



Australian Government

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



# ROVER guide: How to revoke an RVS approval

April 2023

# ROVER guide: How to revoke an RVS approval

Follow these steps to request the department to revoke an approval granted under the Road Vehicle Standards (RVS) legislation.

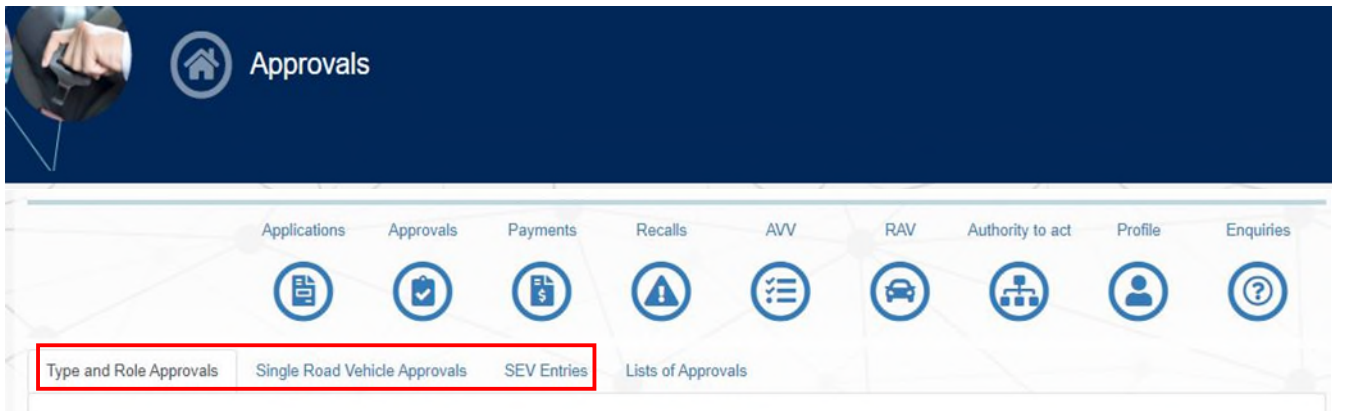
## Step 1.

Sign in to your ROVER account and click on the **Approvals** icon at the top of the page.



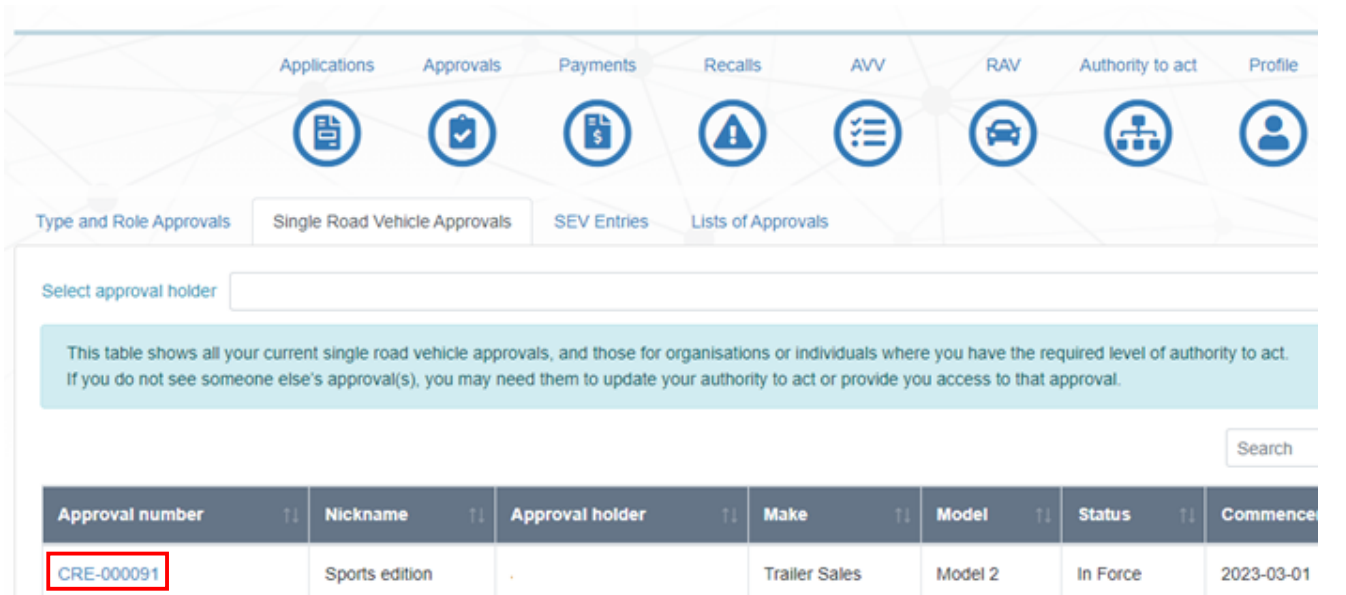
## Step 2.

On your **Approvals** page click on the list tab that includes the approval you want to revoke.



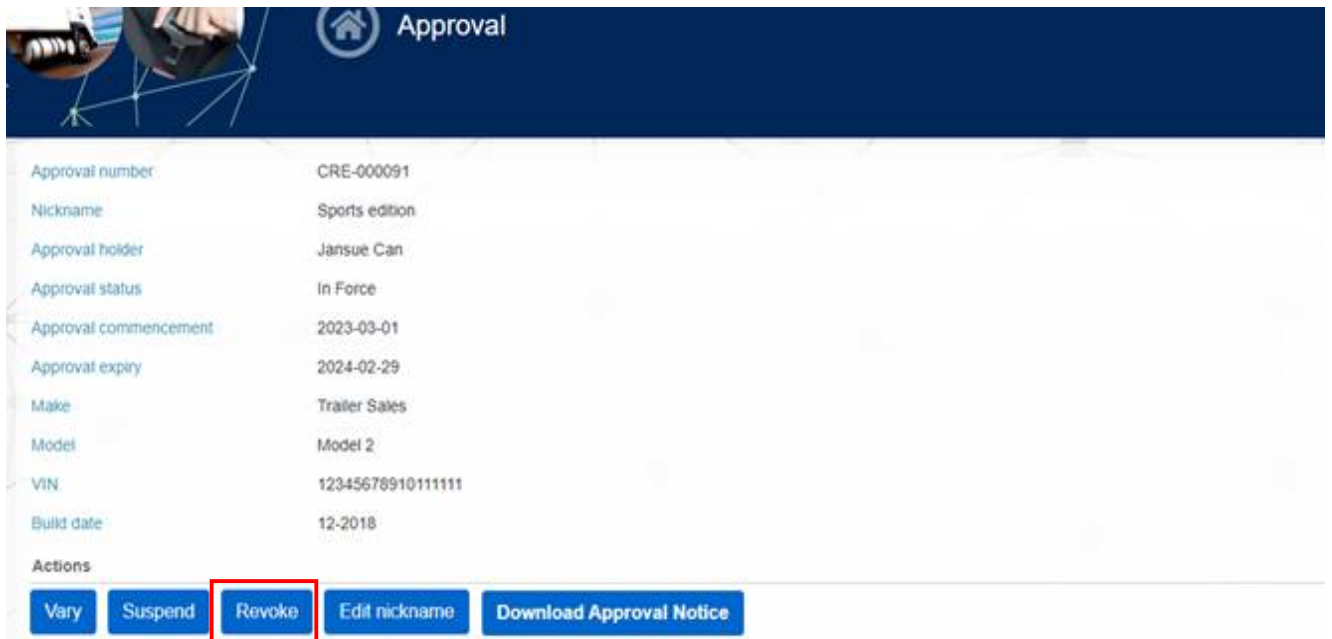
## Step 3

In the table, find the approval you want to revoke. Click on the approval number.



## Step 4

On the **Approval** details page click on the blue **Revoke** button.



Approval

Approval number	CRE-000091
Nickname	Sports edition
Approval holder	Jansue Can
Approval status	In Force
Approval commencement	2023-03-01
Approval expiry	2024-02-29
Make	Trailer Sales
Model	Model 2
VIN	12345678910111111
Build date	12-2018

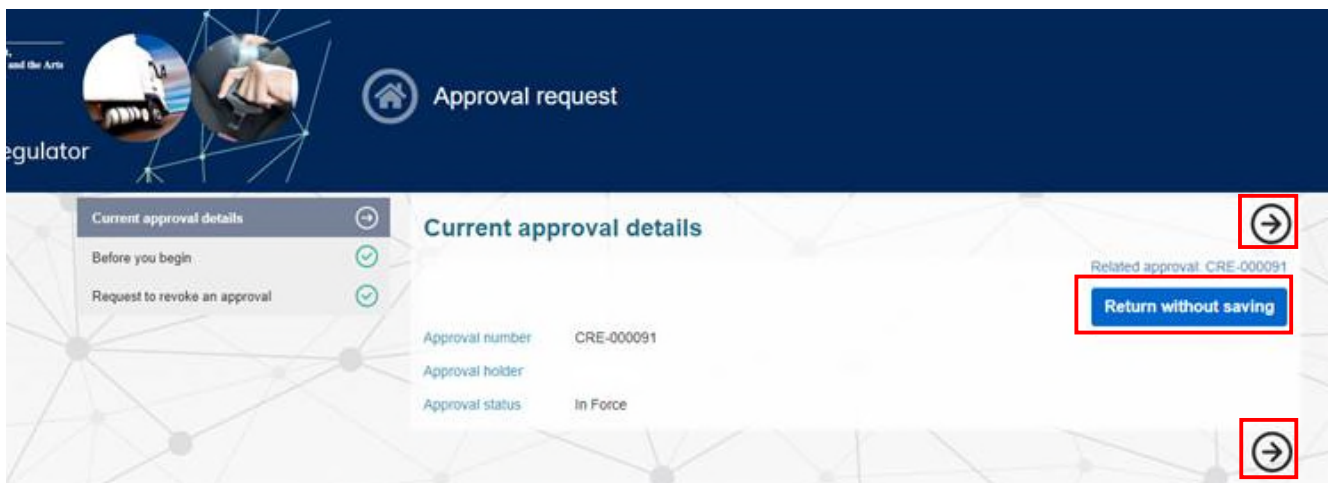
Actions

Vary Suspend **Revoke** Edit nickname Download Approval Notice

## Step 5.

You will now be on the **Current approval details** page. Please double check that you have selected the approval you want to revoke, then click an **arrow** on the left-hand side of the page.

If it isn't the approval you want, click on the blue **Return without saving** button and go back to Step 3.



Approval request

Current approval details

Before you begin

Request to revoke an approval

Current approval details

Approval number	CRE-000091
Approval holder	
Approval status	In Force

Related approval: CRE-000091

**Return without saving**

## Step 6.

On the **Before you begin** page, please read the content on the page and acknowledge that you have read and understood the department's Privacy Policy by ticking the **I have read and understood the department's privacy policy** box. Then click on an **arrow** to go to the next page.

Regulator

Approval request

Current approval details

Before you begin

Request to revoke an approval

Before you begin

Related approval: CRE-000091

Return without saving

You are applying to revoke your approval. In this form, you may nominate any date later than tomorrow to revoke your approval.

The decision to revoke means your approval will cease. You will not be able to seek to vary or reinstate your approval at a later date. If you would like to reinstate the approval, you will need to submit a new application and pay an application fee. Your approval may be removed from the List of approvals on the department's website.

I have read and understood the department's Privacy Policy

## Step 7.

On the **Request to revoke an approval** tab, select the date you would like the approval to be revoked. The revocation date cannot be the same as the request date, but can be any date after the request date

Approval request

Request to revoke an approval

Related approval: CRE-000091

Return without saving

When would you like your approval to be revoked? \*

29/03/2023

Please note: your approval will be revoked, effective from midnight on the date chosen. The date selected cannot be earlier than tomorrow and cannot be later than the expiry date of this approval.

## Step 8

In the **Please explain why you want your approval revoked** box, write the reason for revoking your approval. This is a mandatory field. Then click on the blue **Submit** button.

When would you like your approval to be revoked? \*

29/03/2023

Please note: your approval will be revoked, effective from midnight on the date chosen. The date selected cannot be earlier than tomorrow and cannot be later than the expiry date of this approval.

Please explain why you would like to revoke your approval \*

Submit

## What happens once your request is submitted?

Once your request is submitted, you will be returned to your **Approvals** page and ROVER will automatically send you an email confirming your request has been received.

Your approval will be revoked on the date you requested.

Once your approval is revoked, it will move from your **Approvals list** to the expired or revoked Approvals list on the **Archive** page. To view it, click on **View expired or revoked Approvals** at the bottom of the **Approvals** page.



On the **Archive** page, you will see the revoked approval in the table.

The screenshot shows the "Archive" page with a navigation bar containing icons for Applications, Approvals, Payments, Recalls, AVV, RAV, Authority to act, Profile, and Enquiries. Below the navigation is a search bar for "Select approval holder". A message states: "This table shows all your expired and revoked type and role approvals, and those for organisations or individuals where you have the required level of authority to act. If you do not see someone else's approval(s), you may need them to update your authority to act or provide you access to that approval." Below this is a table with columns: Approval number, Approval holder, Status, Commencement, and Expiry. The "Status" column is highlighted with a red box. A "Return to current Approvals" button is at the bottom, followed by footer navigation links and icons.

Approval number	Approval holder	Status	Commencement	Expiry
AVV-000000	DH Co	Revoked	2022-12-14	2027-12-13
AVV-000003	DH Co	Revoked	2022-12-22	2027-12-21
AVV-000014	DH Co	Revoked	2023-02-09	2028-02-08

## Further details

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