



## How to apply to import an Interim SEVs vehicle in ROVER

Before you can apply for an Interim SEVs vehicle, you first need to create an account in [ROVER](#) – our online system that manages all RVS legislation applications and approvals. To act on behalf of someone else – including a registered automotive workshop (RAW) organisation – you must also register an authority to act for that organisation. Instructions on how to create an account are available [here](#).

Once your account and authority to act are created, you can start your application.

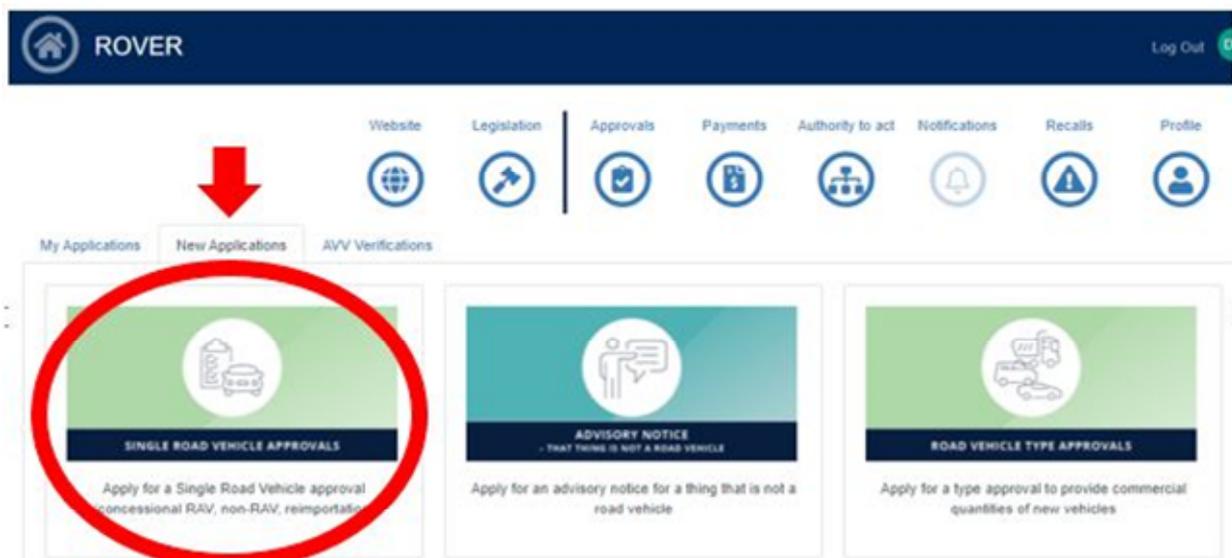
NOTE: All applications for Interim SEVs vehicles must be made by the RAW, or on behalf of the RAW, that will be modifying the vehicle and providing the vehicle inspection certificate (VIC).

### Step 1. Authority to act

Once you have created an account in ROVER, if you want to act on behalf of an organisation, you need to upload an authority to act to [ROVER](#). Instructions on how to create an authority to act are available [here](#).

### Step 2. Select Single road vehicle

Under the **New Applications** tab, select **Single Road Vehicle** to start your application (see below).



### Step 3. Answer the questions

Answer the initial questions and when prompted, confirm you are seeking approval for a specialist or enthusiast vehicle on the SEVs Register (see below).

The screenshot shows the 'Begin Application - Single Road Vehicle' page. The left sidebar has 'Vehicle use' selected. The main form area contains the following questions and options:

- What type of vehicle are you seeking approval for? \*  
Passenger car or van (9 seats or less)
- Has the vehicle been entered on the RAV, fitted with an identification plate or used import plate under the MVSA? \*  
 Yes  
 No
- Will the vehicle be used on a public road? \*  
 Yes  
 No  
 Only in exceptional circumstances
- What kind of vehicle are you seeking an approval for? \*  
 A special purpose vehicle that cannot comply fully with the applicable national road vehicle standards  
 A personal vehicle I owned and operated while living outside Australia  
 A specialist or enthusiast vehicle that is on the Specialist and Enthusiast Vehicles (SEVs) Register  
 An older vehicle which has not been significantly modified in the last 25 years
- Are you ready to continue with your application?  
Please check the information you have provided, as you will not be able to edit this information once you proceed. \*  
 Yes  
 No

A red arrow points to the 'A specialist or enthusiast vehicle that is on the Specialist and Enthusiast Vehicles (SEVs) Register' option.

### Step 4. Vehicle details

Enter the vehicle's details. There is no need to enter the 'DSEV' prefix that is required in the VIC. If you are entering a Chassis number, please remove any hyphens. For example, E50-4561234 should be entered as E504561234.

**Tip:** Make sure you click on the edit button first.

The screenshot shows the 'Application - Single Road Vehicle' page. The left sidebar has 'Vehicle details' selected. The main form area contains the following fields and questions:

- What type of vehicle are you seeking approval for? \*  
Passenger car or van (9 seats or less)
- Please specify the make and model of the vehicle:
- MAKE \*
- Model \*
- When was the vehicle manufactured?  
Year: \*  
Month (optional):
- Please provide either the VIN or the chassis number for the vehicle. \*  
VIN:   
Chassis number:
- Vehicle seating capacity:
- Are you/the applicant the owner of the vehicle? \*  
 Yes  
 No, I am in the process of purchasing the vehicle  
 No, I am not the owner of the vehicle

A green arrow points to the 'Edit' button at the bottom of the form.

## Step 5. Supporting details

Under the 'Required supporting material' page, enter the following details:

- Name of Model Report holder = Interim SEVs modified by RAW 10XXX
- Model Report approval number = NA + provide explanation
- SEVs Register entry number = NA + provide explanation and DSEVs entry number.

The system will show a warning, but you can save and continue anyway.

**Tip:** make sure you **untick** the blue **Upload supporting files** boxes before saving (see below).

## Step 6. Continue

Continue with the remaining questions in the application, submit and pay the application fee. Applications may take up to 30 business days to approve.

## Step 7. Approval

Should you meet the relevant criteria, you will be provided a concessional RAV entry approval with conditions. Concessional RAV entry approval also serves as an import approval.

## Step 8. Vehicle inspection certificate

One of the conditions on the approval will be that you send the department a vehicle inspection certificate (VIC) once the vehicle has been modified in accordance with an evidence pack. Send the VIC to the department through the RAWs system. Ensure you include the CRE approval number and the VIN is identical to that document.

If you are making a concessional RAV entry application because you have a vehicle with a previous import approval – but you did not receive identification plate approval before 30 June 2021 – you may submit your VIC through the RAWS system at the same time you make your ROVER application.

### Step 9. RAV entry

After the VIC has been approved, your vehicle will be entered onto the Register of Approved Vehicles (RAV) and can be provided to the owner or to the market.

This vehicle will be cancelled from the RAWS system upon RAV entry, therefore no record of the VIN will appear in the RAWS system after approval.

Definition of a **business day** under section 5 of the Rules: Means a day that is not a Saturday, Sunday or a public holiday in the Australian Capital Territory.