



Australian Government

Department of Infrastructure, Transport,
Regional Development and Communications



➤ How to complete compliance information forms in ROVER

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Updated April 2022 – Information on validating data on CI forms added.

How to complete compliance information forms in ROVER

Compliance information (CI) forms are required in vehicle type approvals, component type approvals, Model Reports and some concessional RAV entry approvals, such as high ATM trailers and special purpose vehicles.

What are compliance information forms?

CI forms are used by the department to collect information about compliance with applicable national road vehicle standards or Australian Design Rules (ADRs).

Important: Recommended browsers are – [Chrome](#), [Firefox](#) and [Microsoft Edge](#). Internet Explorer and Safari **are not** recommended.

What information is required in a CI form?

CI forms vary in complexity depending on the ADR they relate to. Some CI forms are simple and collect basic information that is traceable to the information an applicant holds to show compliance with the relevant standard. Other CI forms are complex and collect specific information about how the vehicle is configured to comply with the relevant ADR.

Where a mandatory field requires information be provided in a format the applicant is concerned might lead to incorrect or misleading information being input, all CI forms also include optional fields for applicants to provide comments or additional documentation.

Validating data in CI forms

In some compliance information forms (see table below) you can run a data validation check by clicking the 'Validate' button after entering your data.

Clicking the 'Validate' button checks the data you have inserted against the expected values for that data field. However, validating your data is not necessary for you to proceed with your application.

If you choose to validate your data, a message will appear near the 'Validate' button notifying you of any validation warnings on any page of the form. Any validation messages will remain until the data is changed and the 'Validate' button is pressed again.

It is recommended you use the validation function as it will reduce the risk of entering data that may not be acceptable. For example, if you entered 60 kg in a weight field that would normally be expected to be greater than 600 kg, ROVER would show a warning when the 'Validate' button is clicked.

These forms have a data validation button.

ADR 13-00 – Installation of lighting and light signalling devices on other than L-group vehicles
ADR 65-00 – Maximum Road Speed Limiting for Heavy Goods Vehicles and Heavy Omnibuses
ADR 67-00 – Installation of lighting and light-signalling devices on three-wheeled vehicles
ADR 80-03 – Component Compliance Information – Emission Control for Heavy Vehicles
Compliance information – ADR 03-04 – Seats and Seat Anchorages
Compliance information – ADR 04-06 – Seatbelts
Compliance information – ADR 05-06 Anchorages for Seatbelts
Compliance information – ADR 10-02 – Steering Column
Compliance information – ADR 18-03 – Instrumentation
Compliance information – ADR 19-02 – Installation of Lighting & Light-signalling Devices on L-Group
Compliance information – ADR 30-01 – Smoke Emission Control for Diesel Vehicles
Compliance information – ADR 34-03 – Child Restraint Anchorages and Child Restraint Anchor Fittings
Compliance information – ADR 35-06 – Commercial Vehicle Brake Systems
Compliance information – ADR 38-05 – Trailer Brake Systems
Compliance information – ADR 38-05-CS – Control System Sub-Assembly
Compliance information – ADR 38-05-FB – Foundation Brake Sub Assembly
Compliance information – ADR 38-05-SS – Suspension System Sub-Assembly
Compliance information – ADR 42-05 – General Safety Requirements
Compliance information – ADR 62-02 – Mechanical Connections Between Vehicles
Compliance information – ADR 68-00 – Occupant Protection in Buses.

Completing a CI form

The first section of a CI form requires the applicant to nominate a unique document reference for the form and a date. The date of the form defaults to the date of completion. Some approval types require the approval to be published. This means the document reference may be published.

The screenshot shows the 'Compliance information - Lighting ADR 01/00 - Reversing Lamps' form. At the top right, there is a circular arrow icon and the text 'VTA-2021-0001233'. Below this is a blue button labeled 'Return without saving'. The form has two main input fields: 'Applicant's reference for this compliance information form *' and 'Date (DD/MM/YYYY) *'. The first field contains the text 'TestADR1/00'. The second field contains the date '24/05/2021' and a small calendar icon. At the bottom, a note states: 'Note: this reference may be published on any decision notice'.

The second section of the CI form collects information about how the applicant has assured themselves of compliance and the type of information the applicant holds to demonstrate compliance. Different application types may see different options in this list.

Most application types are restricted to the type of information that may be considered to show compliance with applicable standards. The options available in the compliance demonstration method reflect the options available in the legislation, but may not be appropriate in all cases.

The applicant should choose the most appropriate option to reflect the compliance information they hold.

Important: Only select 'Information supporting a declaration' when no other option is appropriate.

The third section of the form will vary depending on the selection above, see the information below for specific information requirements.

Compliance demonstration method

VTA-2021-0001233

[Return without saving](#)

How is compliance with this ADR demonstrated? *

- ☐ UN Approval
- ☐ Testing demonstrating compliance with ADR 01/00
- ☒ Component type approval number
- ☐ Vehicle type approval number
- ☐ Model Report approval number
- ☐ Information supporting a declaration
- ☐ Any matter or thing specified in the national road vehicle standard

Which variants are covered by this compliance information form? *

<input checked="" type="checkbox"/>	123
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If required, please add any further details below about what this documentation covers

All attached lights

UN approval

When using a UN approval, the form collects information about the approval number or numbers if multiple options are available. If the approval is not available to the department using the Database for the Exchange of Type Approval documentation (DETA) then you must upload an extract of the approval as part of your application.

The extract must include the details of the approved vehicle or component and show that the vehicle or component complies with the requirements of the equivalent standard.

UN Approval

VTA-2021-0001233

[Return without saving](#)

☐ **E** -

UN Approval: **E04** 23R-00-1234

☐ Input Approval details manually

Please provide an extract of the approval document to demonstrate that the UN approval is relevant to this application. If an extract of this approval is lodged in DETA, then an upload is not required.

☐ [Clear content selection](#)
(P7250055.JPG) [Open]

☐ Provide any further related supporting information

Testing demonstrating compliance with applicable ADR

When testing has been performed by an approved testing facility the form will require basic information about the test report and the facility that performed the testing. The form will confirm whether the testing facility approval number is valid. Further information may be requested if the name and address of the testing facility supplied don't match the information held by the department.

If you are applying for a component type approval, you may be eligible to provide test results from a testing facility that is not currently approved. Further information is available in the [Guide to component type approvals](#).

Test report details

←


→

VTA-2021-0001233

Return without saving

Test report date (dd/mm/yyyy) *

6/04/2021



Test report number *

TEST001

Testing facility approval number *

TFA - 020020

Validate

Valid testing facility approval number

Testing facility name *

Test Facility name

Testing facility address *

Testing facility address

☐ Provide any further related supporting information

Component type approval number

When you are using an approved road vehicle component this section collects the details of the component type approval for the component.

The form will confirm whether the component type approval number is valid. If you are using multiple different approved components you can upload additional information on a .pdf or .jpg document with the list of components that may be used. The template below can be completed or used as a guide to the information we expect in the upload. Please ensure the full component type approval number is entered including the separator (e.g. CTA-060038). Future enhancements may allow data from an uploaded file to be extracted and individually validated. This will require an upload in a different format.

Multiple component type approval numbers as evidence [template](#).

Component type approval number

VTA-2021-0001233

Return without saving

Component type approval number CTA - 060038

Validate

Valid approval number

If there are additional component type approval numbers relevant to this standard, please provide full details using the template available on the department's website.

Upload template

+ -

☐ Provide any further related supporting information

Vehicle type approval number

Where the vehicle type is based on an approved vehicle type, compliance may be demonstrated by referring to the original vehicle type approval number. The checkbox at the bottom of the page or the comments section on the CI form allows justification, where required, that the compliance information is still valid, regardless of the modification performed as part of a second stage of manufacture.

Vehicle type approval number

VTA-2021-0001233

[Return without saving](#)

Vehicle type approval number * VTA - 060020

[Validate](#)

Valid approval number

☐ Provide any further related supporting information

Model Report approval number

Where the vehicle type is covered by an approved Model Report, the approval number of the Model Report can be entered and any further justification included if required.

Information supporting a declaration

This demonstration method should only be used where no other options are suitable. It allows for free text justification and uploads to substantiate the claim of compliance. For example, ADR 13/00 where a lighting layout drawing is used but not needed to be prepared by an approved testing facility.

Any matter or thing specified in the national road vehicle standard

This option allows for other approval types or methods specified in the applicable national road vehicle standard. For example, ADR 8/01 section 8 allows many different approvals, such as an Australian Standard and Japanese Industrial Standard.

More information

For further information, please visit the [department's website](#) or submit an [online enquiry](#).