



How to apply to become a RAW in ROVER

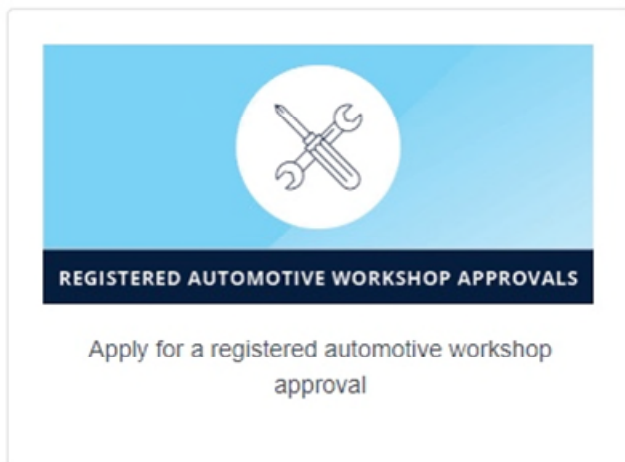
To become a registered automotive workshop (RAW) under the new Road Vehicle Standards (RVS) laws, you first need to have created an account in [ROVER](#), our online system that manages all RVS legislation applications and approvals. Instructions on how to create an account are available [here](#).

You'll also need to have registered an authority to act on behalf of the intended RAW.

You're now ready to start your application.

Step 1. Apply for a registered automotive workshop approval

Under the **New Application** tab select **Registered Automotive Workshop Approvals**.

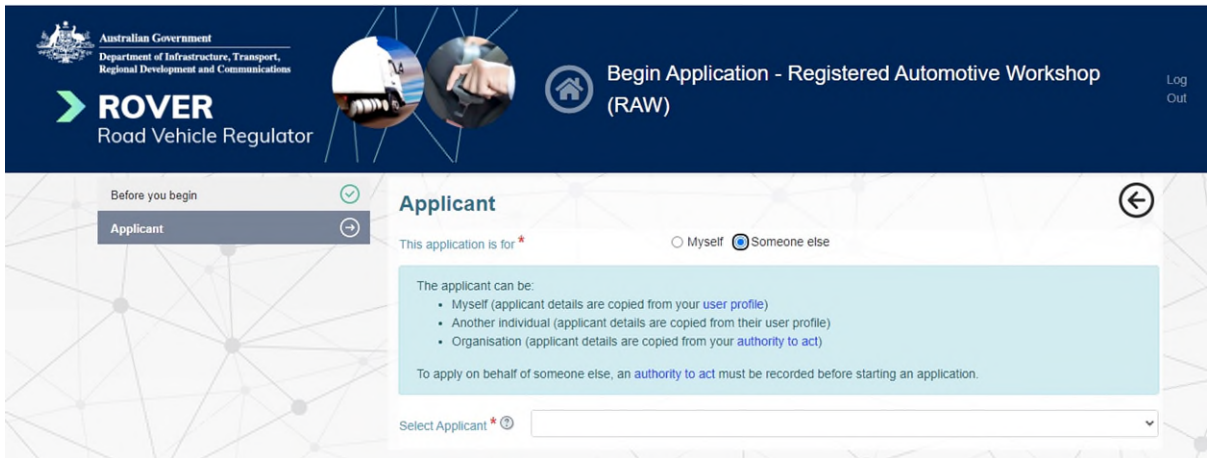


Step 2. Acknowledgement

Read and acknowledge the **Before you begin** page.


Step 3. Choose who you're applying for

At the **Applicant** page, select **Someone else**, then select the RAW that you are applying on behalf of from the **Select Applicant** drop down list.



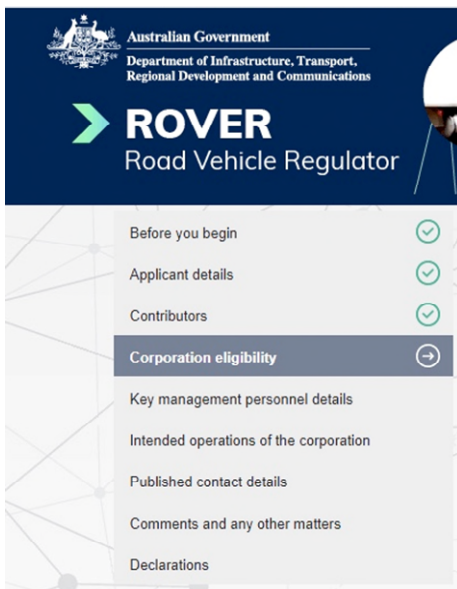
Please note: Only a corporation can apply to become a RAW (not an individual) so ensure you are applying under the RAW’s name.

If you do not see the RAW’s name on the **Select Applicant** drop down list, please check that your authority to act for that applicant has been verified.

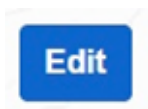
 You cannot change this information after you have gone past this page. If you have made a mistake, please do not finish or pay for this application – commence a new one.

Step 4. Continue to complete the application form

A ROVER application consists of a number of pages. The pages are listed on the left side of the application screen.



Ensure you click on the **Edit** button to open and begin filling in each individual page.



Once you click the **Save and Continue** button on a page, the information you've entered is saved in the application, even if you close the application with missing information.

Save and Continue



Aside from the **Before you begin** and **Applicant's 'details** pages, you can return to any of the application pages and edit information, however once you sign the **declaration** page, the information provided can no longer be edited.

Information required on each page

Corporation eligibility

- An extract of the RAWs ASIC registration (downloaded within the last 30 days).
- The RAW's location(s).
 - To add a location, start typing the address in the first box and then select from the drop down list.

Key management personnel

- Names and contact detail of each of the RAWs key management personnel.
 - Key management personnel are persons who have authority and responsibility for planning, directing and controlling the activities of the RAW (whether directly or indirectly) and includes any Director (whether executive or otherwise) of the RAW.
- Confirmation whether any of the key management personnel have contravened road vehicle legislation.
 - This includes contraventions of the Road Vehicle Standards legislation; the *Motor Vehicle Standards Act 1989*; Parts VI and XI of the *Competition and Consumer Act 2010*, or any provision of the Australian Consumer Law relating to the safety of consumer goods.
- Confirmation whether any of the key management personnel is an undischarged bankrupt or subject to a personal insolvency agreement.

Intended operations of the corporation

- The types of manufacturing or modifying the RAW intends to undertake:
 - vehicles on the SEVs Register
 - used 2 or 3 wheel vehicles
 - second stage of manufacture.
- The vehicle categories that the RAW intends to work on.
- A Quality Management System (QMS) summary document of an ISO9001 certificate.

Please note: You can select as many types of operations and vehicle categories as you like, but those selected must be covered by your QMS or ISO9001 certificate.



Table 1 in the [Guide to RAWs](#) and [Appendix 3](#) have information outlining the requirements of a QMS.

Published contact details

Approved RVSA RAWs are published in ROVER. On this page you can choose which contact details you wish to have published.

Comments and any other matters

Please provide any comments, additional information or documents to help support your application.

Declarations

Read the declarations and, if you agree to the content, sign the declarations page.

Payment

The application fee is \$110.

Commencing RVSA RAW operations

RAWs are required to pay an annual levy of \$970. This covers the broader costs of regulatory activities that the department must undertake in relation to the activity of RAWs, including stakeholder engagement, education, compliance and enforcement activities, and a portion of capital costs.

Once granted, your approval will not come into force until the first annual levy charge is paid. Your approval will have a status of 'pending commencement' until the first annual levy is paid.

You can obtain your RVSA RAW approval now, and can pay your annual levy when you intend to commence your RVSA operations.

To enact your RVSA RAWs approval, **log into ROVER**, select **pending commencement** and pay the first annual levy.