



ROAD VEHICLE STANDARDS

Guide to vehicle type approvals for low ATM trailers— Appendix 1

Information required for an application

August 2023

| Feature of the application | What information do you need to provide or have in place? |
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| Who is seeking approval of the vehicle type? | <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 ROVER.</p> <p>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.</p> <p>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.</p> |
| What are the identification details fo the trailer? | <p>Select the vehicle category code of the trailer type, being:</p> <ul style="list-style-type: none">• TA• TB |

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| | <ul style="list-style-type: none"> • TC. <p>Confirm that the vehicle type has an aggregate trailer mass (ATM) of 4.5 tonnes or less.</p> <p>Specify the:</p> <ul style="list-style-type: none"> • make – the marque or name by which the range of trailer type is popularly known or the trading name or business name of the manufacturing company, and • model(s) – the particular name or code number by which the trailers are identified (a model will be different between a standard or non-standard trailer). |
| <p>What level of control do you have over all stages of design, componentry and manufacture of the trailer type?</p> | <p>You will need to show that you have one of the following:</p> <ul style="list-style-type: none"> • Full control over all stages of design, componentry and manufacturing processes that will consistently produce the type of trailer. • Or that you have: • Access to information relating to all stages of the design, componentry and manufacture, and to changes that may affect the trailer’s compliance with applicable road vehicle standards. <p>By indicating that you have access to information, we expect you to provide a copy of the commercial agreement in place with the manufacturer of the trailer type. A commercial agreement or contract with the manufacturer of the trailer type, must include access to:</p> <ul style="list-style-type: none"> • the manufacturer’s QMS • engineering documentation covering any design change control procedures and how they may affect compliance with the applicable national road vehicle standards • results of testing • document(s) showing how the applicant identifies when a design or manufacturing change has occurred, and how the change is assessed to maintain compliance with the applicable national road vehicle standards. <p>The supporting documents must be provided if we request it during the assessment of our application or after the approval is granted.</p> <p>For details about supporting documentation, see also Supporting information and documents that demonstrate control in the Guide to vehicle type approvals for low ATM trailers.</p> |

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| | <p>You need to compare your Quality Management System (QMS) against the QMS checklist for vehicle type approvals and select yes or no when asked the question, ‘Does your quality management system include all elements identified in the checklist?’. The full QMS must be made available if we request it during the assessment of your application or after the approval is granted.</p> |
| <p>What is the location address of where the trailer is designed ?</p> | <p>Provide the address details for where the design facility(s) are located.</p> |
| <p>What is the location address of where the trailer is manufactured your relationship details?</p> | <p>Provide the address details for where the manufacturing facility(s) are located. You will also need to select the type of relationship you have with the manufacturer(s):</p> <ul style="list-style-type: none"> • You are the manufacturer • You contract the design and build of the low ATM trailer with the manufacturer • You purchase completed low ATM trailers from the manufacturer • You purchase completed low ATM trailers from a wholesaler. |
| <p>To what extent does the trailer comply with the applicable national road vehicle standards?</p> | <p>For each applicable Australian Design Rule (ADR), you will need to have all the required compliance information and relevant documents demonstrating compliance with the applicable national road vehicle standards. The information you may need to provide for a low ATM trailer are detailed in Vehicle Standards Bulletin 1 (VSB 1).</p> <p>You will need to select whether the low ATM trailer type:</p> <ul style="list-style-type: none"> • complies with the national road vehicle standards for a trailer, or • does not fully comply with the national road vehicle standards, but the trailer does comply to the extent that the non-compliance is only in minor and inconsequential respects, or • does not fully comply with the national road vehicle standards, but the trailer does comply to the extent that it makes it suitable for use on a public road in Australia (non-standard). <p>Where you have indicated the low ATM trailer does not fully comply, you must either:</p> <ul style="list-style-type: none"> • upload a copy of documents that outline the extent of the non-compliance and why it is minor or inconsequential, or • insert text to explain the non-compliance. <p>Where you have indicated the low ATM trailer does not fully comply and the non-compliance is non-standard, you must select the trailer type from a drop-down list and the example, as referenced in VSB 1 Chapter 4.2. Examples of trailers. See VSB 1 (Revision 6).</p> |

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| | See also Compliance with applicable national road vehicle standards in the Guide to vehicle type approvals for low ATM trailers . |
| Have you or, in the case of a body corporate, any member of the key management personnel, contravened or may have contravened road vehicle legislation? ¹ | <p>Indicate by ticking yes or no to whether you or any member of the key management personnel of the company been found to have contravened or allegedly contravened the RVS legislation.</p> <p>If yes, you must include an appropriate supporting document explaining the circumstances of the contravention(s).</p> <p>Key management personnel of a body corporate means persons 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> |
| Do you wish to specify a future date that the approval, if granted, will start? | <p>You may wish to specify the date for the vehicle type approval to start.</p> <p>If the date you have specified is before the date the decision is made to grant you an approval (decision date), the start date of the approval will be the decision date.</p> |
| Declarations | <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 the ability to:</p> <ul style="list-style-type: none"> • access 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 • make all information available when requested in writing by the Secretary, including the trailer’s design and componentry documentation, test reports, source materials and manufacturing procedures • keep all of the information up-to-date throughout the period the approval is in force • comply with all of the standard and specified conditions within the approval • meet all other requirements of the RVS legislation that applies to the applicant or the trailer. |

¹ Contravention of Road Vehicle Standards legislation would include a court ruling being given, whereas ‘may have contravened’ is where the department has evidence that the person has contravened Road Vehicle Standards legislation.

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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 the ability to:

- comply with all of the standard and specified conditions within the approval
- meet all other requirements of the RVS legislation that apply to the applicant or the component.

Offence/civil penalty provisions apply against a breach of a vehicle type approval condition.

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