



Australian Government

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



ROVER guide: How to request a variation to an approved Model Report

November 2022

How to request a variation to an approved Model Report in ROVER

The Road Vehicle Standards Rules allow an approval holder to request a variation of a Model Report approval and/or the content of the approved Model Report itself.

Varying a **Model Report approval** allows you to amend basic aspects of the approval (such as application details or supporting material), or administrative information (such as contact details), or both.

Varying an **approved Model Report** would allow changes to any combination of the scope, work instructions or checklist sections of the Model Report.

Variation application fees

There is currently no fee for applications to vary a Model Report approval (for example, updating contact details). However, a [fee applies](#) to applications to vary an approved Model Report that applies to a model, or one or more variants of:

- a road vehicle that is entered onto the SEVs Register
- a used 2 or 3-wheeled vehicle that is not entered on the SEVs Register
- a trailer with an aggregate trailer mass of more than 4.5 tonnes, or
- a road vehicle that is entered onto the RAV and will be subject to a second stage of manufacture.

This guide shows you how to apply for a variation in ROVER.

Recommended browsers

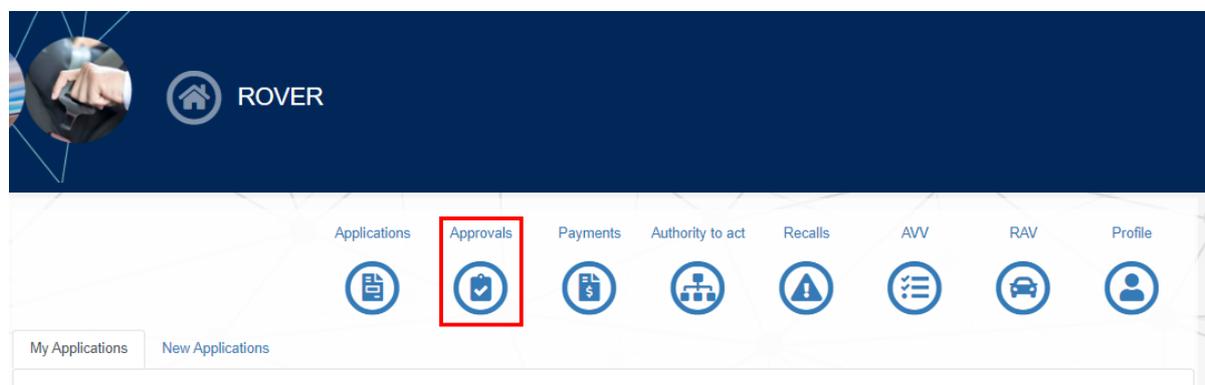
The recommended browsers to use when accessing ROVER are: [Chrome](#), [Firefox](#) or [Microsoft Edge](#). Internet Explorer and Safari are not recommended.

Step 1.

Go to [ROVER](#) and sign in to your ROVER account.

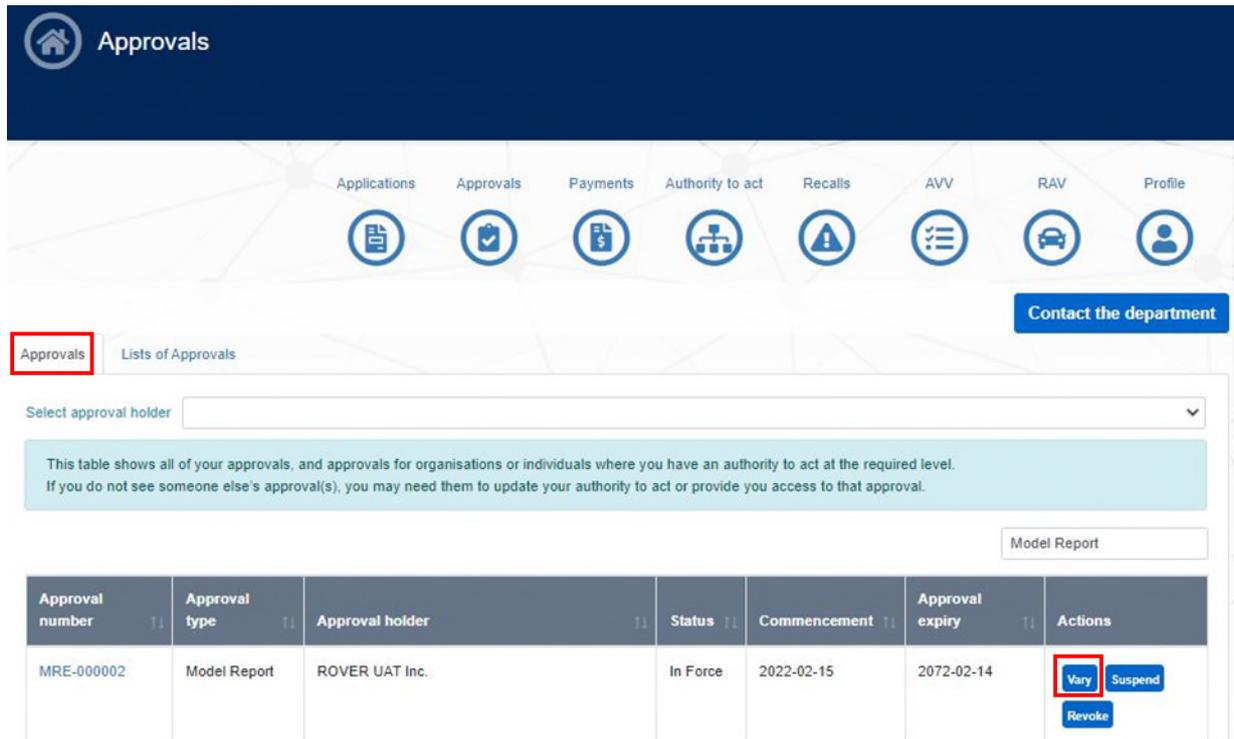
Step 2.

Select the **Approvals** icon at the top of the page.



Step 3.

On the **Approvals** page, find the Model Report you want to vary, then click the **Vary** button for it.



The screenshot shows the 'Approvals' page in a web application. At the top, there is a dark blue header with a home icon and the text 'Approvals'. Below this is a navigation bar with icons for Applications, Approvals, Payments, Authority to act, Recalls, AVV, RAV, and Profile. A 'Contact the department' button is located on the right side of the navigation bar. Below the navigation bar, there is a breadcrumb trail with 'Approvals' highlighted in a red box and 'Lists of Approvals' next to it. A dropdown menu for 'Select approval holder' is visible. A light blue informational box contains text about the table's content. Below this is a search box labeled 'Model Report'. The main content is a table with the following data:

Approval number	Approval type	Approval holder	Status	Commencement	Approval expiry	Actions
MRE-000002	Model Report	ROVER UAT Inc.	In Force	2022-02-15	2072-02-14	Vary Suspend Revoke

Step 4.

The **Begin Vary** page will appear. Please read the content on the page and acknowledge that you have read and understood the department's Privacy Policy and click the **arrow** to move to the **Model Report Vary details** page.

ator

Begin Vary

Before you begin

Model Report Vary details

Related approval: MRE-000020

Before you begin

You are applying to vary

- your Model Report approval,
- information of an administrative nature that is linked to your Model Report approval, and/or
- the content of your approved Model Report

Further information and guidance for the variation of approved Model Reports, Model Report approvals, or information of an administrative nature that supports Model Report approvals, is available from the website for the Department of Infrastructure, Transport, Regional Development and Communications (the department).

[Guide to Model Reports](#)

[Guide to developing a Model Report](#)

[Varying Approvals: A Guide for Industry](#)

Please note that an application fee may be payable if you are applying to vary the content of your approved Model Report. You will be notified by the Department if an application fee is payable and this must be paid before the Department will finalise its decision in response to your variation application. You will be notified if a fee is payable via your ROVER account.

You will not be able to make a new application to vary this approved Model Report or any element of the related Model Report approval until this variation application is finalised.

Before you start your variation application

- If you wish to vary any conditions of your Model Report approval, do you have the relevant information to support your request to vary the conditions?
- If you are seeking to vary the content of your approved Model Report, do you have the updated elements of the Model Report containing required information and set out in a manner that complies with the Road Vehicle Standards (Model Reports) Determination 2021?
- If you are updating approval holder contact details, do you have the relevant contact details?
- If you are making changes to any other element of your Model Report approval and/or the approved Model Report, do you have the relevant information or documentation to upload in support of the requested variation?

Before you start your variation application

- If you wish to vary any conditions of your Model Report approval, do you have the relevant information to support your request to vary the conditions?
- If you are seeking to vary the content of your approved Model Report, do you have the updated elements of the Model Report containing required information and set out in a manner that complies with the Road Vehicle Standards (Model Reports) Determination 2021?
- If you are updating approval holder contact details, do you have the relevant contact details?
- If you are making changes to any other element of your Model Report approval and/or the approved Model Report, do you have the relevant information or documentation to upload in support of the requested variation?

Collection and use of information

The Department of Infrastructure, Transport, Regional Development and Communications (the department) is collecting personal information in accordance with the Privacy Act 1988, and as authorised under the Road Vehicle Standards Act 2018 and Road Vehicle Standards Rules 2019, for the purpose of assessing your application.

The department will use your personal information to make decisions on applications, and may also use this information to ensure compliance with the Road Vehicle Standards legislation – including monitoring, investigation and enforcement.

The department will store your personal information securely and may disclose information to third parties including:

- Commonwealth, state or territory regulatory authorities or law enforcement agencies
- State and territory vehicle registration authorities
- State and territory emergency services or coroners

If you do not provide the information requested, we may not be able to process your application.

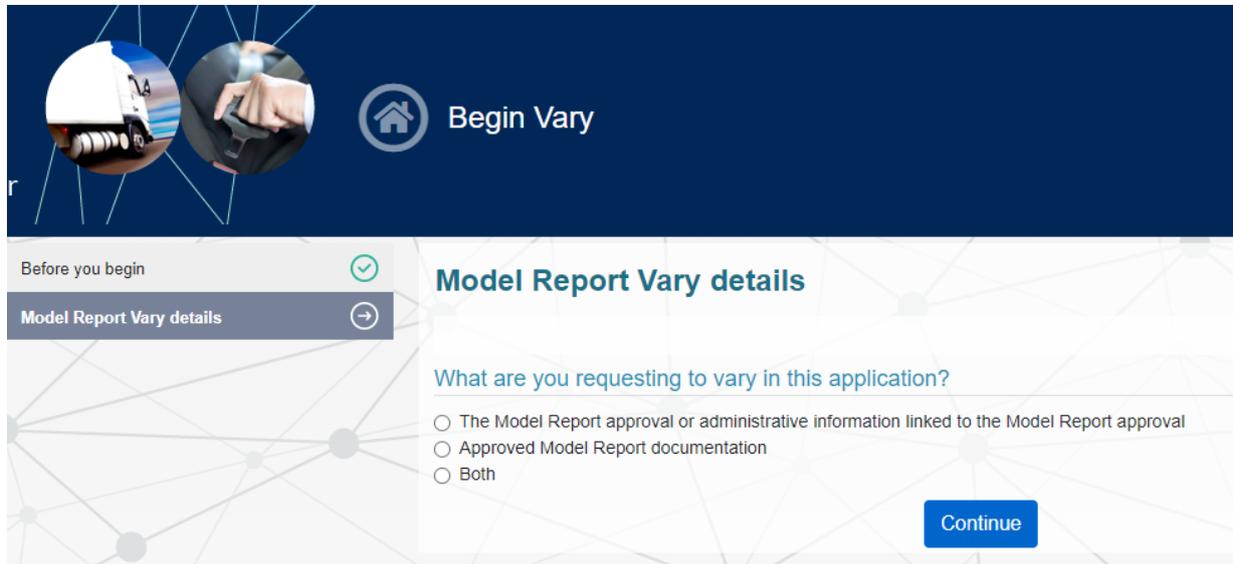
The department's [Privacy Policy](#) contains information regarding complaint handling processes, and how to access or seek correction of personal information held by the department. The Privacy Officer can be contacted at privacy@infrastructure.gov.au.

I have read and understood the department's Privacy Policy.*

Step 5.

On the **Model Report Vary details** page, select what you want to vary in your application. Then click **Continue**.

Note: If you select **Approved Model Report documentation** or **Both** a [variation application fee](#) will apply.



Begin Vary

Before you begin

Model Report Vary details

Model Report Vary details

What are you requesting to vary in this application?

The Model Report approval or administrative information linked to the Model Report approval

Approved Model Report documentation

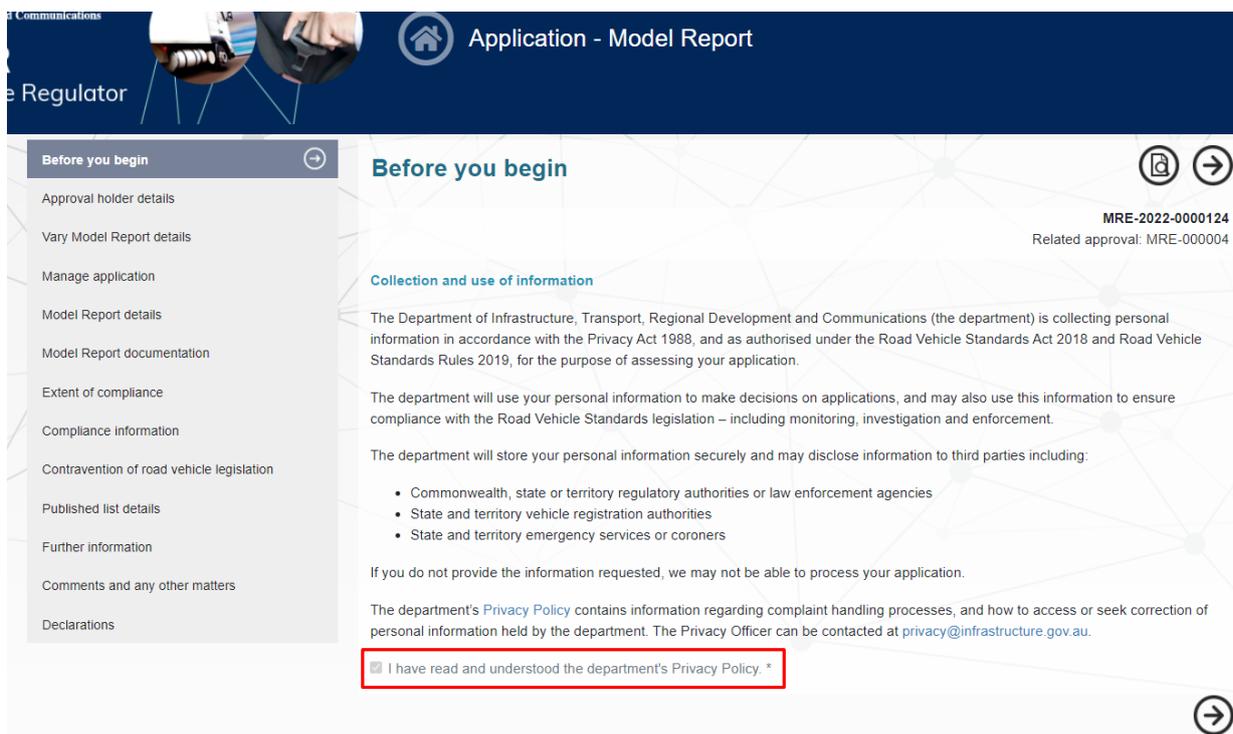
Both

[Continue](#)

ROVER will create a Model Report variation application with a new application number and pre-populate it with some information from the existing approval. The application will start with a **Before you begin** page.

Step 6.

Read the **Before you begin** page and acknowledge that you have read the understood the privacy policy by ticking the **I have read and understand the department's Privacy Policy** box.



Application - Model Report

Before you begin

Approval holder details

Vary Model Report details

Manage application

Model Report details

Model Report documentation

Extent of compliance

Compliance information

Contravention of road vehicle legislation

Published list details

Further information

Comments and any other matters

Declarations

Before you begin

MRE-2022-0000124
Related approval: MRE-000004

Collection and use of information

The Department of Infrastructure, Transport, Regional Development and Communications (the department) is collecting personal information in accordance with the Privacy Act 1988, and as authorised under the Road Vehicle Standards Act 2018 and Road Vehicle Standards Rules 2019, for the purpose of assessing your application.

The department will use your personal information to make decisions on applications, and may also use this information to ensure compliance with the Road Vehicle Standards legislation – including monitoring, investigation and enforcement.

The department will store your personal information securely and may disclose information to third parties including:

- Commonwealth, state or territory regulatory authorities or law enforcement agencies
- State and territory vehicle registration authorities
- State and territory emergency services or coroners

If you do not provide the information requested, we may not be able to process your application.

The department's [Privacy Policy](#) contains information regarding complaint handling processes, and how to access or seek correction of personal information held by the department. The Privacy Officer can be contacted at privacy@infrastructure.gov.au.

I have read and understood the department's Privacy Policy. *

[Continue](#)

Step 7.

Then select the type of variation required from the left-hand side menu. Next, enter the desired changes.

Note: As part of the variation application you will need to re-answer the questions on the **Contravention of road vehicle legislation** section and accept the variation declaration before you will be allowed to submit your application.

The screenshot shows the 'Application - Model Report' web interface. The top navigation bar includes the 'Regulator' logo and a home icon. The main content area is titled 'Before you begin' and includes a sidebar menu on the left. The sidebar menu items are: 'Approval holder details', 'Vary Model Report details', 'Manage application', 'Model Report details', 'Model Report documentation', 'Extent of compliance', 'Compliance information', 'Contravention of road vehicle legislation' (highlighted with a red box and a red arrow), 'Published list details', 'Further information', 'Comments and any other matters', and 'Declarations'. The main content area displays information about the collection and use of information, including a privacy policy notice and a checkbox for 'I have read and understood the department's Privacy Policy.' The top right corner shows the approval ID 'MRE-2022-0000124' and a related approval ID 'MRE-000004'.

Once you've added the details of your variation, you can move on to the last part – **Declarations**.

Step 8.

Select **Declarations** in the left-hand side menu.

The screenshot shows the 'Application - Model Report' web interface with the 'Declarations' section selected in the sidebar menu. The sidebar menu items are: 'Before you begin', 'Approval holder details', 'Vary Model Report details', 'Manage application', 'Model Report details', 'Model Report documentation', 'Extent of compliance', 'Compliance information', 'Contravention of road vehicle legislation', 'Published list details', 'Further information', 'Comments and any other matters', and 'Declarations' (highlighted with a red box). The main content area is titled 'Declarations' and includes a 'Declaration' section. The declaration text reads: 'I declare, or I declare on behalf of the applicant approval holder, the following: **Applying to vary a Model Report approval or information of an administrative nature that supports a** I understand, or I confirm the applicant approval holder understands, that, to assist in deciding whether to vary information of an administrative nature associated with a Model Report approval, the Secretary may, under *Standards Rules 2019* (the Rules), request in writing that the approval holder provide further information re I understand, or I confirm the applicant approval holder understands, that the Secretary may refuse to consi approval holder does not comply with a request made under section 196 of the Rules within the period state longer period allowed by the Secretary. **Applying to vary an approved Model Report** I understand, or I confirm the applicant approval holder understands, that the Secretary may refuse to consi approval holder does not:

- clearly set out the variation sought; or
- include a copy of the Model Report (if the applicant seeks to vary your Model Report)

Step 8.

Read the **Declarations** page content and, at the bottom of the page, tick the box to sign the declaration. Then select, **Yes** to acknowledge you have completed your vary application and click on **Submit**.

Important: Before you submit your application, please check it is complete and covers all foreseeable changes you want to make to your approval. You may only submit one application for a variation at a time. If you need to make changes after you've submitted the variation application, you'll have to withdraw, amend and resubmit it.

I, being 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 if you have not provided sufficient information, your application may not be considered and you will not be refunded the application fee. *

Yes
 No

Submit

Further information

For more ROVER user guides, please visit [ROVER resources](#) or submit an [online enquiry](#).

Note: The definition of a **business day** under section 5 of the Rules: Means a day that is not a Saturday, Sunday or a public holiday in the Australian Capital Territory.