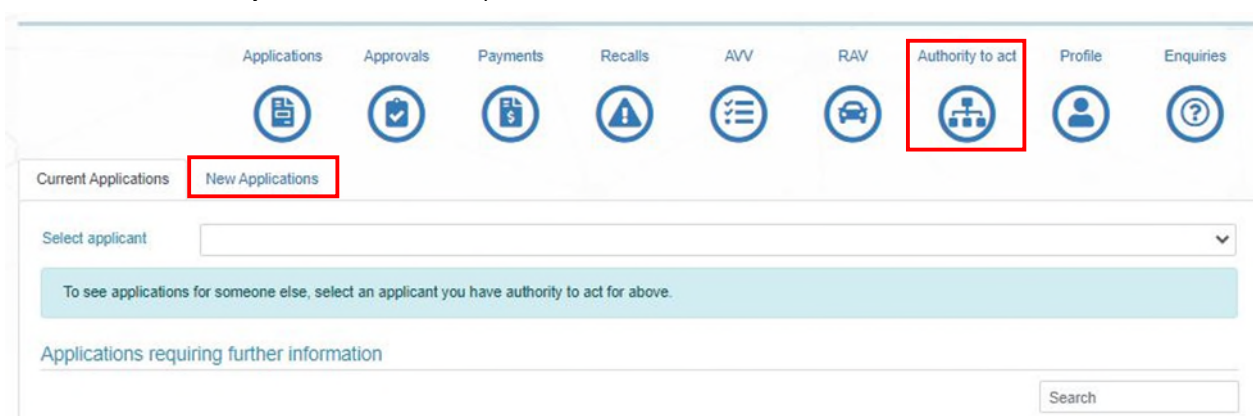
- an organisation ID: **RAV000000X**
- a submitter ID: **RS0000000X**.

In ROVER, you can use the [authority to act](#) function to look up identifications and create or change submitters for the RAV. Submitters do not need to be ROVER users.

RAV identification details in ROVER

You will need to [create an account](#) to access [ROVER](#). Once you have signed in to ROVER, follow these steps:

- Select the **Authority to act** icon at the top of the screen.



The screenshot shows the ROVER user interface. At the top, there is a navigation bar with several icons: Applications, Approvals, Payments, Recalls, AVV, RAV, Authority to act, Profile, and Enquiries. The 'Authority to act' icon, which depicts a person with a checkmark, is highlighted with a red rectangular box. Below the navigation bar, there are tabs for 'Current Applications' and 'New Applications', with 'New Applications' also highlighted by a red box. Under the 'New Applications' tab, there is a dropdown menu labeled 'Select applicant'. Below this menu is a light blue informational banner that reads: 'To see applications for someone else, select an applicant you have authority to act for above.' At the bottom of the interface, there is a section titled 'Applications requiring further information' and a search bar with the label 'Search'.

¹ 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.

- Choose the relevant entity from those you have access to.

Activate Token

My authorities My delegations Tokens

Current

Search

Name	Level	Functions	Start Date	End Date	Actions
Company A	Standard access	Account Admin, Applications, Approvals, Recalls	2021-10-26	2023-10-26	✎
	Standard access	Account Admin, Applications, Approvals, Recalls	2021-12-07	2023-12-07	
Company B	Standard access	Account Admin, Applications, Approvals, Recalls	2021-11-01	2023-11-01	✎
Company C	Standard access	Account Admin, Applications, Approvals, Recalls	2021-11-07	2023-11-07	✎
	Standard access	Account Admin	2021-11-09	2023-11-09	

Previous

Search

- Select the **RAV submitters** tab. Please note that this tab is only available once you have been granted a vehicle type approval.
- You are able to view the RAV Org ID and view, add or remove submitters as required.

Account details Authorities to Act Applications **RAV Submitters** Tokens

Approval Holder Company B

RAV Org ID RAV*****

Search

First name	Last name	Email	Phone	RAV Submitter Id	Actions
Nothing found					

[Add RAV Submitter](#)

[Return](#)

RAV data file format

The RAV can receive data files in one of two formats:

- XML** is recommended for type approval holders. See example in [Attachment C](#) and electronic example [XML file²](#), and
- CSV** is an alternate format. See example in [Attachment C](#). A first row of header information is required.

The department has a [file generator](#) available for all RAV submitters to assist with creating a valid data file in **XML format**. The department recommends that RAV submitters either use the file generator or develop a system to produce the file data in either format.

² Data sourced from Road Vehicle Descriptor published on the [ROVER](#).

Important: Up to 2,000 RAV records may be provided in a single submission data file to the department.

When submitting RAV entries, you must leave fields blank that are not applicable. If you include any data in those fields, for example n/a or no, the record will not pass validation and it will need to be amended and resubmitted.

RAV validations

Each RAV entry record in your submission will be validated against the approval details in ROVER and checked that the approval is valid and in force. The approval must be of the form **VTA-XXXXXX** with a hyphen as shown.

The RAV validates VINs in the NEVDIS VIN database.

The RAV data fields in [Attachment A](#) and [Attachment B](#) include a description of each data requirement and the format required for each data type entry.

The RAV validation process happens automatically upon receipt of a submission and an automated email response is provided with the validation status of each record. [Attachment D](#) includes samples of successful and unsuccessful submissions.

Successfully validated records will be transferred to the public search database hourly, subject to payment of the RAV levy or a preapproved submitter agreement being in place allowing payment on invoice.

RAV submission response email notifications

When you send us a RAV entry submission, you will receive submission response email from RAV.Submissions@infrastructure.gov.au.

The response email will have 1 of the following subject headings:

- **RAV Submission Completed:** All the vehicle entries have passed validation.
- **RAV Submission Completed with Errors:** One or more vehicle entries have not passed validation.
- **RAV Submission Failed:** There is a serious error with the email or file attachment and your submission was not processed.

The email will include your batch ID (if supplied in the submission XML), the total number of records submitted, the number of records that have passed validation, and the total number of records that have failed validation. It also includes a list of all the records (within the email and as an attachment) that were not accepted and the reason(s) why for each record.

The exception is for 'RAV submissions Failed'. In these circumstances, the email will provide you with a single error message in the body of the email.

Reasons a RAV submission may fail include:

- invalid RAV Org and/or RAV submitter (as extracted from email subject)
- sender email address does not match the RAV submitter email address in ROVER
- no XML or CSV file attached to the email
- more than 1 RAV submission file is attached
- file does not contain valid RavSubmission XML
- file does not contain any RAV records

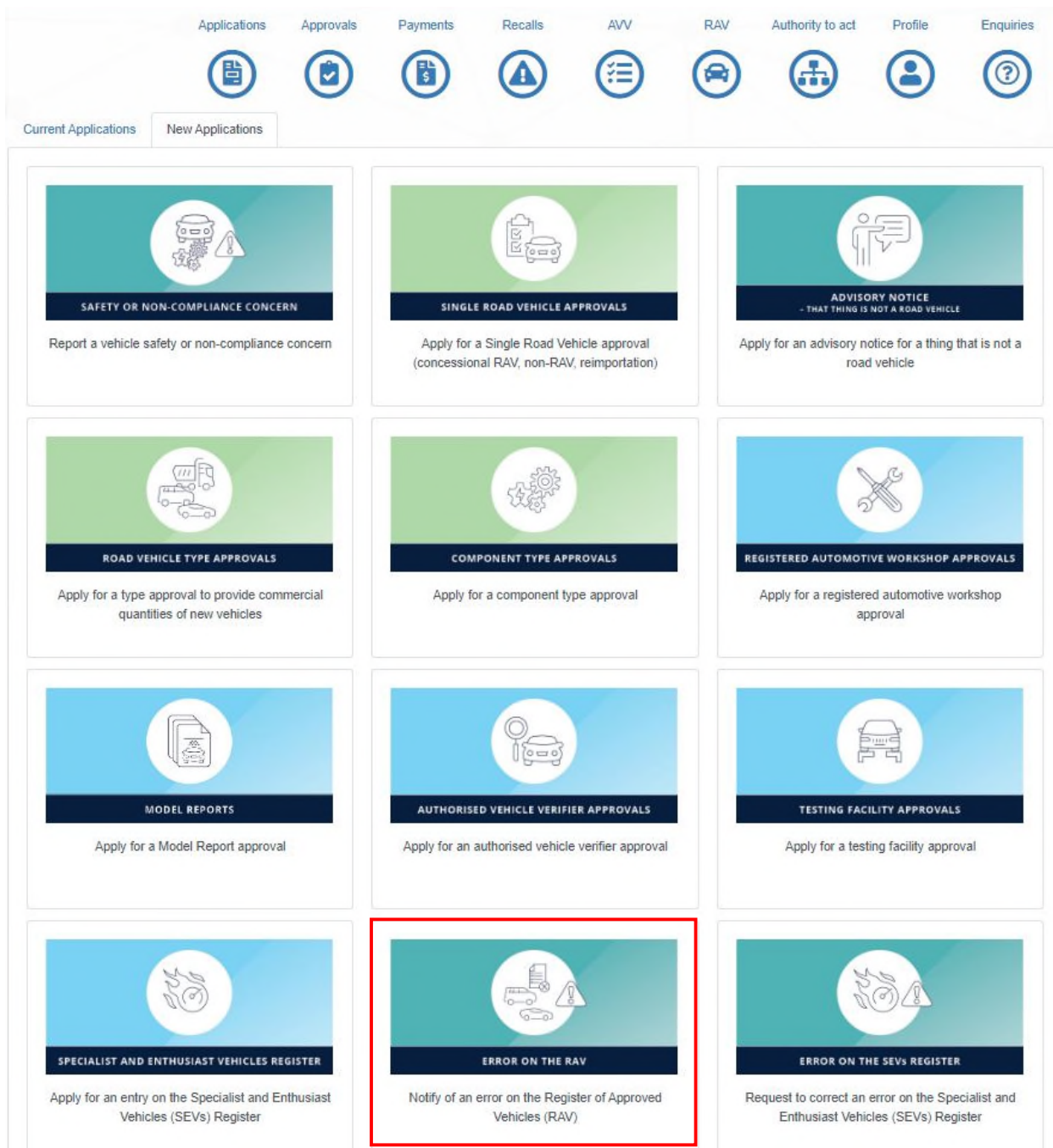
- CSV file does not contain a header row
- maximum number of RAV Items exceeded (more than 2,000)

Examples of each type of auto-response email is provided at [Attachment D](#).

Amending records

Where there is an error relating to a record on the RAV, the approval holder or another person may notify the department.

Please notify the department using the **Notify of an error on the Register of Approved Vehicles (RAV)** tile in [ROVER](#).



The notification process requires you to identify the relevant record(s).

Where an error exists in any of the fields – VIN, entry pathway or approval number – the record(s) will be updated with the corrected information supplied during this application.

Download and use the [Bulk RAV amendment template](#) if the correction is for more than one record.

Otherwise, where an error exists in the other fields, the record can be updated with a subsequent RAV submission after the request is processed.

Download and use a [Bulk RAV amendment non key update template](#) where the correction is for more than one record.

The RAV entry date of the modified record is not changed from the date of the original submission.

Further information

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

Quick links

- Submit RAV data files to RAV.Submissions@infrastructure.gov.au
- [Register of Approved Vehicles](#)
- [XML file generator](#)
- [Bulk RAV amendment template](#)
- [Bulk RAV amendment non key update template](#)

Attachment A – Requirements for type approval pathways

Field	Type approval – standard	Type approval – non-standard	Type approval – second stage of manufacture
Date of entry (department to populate)	X	X	X
VIN	X	X	X
Approval number	X	X	X
Vehicle category code	X	X	X
Name of approval holder	X	X	X
Make	X	X	X
Model	X	X	X
GVM/ATM (kg)	C	C	C
GTM (kg)	C	C	C
Tare (kg)	C	C	C
Power (kW)	C	C	C
Seating capacity	C	C	C
Month and year of build date	X	X	X
Safer Freight Vehicle	C	C	C
Gross combination mass (kg)	C	C	C
Road train (capable)	C	C	C
B double (capable)	C	C	C
Entry pathway sub-category	type approval - standard	type approval non-standard	type approval - second stage of manufacture
Authorised by name	Approval holder name	Approval holder name	Approval holder name
Authorised by number	Approval holder number	Approval holder number	Approval holder number
Legend: C = Conditional (see rules at Attachment B) N/A = Not Applicable X = Mandatory			

Attachment B – Rules for each field

Name	Description	Data type	Length	Rules
Date of entry	The date of entry field contains the date on which the vehicle is added to the RAV. This is the date that the vehicle is declared compliant.	Date format (dd/mm/yyyy)	10	Leave blank This field will be populated by the department. It will be auto-created on successful RAV submission.
VIN	Vehicle Identification Number (VIN).	Alphanumeric characters	17	This field is mandatory If the entry pathway is Type Approval - Second Stage Manufacture , the VIN must already exist on the RAV under a Type Approval - Standard or Type Approval - Non - Standard pathway and the RAV levy for the first stage entry must have been paid.
Approval number	Approval number is the type approval number for vehicles supplied under the type approval entry pathway.	String	25	This field is mandatory, e.g. VTA-000001 The RAV will check that this is a valid approval and in-force for a new RAV entry.
Vehicle category code	The vehicle category code is as defined in the Vehicle Standard (Australian Design Rules – Definitions and Vehicle Categories) 2005.	Alphanumeric characters	3	This field is mandatory Vehicle category code must be one of the following: LA LB LC LD LEM LEP LEG MA MB MC MD1 MD2 MD3 MD4 ME NA NB1 NB2 NC TA TB TC TD The RAV will check that the vehicle category code is the same as the approval.
Name of approval holder	The approval holder accepts responsibility for meeting the particular requirements of the RVS legislation. Where the entry pathway is second stage manufacture (SSM) the approval holder is the name of the SSM approval holder.	Alphanumeric characters	Maximum 60	This field is mandatory

Name	Description	Data type	Length	Rules
Make	Make of vehicle. This is the make or brand as per the approval.	String	Maximum 100	This field is mandatory The RAV will check that it matches the make on the approval.
Model	Model as listed on the approval. If a vehicle type approval is for a Low ATM trailer , use a model name as listed on the approval, not the vehicle category code.	String	Maximum 500	This field is mandatory The RAV will check that it matches the model on the approval. For low ATM trailer approvals, the RAV will check the model and variant names match the approval.
GVM/ATM (kg)	Gross vehicle mass (GVM) and aggregate trailer mass (ATM) are as defined in the Australian Design Rules and recorded in kilograms.	Numeric	6	This field is mandatory for vehicle category codes: MD4 ME NB2 NC TA TB TC TD This field is optional for all other vehicle category codes.
GTM (kg)	Gross trailer mass (GTM) is as defined in the Australian Design Rules and recorded in kilograms.	Numeric	6	This field is mandatory for vehicle category codes: TA TB TC TD You must leave this field blank for all other vehicle categories or your submission will fail validation. The GTM must be greater than 0 and less than or equal to the ATM
Tare (kg)	Tare mass of a vehicle (other than a motorcycle or motor tricycle) ready for service, unoccupied and unladen, with all fluid reservoirs filled to nominal capacity except for fuel, which shall be 10 litres only, and with all standard equipment and any options fitted. (For motorcycles, tricycles, the fuel tank is empty.) For light trailers, the definition of tare is outlined in the ADR definition and vehicle categories.	Numeric	6	This field is mandatory for vehicle category codes: LA LB LC LD LEM LEP LEG MA MB MC TA TB TC (if the approval is for a low ATM trailer) This field is optional for: NA NB1 NB2 NC TC (if the approval is for a high ATM trailer) TD

Name	Description	Data type	Length	Rules
	Where optionally adding tare for cab chassis vehicles in NA, NB1 and NB2 vehicle categories, the tare is as supplied without the rear tray.			
Power (kW)	Maximum engine power as defined by Regulation 85 of the UN Economic Commission for Europe.	Numeric (rounded to the nearest whole kW) or decimal 0.1 kW for L category vehicles	4	<p>This field is mandatory for vehicle category codes: LA LB LC LD LEM LEP LEG MA MB MC</p> <p>This field is optional for vehicle category codes: NA NB1 NB2 NC MD1 MD2 MD3 MD4 ME</p> <p>Not applicable for vehicle category codes: TA TB TC TD</p> <p>Leave this field blank for not applicable vehicle category codes or your submission will fail validation.</p>
Seating capacity	Seating capacity is the number of seated adult persons the vehicle is designed to carry and for which seating positions are provided.	Numeric	3	<p>This field is mandatory for vehicle category codes: LA LB LC LD LEM LEP LEG MA MB MC MD1 MD2 MD3 MD4 ME NA NB1 NB2 NC</p> <p>You must leave this field blank for all other vehicle categories or your submission will fail validation.</p>
Build date	<p>Build date is the month and year (MM/YYYY) on which the vehicle was substantially completed.</p> <p>Guidance on substantial completion is:</p> <p>Motorcycles and passenger cars: The calendar month and the year in which the body shell and power train sub-assemblies are conjoined and the vehicle is driven or moved from the production line.</p> <p>Commercial vehicles and buses: The calendar month and the year in which the cabin and chassis, or body shell, and power train subassemblies are conjoined and the vehicle is driven or moved from the production line.</p>	Date format (mm/yyyy)	7	<p>This field is mandatory</p> <p>Future dates are not allowed.</p>

Name	Description	Data type	Length	Rules
	<p>Alternatively, for a cab/chassis vehicle manufactured in stages at more than one location and that remains under the control of the original equipment manufacturer, the calendar month and the year in which the body is fitted to the cab/chassis and the vehicle is driven or moved from the production line.</p> <p>Where a vehicle leaves a manufacturing location for significant further manufacture that is covered by the approval, such as the installation of seats, the calendar month and the year in which the further manufacture was completed.</p> <p>Trailers: The calendar month and the year in which the trailer is towed or moved from the production line. Alternatively, for a trailer that is manufactured in stages at more than one location and that remains under the control of the original equipment manufacturer, the calendar month and the year in which the body is fitted to the chassis and the vehicle is towed or moved from the production line.</p>			
Safer Freight Vehicle	<p>The safer freight information can be entered where the vehicle type has been shown to meet applicable safer freight Australian Design Rules (ADRs).</p> <p>Information must be in the format SFV-XX-Y₁Y₁Y₁-Y₂Y₂Y₂Y₂</p> <p>The first part SFV is mandatory for all eligible entries. Vehicles that meet all ADR requirements in order to exceed an 'Overall Width' of 2,500 mm are considered eligible and must contain a field entry. A vehicle may have an 'Overall Width' no greater than 2,500 mm but still be an eligible vehicle. The ADR requirements that allow sub-category NB2 vehicles and category NC vehicles to exceed an 'Overall Width' of 2,500 mm are</p>	String (Format SFV-XX-Y ₁ Y ₁ Y ₁ -Y ₂ Y ₂ Y ₂ Y ₂)	50	<p>This field is optional for NB2 and NC category vehicles</p> <p>You must leave this field blank for all other categories or your submission will fail validation.</p> <p>Note: When creating an XML file, the name of this field must be 'OdometerReading' as shown in the example at Attachment C.</p>

Name	Description	Data type	Length	Rules
	<p>contained within ADR 43/04 – Vehicle Configuration & Dimensions or a later version.</p> <p>The XX descriptor is to be used as follows:</p> <ul style="list-style-type: none"> • PM – for ‘Prime Mover’ vehicles as defined in Australian Design Rule – Definitions and Vehicle Categories. • CC – for ‘Chassis-Cab’ vehicles as defined in Australian Design Rule – Definitions and Vehicle Categories. • IO – for a ‘Partially Completed Vehicle’ as defined in Australian Design Rule – Definitions and Vehicle Categories, other than ‘Chassis-Cab’ vehicles. • For other vehicle types comprising completed sub-category NB2 and category NC vehicles, the XX descriptor is not required. <p>The Y₁Y₁Y₁Y₁ descriptor is the maximum ‘Overall Width’ (in mm) of the vehicle at the time of RAV entry. This is the manufacturer’s nominal value plus upper (positive) manufacturing tolerance, for the particular design variant, and is required for both complete and incomplete vehicles. The ‘Overall Width’ of the actual vehicle may be less, within manufacturing tolerances for the design. In this respect, it is important to note that for some ADRs all variations in vehicle width must be specifically accounted for during testing. For example ADR 14/03 – Devices for Indirect Vision, and ADR 105/00 – Blind Spot Information Systems (as applicable).</p> <p>The Y₂Y₂Y₂Y₂ descriptor is the maximum certified ‘Overall Width’ (in mm) of the vehicle in accordance with its approval under s15(2) of the RVSA, at the time of RAV entry. Where this value does not differ from the</p>			

Name	Description	Data type	Length	Rules
	<p>'Y₁Y₁Y₁Y₁' it is not entered. However, it will differ (be greater) under various circumstances. These circumstances include:</p> <ul style="list-style-type: none"> where a 'Chassis-Cab' vehicle is intended to have a (wider) body fitted during a later stage of manufacture (or through modification in accordance with Vehicle Standards Bulletin 6 – Heavy Vehicle Modifications), and this increased vehicle width has been accounted for within the original approval to relevant ADRs (for example ADR 14/03 – Devices for Indirect Vision where dummy headboards may be used to simulate a range of body widths during testing, and ADR 105/00 – Blind Spot Information Systems where performance and test requirements include prescribed distance of a test dummy from the extreme outer edge on the near side of the vehicle) where a goods vehicle is complete at the point of RAV entry but has been certified to relevant ADRs (see above) in order to allow for an increase in 'Overall Width' without requirement for re-certification to those ADRs. 			
GCM (kg)	<p>The gross combination mass (GCM) value specified for the vehicle by the 'Manufacturer' is the maximum of the sum of the 'gross vehicle mass' of the drawing vehicle plus the sum of the 'axle loads' of any vehicle capable of being drawn as a trailer.</p> <p>The GCM recorded on the RAV is the value established by the manufacturer which would occur if the vehicle were fitted with the highest rated tow coupling recommended by the manufacturer and the vehicle was operated in the most favourable manner.</p>	Numeric	6	<p>This field is mandatory for vehicle category codes: NB2 NC</p> <p>The field is optional for vehicle category codes: MD4 ME</p> <p>You must leave this field blank for all other vehicle categories or your submission will fail validation.</p>

Name	Description	Data type	Length	Rules
	Multiple GCMs cannot be provided, however, the manufacturer can place caveats around the use of the vehicle at the GCM or specify in the owner's manual or other documentation other values for the maximum carrying capacity and maximum towing capacity that apply to the vehicle when used in other conditions.			
Road train capable	A combination of vehicles, other than a 'B-Double', consisting of a motor vehicle towing at least 2 trailers (counting as one trailer a 'Converter Dolly' supporting a 'Semi-trailer').	True / False Yes / No Y / N	-	This field is mandatory for vehicle category codes: NC TD This field is optional for vehicle category code: TC You must leave this field blank for all other vehicle categories or your submission will fail validation.
B-double capable	A combination of vehicles consisting of a prime mover towing 2 'Semi-trailers'.	True / False Yes / No Y / N	-	This field is mandatory for vehicle category codes: NC You must leave this field blank for all other vehicle categories or your submission will fail validation.
Entry pathway sub-category	<p>Entry pathway is the method through which the vehicle was approved to be provided for the first time in Australia.</p> <p>A sub-category refers to a particular set of circumstances that are relevant to the approval under the relevant entry pathway.</p> <p>There are 3 sub-categories. Each refers to a particular set of circumstances relevant to the approval:</p> <ul style="list-style-type: none"> Type Approval - Standard Type Approval - Non - Standard Type Approval - Second Stage Manufacture 	<p>Alphanumeric characters</p> <p>Must exactly match one of the following:</p> <p>Type Approval - Standard</p> <p>Type Approval - Non - Standard</p> <p>Type Approval - Second Stage Manufacture</p>	Maximum 60	<p>This field is mandatory</p> <p>For entry pathway Type Approval - Second Stage Manufacture, a RAV record with this VIN and entry pathway of Type Approval - Standard or Type Approval - Non - Standard must already exist.</p> <p>Vehicles covered by a type approval with minor and inconsequential non-compliance are to be added to the RAV as Type Approval - Standard.</p>

Name	Description	Data type	Length	Rules
Authorised by name	<p>The name of the entity or authority authorised to add the vehicle to the RAV:</p> <ul style="list-style-type: none"> Type approval holder's name. 	Alphanumeric characters	Maximum 60	<p>This field is mandatory</p> <p>Add the name in the approval.</p>
Authorised by number	<p>The number of the entity or authority authorised to add the vehicle to the RAV:</p> <ul style="list-style-type: none"> Type approval holder's RAV Organisation Number. 	Alphanumeric characters	Maximum 10	<p>This field is mandatory</p> <p>The RAV will check that the RAV Organisation Number is valid.</p> <p>Note: This field will not be visible on the RAV public search.</p>

Attachment C – Creation of RAV files

Instructions

These instructions accompany the RAV examples provided by the department for CSV and XML schema.

XML file format (preferred)

- This data file is a text file (Mac or MS-DOS, UTF-8 encoded) with an **.xml** extension containing XML formatted data, see example following
- Open the online XML RAV Data File generator at <http://rav.infrastructure.gov.au/XMLTool>
- Populate the XML file with the RAV data as per [Attachment A](#)
- Follow the rules of each field as per [Attachment B](#)
- Save / download file.

CSV RAV data file

- This data file is a text file (Mac or MS-DOS, UTF-8 encoded) with a **.csv** extension containing CSV (comma-separated values) formatted data.
- Use Excel or similar editor to create a file
- Header information shown in the example MUST remain
- Populate the CSV file with the RAV data as per [Attachment A](#)
- Follow the rules of each field as per [Attachment B](#)
- For 'Build date', the number format must be set manually to mm/yyyy. (Tip: use one space before mm/yyyy to prevent the format reverting each time the file is reopened.)
- Save / download file.

XML example

XML example available from [<RAV Guide and XML file>](#)

This XML example has been created from the Department's [XML file generator](#).

```
<?xml version="1.0" encoding="utf-8" ?>

<RavSubmission TotalRecords="1" batchId="3e526975-1bc0-461c-bbe5-8c89b43a70fe"
xmlns="http://schemas.datacontract.org/2004/07/RavService">

  <RAVRecord>

    <EntryPathway>Type Approval - Standard</EntryPathway>

    <VIN>6F5000000AA441398</VIN>

    <ApprovalNumber>VTA-042358</ApprovalNumber>

    <VCC>NC</VCC>

    <ApprovalHolder>Paccar</ApprovalHolder>

    <VehicleMake>Kenworth</VehicleMake>

    <VehicleModel>T909</VehicleModel>

    <GVM_ATM>32000</GVM_ATM>

    <GTM />

    <OdometerReading>SFV-CC-2500-2550</OdometerReading>

    <Tare />

    <Power>615</Power>

    <SeatingCapacity>3</SeatingCapacity>

    <BuildDate>10/2022</BuildDate>

    <GCM>240000</GCM>

    <IsBDouble>true</IsBDouble>

    <IsRoadTrain> /IsRoadTrain>

    <AuthorisedByNumber>RAV00000#</AuthorisedByNumber>

    <AuthorisedByName>Paccar</AuthorisedByName>

  </RAVRecord>

</RavSubmission>
```

CSV example

VIN	Approval Number	Vehicle Category	Name of Holder	Make	Model	GVM / ATW (kg)	GTM (kg)	Tare (kg)	Power (kW)	Seating Capacity	Build Date	Safer Freight Vehicle	Gross Com	Road Train	B Double	Entry Path	Authorised	Authorised by Number
6F500000	VTA-04235	NC	Paccar	Kenworth	T909	32000				3	10/2022	SFV-CC-2500-2550	240000		TRUE	Type Approval	Paccar	RAV000000#

Attachment D – Samples of successful and unsuccessful RAV entry submission notifications

Sample 1. RAV Submission Complete

RAV Submission Completed [SEC=OFFICIAL]

To mycar@cars2go.com

OFFICIAL

Hello,

Your recent RAV Submission with file name RAVSubmission_VTA37_build_date.xml has been processed.

All 2 vehicle records submitted have passed RAV validations.

Please note that you must pay the RAV charge upfront in ROVER or have a written agreement to pay on invoice before the validated vehicles will be added to the RAV.

Vehicle records are added to the RAV public search regularly, every day.

Summary:

	RAV Records
Submission	
File: RAVSubmission_VTA37_build_date.xml	Total: 2
Date: 15/08/2023 6:35 PM	Loaded: 2
Email: mycar@cars2go.com	Rejected: 0
Your batch ID: c55f24d3-8f24-4514-8e98-4e68fc68bc56	RAV batch ID: {FEC7D3E9-3F3B-EE11-BDF5-000D3AD07820}


For any queries please email the [RAV Help Desk](#).

Regards,
RAV Help Desk

Sample 2. RAV Submission Complete with Errors

RAV Submission Completed With Errors [SEC=OFFICIAL]

To mycar@cars2go.com

 RAVExceptions.xml
7 KB

OFFICIAL

Hello,

Your recent RAV Submission with file name RAVSubmission_VTA26_email_attachment_check.csv has been processed.

0 of the 9 vehicle records submitted have passed RAV validations.

Please note that you must pay the RAV charge upfront in ROVER or have a written agreement to pay on invoice before the validated vehicles will be added to the RAV.

Vehicle records are added to the RAV public search regularly, every day.

Summary:

Submission

File: RAVSubmission_VTA26_email_attachment_check.csv

Date:
30/08/2023 9:42 AM

Email: mycar@cars2go.com

Your batch ID:

RAV Records

Total: 9

Loaded: 0

Rejected: 9

RAV batch ID: {CD1D2E97-C546-EE11-BE6F-000D3AD0ABB8}

The list of RAV records not accepted (below) includes the reason(s) why individual records were not accepted. Refer to the appropriate RAV guide on the RVS guides and resources webpage for more information.

For any queries please email the [RAV Help Desk](#).

Regards,
RAV Help Desk

RAV records not accepted:

VIN	Entry Pathway	Approval Number	Reason(s)
RRSTDST12WW110008	Type Approval - Standard	VTA-000026	Vehicle Model TB does not match model/variant of VTA-000026
RRSTDST12WW110008	Type Approval - Standard	VTA-000026	Authorised By Number RAV000044 is not a valid Rover RAV Organisation
RRSTDST12WW110008	Type Approval - Standard	VTA-000026	Approval VTA-000026 is not in-force

Sample 3. RAV Submission Failed

RAV Submission Failed [SEC=OFFICIAL]

To mycar@cars2go.com

OFFICIAL

Hello,

Your recent RAV Submission has failed. No records have been processed.

File name: RAVSubmission_VTA-000008_2000-2.csv

Error: Maximum number of RAV items exceeded. 2001 items found in file - limit is 2000

For any queries please email the
[RAV Help Desk](#).

Regards,

RAV Help Desk

OFFICIAL