



Australian Government

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

ROAD VEHICLE STANDARDS

# Guide to vehicle type approvals – Appendix 1

## Information required in an application

October 2023

Features of the application	What information do you need to provide or have in place?
<b>Who is seeking approval of the vehicle type?</b>	<p>Name, address and contact details of the applicant. The named applicant will be the holder of the vehicle type approval and be responsible for meeting the conditions of the approval.</p> <p>If an individual is applying, the details will be populated from <a href="#">ROVER</a>. If a company is applying, additional 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 authority to act section. 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. Further information about creating an account and recording authority to act is available at <a href="#">ROVER resources</a>.</p>
<b>What are the identification details of the vehicle?</b>	<p>Provide details about the vehicle type:</p> <ul style="list-style-type: none"><li>• vehicle category code (VCC)</li><li>• vehicle sub category, if required</li><li>• make</li></ul>

**Features of the application****What information do you need to provide or have in place?**

- model
- a variant identifier, if applicable (see note below)
- specific vehicle characteristic type, if applicable
  - pre-release evaluation
  - chassis cab
  - SSM
  - motorhome and campervan.

The make and model for the vehicle should be unique, not already approved, submitted or saved in another application for a vehicle type approval.

See also **Different application requirements for specific vehicle types** in the [Guide to vehicle type approvals](#). If multiple variant details are provided, they must all meet the scope covered by results of testing.

**Provide further vehicle scope details and images to complete your Road Vehicle Descriptor (RVD).**

You will need to provide vehicle scope information describing the vehicle type to the variant level. The RVD will need to identify all available variants including body styles, engine options and distinct trim levels. The RVD includes fields similar to those published in RVCS. ROVER seeks to improve the standard of information included and this allows the RVS to capture:

- more than 1 motor for electric vehicles and
- level of vehicle automation to assist state and territory regulators.

ROVER enables you to provide an embargo date to allow the details and photos of a variant(s) to be withheld until your business needs dictate. However, the RVD must be published before vehicle types are entered on the RAV.

**Note:** if you choose to select an embargo date, your approval, will contain an additional condition that you must publish the RVD before you enter vehicle details on the RAV.

**RVD for SSM**

If the application is for vehicles subject to SSM, you are required to include:

- a brief description of the SSM additions/modifications, and
- identify the vehicle type approval and variant information of the completed base vehicle.

**RVD for motorhomes**

Features of the application	What information do you need to provide or have in place?
	<p>If the application is for a campervan or motorhome, you are required to attach documents (such as the calculations to confirm the GVM is appropriate and copies of placards fitted to the vehicle) to the RVD to support the declaration of meeting the conditions of approval applicable to a campervan/motorhome.</p> <p><b>RVD for trailers</b></p> <p>Trailers will have a simplified version of a RVD to identify the range of vehicles covered by the approval.</p> <p><b>Upload of vehicle images</b></p> <p>You will need to upload front and rear high contrast, cropped to size image files.</p>
<p><b>What is the location address of where the vehicle is designed and manufactured?</b></p>	<p>Provide the location address of the main or principle place(s) where the vehicle is designed and manufactured, or where other components are used in the design and manufacture of the vehicle.</p> <p>This will allow us to contact the approval holder to arrange access to premises for inspection purposes in deciding the application and for ongoing compliance monitoring activities of the vehicle type approval, if granted.</p>
<p><b>What level of control do you have over all stages of design, componentry and manufacture of the vehicle?</b></p>	<p>You will need to indicate that you have one of the following:</p> <p><b>Full control</b> over all stages of design, componentry and manufacture processes that will consistently produce the type of vehicle.</p> <p>Or that you have:</p> <p><b>Access</b> to information relating to all stages of the design, componentry and manufacture, and to changes that may affect the vehicle’s compliance with applicable national road vehicle standards. By indicating that you have access to information, we expect you will have a copy of the commercial agreement that you have in place with the manufacturer of the vehicle type and be able to provide it if requested.</p> <p>Where indicated, upload a copy of the commercial agreement or contract with the manufacturer of the vehicle type, including access to:</p> <ul style="list-style-type: none"> <li>• the manufacturer’s QMS</li> <li>• engineering documentation that covers any design change control procedures and how they may affect compliance with the applicable national road vehicle standards</li> <li>• results of testing</li> <li>• Document(s) outlining the process in place to ensure the applicant can identify when a change in design or manufacture has occurred and how the change is assessed to ensure ongoing compliance with the applicable national road vehicle standards.</li> </ul>

Features of the application	What information do you need to provide or have in place?
	<p>For details about supporting documentation see also, <b>If you indicate you have control through access to information</b> in the <a href="#">Guide to vehicle type approvals</a>.</p>
<p><b>Do you have a conformity of production process in place that ensures the vehicle type will be consistently produced?</b></p>	<p>Confirm that you have a conformity of production process in place and upload additional supporting documentation if not already uploaded.</p> <p>If you have indicated that you have full control over all stages of design, componentry and manufacturing, you will not be asked to upload additional information.</p> <p>If you have indicated that you have access to information to demonstrate control, then you should read the <a href="#">QMS checklist for vehicle type approvals</a> and select yes or no when asked the question, ‘Does your quality management system include all elements identified in the checklist?’</p> <p>The full QMS must be made available if we request it after submitting your application or after the approval is granted.</p>
<p><b>To what extent does the vehicle comply with the applicable national road vehicle standards?</b></p>	<p>You can bulk select ADRs for variants and indicate the extent of compliance, showing the vehicle:</p> <ul style="list-style-type: none"> <li>• fully complies with the applicable national road vehicle standards, or</li> <li>• substantially complies with the applicable road vehicle standards and the non-compliance is considered in minor and inconsequential respects, or</li> <li>• substantially complies with the national road vehicle standards and complies to an extent that makes it suitable for use on a public road in Australia.</li> </ul> <p>Some additional options may be available to select depending on the vehicle details:</p> <ul style="list-style-type: none"> <li>• fully compliant with supporting information pending</li> <li>• substantially compliant with supporting information pending</li> <li>• otherwise suitable with supporting information pending</li> <li>• not applicable (will require explanation).</li> </ul> <p>Where the level of compliance with one or more standards is ‘otherwise suitable (non-standard)’ an in-principle letter of support from the relevant state or territory registration authority, or the National Heavy Vehicle Regulator is required.</p> <p>See also, <b>Compliance with applicable national road vehicle standards</b> in the <a href="#">Guide to vehicle type approvals</a>.</p>
<p><b>Can you to demonstrate compliance with the</b></p>	<p>A list of applicable ADRs will be populated by ROVER as a result of the vehicle details selected in the application. You will be able to add or remove an ADR as required.</p>

Features of the application	What information do you need to provide or have in place?
<b>applicable national road vehicle standards?</b>	<p>For each applicable ADR you select, you will need to provide all required compliance information and upload relevant documents as indicated by the form to demonstrate compliance with the applicable national road vehicle standards. The information you may need to provide include:</p> <ul style="list-style-type: none"> <li>• test results conducted or held by an RVS approved testing facility</li> <li>• an approval or other document issued by a contracting party to the 1958 Agreement (i.e. United Nations approvals)</li> <li>• an approved component type approval</li> <li>• an approved Model Report</li> <li>• a document confirming compliance to a specified requirement covered in the applicable ADR.</li> </ul> <p>See also, <b>Compliance with applicable national road vehicle standards</b> in the <a href="#">Guide to vehicle type approvals</a>.</p>
<b>Have you or, in the case of a body corporate, any member of the applicant's key management personnel contravened or may have contravened road vehicle legislation?</b>	<p>Indicate by ticking yes, no or not sure to whether you or any key management personnel member been found to contravene, or allegedly contravene road vehicle legislation.</p> <p>If you answer yes, then details about you or the key management personnel member and a statement about occurrences will need to be provided.</p> <p>If you answer not sure, we may ask for further information about you or the key management personnel to decide the application.</p> <p><b>Key management personnel</b>, of a body corporate means those 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>
<b>Do you intend to add vehicles to the RAV before the vehicles are in Australia?</b>	<p>Indicate by ticking yes or no to whether you intend to add the vehicle type to the RAV before it is in Australia.</p> <p>If you answer yes, suitable justification will need to be provided to ensure the vehicle is in a suitable condition to be added to the RAV, primarily for the purposes of second stage of manufacture without the vehicle being imported first.</p>
<b>Do you wish to specify a future date that the approval, if granted, will become effective?</b>	<p>You may wish to specify a date the vehicle type approval is to become effective.</p> <p>If the date you have specified is <b>before</b> the date the decision is made to grant you an approval (decision date), the date of the effect of the approval will be the decision date.</p>

Features of the application	What information do you need to provide or have in place?
<b>Do wish to place an embargo on one or more variants covered by the approval?</b>	Placing an embargo on one or more variants covered by an approval allows you to nominate the RVD details and images of a particular variant(s) to not be published until a specified date. The approval notice will list all of the variants under the approval but the details of any particular variant covered by a selected embargo date <b>will not</b> have a published RVD during the period up to the embargo date.
<b>If you are the holder of an Identification Plate Approval (IPA) under the MVSA, do you wish to incorporate this approval number within your vehicle type approval number?</b>	Indicate if you would like to incorporate your MVSA IPA number in your vehicle type approval number. If you do not want to continue using your IPA number, you will be given a vehicle type approval number generated from ROVER.
<b>Declarations</b>	<p>Read the declaration questions. Tick the declaration box to indicate that you agree to all the declaration questions and acknowledge that you have signed the declaration.</p> <p>You are expected to have processes in place that address the eligibility criterion about record keeping, including:</p> <ul style="list-style-type: none"> <li>• access to the original and all subsequent versions of the supporting information throughout the period that the approval is in force, and for 7 years after the approval expires</li> <li>• an ability to make all information available when requested in writing by the Secretary, including the vehicle’s design and componentry documentation, test reports, source materials and manufacturing procedures</li> <li>• an ability to keep all of the information up to date throughout the period the approval is in force.</li> </ul> <p>Importantly, you are also expected to be able to demonstrate you meet the eligibility criterion about complying with conditions in an approval by ensuring that you have processes and procedures in place that assures the decision maker that the applicant has:</p> <ul style="list-style-type: none"> <li>• an ability to comply with all of the standard and specified conditions within the approval</li> <li>• an ability to meet all other requirements of the RVSA, the Rules or any instrument under the RVS legislation that apply to the applicant or the vehicle.</li> </ul> <p>Offence/civil penalty provisions under the RVS legislation apply against a breach of a condition within a vehicle type approval.</p>

**Features of the application**

**What information do you need to provide or have in place?**

See also, what complying with the conditions of your approval means in the Guide to vehicle type approvals

[Appendix 3 – Expectations for the conditions applied to a vehicle type approval.](#)

See also, the obligations of a vehicle type approval holder under **Approval holder responsibilities in the** [Guide to vehicle type approvals.](#)

See also, the department’s monitoring and enforcement responses under **Your responsibilities as an approval holder** in the [Guide to vehicle type approvals.](#)

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