



ROAD VEHICLE STANDARDS

Reapplying for an expiring or expired approval

This guide explains the application process for an approval that is expiring soon or has already expired, including how to retain an approval number and paying the commencement levy (if applicable).

Some approval types under the Road Vehicle Standards laws are granted for 5 years and may be expiring soon. For example, testing facility approvals, opted-in vehicle type approvals, registered automotive workshop approvals, and authorised vehicle verifier approvals. Once the approval expires, the approval holder will be unable to continue operating until another approval is granted.

Vehicle type and component type approval holders can reapply for an approval up to 6-months before their approval expires. Testing facilities, registered automotive workshops and authorised vehicle verifiers can reapply up to 3-months before their approval expires.

We recommend you to apply a minimum of 60 or 30 business days before your approval expires, depending on the legislated timeframe for the department to assess your application type. The [RVS legislation application decision-making timeframes](#) document lists the timeframes by application type.

To reapply you need to create a new application in ROVER and provide all the required information in the application. Please note that you cannot vary your existing approval to extend the expiry date.

If your application is successful and you are granted an approval, ROVER will allocate a new approval number. However, if you want your new approval to retain the previous approval number, you need to request it in your new application.

Retaining your approval number

You can request the department to allocate the same number as your previous approval to your new approval.

In [ROVER](#), add your request in the field provided on the **Comments and any other matters** page of your new application. Please provide your existing approval number and state that you wish to retain the same approval number.

Following is an example of a new vehicle type approval application with a request to keep the current approval number.

Paying the commencement levy

Testing facilities, registered automotive workshops and authorised vehicle verifiers must pay a commencement levy after they have been granted an approval.

ROVER will generate an invoice for your granted approval the day after your current approval expires.

Once you have paid the commencement levy, the approval is in-force and you can operate under that approval.

Commencement of type approvals

You can request your new vehicle type or component type approval to commence the same day that your current approval expires. In your new application, select that date on the **Approval details** page.

Further information

For further information, please visit [Vehicles | Department's website](#) or submit an online enquiry via the [Contact us—RVS | Department's website](#) page.

Quick links

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