

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

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May 2022 – Note on Road Vehicle Descriptor and trailers added to page 7.

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 <u>Guide to vehicle type approvals</u> and the <u>Guide to varying approvals</u> in <u>ROVER</u>, 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:
 - o providing information about the design and manufacturing facilities
 - o confirming that you either control all stages of the design, componentry and manufacturing of the road vehicle type, OR
 - o 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.

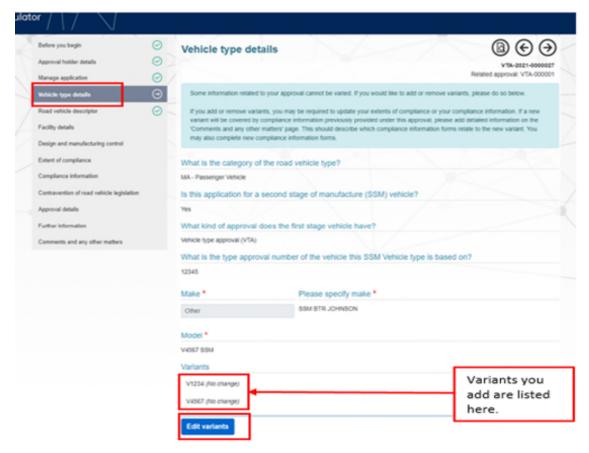
Table 1: Requirements for varying an opted-in vehicle type approval.

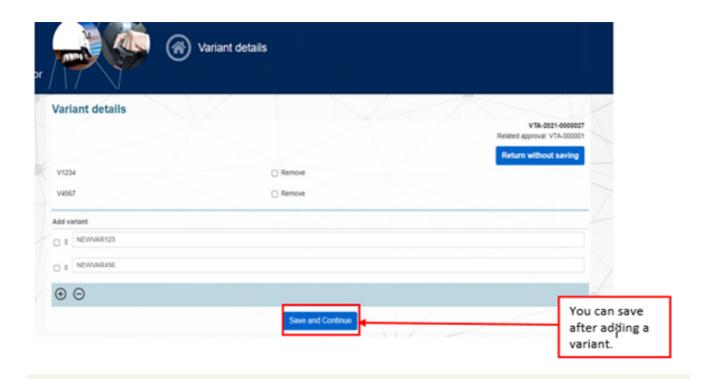
Step	ROVER prompt	Requirements for applicants	How responses are used		
Check readiness	Before you	All applicants are encouraged to read this text, as it explains:			
to commence an application.	begin	 the RVS requirements for varying a vehicle type approval, and how we will assess your application. 			
Provide	Applicant	how we will assess your application. 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			
information,	7 (6)				
supporting	porting assess your variation application.				
documents and	Vehicle type	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			
declarations to confirm you meet	details				
requirements for					
holding a vehicle		approval.			
type approval	pe approval This section of the application allows you to change (add/remove				
under the RVS		variants covered by your vehicle type app	proval and ROVER provides		
legislation.	Road Vehicle	functionality for this.	e vehicle type and variants covered		
	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.			
		Please note : We recommend you provide VIN to ensure vehicles can be registered	=		
	Facility details	You must:	with any state of territory authority.		
	, , , , , , , , ,	 provide details of the design and ma 	nufacturing facilities that support		
		your vehicle type approval, and			
		confirm the relationship between th	e approval holder and the facility.		
		This information is required for the depa	rtment to determine that you meet		
		eligibility criteria for holding a vehicle typ			
		Rules.			
	Design and manufacturing	You must confirm that you have either:	:		
	control	 full control over all stages of the des manufacturing of the road vehicle ty 			
		 access to the information, including 			
		relating to the design, componentry	_		
		may affect the type of vehicle's com	pliance with applicable ADRs.		
		ROVER will not allow you to progress if you	ou indicate that you do not meet one		
		of these requirements, as you do not sati			
		You must also provide a Quality Manager	· · · · · · · · · · · · · · · · · · ·		
		QMS summary. This is uploaded in the 'F			
	Extent of compliance	You must confirm your extent of complia through the ADR applicability check proc			
	Compliance	information you previously provided to the			
		your extent of compliance with individua			
		Applicants will be to the control of	when an identify 1422 :		
		Applicants will need to explicitly confirm applicable to their approval, rather than			
	Compliance	You must provide compliance information			
	information	varying your opted-in approval to satisfy	=		
		You may identify which variant relates to			
		from the RVCS, however it is not a requir	ement 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	vary, remove or add a condition to your opted-i This part of the application provides functionali documents. This is where applicants can provide evidence to support a requested changes to QMS documents, and other relevant documents that were not prof Compliance or Compliance Information services.	ion provides functionality to upload supporting re applicants can provide: t a requested changes to approval conditions and the conditions are the	
		Page 8 of the <u>Guide to varying approvals in ROV</u> documents, including naming conventions and of		
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 approval under the RVS legislation.	e conditions for varying an	

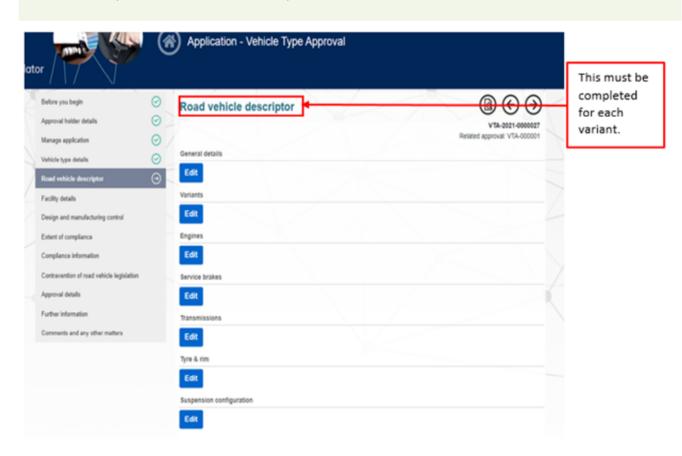
Advice for adding variants and RVD information

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.





Note: The following section is not applicable to trailers. Trailers with an ATM over 4.5 tonnes will only have a single RVD to identify the minimum and maximum specifications, not for each variant.

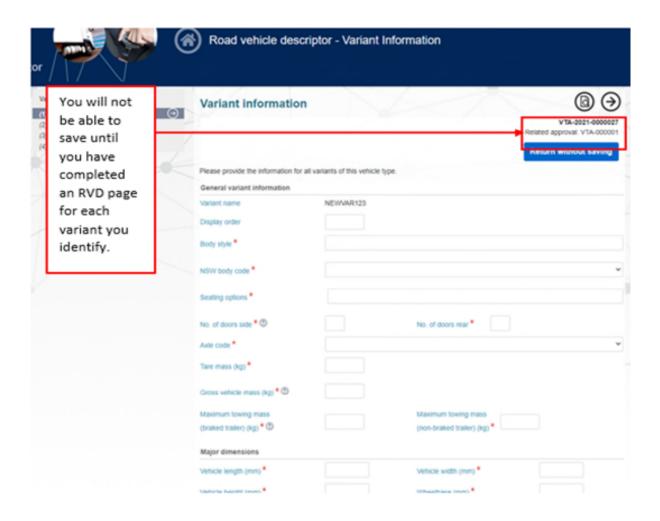


When updating vehicle variants, it is important to note that the RVD details will only save if there is a complete RVD page for each road vehicle variant you have added in to your application. For example, if you add 30 vehicle variants, you will need to complete an RVD for each of the 30 variants before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