Australian Government
Department of Infrastructure, Transport,
Regional Development, Communications, Sport and the Arts

Vary an approved Model Report

ROVER guide

May 2025

This guide helps you vary an approved Model Report for the first time after ROVER Release 9.3 is deployed in May 2025.

You can vary a Model Report approval to amend any part of the approval, including the scope, work instructions or checklist, as well as administrative information like contact details, or both.

Irrespective of what information you are changing, you will need to re-provide the scope, work instructions and checklist in the vary application. You only have to do this once - the first time you vary the application after ROVER Release 9.3 goes live.

To help, we have added a legacy documents page in the application. It includes copies of the documents (scope, work instructions and checklists) that you uploaded in your previously submitted Model Report application.

Once you have submitted your vary application, the legacy documents page will no longer be available.

Recommended browsers: Chrome, Firefox and Microsoft Edge.

Start a vary application

To **Start a vary application**, ensure you are signed in to ROVER (navigate to Welcome to ROVER and select the **Sign in** button) and complete the following steps.

1. Select the **Approvals** icon.
2. Select the relevant Model Report **Approval Number** to open the approval.
3. Select the **Vary** button.

4. Select the relevant **checkbox** to identify what information you are requesting to vary.

5. Read the **Privacy Notice** and select the **checkbox** to acknowledge you have read and understood the Privacy Notice.

6. Select the **Begin Application** button.

7. Select the **click here** text to reload the application.

8. Select the information you are requesting to vary from the **application menu**.

Add a Vehicle Specification page

If you are varying a Model Report application with either manufacture vehicle specifications or pre- and post-modification vehicle specifications, the options displayed on the page will differ. However, the steps you need

to follow remain the same. For example, instead of entering the pre- and post-modification vehicle specification name in step 3 and 4, you will need to enter the manufacture vehicle specification name instead.

1. Select the **Model Reports details** page.
2. Select the **Add Vehicle specification** button to add the name of the vehicle scope.
3. Enter the **Pre-modification vehicle specification name**.
4. Enter the **Post-modification vehicle specification name**.
5. Enter the **display order.** This will add the vehicle scope form to the application menu in the order you specify and you may find this helpful if you are adding multiple vehicle scopes to your application.
6. Select the **Add** button.
7. Repeat the above steps to add multiple vehicle scopes.

Linking a vehicle specification page to a SEV approval

If your application is for the Model Report type **SEVs**, you will need to link each SEV approval to the corresponding SEVs Register number. If not, skip this step and go to Add pre-modification or manufacture specifications.

a. Select the **action menu** button.
b. Select the **Link to SEVs Register number** from the dropdown options to link a SEV approval.
c. Select the relevant **SEV Approval** and select the **arrow** to move it across to the **SEVs Approvals covered** box.
d. Select the **Update** button.
e. Repeat the above steps to link additional SEV Approvals.
f. Select the **Save and Next** button.

Add pre-modification or manufacture specifications

You need to take the same steps to add pre-modification and manufacture specifications to your application, so please follow the below steps even though the screenshots show the pre-modification form.

First, select the relevant **Vehicle specification** in the application menu, which will appear with the name you provided earlier. If you cannot see it, refresh the page.

1. Enter the **free text** fields.
2. Select the relevant **checkbox.**
3. Select the relevant option from the **dropdown** list.

4. Upload the relevant documents to all the remaining fields:

    a.   Select the **Upload New** button.

    b.   Select the **Choose File** button.

    c.   Select a .jpg, .png or .bmg file type from your device.

    d.   Select the **Open** button.

    e.   Select the **Upload** button.

Add post-modification specifications

If you are varying a Model Report application with manufacture vehicle specifications, skip this step and go to Add work instructions with verification checklist.

1. Enter the **Post-Modification Specifications** fields using one of the following methods:

    a. Select the **Copy Pre-modification information into Post-modification** button, which will copy the free text fields across and updated the information if required, or

    b. Enter the **Post-Modification Specifications** fields manually.

2. Select the **Save and Next** button.

Add work instructions with verification checklist

1. Select the **Work Instructions with verification checklist** page.
2. Select the **Add work instructions with checklist** button.
3. Enter the **unique document identifier** in the free text field.

4. Select the **Upload** button to add the **Model Report Work Instructions**.
5. Select the **Choose File** button.
6. Select a .jpg, .png or .bmg type from your device.

7. Select the **Open** button.

8. Select the **Upload** button.

9. Repeat steps 4 to 8 to upload the Model Report Checklist file.

10. Select the relevant vehicle specification and select the arrows to move it across to the **Vehicle specifications covered by the Work Instructions** box.

11. Select the **Save** button.

Complete the Declaration page

Once you've completed all required sections of the application, you need to **Complete the Declaration page** before you can submit your vary application.

1. Select **Declarations** in the application menu.
2. Read the **Declaration** and select the **checkbox** to acknowledge you have read and understood the declaration.
3. Select the **Submit** button.

Further information

For further information, please visit [Vehicles | Department's website](#) or submit an online enquiry via the [Contact us—RVS | Department's website](#) page.

Quick links

- [Welcome to ROVER](#)
- [RAV Public Search](#)
- [Road Vehicle Standards legislation | Department's website](#)
- [RVS guides and resources | Department's website](#)
- [RVS legislation glossary of terms | Department's website](#)
- [ROVER guide: Add a Model Report Scope | Department's website](#)