

Australian Government

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



# ROVER guide: How to apply for discretionary approval to provide a MVSA vehicle after 1 July 2023

June 2023

This guide is for *Motor Vehicle Standards Act 1989* (MVSA) approved registered automotive workshops (RAWs) that have been granted an import approval but were unable to supply a vehicle to a consumer before the end of the transitional period.

Follow these step-by-step instructions when applying for a concessional RAV entry approval – personal effects – under the Road Vehicle Standards legislation requesting discretionary approval to provide a MVSA approved vehicle to the Australian market after 30 June 2023.

## **Recommended browsers**

We recommend you use <u>Chrome</u>, <u>Firefox</u> or <u>Microsoft Edge</u> to access ROVER. Internet Explorer and Safari are not recommended.

Note: All fields marked with a red asterisk (\*) are mandatory.

## Step 1.

Once you have signed in to your <u>ROVER</u> account, select the **New Applications** tab and then select the **Single Road Vehicle Approvals** icon.



## Step 2.

On the **Before you begin** page, read and acknowledge the department's Privacy Policy and click on the arrow to move to the **Applicant** page.

### Step 3.

For the question **Who is this application for?** Select **Someone else** or **Myself**. This application should be in the same name as the import approval issued previously in the RAWS system. Read the explanation in the blue box (see below), then click on the arrow to go to the **Vehicle use** page.

1	Applicant ( $\leftrightarrow$ ( $\Rightarrow$ )	<
٧	Nho is this application for? *	
00	<ul> <li>○ Someone else</li> <li>● Myself</li> </ul>	
	Please check that you have selected the correct option before continuing. If you select the wrong option, you will need to start a new application.	
	Selecting 'Someone else' Choose this option if you are making this application on behalf of an organisation or another individual. They will become the approval holder, if the application is granted.	
	Please note: You must have an authority to act on their behalf in ROVER before going to the next question.	
	Selecting 'Myself' Choose this option if you are making this application for yourself and intend to be the approval holder, if granted. Your details will then be copied from your <u>user profile</u> .	

#### Step 4.

On the Vehicle use page, select the vehicle category. It should match the category on your existing import approval.

hat type of	licle are you seeking approval for? *	
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Bus or omnibus Heavy goods vehicle (greater than 12,000 kg GVM) Light goods vehicle (less than 3,500 kg GVM) Medium goods vehicle (between 3,500 kg and 12,000 kg GVM) Moped or motorcycle (two or three wheeled vehicle) Passenger car or van (9 seats or less) Trailer (with an ATM greater than 4,500 kg) Trailer (with an ATM less than or equal to 4,500 kg)

## Step 5.

#### Select No. This vehicle is not on the RAV and does not have an MVSA plate.



## Step 6.

For the question Is the vehicle you are seeking approval for intended for use on public road? select Yes.

Is the vehicle you are seeking approval for intended for use on the public road? \*

Yes

O No

Only in exceptional circumstances (e.g. for testing or a specific event)

You may still select 'Yes' if the vehicle:

Requires modifications to be suitable for use on the public road, but these will be completed before the vehicle is provided to
the market

- · Is a special purpose vehicle (as defined in section 38 of the Rules)
- · Could be generally used on the public road, even if you only plan to do so occasionally

If the vehicle is not intended for general use on the public road under this approval, even if it could be in the future (e.g. a vehicle undergoing testing), please select either 'No' or 'Only in exceptional circumstances'.

## Step 7.

For the question What kind of vehicle are you seeking an approval for? select Personal vehicle that I owned and used outside of Australia for at least 12 months.

What kind of vehicle are you seeking an approval for? \*

- Older vehicle at least 25 years old (and which has not been significantly modified in the last 25 years)
- Personal vehicle that I owned and used outside of Australia for at least 12 months
- Special purpose vehicle (as defined in section 38 of the Rules)
- O Vehicle covered by an entry on the Specialist and Enthusiast Vehicle (SEVs) Register

#### Step 8.

Select **Yes** when you are satisfied all the details on the **Vehicle use** page are correct and click on the blue **Continue** button. ROVER will generate your application form and you will be taken back to the **Before you begin** page.

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 onc proceed. *	e you
Yes  No  Continue	

## Step 9.

On the **Before you begin** page, in the left-hand navigation bar, select **Vehicle details**. This will take you to the **Vehicle details** page.

	Before you begin	$\odot$
	Applicant details	$\odot$
	Manage application	$\odot$
Ó	Vehicle use	$\odot$
	Vehicle details	9
	Venicle details	U
-	Required supporting material - Personal Effects	
	Required supporting material - Personal Effects Contraventions	
	Required supporting material - Personal Effects Contraventions Comments and any other matters	

## Step 10.

To edit the vehicle fields, select **Edit** at the bottom of the page. Fill out all the fields on the **Vehicle details** page by entering the make, model and year/month of the vehicle, motive power, the Vehicle Identification Number (VIN), seating capacity, and whether you are the vehicle owner. All vehicle details should match those on the existing import approval.

What type of vehicle are you seeking approval for	or? *	
Passenger car or van (9 seats or less)		
Please specify the make and model of the vehic	le:	
Make *		
		~
Model *		
When was the vehicle manufactured?		
Year.*	Month: *	
What is the motive power for this vehicle? *		
		~
Please provide either the VIN or the chassis nur	nber for the vehicle. *	
VIN:	Chassis number:	
Vehicle seating capacity		
Are you the owner of the vehicle? *		
<ul> <li>Yes</li> <li>No, I am in the process of purchasing the vehicle</li> <li>No, I am not the owner of the vehicle</li> </ul>		
Edit		

If you indicate that you are not the owner or are in the process of buying the vehicle, a warning will appear in a yellow box. You will be asked to upload evidence indicating that you have permission from the owner to import the vehicle.

Please add the wording 'A copy of the import approval has been uploaded' in the comment field. Then upload a copy of the existing import approval by clicking the **+** button. The **Upload New** box will appear. Click **Choose File** and add the relevant import approval and click **Start Upload**.

When you have completed all the fields, click on the blue **Save and continue** button to go to the **Required supporting material – Personal Effects** page.

<ul> <li>Yes</li> <li>No, I am in the process of purchasing the vehicle</li> <li>No, I am not the owner of the vehicle</li> </ul>
Warning: If you are not the owner you may not be eligible for a concessional RAV entry or an import approval. Alternatively, a condition may be imposed requiring you to purchase the vehicle, should the approval be granted. You may continue to progress your application, however please note that if a decision is made to refuse to grant you an approval, you will not be refunded the application fee. If you would like to proceed with the application, please provide further explanation below.
If you are not the owner of the vehicle, please upload documentation to demonstrate you have received permission to import the vehicle from the owner, or to show that you have a connection to the vehicle.*
Save and continue
Select file (*.pdf, *.jpg, *.png, *.bmp)
Choose File No file chosen
Start Upload Close



Answering **No** to the question **Do you intend to remain in Australia indefinitely?** brings up a text box for you to add further explanation. Here, you need to enter the reason for your application. For example:

- Applying for RVSA approval as this MVSA vehicle with an existing import approval has not arrived in Australia by 30 June 2023.
- Applying for RVSA approval as this MVSA vehicle with an existing import approval was delayed arriving and has not been plated and supplied before the end of the transitional timeframe.

Click Save and Continue, then click on the arrow to go to the Contraventions page.

Do you intend to remain in Australia indefinitely?\*

- O Yes
- No

You will be required to provide further information regarding your response to this question before submitting your application.

**Warning**: Your response to one or more of these questions indicates that you may not satisfy the criteria for the granting of a Concessional RAV entry (Personal effects) approval. You may continue to progress your application, as the vehicle may still be eligible for approval under Ministerial discretion. Please note that if a decision is made to refuse to grant you an approval, you will not be refunded the application fee.

If you would like to proceed with the application, please provide further explanations for <u>all questions</u> where you were unable to satisfy the criteria.

Applying for RVSA approval as vehicle with a MVSA import approval has not arrived in Australia by 30 June 2023.

Provide additional information about this section

Save and Continue

#### Step 14

Select Edit Contraventions and answer the question.

Click Save and continue, then click on the arrow to go to the Comments and any other matters page.



On the **Comments and any other matters** page, select **Edit comments and any other matters**. In the comments box add the reason for your application (see the examples at <u>Step 13</u>).



## Step 16

Select the **Upload supporting files** box then click on the **+** button. **Upload New** box will appear. Click **Choose File** and add the relevant import approval and click **Start Upload**. Once your file is uploaded select **Save and Continue**, then then click on the arrow to go to the **Declarations** page.

Comments and any other matters	
	CRE-2023-0000424
	Return without saving
Please provide any comments or additional information to support your application below. You may also upload any release provide any release provide any commentation, if required.	evant supporting
Applying for RVSA approval as vehicle with an MVSA import approval has not arrived in Australia by 30 June 2023. Copy of the MVSA import approval is attached.	
Upload supporting files	
Upload New	
$   \Theta $	
Save and Continue	
Select file (*.pdf, *.jpg, *.png, *.bmp)	
Choose File No file chosen	
Start Upload Close	

## Step 17

Read the declarations and, if you agree to the content, click the declaration box.

I, being the applicant, agree to the above and by checking this box, I acknowledge that I am signing this declaration.

When you are satisfied you have included everything you need in your application, select **Yes** to the question **Have you completed your application and provided all relevant information?** Then click the **Submit** button.



## Step 19

When the **Application submitted** page appears with your **reference number**, select the blue **Pay Now** button and pay the application fee.

**Important:** Applications are not complete until the application fee has been paid through ROVER. Applications will not be considered until your payment has been received.

Documents	
1 File (Download All)	
Application - Single Re	ad Vehicle CRE-2023-0000430 (pdf)
Application submitted	
Your application has been su	omitted. Your reference number is: CRE-2023-0000430
Your application cannot be pr	ocessed until the payment is received.
If you see a warning "Error	s occurred during generation" do not proceed with payment and contact the department
Contact us	

Phone: 1800 815 272 (Monday to Friday, 9am - 5pm AEST, within Australia) International phone: +61 2 6274 7444 (calling from overseas) Email: ROVERinfo@infrastructure.gov.au

To pay electronically using your credit card click

Pay Now