



Australian Government

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



# ➤ Guide to withdrawing, amending and resubmitting an application

February 2023

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February 2023 / INFRASTRUCTURE 2023

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# Contents

<b>How do I withdraw an application under the RVS laws?</b>	<b>4</b>
Why must an application be withdrawn to add information or documents?	4
At what point can I withdraw my application?	4
Is there a point where my application cannot be withdrawn?	4
Cost-recovery and refunds	5
Further information	6
Quick links	6

Published July 2022

Updated November 2022 – URL links updated.

Updated February 2023 – Clarification of what can be amended via the request for information process.

# How do I withdraw an application under the RVS laws?

The Road Vehicle Standards Rules 2019 (the Rules) permits an applicant who has submitted and paid for an application in ROVER to voluntarily withdraw their application.

Applicants may choose to withdraw an application for any reason, for example, they do not want to proceed with the application or want to withdraw it to update the information provided.

Applicants do not need to give a reason for the withdrawal.

Sometimes, rather than refusing, or [refusing to consider](#), an application, the assessor will suggest the applicant withdraw, amend and strengthen their application by including additional information or supporting documentation.

It is up to the applicant whether they wish to:

- withdraw the application and delete it from their ROVER portal;
- withdraw the application, add the additional information and resubmit the application; or
- allow the application to continue to be assessed as it is.

## Why must an application be withdrawn to add information or documents?

When the applicant first submitted their application, they were asked to confirm the information provided and make certain acknowledgements and declarations. If the application changes in a significant way, or if any additional information provided materially changes the approval, the applicant must reconfirm the information and make new declarations.

Where the additional information sought is minor and does not materially change the application, the assessor may ask for this information in a request for information via ROVER. In these cases, there is no need to withdraw the application. However, assessors will not amend applications to an extent that constitutes a material change, including removing compliance information or amending road vehicle descriptors.

## At what point can I withdraw my application?

You may request to withdraw an application with a status of 'Paid—Awaiting Assessment', or 'Assessment in progress' in your ROVER portal.

## Is there a point where my application cannot be withdrawn?

The critical points after which your application cannot be withdrawn are:

- when the application has been decided and the ability to withdraw the application is no longer visible in ROVER, or
- a decision notice setting out the approval or refusal has been issued, ending the ability to withdraw the application (to revoke an approval that has been provided see the [Guide to varying approvals in ROVER](#)).

**Note:** Applications for an advisory notice that a thing is not a road vehicle cannot be withdrawn, amended and resubmitted.

## Cost-recovery and refunds

Under section 72 of the *Road Vehicle Standards Act 2018* (RVSA), the delegated decision-maker may refund the whole or part of an [application fee](#) if they are satisfied there are circumstances justifying the refund.

However, section 230(A)(3) of [the Rules](#) provides that any fees paid for a withdrawn application are not refundable if the department had begun considering the application before it was withdrawn.

It is therefore not expected that the relevant application fee will be refunded in many cases.

**Note:** the application fee will not be refunded unless a request is received and the circumstances satisfy the delegated decision-maker of the justification to refund (see below).

It is important when applying for an RVS approval that you ensure you submit a complete application with all relevant supporting documentation to avoid:

- the need to withdraw an application after submission where it fails to meet a minimum standard of information for assessment, and
- not having cost-recovery charges refunded as an expected outcome of withdrawing an application, and
- if submitting an amended application, further delaying a decision outcome as the timeframe to decide the new application will start again on resubmission.

To request a refund you must contact the department by using the [online enquiry](#) form and explaining in detail the circumstances that would justify refund action.

## Further information

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

### Quick links

- [ROVER guide: How to withdraw, amend and resubmit or delete an application](#)
- [What are RVS decision-making timeframes?](#)
- [How do I vary an approval?](#)
- [How do I vary an opted-in approval](#)
- [RVS legislation and determinations.](#)

**Note:** Please see the [RVS Glossary of terms](#) on our website for a comprehensive list of RVS terms and their definitions.