



Australian Government

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



➤ Guide to varying approvals in ROVER

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January 2022 – updated to:

- provide more practical guidance on how to complete and submit an application to vary an approval in ROVER
- guide applicants on when to apply to vary an approval and to consolidate all the changes they want to make to their approval in a single application to vary – as withdrawing, updating and resubmitting variation applications can be resource-intensive
- explain how the department will assess applications to vary approved Model Reports under section 87 of the *Road Vehicle Standards Rules 2019* (the Rules), as these are slightly different from other variation applications,
- remove all references to the interim application process for varying approvals. This process was discontinued in October 2021.

July 2022 – updated to include details on how to withdraw an application after it has been submitted, and how to vary a Model Report approval.

January 2023 – URL links to guides updated.

March 2025 – clarified when vary application fees apply, that revoked and suspended approvals cannot be varied, and updated ROVER screen shot to reflect the current portal.

Guide to varying approvals in ROVER

Approval holders, and those authorised to act on their behalf, may apply to vary their approvals under the Road Vehicle Standards (RVS) legislation.

This guide explains how to apply to vary an approval in ROVER, the department's online applications and approvals portal. The guide also identifies what the department will consider when assessing variation applications and when fees are payable.

What approvals may be varied?

The department considers applications to change or update **current approvals** granted under the RVS legislation (i.e. an approval that has not expired, or been revoked).

The variation provisions explained in this guide do not extend to changing advisory notices – for example, an advisory notice that a thing is not a road vehicle granted under section 13(2) of the *Road Vehicle Standards Act 2018* (RVSA). Advisory notices are not approvals and are therefore not covered by the variation provisions.

Varying administrative information versus varying approvals

The RVS legislation distinguishes between applicants who apply to:

- change administrative information (for example, contact information) associated with an approval, and
- vary their approval, including the scope of what the approval allows them to do.

Examples include:

- requests to modify (add, remove or change) approval conditions
- update the supporting evidence for an approval
- update an approval to account for changes to national road vehicle standards
- to add or remove road vehicle variants covered in a vehicle type approval.

The process for applying to vary an approval through ROVER allows you to submit a single application to vary both the administrative information linked to your approval and your approval at the same time.

As the department cannot assess multiple applications to vary the same approval concurrently, you are strongly encouraged to submit a single application covering all of your proposed changes to an approval. You should note that the department cannot fast track a decision for a variation application based on the applicant approval holder needing to re-apply for further changes to their approval.

Varying administrative information

The department can consider applications to change administrative information linked to an RVS approval on the condition that the applicant provides the documentation and evidence required to support their requested change.

Note: the department will **not** consider requests to transfer an approval to an alternate approval holder as the RVSA does not provide scope to transfer approvals.

Varying approvals

The RVS legislation limits the changes the department can apply to an approval in response to a variation application. The department cannot use the variation provisions to remove the minimum requirements (i.e. standard conditions) for holding the relevant approval type, as set out in the Road Vehicle Standards Rules 2019 (the Rules).

The department must be satisfied that it would grant the revised approval, as per the variation application, if it were presented as a new application.

The department may:

- refuse to grant a variation to an approval, or
- suggest changes to the approval that the applicant approval holder did not request, to comply with the relevant Rules provisions. In this case, the department will notify the approval holder of the proposed changes, but will not move to update the published approval without the applicant approval holder's agreement.

Checking if a variation application is required

In some cases, manufacturers will be required to update and retain information to demonstrate continued compliance with Australian Design Rules (ADRs). For example, retaining information relating to changes to ADR compliant road vehicle components that don't require additional testing to confirm compliance. While the RVS legislation requires the manufacturer to retain information to demonstrate compliance, they would not need to make an application to vary an approval for these components. If you are unsure about whether a variation application is required, please contact the department by submitting an [online enquiry](#).

Varying Model Reports and Model Report approvals

The Rules distinguish Model Reports from the approvals that govern how these documents are used (Model Report approvals). There are specific provisions in section 87 of the Rules for varying the content of an approved Model Report. An approval holder may use these provisions to seek the following changes to their Model Report, without having to also make changes to the related approval:

- adding or removing a vehicle specification (or variant) from the scope of the Model Report
- adding supporting information
- improving work instructions or checklists.

Noting this, ROVER offers a consolidated [application process](#) for varying:

- varying an approved Model Report documentation, as per the 3 dot points above
- the Model Report approval
- the administrative information linked to a Model Report approval, or
- all of these elements.

This is explained at [How do I apply to vary an approval?](#)

Who can apply to vary an approval?

The department will accept an application to vary an approval from the approval holder or a person they authorise to act on their behalf.

How do I apply to vary an approval?

You can apply to vary an approval in ROVER. Once you have signed in to your ROVER account, follow these steps.

1. Select the **Approvals** icon.
2. Select the approval type from the **Type and Role Approvals** dropdown menu.
3. Select the **Approval number** to open the approval.
4. Select the **Vary** button.
5. Read the information on the **Before you begin** page and select the checkbox to acknowledge that you have read and understood the department's Privacy Policy.

Note: The time it takes to create a vary application depends on how much data needs to be included from the original application. For example, some vehicle type approvals include more than 30 variants (with images) or large numbers of engines types and sizes.

6. Select the **Begin Application** button to create your application and generate the application number. You will receive an email notifying you when the application has been generated.
7. Select **click here** to add information in to your application to vary the approval.

Approval holder	Make	Model	Status	Commencement	Approval expiry
Adeel TestAcc	Transport Equipment Australia	EquipmentE1	In Force	15/12/2022	14/12/2029
Adeel TestAcc	Jiangsu Hankook Tire Co.,Ltd	JiangsuJiangsu	In Force	29/03/2023	28/03/2030
Adeel TestAcc	Advanced Braking	3223	In Force	19/06/2024	18/06/2031
Adeel TestAcc	ABK EQUIPMENT SALES PTY LTD	ABK EQUIPM	In Force	08/09/2023	07/09/2073
Adeel TestAcc	N/A	N/A	Pending Commencement		

Table 1 explains how to identify the scope of changes for an approval, where to provide relevant supporting information, and how the department uses the information to decide an application.

Table 1: Requirements when applying to vary an approval in ROVER

	Requirements for applicants	How responses are used
Before you begin	<p>All applicants, including those who are familiar with applying for an approval, must pay particular attention to the text on the Before you begin page before commencing an application to either vary:</p> <ul style="list-style-type: none"> • their approval, or • the administrative information linked to an approval. 	<p>Declaring an understanding of this text confirms for the department that you are familiar with:</p> <ul style="list-style-type: none"> • the requirements for applying to vary your approval, and • how your application will be assessed.
Changing your details linked to your approval	<p>Applicants may seek to vary the administrative information linked to their approval under section 197A.</p> <p>On the Further information page, an applicant should select Yes for the question Would you like to apply to vary, remove or add a condition to your approval?</p> <p>Note: You will be able to provide information and supporting material on the Further information and Comments and any other matters pages of the application.</p>	<p>ROVER alerts the department's assessors to the likely scope of the variation application. Applicant approval holders:</p> <ul style="list-style-type: none"> • must take care to answer these questions accurately, as ROVER will use the responses to determine what they will be asked to provide in later parts of their application • should note that the department does not assign priority to variation applications based on responses to these questions.
Varying a condition of your approval Would you like to vary a condition of your approval?	<p>On the Further information page, an applicant should select Yes for the question Would you like to apply to vary, remove or add a condition to your approval? if they are seeking to change the conditions or scope of their approval. For example:</p> <ul style="list-style-type: none"> • adding vehicle variants or suggesting other changes to increase the scope of an approval • keeping an approval valid by adding evidence of compliance with newly applicable ADRs • adding evidence related to a change of supplier of ADR specific components/systems. 	<p>A vary application to add or remove a variant will not be updated on the approval until the application has been decided by the department. This means the original details will be visible throughout the variation application including on the road vehicle descriptor until notification of the decision to vary.</p>
How to apply to vary an approved Model Report Would you like to vary your Model Report (distinct from your Model Report and the administrative information linked to your approval)?	<p>The department offers a single variation application process for varying a Model Reports (as a tool under the RVS legislation) and the related Model Report approval. On the Before you begin page, the applicant must indicate what they are seeking to vary.</p>	

	Requirements for applicants	How responses are used
Confirming the condition(s) of your approval you are seeking to change or remove. <p>Note: Applicants who have indicated they are not varying approval conditions will not see this.</p>	<p>ROVER provides a free text response option for this question. Responses should clearly identify the specific condition(s) of your approval that you are seeking to change. This includes conditions that you would like to have removed from your approval.</p>	<p>Accurate responses to these questions assist the department's assessors to understand the reasons for your application and whether supporting material has been provided.</p>
Providing a justification for varying or removing approval condition(s) <p>Note: Applicants who have indicated they are not varying approval conditions will not see this.</p>	<p>ROVER provides a free text response option for this question and the ability to upload documentation. You should provide clear reasons to support varying the identified condition(s) and refer to the below advice about appropriate supporting documentation.</p> <p>Applicants seeking to add supporting documentation should use the upload below.</p>	
Comments and any other matters	<p>Applicants provides comments and supporting documentation to support changes to their approval, other than changes to the approval conditions.</p> <p>ROVER allows applicants to provide comments or other information to support:</p> <ul style="list-style-type: none"> • items they have already identified in the application • additional items in their approval that they are seeking to vary. <p>Applicants can upload documents supporting their variation application.</p> <p>Applicants should refer to the advice about appropriate supporting documentation in this guide.</p>	<p>This is particularly relevant to applicants who seek to:</p> <ul style="list-style-type: none"> • add or remove a variant from a road vehicle type approval • update the evidence previously provided to support an approval • update an approval in response to a change in the national road vehicle standards, or • vary their approved Model Report.
Make contraventions declaration	<p>Has the applicant, or for a body corporate, any member of the key management personnel, contravened or may have contravened, road vehicle legislation?</p> <p>Applicants are required to make a full and accurate contraventions declaration in response to this question.</p>	<p>The department's assessors will check these declarations as part of the process for confirming the applicant continues to be eligible to hold an approval.</p>
Make applicant declarations	<p>Approval holders, as applicants, are required to declare they understand the conditions of varying an approval under the RVS legislation. ROVER will generate a declaration that is specific to the type of approval the applicant is seeking to vary.</p>	

Providing supporting documentation

You can upload supporting documentation for your variation application. Before uploading your documents, there are some important factors to consider:

1. Ensure documents and evidence are actually relevant to, and support your variation application. Most RVS approval types require approval holders to maintain documents and evidence. These materials are not necessarily required to support a variation application. When deciding what to submit, you should consider:
 - what documents, evidence and declarations have I already provided to the department and therefore do not need to provide again with the variation application?
 - what documents and evidence need to be updated to support any requested changes to conditions or other elements of an approval?
 - is there new information that must be provided to support the requested changes?
2. Ensure contact names, business names and addresses are correct. When applying to vary administrative information linked to an approval under the provisions of section 197A of the Rules, please ensure there is sufficient information to link any requested changes to a business name or address to the approval holder's Australian Business Number (ABN) or Australian Company Number (ACN). If departmental assessors cannot easily establish this link, they will need to request further information and this will delay a decision.
3. The variation provisions in the Rules do not introduce new grounds for granting an approval. This means the department will not agree to remove or vary standard conditions for holding an approval, regardless of the supporting information documents or other material you provide to justify your request.
4. Give clear and relevant names to all supporting documents. This will greatly assist departmental assessors to locate and reference material as it is required to decide applications. If you are submitting updated versions of documents, you will need to update the name of the document by adding a date and/or version number.

Before submitting a variation application

Please ensure your variation application is complete and covers all foreseeable changes you want to make to your approval **before** it is submitted. ROVER does not allow applicants to modify an application after it is submitted.

ROVER only allows applicants to have a single, active variation application for an approval at any one time.

The department must finalise an open variation application before ROVER will accept a new variation application for the same approval – see **Post-submission changes to variation applications** below. You should therefore plan variation applications and include all of the changes you are seeking to make to your approval.

If you need to make further changes to your approval after submitting a variation application for assessment, you may either:

1. [withdraw your application](#) and recommence the application process if the department has not commenced its assessment (see 'post-submission changes to variation applications', below for more information), or
2. wait for the department to decide your variation application, pay the application fee (where applicable) and receive a decision. You can then submit a new application, post assessment. The normal assessment timeframe for assessing the variation application will apply. Please note the department will not fast track a decision for your variation application if you choose this option.

Post-submission changes to variation applications

Once your application to vary an approval or the administrative information linked to an approval is submitted, the department will not accept a further application to vary that same approval until the first application is decided. If the department has not started assessing your application, you may, via ROVER, [request that it be withdrawn](#). Withdrawing your application will allow you to submit a new, updated application to vary your approval. The application timeframe resets if you withdraw and re-submit your application.

How long can a decision take?

The RVS legislation does not apply a formal timeframe for the department to assess variation applications. In keeping with standard assessment timeframes, the department expects that it will take:

- 30 business days to decide applications to vary:
 - registered automotive workshop (RAWs) approvals
 - testing facility approvals
 - authorised vehicle verifier (AVV) approvals
 - reimportation import approvals
 - non-RAV entry approvals, and
- 60 business days to decide applications to vary Model Report approvals, vehicle type approvals and component type approvals.

Applicants should note that the department assesses applications in the order they are received and that any time an applicant takes to respond to a request for further information does not count towards these indicative timeframes.

How am I notified of the decision?

The department will notify you via email when it has decided your variation application and direct you to your ROVER account for further information and the decision notice. You will receive **one** of the following notifications:

1. a revised approval notice
2. a notification that an application fee is payable, before the department issues the final decision notice – when a fee is payable (see below)
3. a refusal notice, or
4. a refuse to consider notice.

The department will only issue a refusal notice or refuse to consider notice after advising you of its intent to make such a decision and providing you with an opportunity to respond. Decision notices will confirm:

- who made the decision and their authority to decide the variation application
- the factors the decision maker considered when making their decision, and
- where relevant, appeal rights that are available to the applicant.

Reading approval notices

If the department agrees to vary an approval or the administrative information linked to an approval, it will issue an updated approval notice confirming the conditions of the approval as varied. The approval notice will be issued after the applicant pays any outstanding application fee.



VSS.NCE.07.01

Testing Facility Approval

ABC Testing Facility Pty Ltd

123 Smith and Jones Street, Southport, QLD, 4215
has been granted testing facility approval under section 111 of the *Road Vehicle Standards Rules 2019*.

Approval holder	ABC Testing Facility Pty Ltd
Approval number	TFA-2021-0000 [redacted]
This approval is valid from	1 July 2021
Approval varied on	25 October 2021
The approval expires on	30 June 2026

This testing facility approval is subject to the conditions set out in the attachment to this approval notice.

The varied approval will have the same number as the original approval.

The latest variation date will always be present on the first page of the approval notice. Approvals that have not been varied will not have this.

Approval conditions are set out in the attachment to an approval notice.

What are the application fees?

Variation applications may incur an [application fee](#) in the following 2 circumstances:

- Applicants seeking to vary their approved Model Report under section 87 of the Rules must pay a \$40 application fee. This fee is payable, even if the department refuses to grant the varied approval. However, this fee will not apply if the applicant applies to vary their Model Report:
 - to reduce the number of road vehicle variants covered by their Model report, or
 - in response to a voluntary recall notified under the Rules, a recall notice issued under the Rules, or a voluntary or compulsory recall issued in the market for which the road vehicle was originally manufactured.
- Applicants who apply to make a material change to their approval (i.e. change the scope of what their approval allows them to do) and the department agrees to grant a variation. Examples of material changes include when an applicant seeks to:
 - add a road vehicle variant to a vehicle type approval
 - remove a condition or restriction from an approval, or
 - demonstrate compliance with new or revised national road vehicle standards.

An application fee is **not** payable if the department refuses the variation application.

Please note that some approval types do not attract an application fee for variation applications, as per [Table 2](#) in this guide.

Application fees and refuse to consider

The department has the power to [refuse to consider](#) applications, that is, close the application without granting or refusing the requested approval. The Rules identify that the department may generally apply these powers if an approval application is not accompanied by the prescribed application fee. However, this is not the case for variation applications. Application fees are payable after assessing a variation application, including applications to vary approved Model Reports under section 87 of the Rules.

ROVER will not prompt you to pay a fee when you submit a variation application. You do not need to worry that the department will refuse to consider your application because it is not submitted with an application fee. You will receive a notice if the department determines that an application fee is payable. Applicable fees must be paid before you can receive your decision notice, have your approval varied, or apply through ROVER to make further changes to your approval.

Material changes

Application fees are set to cover the department's costs to consider the application. In determining whether an application fee will apply to a variation application, the department considers material changes to be those that either:

- increase or change the scope of an approval, with the exception of changes that reduce the scope of what an approval holder can do under the RVSA, or
- seek to remove or reduce restrictions the department has previously applied as part of an approval.

The department generally does not charge application fees when you make a variation application to ensure your approval is compliant with revised ADRs.

The decision notice will advise you if an application fee is payable. In cases where a fee is payable, the varied approval will not take effect or be published before the fee is paid. Your current approval will remain in effect until the assessment fee is paid and you are advised that the department has applied the changes to your approval.

You should also note that you will be unable to request further variations to an approval while you have an unpaid application fee. Section 252 of the Rules provides that the department may charge the following application fees when agreeing to make material changes to an approval.

Table 2: Application fees for varying an approval

Application to vary	Assessment fee
International whole vehicle type approval (IWVTA) based vehicle type approval	\$0
Non-IWVTA based vehicle type approval for a passenger vehicle, 2 or 3-wheeled vehicle, goods vehicle or bus	\$140
Non-IWVTA based vehicle type approval for a high ATM trailer	\$85
Non-IWVTA based vehicle type approval for a low ATM trailer	\$50
Concessional RAV entry approval	\$0
Testing facility approval	\$75
RAW approval	\$55
AVV approval	\$60
Non-RAV entry import approval	\$0
Reimportation import approval	\$0
Component type approval	\$0
Model Report that applies to a model, or one or more variants of: <ul style="list-style-type: none"> • a road vehicle that is entered onto the SEVs Register 	\$40

Application to vary	Assessment fee
<ul style="list-style-type: none"> a used 2 or 3-wheeled vehicle that is not entered on the SEVs Register a trailer with an aggregate trailer mass of more than 4.5 tonnes, or a road vehicle that is entered onto the RAV and will be subject to a second stage of manufacture 	
Model Report approval	\$0

Do I have appeal rights?

You may query the outcome of your variation application with the department by submitting an [online enquiry](#) via our website.

You may seek a review of the outcome of your variation with the Administrative Appeals Tribunal. The Tribunal is independent of the department and can provide a merits review of administrative decisions. Further information is available from the [Tribunal's](#) website.

Further information

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