



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts



ROVER guide: How add a RAV submitter to a vehicle type approval holder

October 2023

How to add a RAV submitter

Before you can authorise yourself or someone else to enter vehicles on the RAV on behalf of a company or individual you are acting for, the company or individual needs to be a vehicle type approval holder.

You also need [authority to act](#) on behalf of the company or individual. If you do not have an authority to act, you will need to [set one up](#).

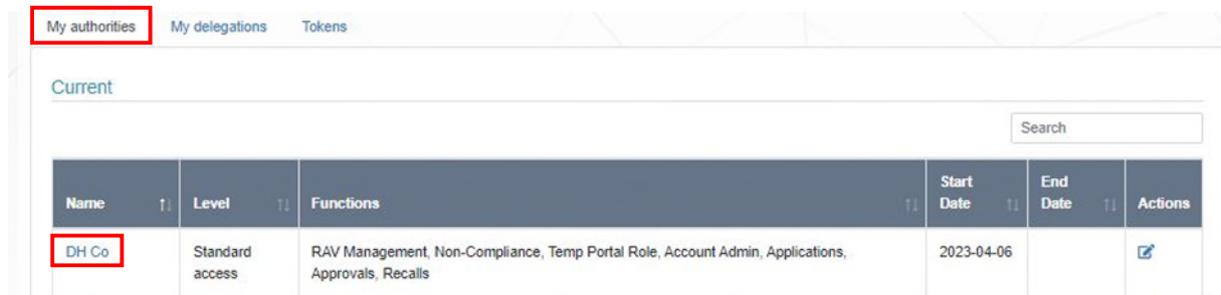
Step 1

Sign in to [ROVER](#) and click on the authority to act icon at the top of the page.



Step 2

On the **Manage authority to act** page, go to the **My authorities** tab and select the company or individual you want to authorise yourself, or someone else, to be a RAV submitter for. This will open their **Account** page.



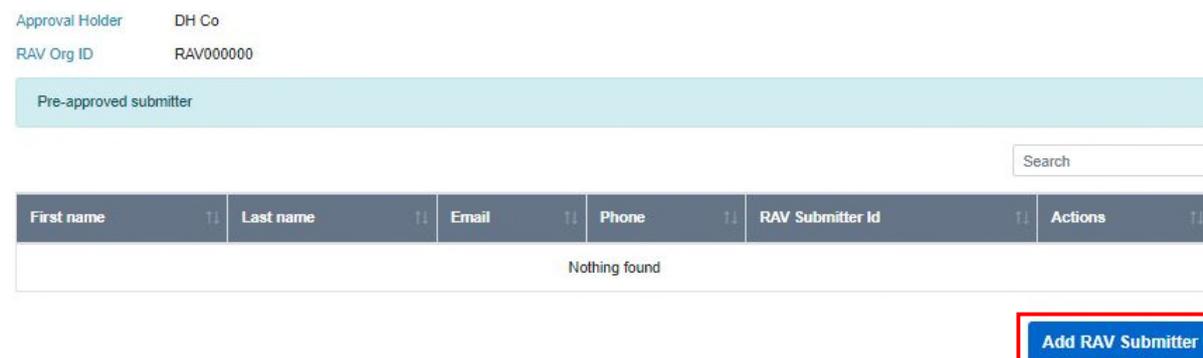
Step 3

When the company's **Account** page opens, select the **RAV Submitters** tab at the top of the page.



Step 4

On the **RAV submitters** tab click on the blue **Add RAV Submitter** button.



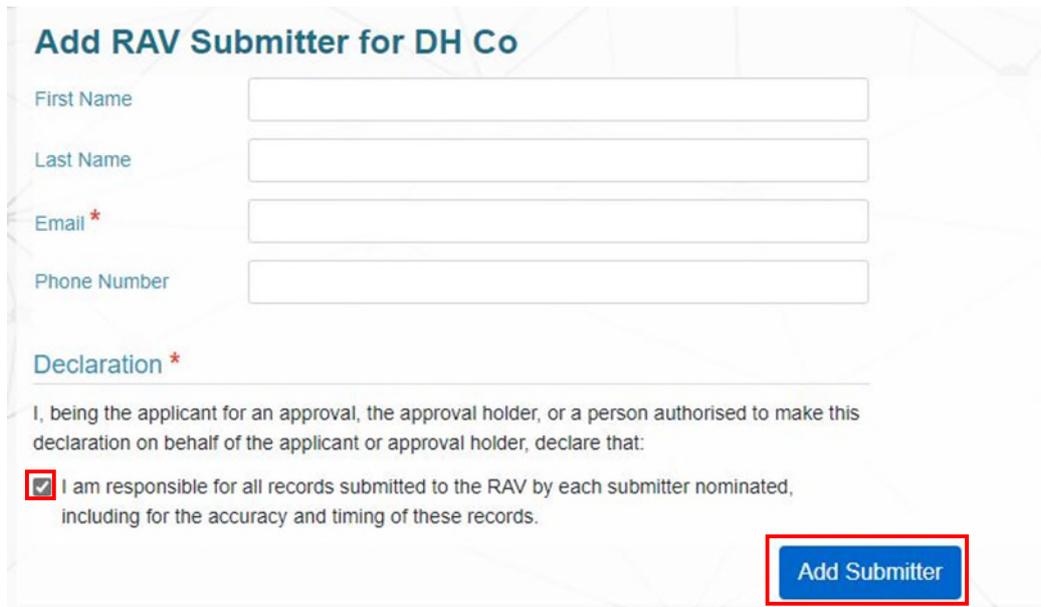
Step 5

Insert the details for whoever you want to add as a RAV submitter in the appropriate fields.

Note: The **Email** and **Declaration** fields are mandatory.

Read the declaration and tick the declarations box to agree to and sign the declaration.

Once you tick the **Declaration** box a blue **Add submitter** button will appear. Click the button to complete the process.



Add RAV Submitter for DH Co

First Name

Last Name

Email *

Phone Number

Declaration *

I, being the applicant for an approval, the approval holder, or a person authorised to make this declaration on behalf of the applicant or approval holder, declare that:

I am responsible for all records submitted to the RAV by each submitter nominated, including for the accuracy and timing of these records.

Add Submitter

Now you will be taken back to the **RAV Submitters** tab and the new RAV submitter will appear in the **Pre-approved RAV submitter** list.

Further details

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

Quick links

- [ROVER guide: Multi-level authority to act](#)
- [Guide to the RAV for vehicle type approval holders](#)