



Australian Government

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



# **ROVER guide: How to add a road vehicle to the RAV once specified conditions have been met**

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# How to add a road vehicle to the Register of Approved Vehicles once specified conditions have been met

Follow these step-by-step instructions on how to notify us that the vehicle has met the specified conditions of an approval.

## What are specified conditions?

In some cases, the department will apply specified conditions to a concessional RAV entry approval, which you must satisfy before your road vehicle can be entered on the RAV.

When the department applies specified conditions, they are set out in Attachment A2 of the concessional RAV entry approval notice.

This guide outlines the steps in ROVER that you must take to inform the department that you have satisfied specified conditions and your vehicle is ready for RAV entry.

**Note:** Where a *Motor Vehicle Standards Act 1989* (MVSA) specialist and enthusiast vehicle has been granted a discretionary concessional RAV entry approval the same steps should be followed to upload a Vehicle Inspection Certificate (VIC) to ROVER.

This guide is not intended for road vehicles to be modified by a registered automotive workshop approval holder, as per the requirements of section 37 of the Road Vehicle Standards Rules 2019 (the Rules).

## Examples of specified approval conditions:

Specified conditions may address a range of issues including, any RAV entry requirements. The following are examples of specified conditions of concessional RAV entry approvals:

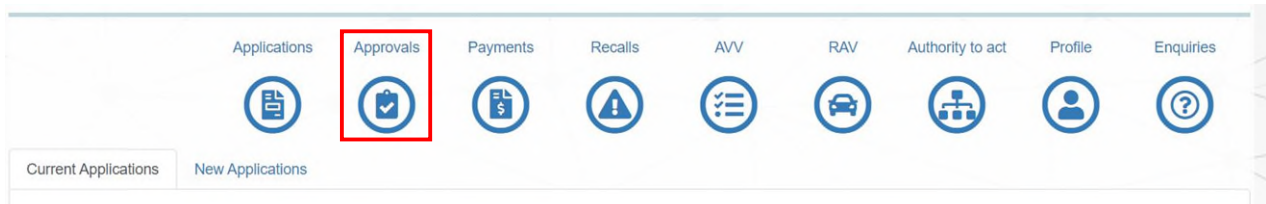
- The department may specify that a road vehicle cannot be entered on the RAV until an authorised vehicle verifier (AVV) has verified the vehicle, or modifications to the vehicle, meet relevant standards.
- Depending on the purpose for importing a road vehicle, the department may apply specified conditions that restrict who may use the road vehicle and how it may be used while the approval is in force.
- The department may specify that the approval holder must provide a Vehicle Inspection Certificate (VIC) before the vehicle can be entered on the RAV.
- A concessional RAV entry approval for an older road vehicle may specify that an AVV must inspect the vehicle to ensure damage and corrosion does not exceed specified limits. If this is specified, the approval holder must provide the inspection report before the vehicle can be entered on the RAV.

## Recommended browsers

The recommended browsers to use when accessing ROVER are: [Chrome](#), [Firefox](#) or [Microsoft Edge](#). Internet Explorer and Safari are not recommended.

## Step 1.

Once you have signed in to your [ROVER](#) account, select the **Approvals** icon.



## Step 2.

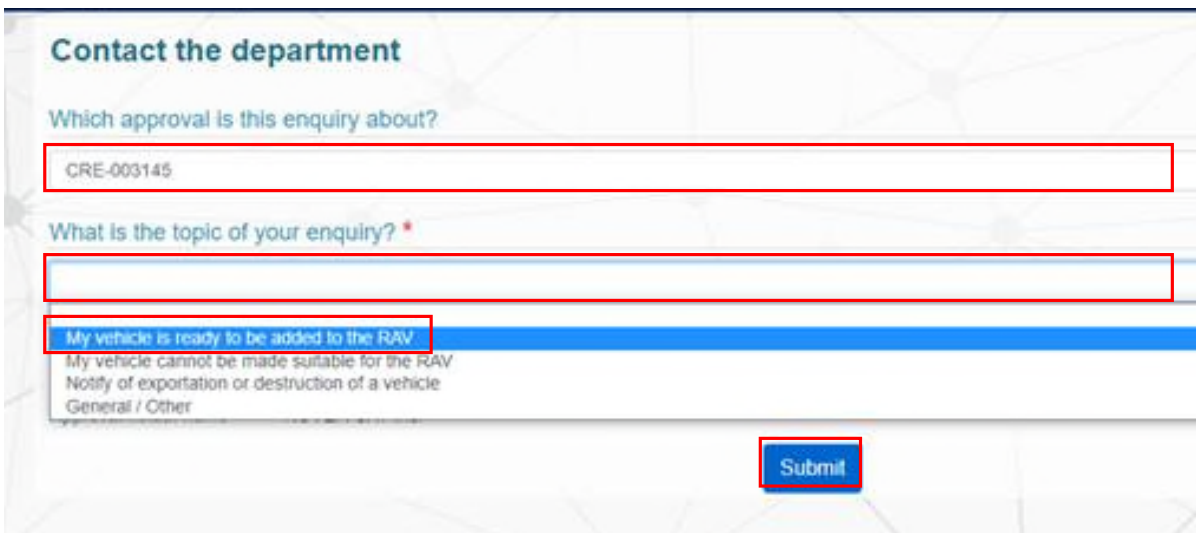
On the **Approvals** page, click on the **Enquiries** icon. Please do not click the **Enquiries** icon in the top banner before clicking the **Approvals** icon because you will be accessing a different enquiries form.



## Step 3.

On the **Contact the department** page, enter the approval number in the **Which approval is this enquiry about?** field.

When asked **What is the topic of your enquiry?** select **My vehicle is ready to be added to the RAV** from the dropdown menu and click the **Submit** button.

A screenshot of the 'Contact the department' form. The form has a title 'Contact the department' and two main sections. The first section is 'Which approval is this enquiry about?' with a text input field containing 'CRE-003145'. The second section is 'What is the topic of your enquiry? \*' with a dropdown menu. The dropdown menu is open, showing several options: 'My vehicle is ready to be added to the RAV', 'My vehicle cannot be made suitable for the RAV', 'Notify of exportation or destruction of a vehicle', and 'General / Other'. The 'My vehicle is ready to be added to the RAV' option is highlighted with a blue background and a red border. Below the dropdown menu is a 'Submit' button, also highlighted with a red border.

## Step 4.

The page will expand, allowing you to add supporting information in the free text field and/or upload supporting documents. The supporting documentation must include any material that the specified approval conditions stipulate. For example, a VIC.

You will also need to provide your contact details by either selecting the **Use my ROVER profile details** box or filling the contact details fields in case we need to talk to you about your enquiry.

### Contact the department

Which approval is this enquiry about?

CRE-003145

What is the topic of your enquiry? \*

My vehicle is ready to be added to the RAV

Approval status      In Force  
 Approval number      CRE-003145  
 Approval holder name      ROVER UAT Inc.

To have your vehicle added to the RAV, you will need to agree to the declaration below and submit this request.

Please note, if the details on your approval are not current or accurate, please submit an application to vary your approval before submitting this request. You should receive a notification from the department once this request has been processed.

Please provide details below and upload supporting information as required.

Upload supporting files

The department may need to contact to talk to you about this enquiry. Who should we contact?

Use my ROVER profile details

Contact name \*   
 Contact email \*   
 Contact number

## Step 5.

Read the declaration before submitting your notification to us that you have met the specified conditions of your approval. You acknowledge the declaration by clicking the **box**. Then click the **Submit** button.

Declaration

- I have/I confirm the approval holder has complied with the specified conditions of this approval.
- I understand/I confirm the approval holder understands it is an offence under section 28 of the Road Vehicle Standards Act 2018 (RVSA) to contravene a condition of approval.
- I understand/I confirm the approval holder understands it is an offence under the RVSA to provide information or make a declaration that is false or misleading.
- This declaration is true and accurate.

## What happens next?

ROVER will send an automatically generated email to your contact email address confirming receipt of your enquiry and allocate an enquiry ID (for example ENQ-0000068).

The department will use the information you provided to assess your request. If it meets the specified condition(s) the vehicle will be added to the RAV. Please allow 5 days for a vehicle to be added to the RAV.

## Further information

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