



Australian Government

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



# ROVER guide: How to complete a SEVs Register application

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This guide explains how to apply for a vehicle to be entered on the Specialist and Enthusiast Vehicles (SEVs) Register. The [Guide to Specialist and Enthusiast Vehicles](#) provides details on the information and documentation you will need to include in your application.

Before you can begin, you first need to [create an account in ROVER](#), the department's online applications and approvals portal, and you need to provide [100 points of identification](#) to be checked by the department. If you are applying on behalf of someone else (a person or organisation), you must also register an [authority to act](#) for them.

Once done, you can start your application by follow these steps.

## Recommended browsers

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

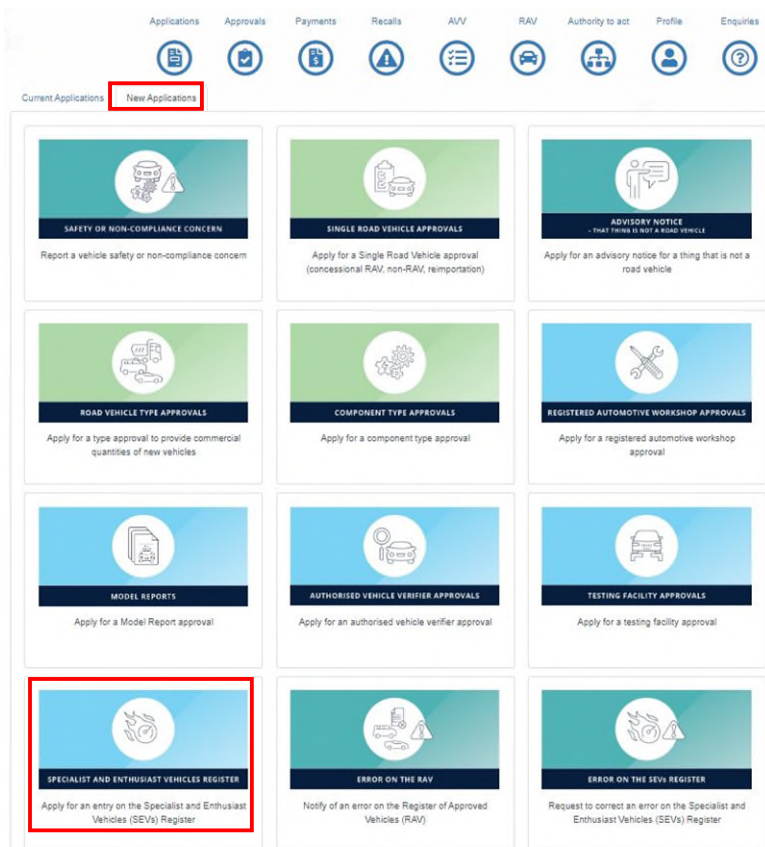
**Note:** In ROVER, mandatory fields are marked with a red asterisk (\*).

## Step 1.

Sign in to [ROVER](#).

## Step 2.

Under the **New Applications** tab, select the **Apply for an entry on the Specialist and Enthusiast Vehicles (SEVs) Register** icon.



### Step 3.

On the **Before you begin** page, read the information and tick the box at the bottom of the page to indicate you have read and understood the department's Privacy Policy. Then click the **arrow** to move to the next page.

The screenshot shows the 'Before you begin' page of the SEVs Register application. The page title is 'Begin Application - Entry on the Specialist and Enthusiast Vehicles (SEVs) Register'. The main heading is 'Before you begin'. The content includes instructions on what documents to have, further information on the SEVs Register, and a section titled 'Collection and use of information' which explains how personal information is collected and used. At the bottom, there is a checkbox labeled 'I have read and understood the department's Privacy Policy.' which is highlighted with a red box. To the right of the checkbox is a right-pointing arrow button, also highlighted with a red box.

### Step 4.

On the **Applicant** page, read the instructions in the blue box and choose one of the options under **Who is this application for?**

#### If you select Myself

ROVER will populate the contact details section from your ROVER profile.

The screenshot shows the 'Applicant' page of the SEVs Register application. The main heading is 'Applicant'. The question is 'Who is this application for?'. There are two radio button options: 'Someone else' and 'Myself'. The 'Myself' option is highlighted with a red box. Below the options is a blue information box with the following text: '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. 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. Your details will then be copied from your [user profile](#).'

## If you select Someone else

A **Select applicant** drop down menu with organisations or individuals you have an authority to act for will appear.

Select the option you want. ROVER will then populate the contact details section from their ROVER profile.

When their profile details appear, click on **Continue** at the bottom of the page and ROVER will generate your application. This may take a few seconds.

The screenshot shows the 'Applicant' selection screen. The left-hand menu has 'Applicant' selected. The main content area is titled 'Applicant' and contains the question 'Who is this application for? \*'. There are two radio button options: 'Someone else' (which is selected and highlighted with a red box) and 'Myself'. Below the options is a light blue informational box with the following text: '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. 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. Your details will then be copied from your [user profile](#).' At the bottom of the screen, there is a dropdown menu labeled 'Select Applicant \*' with a red box around it.

## Step 5.

The **Before you begin** page will appear. Click on **Manage application** in the left-hand menu or on the arrow to go to the **Manage application** page.

Here you can give your application a nickname. You can also add contributors if you wish. These are not mandatory.

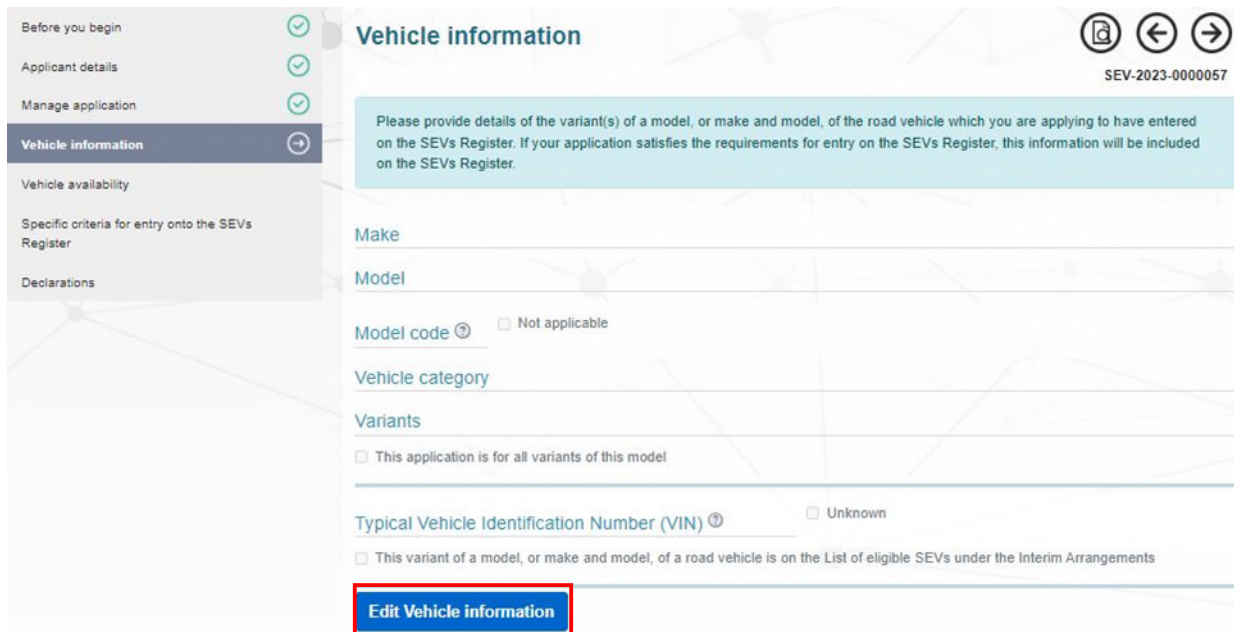
Once you have set the options you want (or not), click on **Vehicle information** in the left-hand menu or on the arrow to move to the next part of the application.

The screenshot shows the 'Manage application' screen. The left-hand menu has 'Manage application' selected and highlighted with a red box. The main content area is titled 'Manage application' and contains a light blue informational box with the text: 'Click Assign nickname to set a nickname for this application to help you remember what it relates to. This is optional and not required to submit an application.' Below this is a blue button labeled 'Assign nickname' (highlighted with a red box). Underneath is a section titled 'Contributors' with a search bar and a table. The table has two columns: 'Contributor' and 'Added by'. The table is currently empty, with the text 'Nothing found' centered below it. At the bottom of the screen, there are two buttons: 'Add contributor' (with a person icon and a plus sign, highlighted with a red box) and 'Remove contributor' (with a person icon and a minus sign). Below these is a blue button labeled 'Delete draft application'.



## Step 6.

On the **Vehicle information** page, click on **Edit Vehicle information**.



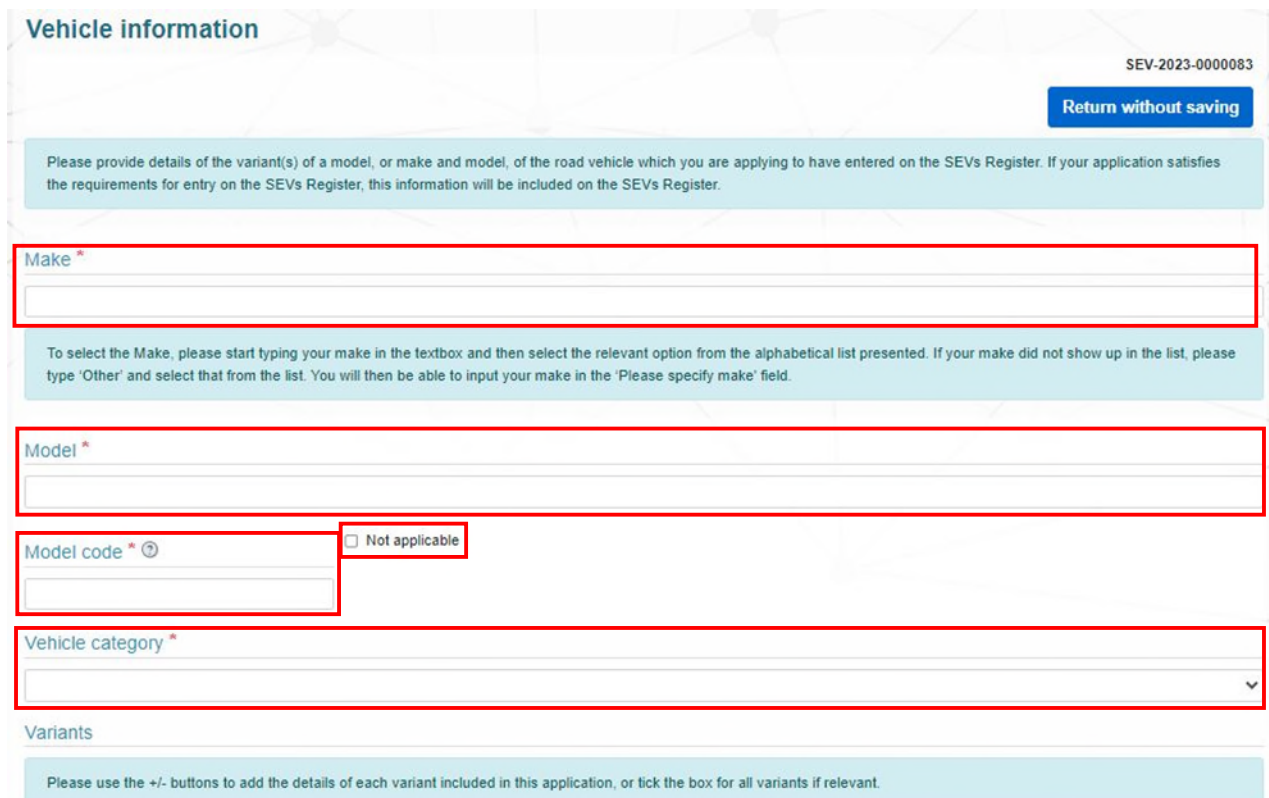
The screenshot shows the 'Vehicle information' page with a sidebar on the left containing navigation options: 'Before you begin', 'Applicant details', 'Manage application', 'Vehicle information' (highlighted), 'Vehicle availability', 'Specific criteria for entry onto the SEVs Register', and 'Declarations'. The main content area has a title 'Vehicle information' and a reference number 'SEV-2023-000057'. A light blue instruction box states: 'Please provide details of the variant(s) of a model, or make and model, of the road vehicle which you are applying to have entered on the SEVs Register. If your application satisfies the requirements for entry on the SEVs Register, this information will be included on the SEVs Register.' Below this are fields for 'Make', 'Model', 'Model code' (with a 'Not applicable' checkbox), 'Vehicle category', and 'Variants' (with a checkbox for 'This application is for all variants of this model'). A 'Typical Vehicle Identification Number (VIN)' field has an 'Unknown' checkbox. At the bottom, a checkbox indicates if the variant is on the List of eligible SEVs. The 'Edit Vehicle information' button is highlighted with a red box.

## Step 7.

Start typing the make of vehicle in the **Make** text box and select the relevant option from the dropdown list that will appear.

In the **Model** text box add the model name or number. Add the Model code in the **Model code** text box. If this is not applicable, tick the **Not applicable** box.

In the **Vehicle category** text box, select the vehicle category code from the dropdown menu.



The screenshot shows the 'Vehicle information' page with a reference number 'SEV-2023-000083' and a 'Return without saving' button. A light blue instruction box is present. The 'Make' field is highlighted with a red box, with a note below it: 'To select the Make, please start typing your make in the textbox and then select the relevant option from the alphabetical list presented. If your make did not show up in the list, please type 'Other' and select that from the list. You will then be able to input your make in the 'Please specify make' field.' The 'Model' field is also highlighted with a red box. The 'Model code' field is highlighted with a red box, and the 'Not applicable' checkbox is also highlighted with a red box. The 'Vehicle category' dropdown menu is highlighted with a red box. Below these fields is a 'Variants' section with a light blue instruction box: 'Please use the +/- buttons to add the details of each variant included in this application, or tick the box for all variants if relevant.'

## Step 8

Next, add the variants. If you want to add all variants of the vehicle model tick the **This application is for all variants of this model** box.

### Vehicle information

SEV-2023-0000083

[Return without saving](#)

Please provide details of the variant(s) of a model, or make and model, of the road vehicle which you are applying to have entered on the SEVs Register. If your application satisfies the requirements for entry on the SEVs Register, this information will be included on the SEVs Register.

**Make \***

To select the Make, please start typing your make in the textbox and then select the relevant option from the alphabetical list presented. If your make did not show up in the list, please type 'Other' and select that from the list. You will then be able to input your make in the 'Please specify make' field.

**Model \***

**Model code \* ?**  Not applicable

**Vehicle category \***

### Variants

Please use the +/- buttons to add the details of each variant included in this application, or tick the box for all variants if relevant.

This application is for all variants of this model

[+](#) [-](#)

**Typical Vehicle Identification Number (VIN) \* ?**  Unknown

**Build date range**

[+](#) [-](#)

[Save and Continue](#)

You need to add each variant one at a time. At **Variant # 1**, complete the variant name and variant details. Then, if you want to add more variants, click on the + sign in the blue band. This will add another variant field.

**Variant # 1**

**Variant details**

e.g. engine type, body shape, motive power etc.

**Variant # 2**

**Variant details**

e.g. engine type, body shape, motive power etc.

[+](#) [-](#)

## Step 9

Next, add a typical **Vehicle identification Number (VIN)** for the variant(s) you have added. If this VIN is unknown, tick the **Unknown** box. A free text box will appear. You need to provide an explanation of why the typical VIN is unknown.

Typical Vehicle Identification Number (VIN) \* ⓘ  Unknown

Please provide further details to explain why the above information is not known or applicable. \*

## Step 10

Insert the build date range by adding the start and end dates. If there is no end date, tick the **No end date** box. If there is more than one build date range, click on the + sign in the blue band to add more build date range fields.

When you have completed all the appropriate fields, click on the blue **Save and Continue** button.

Build date range

Start  End

Month (MM) \* Year (YYYY) \* Month (MM) \* Year (YYYY) \*

No end date, this is the current model or variant of the model

## Step 11

Click on **Vehicle availability** in the left-hand menu to move to the next part of the application.

Before you begin ✓

Applicant details ✓

Manage application ✓

**Vehicle information** →

Vehicle availability

Specific criteria for entry onto the SEVs Register

Declarations

### Vehicle information

SEV-2023-0000083

Please provide details of the variant(s) of a model, or make and model, of the road vehicle which you are applying to have entered on the SEVs Register. If your application satisfies the requirements for entry on the SEVs Register, this information will be included on the SEVs Register.

Make

Model

## Step 12.

On the **Vehicle availability** page, click on **Edit Vehicle availability**.

The screenshot shows the 'Vehicle availability' page with a progress bar on the left. The progress bar includes steps: 'Before you begin' (checked), 'Applicant details' (checked), 'Manage application' (checked), 'Vehicle information' (unchecked), 'Vehicle availability' (checked), 'Specific criteria for entry onto the SEVs Register', and 'Declarations'. The main content area has the title 'Vehicle availability' and the reference number 'SEV-2023-000057'. There are three questions, each with a red asterisk indicating a required field. The first question is 'Have at least three months passed since the variant of a model, or make and model, of a road vehicle was first available to consumers in any market?'. The second question is 'Has the variant of a model, or make and model, of a road vehicle ever been available in Australia?'. The third question is 'Are you the holder of the approval, or authorised in writing by the holder of the approval, under which the variant of a model, or make and model, of a road vehicle was available in Australia?'. A blue button labeled 'Edit Vehicle availability' is highlighted with a red box at the bottom of the questions. Navigation icons for back, forward, and search are visible in the top right, and a back icon is in the bottom right.

## Step 13.

On the Vehicle availability page, answer the questions that appear, provide supporting information and upload any supporting documents.

The screenshot shows the 'Vehicle availability' page with the reference number 'SEV-2023-000057'. A blue button labeled 'Return without saving' is in the top right. The main content area contains three questions, each with radio button options: 'Yes', 'No', and 'Not sure (provide further details)'. The first question is 'Have at least three months passed since the variant of a model, or make and model, of a road vehicle was first available to consumers in any market?'. The second question is 'Has the variant of a model, or make and model, of a road vehicle ever been available in Australia?'. The third question is 'Are you the holder of the approval, or authorised in writing by the holder of the approval, under which the variant of a model, or make and model, of a road vehicle was available in Australia?'. Below the questions is a section titled 'Please provide details or upload supporting information to demonstrate this vehicle meets the availability eligibility criteria.' with a list of supporting information and evidence that may include: 'A type approval or support from the approval holder for the road vehicle', 'Information showing that the vehicle is not/has not been genuinely available in Australia during a time when it was available elsewhere in the world for this build date', 'Information demonstrating how the vehicle is significantly different to any variant that is genuinely available in the Australian market (please use the template available on the department's website)', and 'For further details on how to provide evidence to support your application, please refer to the Guide to Entries on the SEVs Register on the department's website.' A large empty text box is provided for the user to enter details. At the bottom, there are plus and minus icons on the left and a blue button labeled 'Save and Continue' highlighted with a red box.

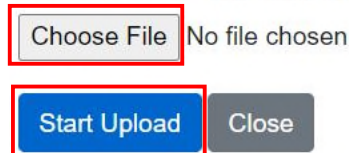


To upload documents, click on the + sign in the blue band, then click on the **Upload new** button when it appears.



Click on **Choose file** to select the document you want to upload. Once it is selected click on the blue **Start Upload** button. Click on the **Close** button once the document is uploaded.

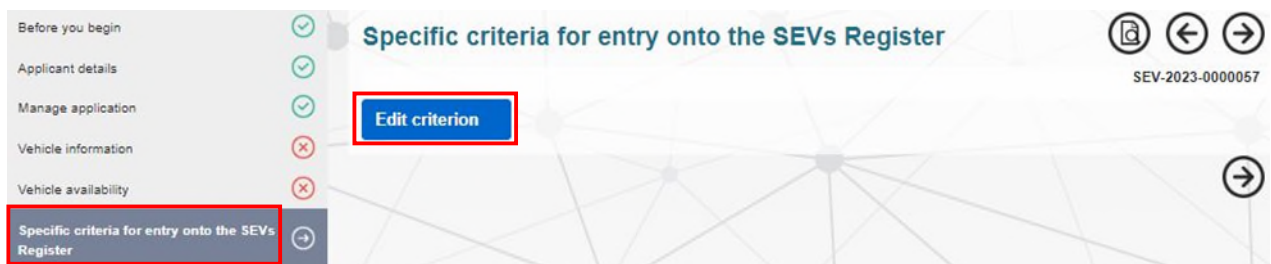
Select file (\*.pdf, \*.jpg, \*.png, \*.bmp)



If you want to upload more than one document, click on the + button and repeat the process for each document when the **Upload New** button appears. Once you have answered the questions and uploaded your documents, click on **Save and Continue**.

## Step 14.

On the **Specific criteria for entry onto the SEVs Register** page, click on **Edit criterion**.



## Step 15.

Now you can see each entry criteria option and a description of them. Select the one you want from the **Select entry criterion** dropdown menu at the bottom of the page. Then click on **Save and Continue**. (Screenshot provided on the next page.)

Return without saving

#### Performance Criterion

For a variant of a model, or make and model, of a road vehicle to satisfy the performance criterion, when it was originally manufactured its power/weight ratio must be above:

- 110 kW/tonne if it is manufactured on or before 31 December 2019
- 130 kW/tonne if it was manufactured on or after 1 January 2020.

#### Environmental Criterion

For a variant of a model, or make and model, of a road vehicle to satisfy the environmental criterion it must:

- meet or exceed emissions standards and have alternative means of propulsion to an internal combustion engine or
- be a micro-car.

#### Mobility Criterion

A variant of a model, or make and model, of a road vehicle will satisfy the mobility criterion if it was originally manufactured, or has had modifications that were sponsored or supported by the original manufacturer of the vehicle, with features specifically designed to assist people with disability.

#### Left-Hand Drive Criterion

For a variant of a model, or make and model, of a road vehicle to satisfy the left-hand drive criterion it must:

- be one of these vehicle categories - MA, MC, NA, NB or NC.
- have been originally manufactured as a left-hand drive vehicle and either:
  - is not available as a right-hand drive vehicle or
  - if available as a right-hand drive vehicle in a market, not have been originally manufactured as a right-hand drive vehicle for that market.

#### Campervans and Motorhomes Criterion

For a variant of a model, or make and model, of a road vehicle to satisfy the campervans and motorhomes criterion it must have been originally manufactured as a campervan or motorhome or is suitable for modification to convert it into a campervan or motorhome that complies with the applicable road vehicle standards.

#### Rarity Criterion

For a variant of a model, or make and model, of a road vehicle to satisfy the rarity criterion it must meet at least one of three volume thresholds, less than:

- 3,000 vehicles manufactured of that make and vehicle category are produced per year (averaged over the number of years that the make of vehicle is, or was, available as a new vehicle in any market in the world)
- 1,000 vehicles manufactured of that model are produced per year (averaged over the number of years that the model of vehicle is, or was, available as a new vehicle in any market in the world) or
- 100 vehicles manufactured of the variant are produced per year (averaged over the number of years that the variant of vehicle is, or was, available as a new vehicle in any market in the world).

Select entry criterion \*

Save and Continue

## Step 16.

On the **Declarations** page, under the **How would you prefer to be contacted?** dropdown menu, chose your preferred option.

Read the declaration and tick the box at the bottom of the page to indicate you agree to and sign the declaration.

If you are ready to submit your application, under **Have you completed your application and provided all relevant information?** select **Yes** and click on the **Submit** button when it appears.

## Declarations



SEV-2023-000057

How would you prefer to be contacted?

I declare that the information I have provided is true, complete and accurate, and that I have not omitted any matter or thing from this application without which it would be misleading in any material particular.

I understand that under section 126 of the Road Vehicle Standards Rules 2019 (the Rules), the Secretary may request further information to support this application.

I understand that the Secretary may refuse to consider this application if:

- I do not comply with a request made under section 126 of the Rules
- the application is not accompanied by the documents specified as required in the application and the application fee

I understand that it is a contravention under:

- section 32 of the Road Vehicle Standards Act 2018 to provide false or misleading information

I, being the applicant, or the person authorised to make the declaration on behalf of the applicant, agree to the above and by checking this box, I acknowledge that I am signing this declaration.

Have you completed your application and provided all relevant information? \*

Please note, the application fee has been calculated in accordance with the Australian Government Cost Recovery Guidelines. The fee charged is designed to recover the costs of assessing and making a decision on the application. Once submitted your application will be subject to cost recovery charges and you will not be refunded the application fee.

Yes

No

To submit your application and continue to payment, please click on the submit button below.

Submit

### Step 17.

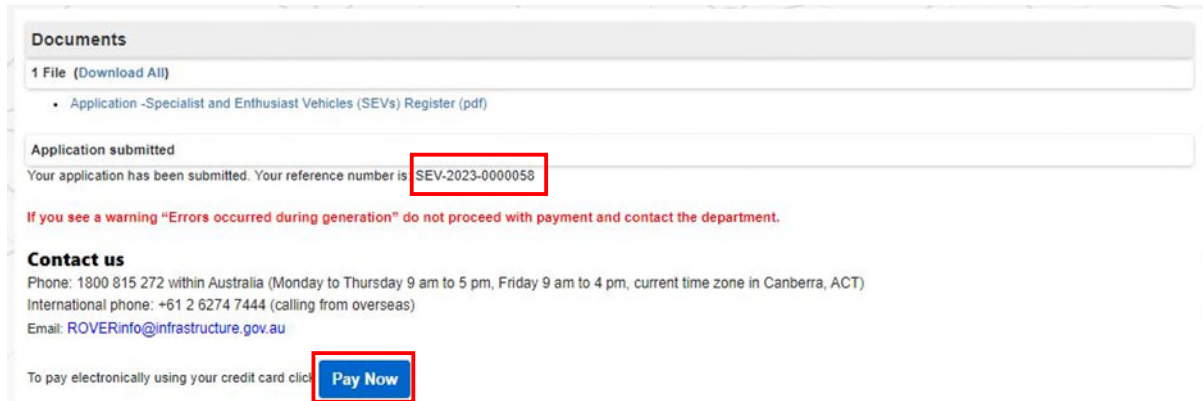
After you click on the **Submit** button, you will be taken to the **Application submitted** page which will show your reference number. For example, SEV-XXXX-XXXXXXX.

Click on the blue **Pay Now** button and pay the [application fee](#). Once the fee has been received, the application will be considered by the department.

The [legislated decision-making timeframe](#) is within 30 business days<sup>1</sup>. Once a decision is made on your application, the department will email you, using the email address provided in your application. If your application is approved, the vehicle details will be entered on the SEVs Register.

<sup>1</sup> The definition of a business day under section 5 of the Rules is a day that is not a Saturday, Sunday or public holiday in the Australian Capital Territory.

**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.



The screenshot shows a web interface with the following sections:

- Documents:** A section with a header "Documents" and a sub-header "1 File (Download All)". Below it is a list item: "Application -Specialist and Enthusiast Vehicles (SEVs) Register (pdf)".
- Application submitted:** A section with a header "Application submitted" and a message: "Your application has been submitted. Your reference number is SEV-2023-000058". The reference number is highlighted with a red box.
- Warning:** A red text message: "If you see a warning 'Errors occurred during generation' do not proceed with payment and contact the department."
- Contact us:** A section with a header "Contact us" and contact information: "Phone: 1800 815 272 within Australia (Monday to Thursday 9 am to 5 pm, Friday 9 am to 4 pm, current time zone in Canberra, ACT)", "International phone: +61 2 6274 7444 (calling from overseas)", and "Email: ROVERinfo@infrastructure.gov.au".
- Payment:** A section with the text "To pay electronically using your credit card click" followed by a blue button labeled "Pay Now" which is highlighted with a red box.

## Further information

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

## Quick links

- [Specialist and enthusiast vehicles](#)
- [How to create a user account in ROVER](#)
- [What are the RVS fees and charges and payments?](#)
- [What are RVS decision-making timeframes?](#)
- [How is my personal and commercial information in ROVER managed?](#)