



Australian Government

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



ROVER guide: How to withdraw, amend and resubmit or delete an application

November 2022

How to withdraw, amend and resubmit or delete an application

You can withdraw an application after it has been submitted through ROVER even after you have paid the submission fee. Once you have withdrawn an application you can amend and resubmit it, or delete it.

This user guide shows you the steps to follow in ROVER to withdraw an application and to amend and resubmit it, or delete it.

Recommended browsers

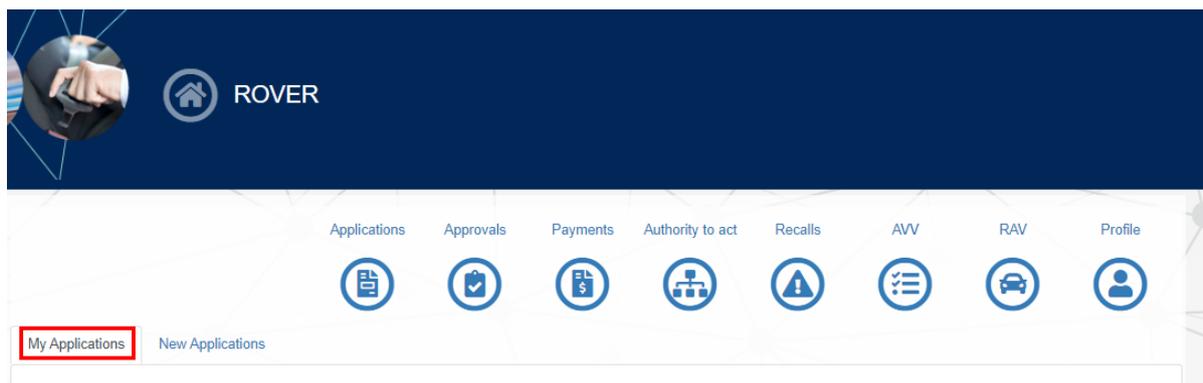
The recommended browsers to use when accessing ROVER are: [Chrome](#), [Firefox](#) or [Microsoft Edge](#). Internet Explorer and Safari are not recommended.

Note: Applications for an advisory notice that a thing is not a road vehicle cannot be withdrawn.

How to withdraw and amend an application

Step 1.

Once you sign in to [ROVER](#), click the **My Applications** tab on the homepage.



Step 2.

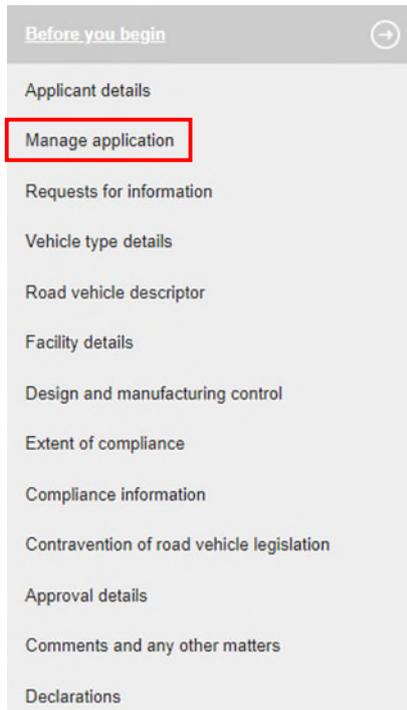
Open the application you want to withdraw by clicking the application number in the **Submitted Applications** table.

Submitted Applications

Application number	Nickname	Application type	Status	Submitted by	Submitted on
VTA-2022-0001997		Vehicle Type - New Approval	Assessment in Progress		2022-05-05

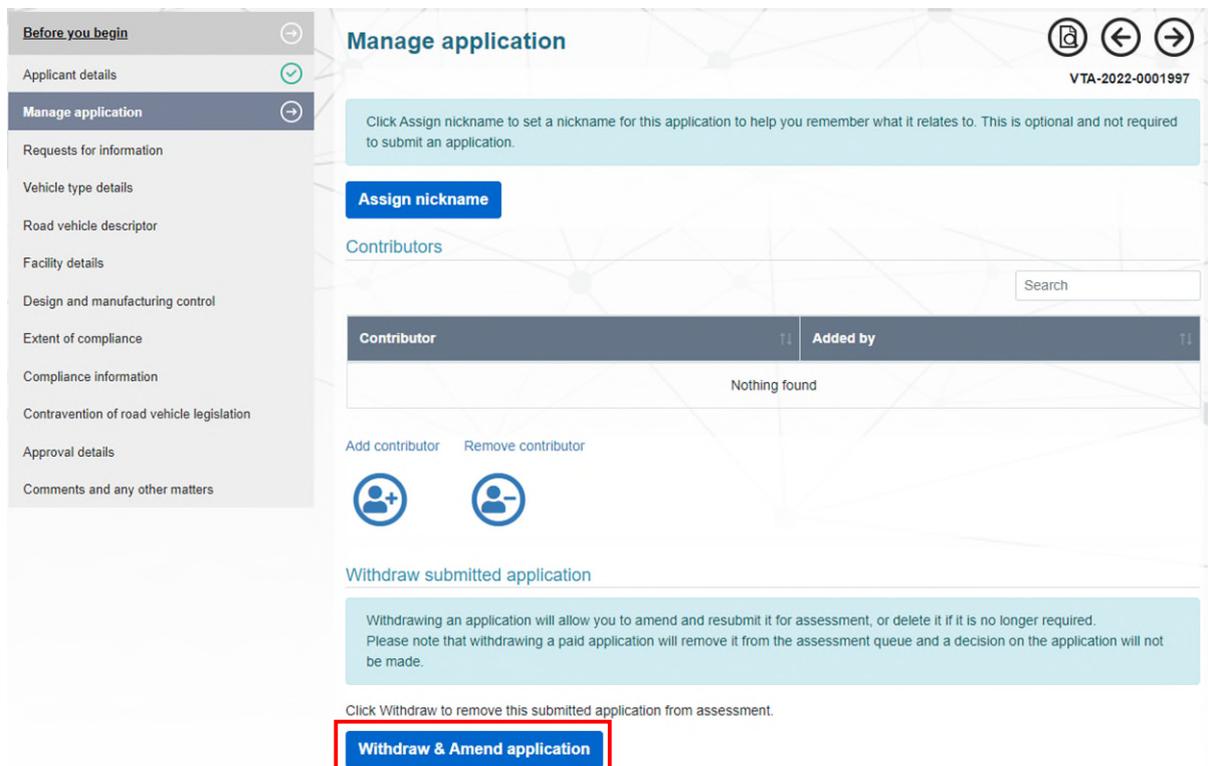
Step 3.

Select **Manage application** from the menu on the left-hand side of the screen.



Step 4.

Click on the **Withdraw & Amend application** button at the bottom of the page.



Step 5.

The **Withdraw application** screen will open. Choose **Yes** then click the **Confirm** button.

Manage application

Withdraw Application

Withdrawing an application will allow you to amend and resubmit it for assessment, or delete it if it is no longer required. Please note that withdrawing a paid application will remove it from the assessment queue and a decision on the application will not be made.

Would you like to withdraw this application? *

Yes
 No

Confirm

The status of the application will now appear as **Draft – Withdrawn** in the **Draft Applications** table on the **My Applications** tab on your ROVER homepage.

My Applications | New Applications | AVV Verifications

Select applicant: Andrew C

To see applications for someone else, select an applicant you have authority to act for above.

Draft Applications

Search

Application number	Nickname	Application type	Status	Created by	Status changed
CRE-2022-0006022	big red	Concessional RAV Entry - New Approval	Draft - Withdrawn	Andrew C	2-05-12

How to amend and resubmit a withdrawn application

You can now click on the **application number** to open your application, make your amendments and resubmit following the same process you used for the original application.

Application number	Nickname	Application type	Status	Created by	Status changed
VTA-2022-0001997		Vehicle Type - New Approval	Draft - Withdrawn	Cindv Tran	2022-05-09

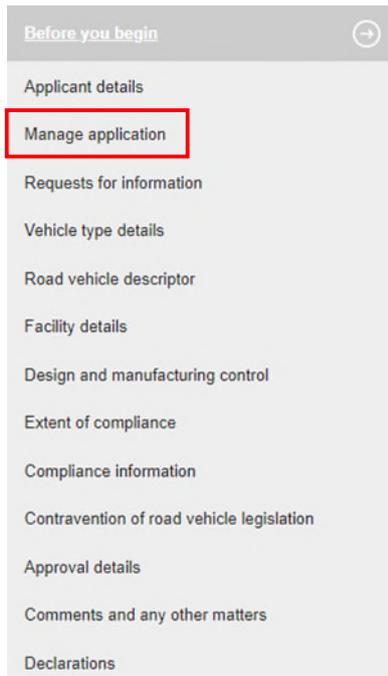
How to delete a withdrawn application

If you no longer want to proceed with your application you can delete it.

Step 1.

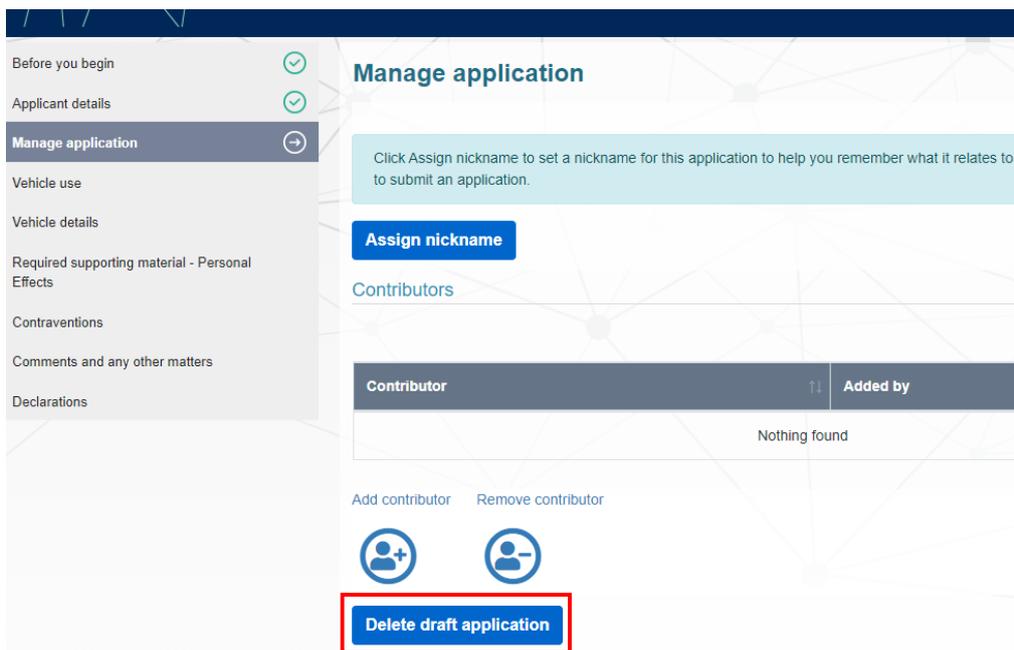
Open the application you want to delete, then select **Manage application** from the menu on the left-hand side of the screen.

Note: Your application must be in **Draft** status if you want to delete it.



Step 2.

Click on the **Delete draft application** button.



Step 3.

The **Delete draft application** page will appear and you can select **Yes** to delete the application.

Once an application has been submitted and paid, then withdrawn and deleted, it will no longer appear in ROVER.

However, the receipt of payment for the withdrawn and deleted application will remain in the past payments page in the payments section of your ROVER account.

Note: Once you click on **Confirm** the draft application will be permanently deleted.

The screenshot displays the 'Delete draft application' interface. At the top, there is a navigation bar with a home icon and the text 'Manage application'. Below this, the page title 'Delete draft application' is shown. In the top right corner, the application ID 'VTA-2022-000098' is displayed. A blue button labeled 'Return without saving' is located in the upper right. A light blue warning box contains the text: 'Deleting a draft application will permanently remove it from the ROVER portal, including for all other ROVER users who have authority to access this application. Please make sure this is the right draft application before proceeding, as this action cannot be undone.' Below the warning, a form asks 'Would like to delete this draft application? *'. The 'Yes' radio button is selected and highlighted with a red box. The 'No' radio button is unselected. A blue 'Confirm' button is located at the bottom right of the form area and is also highlighted with a red box.

Further information

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