



Australian Government

Department of Infrastructure, Transport,  
Regional Development and Communications



# ➤ Guide to varying an opted-in approval for the first time

January 2022

## **Ownership of intellectual property rights in this publication**

Unless otherwise noted, copyright (and any other intellectual property rights, if any) in this publication is owned by the Commonwealth of Australia (referred to below as the Commonwealth).

## **Disclaimer**

The material contained in this publication is made available on the understanding that the Commonwealth is not providing professional advice, and that users exercise their own skill and care with respect to its use, and seek independent advice if necessary.

The Commonwealth makes no representations or warranties as to the contents or accuracy of the information contained in this publication. To the extent permitted by law, the Commonwealth disclaims liability to any person or organisation in respect of anything done, or omitted to be done, in reliance upon information contained in this publication.

## **Creative Commons licence**

With the exception of (a) the Coat of Arms; (b) the Department of Infrastructure, Transport, Regional Development and Communications photos and graphics; and (c) [OTHER], copyright in this publication is licensed under a Creative Commons Attribution 4.0 Australia Licence.

Creative Commons Attribution 4.0 Australia Licence is a standard form licence agreement that allows you to copy, communicate and adapt this publication provided that you attribute the work to the Commonwealth and abide by the other licence terms.

Further information on the licence terms is available from <https://creativecommons.org/licenses/by/4.0/>

This publication should be attributed in the following way: © Commonwealth of Australia 2022.

## **Use of the Coat of Arms**

The Department of the Prime Minister and Cabinet sets the terms under which the Coat of Arms is used. Please refer to the Commonwealth Coat of Arms - Information and Guidelines publication available at <http://www.pmc.gov.au>.

## **Contact us**

This publication is available in hard copy or PDF format. All other rights are reserved, including in relation to any departmental logos or trademarks which may exist. For enquiries regarding the licence and any use of this publication, please contact:

Director – Creative Services  
Communication Branch  
Department of Infrastructure, Transport, Regional Development and Communications  
GPO Box 594  
Canberra ACT 2601  
Australia

Email: [publishing@infrastructure.gov.au](mailto:publishing@infrastructure.gov.au)

Website: [www.infrastructure.gov.au](http://www.infrastructure.gov.au)

# Contents

- Contents..... 3
- Overview ..... 4
- Varying an opted-in vehicle type approval for the first time ..... 4
- ROVER ADR applicability check ..... 4
  - Table 1: Requirements for varying an opted-in vehicle type approval. .... 5
- Advice for adding variants and RVD information ..... 6
- Varying opted-in approvals to satisfy new or revised ADRs ..... 8
- Before submitting your variation application ..... 9

## Overview

When varying an opted-in vehicle type approval for the first time, approval holders and people authorised to act on their behalf must provide certain information and documents to demonstrate compliance with the Road Vehicle Standards (RVS) legislation.

This Guide explains what the information requirements for varying an opted-in vehicle type approval for the first time in ROVER are. This information should be considered in conjunction with the [Guide to vehicle type approvals](#) and the [Guide to varying approvals in ROVER](#), which explains the general requirements and procedure for varying an approval.

## Varying an opted-in vehicle type approval for the first time

When applying to vary your opted-in vehicle type approval for the first time, ROVER requires you to do more than just explain the changes you are seeking and provide supporting information directly linked to your requested changes. To complete your first variation application, you **must**:

- review information imported from the Road Vehicle Certification System (RVCS) and ensure it is current and accurate
- confirm your details and the vehicle type details for your approval
- provide Road Vehicle Descriptor (RVD) information for the vehicles you are providing
- identify the design and manufacturing facilities for the road vehicles you are providing
- update compliance information for applicable Australian Design Rules (ADRs), as required
- provide information to confirm that you meet the requirements for holding a vehicle type approval under section 19 of the Road Vehicle Standards Rules 2019 (the Rules), which includes:
  - providing information about the design and manufacturing facilities
  - confirming that you either control all stages of the design, componentry and manufacturing of the road vehicle type, OR
  - have access to information, including information about any changes in design, componentry and manufacturing process for the type of vehicle that may affect the vehicle types compliance with ADRs
- make new declarations regarding actual or potential contraventions of the legislation.

[Table 1](#) explains how ROVER applies these requirements across the steps in the variation application process.

**Please note:** Section 197 of the Rules compels the department to only vary an approval if it is satisfied the varied approval would have been approved if it were submitted as a new application.

This is why you are required to provide the standard evidence, documentation and declarations required to secure a vehicle type approval under the RVS legislation when you apply to vary an opted-in approval for the first time. Compliance information forms will also be required, but only to the extent the variation affects the compliance information drawn from RVCS.

## ROVER ADR applicability check

ROVER performs an ADR applicability check to identify all ADRs that may apply to your opted-in vehicle type approval. When you apply to vary your approval for the first time, you will be asked to address the ADRs the system has identified as being potentially applicable to the road vehicles you are providing.

**Please note:** as this is an automated applicability check, ROVER may identify newer ADRs that came into effect after you were granted an approval and that do not apply to the type of vehicle you are providing to the Australian market. When you identify that this has happened, you are asked to provide a reason for the ADR not being applicable.

**Table 1: Requirements for varying an opted-in vehicle type approval.**

Step	ROVER prompt	Requirements for applicants	How responses are used
Check readiness to commence an application.	Before you begin	All applicants are encouraged to read this text, as it explains: <ul style="list-style-type: none"> <li>the RVS requirements for varying a vehicle type approval, and</li> <li>how we will assess your application.</li> </ul>	
Provide information, supporting documents and declarations to confirm you meet requirements for holding a vehicle type approval under the RVS legislation.	Applicant	You must confirm that your details are accurate and up-to-date. It is mandatory that we have a current email address and phone number to assess your variation application.	
	Vehicle type details	You must confirm the road vehicle category, make, model and variants you will provide under the conditions of your varied vehicle type approval. This may be as simple as confirming that the current information is correct, depending on the changes you are seeking to make to your vehicle type approval. This section of the application allows you to change (add/remove) the vehicle variants covered by your vehicle type approval and ROVER provides functionality for this.	
	Road Vehicle Descriptor	You must provide RVD information for the vehicle type and variants covered by your approval. ROVER will present categories of RVD information (general details, variants, etc.) that you can edit in the system.  <b>Please note:</b> We recommend you provide a grid reference location for the VIN to ensure vehicles can be registered with any state or territory authority.	
	Facility details	You must: <ul style="list-style-type: none"> <li>provide details of the design and manufacturing facilities that support your vehicle type approval, and</li> <li>confirm the relationship between the approval holder and the facility.</li> </ul> This information is required for the department to determine that you meet eligibility criteria for holding a vehicle type approval under section 19 of the Rules.	
	Design and manufacturing control	You must confirm that you have either: <ul style="list-style-type: none"> <li>full control over all stages of the design, componentry and manufacturing of the road vehicle type, or</li> <li>access to the information, including information about changes, relating to the design, componentry and manufacturing process that may affect the type of vehicle's compliance with applicable ADRs.</li> </ul> ROVER will not allow you to progress if you indicate that you do not meet one of these requirements, as you do not satisfy section 19 of the Rules. You must also provide a Quality Management System (QMS) certificate or QMS summary. This is uploaded in the 'Further Information' (see below).	
	Extent of compliance	You must confirm your extent of compliance with each ADR ROVER identifies through the ADR applicability check process (see page 4). ROVER will include information you previously provided to the RVCS and will allow you to edit your extent of compliance with individual ADRs.  Applicants will need to explicitly confirm when an identified ADR is not applicable to their approval, rather than attempting to leave this blank.	
	Compliance information	You must provide compliance information and evidence here if you are varying your opted-in approval to satisfy a new or varied ADR. You may identify which variant relates to which document reference numbers from the RVCS, however it is not a requirement to do this.	

Step	ROVER prompt	Requirements for applicants	How responses are used
Confirm whether you wish to change the conditions of your approval and upload supporting material	Further information	<p>This is the part of the application where you can indicate that you wish to vary, remove or add a condition to your opted-in vehicle type approval.</p> <p>This part of the application provides functionality to upload supporting documents. This is where applicants can provide:</p> <ul style="list-style-type: none"> <li>evidence to support a requested changes to approval conditions</li> <li>QMS documents, and</li> <li>other relevant documents that were not provided as part of the Extent of Compliance or Compliance Information step.</li> </ul> <p>Page 8 of the <a href="#">Guide to varying approvals in ROVER</a> provides tips on providing documents, including naming conventions and other matters.</p>	
Applicant makes declarations to support their variation application.	Contraventions declaration	You must make a full and accurate contraventions declaration whenever you apply to vary an opted-in approval.	
	Applicant declarations	You must declare the applicant understands the conditions for varying an approval under the RVS legislation.	

## Advice for adding variants and RVD information

ROVER does not import road vehicle variant details from the RVCS. You may therefore be required to add and provide RVD details for a significant number of road vehicle variants when you apply to vary your opted-in vehicle type approval for the first time. The vehicle type details section of the variation application for vehicle type approvals will allow you add variants to your approval. You only need to include current variants, not variants that are no longer being provided.

**Vehicle type details**

YTA-2021-0000027  
Related approval: YTA-000001

Some information related to your approval cannot be varied. If you would like to add or remove variants, please do so below:

If you add or remove variants, you may be required to update your extents of compliance or your compliance information. If a new variant will be covered by compliance information previously provided under this approval, please add detailed information on the 'Comments and any other matters' page. This should describe which compliance information forms relate to the new variant. You may also complete new compliance information forms.

What is the category of the road vehicle type?  
MA - Passenger Vehicle

Is this application for a second stage of manufacture (SSM) vehicle?  
Yes

What kind of approval does the first stage vehicle have?  
Vehicle type approval (VTA)

What is the type approval number of the vehicle this SSM Vehicle type is based on?  
12345

Make \* Please specify make \*  
Other SSM BTR JOHNSON

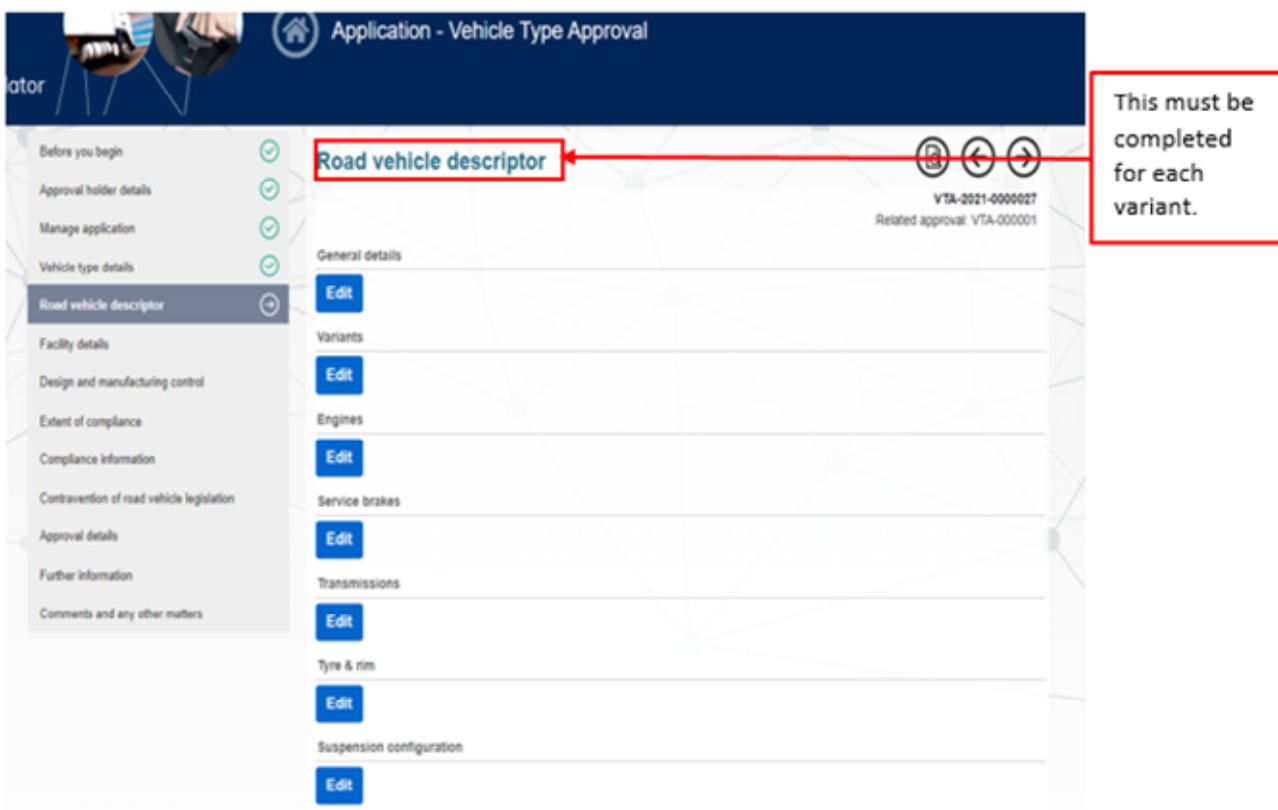
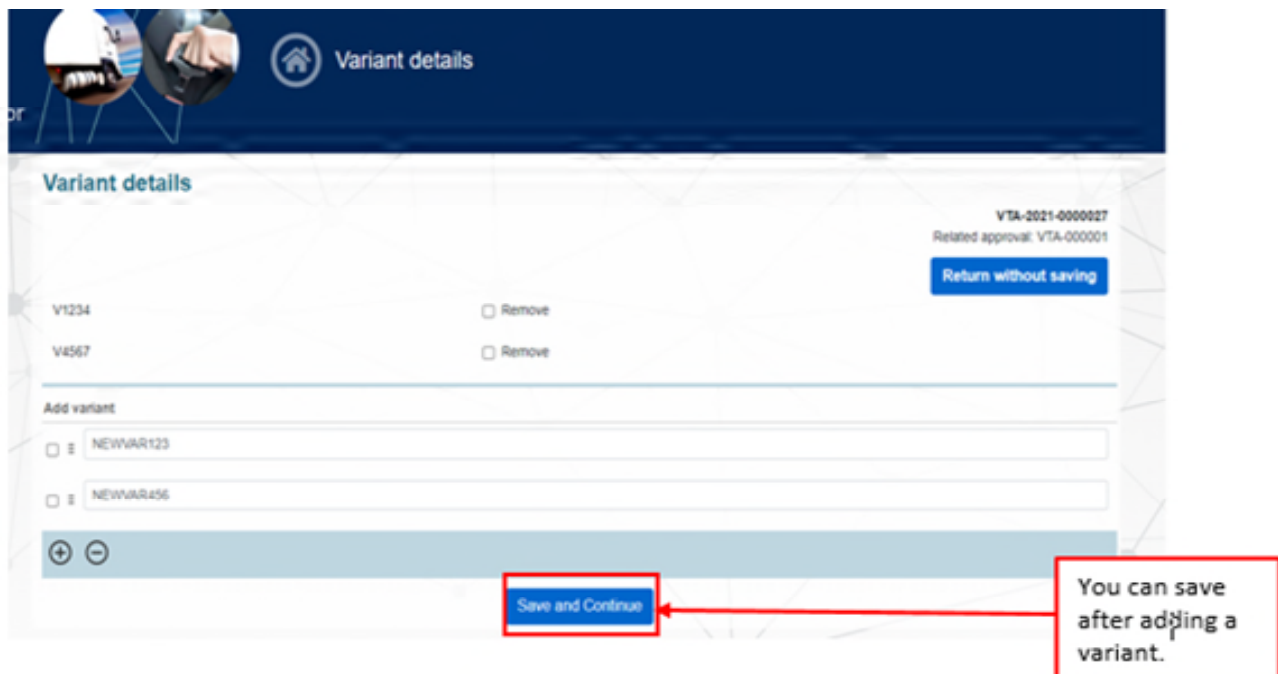
Model \*  
V4567 SSM

Variants

V1234 (No change)
V4567 (No change)

[Edit variants](#)

Variants you add are listed here.



When updating vehicle variants, it is important to note that the RVD details will only save if there is a complete RVD page for each road vehicle variant you have added in to your application. For example, if you add 30 vehicle variants, you will need to complete an RVD for each of the 30 variants before you can save your application.





**Warning:** you will lose all of the information you have provided if you choose to exit before you complete an RVD page for each listed variant and are offered the option to save. We recommend you add road vehicle variants and then complete related RVD information in batches, particularly if you are adding a large number of variants to the approval. ROVER will allow you to add additional variants after you have completed RVD information for variants already in the system.

While you can choose to upload all of your RVD information in one session, adding variants and related RVD information in batches may assist with making the application process manageable.

## Varying opted-in approvals to satisfy new or revised ADRs

If you are making your first application to vary an opted-in vehicle type approval to satisfy a new or revised ADR, you will need to provide compliance information forms for the new ADRs. Please note that each of application requirements set out in Table 1 will need to be satisfied if you are making a variation application:

- to ensure your opted-in vehicle type approval is compliant with a new or revised standard, so it is not automatically suspended under section 202 of the Rules, or
- to reinstate an opted-in vehicle type approval that has been automatically suspended when a new or revised standard came into effect.



## Before submitting your variation application

We recommend that you read our [Guide to varying approvals in ROVER](#) in full as it provides useful information on things like how to provide supporting material with your application, our decision timeframes, how to read approval notices granted under the RVS and when application fees may apply.

Before you submit your variation application, please ensure it is complete and provides the required information. **You cannot edit a variation application after it has been submitted through ROVER.** You can withdraw your application to make changes but please note, this will delay variation assessment.