

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 <u>Welcome to ROVER</u> 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.

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Applications	Payments Re	ecalis AVV	)	Authority to act	Profile	Enquiry Publis		
Use the selector below to change the list to filter by someone else's approval(s), you may need them to To view lists of all published approvals, please	approval type and/or approv b update your authority to act click here. IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	al status. The lists inclu or provide you access ovals -	ide those for organisation to that approval.	ns or Individuals where	you have the requ	uired level of authority to	o act. If you do not se	e e
Approval Holder/Applicant	Approval number ↑	Approv Nickname holder ROVER	val Make	Model	Status In Force	Commencement 13/03/2025	Approval expiry 12/03/2075	
Approval Status		Approval Numt	ber	Approva	Status		Approval Expiry	Return to Approvats

- 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.

This application is being created. Please click here to reload the application.	MRE-2025-0000 Related approval: MRE-0000
Creating application	
	6 Begin Application
5 I have read and understood the department's Privacy Policy.*	
The department's <u>Privacy Policy</u> contains information regarding complaint handling processes, and how to access or seek correction of personal information held contacted at <u>privacy@infrastructure.gov.au</u> .	by the department. The Privacy Officer can be
If you do not provide the information requested, we may not be able to process your application.	
Commonwealth, state or territory regulatory authorities or law enforcement agencies     State and territory vehicle registration authorities     State and territory emergency services or convers	
The department will store your personal information securely and may disclose information to third parties including:	
The department will use your personal information to make decisions on applications, and may also use this information to ensure compliance with the Road Veh investigation and enforcement.	icle Standards legislation – including monitoring,
The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) is collecting personal information in accorda under the Road Vehicle Standards Act 2018 and Road Vehicle Standards Rules 2019, for the purpose of assessing your application.	nce with the Privacy Act 1988, and as authorised
Collection and use of information	
Before you begin	
The Model Report approval or administrative information linked to the Model Report approval Approved Model Report documentation	
What are you requesting to vary in this application?	
Apply to vary MRE-000018	

### Add a Vehicle Specification page

If you are varying a Model Report application with either manufacture vehicle specifications or pre- and postmodification 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.

Before you begin	Model Report details
Applicant details	MRE-2025-0000
Manage application	Model Report details*
Model Report details 🔹 🔿	1
Extent of compliance	
Model Report Standards - Extent of Compliance	You should include details of the manufacturing process if the Model Report will be used to manufacture the vehicle, rather than modify it.
Model Report Standard Compliance Information	Please provide the names of all vehicle specifications covered by the Model Report*
Contraventions of Road Vehicle Legislation	Vehicle specifications are details about the vehicle identified in the Model Report Scope. If the Model Report Scope includes multiple vehicles with different vehicle characteristics, you can provide more than one set of vehicle specifications.
Approval details	ancient tentele enandeenance, you can provide more allan one eet of tentelle operindations.
Published Model Report details	
Further Information	
Comments and any other matters	Auto venice specification
Variation summary	Pre-modification vehicle specification Post-modification vehicle specification  Display Order
Declarations	+ Volushould include details of the manufacturing process if the Model Venort will be used to manufacture the vehicle of
	Add Vehicle specification
	Pre-modification vehicle specification name* Post-modification vehicle specification name*
	3 4
	Display Order
	5
	6 Add

### 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 <u>Add pre-modification or manufacture specifications</u>.

- 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.

	Please provide the names	of all vehicle specifications cov	ered by the Model Report*	
	Vehicle specifications are deta different vehicle characteristic	ails about the vehicle identified in the N s, you can provide more than one set	lodel Report Scope. If the Model Report Scope. If the Model Report of vehicle specifications.	ort Scope includes multiple vehicles with
				Add Vehicle specification
	Pre-modification vehicle s	pecification Post-mo	dification vehicle specification ↑	<u>Display Order</u> ↑ a
Link to SEVs Regis	ter number		×	b Link to SEVs Register number Remove Duplicate
SEV Approvals	s not covered	SEV Approvals covered		Manage compliance information
С		•		
			d Update	f Save and Next

# 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.

Vehicle Specification	
	Copy Pre-modification information into Post-modification
Pre-modification vehicle specification name*	Post-modification vehicle specification name*
	Display Order
Pre Modification Specification	Post Modification Specification
Build date 😧	Build date 😧
Start Month (MM)*	Start Month (MM)*
Start Year (YYYY)*	Start Year (YYYY)*
End Month (MM)*	End Month (MM)*
End Year (YYYY)*	End Year (YYYY)*
2 DNo end date, this is the current model or variant of the model	No end date, this is the current model or variant of the model
Motive Power*	Motive Power*
	~

# OFFICIAL

Release date: 05 / 2025 | Version: 1

- 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.

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## 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.

Vehicle Specification	a Copy Pre-modification information into Post-modification
Pre-modification vehicle specification name*	Post-modification vehicle specification name*
	Display Order
Pre Modification Specification	Post Modification Specification
Build date 😧	Build date 😧
Start Month (MM)*	b Start Month (MM)*
Start Year (YYYY)*	Start Year (YYYY)*
End Month (MM)*	End Month (MM)*
	2 Save and Next

# 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.

Before you begin	$\odot$	Work Instructions with verification checklist
Applicant details	$\odot$	MRE-2025-0000
Manage application	$\odot$	Related approval. MRE-0000
Model Report details	$\odot$	A Model Report must include Work Instructions and verification checklist so that vehicles covered under the Model Report meet the applicable
Legacy Model Report Data	$\odot$	standards.
Vehicle Specification	$\otimes$	Each set of Work Instructions must have a unique document identifier and multiple sets may be provided. Each unique document identifier, along with Work Instructions and verification checklist documents, should relate to each other
Work Instructions with verification checklist	⊖ 1	For more information, read the guidance on the <u>department's website.</u>
Extent of compliance		
Model Report Standards - Extent of Compliance		Add Work Instructions with checklist
Concessions to testing available to Model Reports		
Compliance information		Work Instructions number ↑
Model Report Standard Compliance		+ Add Work Instructions with checklist
Information		+
Contraventions of Road Vehicle Legislatic	on	+ What is the unique document identifier for the Work Instructions? *
Approval details		
		3
		A Model Report must include Work Instructions and verification checklist so that vehicles covered under the Model Report meet the applicable standards. Each set of Work Instructions must have a unique document identifier and multiple sets may be provided. Each unique document identifier, along with Work Instructions and verification checklist documents, should relate to each other. For more information, read the guidance on the <u>department's website</u> .

- 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.

- · · ·	e the Model Report verification of	checklist. *				
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- 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.

Madel Demost date in			Declaration
Model Report details	$\odot$		I declare, or I declare on behalf of the applicant approval holder, the following:
Legacy Model Report Data	$\odot$		Applying to vary a Model Report approval or information of an administrative nature that supports a Model Report approval
Vehicle Specification BL25	$\otimes$		I understand, or I confirm the applicant approval holder understands, that, to assist in deciding whether to vary a Model Report approval or information of an
Work Instructions with verification checklist	$\otimes$		administrative nature associated with a Model Report approval, the Secretary may, under section 196 of the Road Vehicle Standards Rules 2019 (the Rules), request in writing that the approval holder provide further information relevant to this application.
Extent of compliance	$\odot$		I understand, or I confirm the applicant approval holder understands, that the Secretary may refuse to consider this application if the approval holder does not comply with a request made under section 196 of the Rules within the period stated in the request, or within a longer period allowed by the Secretary.
Model Report Standards - Extent of	$\odot$		Applying to vary an approved Model Report
Concessions to testing available to Model Reports	$\odot$		I understand, or I confirm the applicant approval holder understands, that the Secretary may refuse to consider this application if the approval holder does not:
Compliance information	$\odot$		clearly set out the variation sought; or     include a copy of the Model Report (if the applicant seeks to vary your Model Report)     provide the Model Report approval number (if the applicant seeks to vary the Model Report approval, but not the Model Report itself); or     provide the Model Report approval number (if the applicant seeks to vary the Model Report approval, but not the Model Report itself); or
Model Report Standard Compliance	$\odot$		<ul> <li>set out the Model Report in the manner that complete with the Road Venicle Standards (Model Reports) Determination 2021.</li> </ul>
Contraventions of Road Vehicle Legislation	$\otimes$		I understand, or I confirm the applicant approval holder understands, that, to assist in deciding whether to vary an approved Model Report, the Secretary may, under section 69(1) of the Road Vehicle Standards Rules 2019 (the Rules), request in writing that the approval holder provide further information relevant to this application.
Approval details	$\odot$		I understand, or I confirm the applicant approval holder understands, that the Secretary may refuse to consider this application if the approval holder does not
Published Model Report details	$\odot$		comply with a request made under section 69(1) the Rules within the period stated in the request, or within a longer period allowed by the Secretary.
Further Information	$\odot$		varying an approved model report
Comments and any other matters	$\odot$		satisfied that:
Variation summary	$\otimes$		<ul> <li>a model or variant of a road vehicle covered by an entry on the Specialist and Enthusiast Register (SEVs Register) would, if modified or manufactured in accordance with the Model Report that applies to the model or variant, either:</li> </ul>
Declarations	Θ	1	<ul> <li>comply with the applicable Australian Design Rules (ADRs) set out in the Road Vehicle Standards (Model Report – Compliance with Standards) Determination 2021, as in force at the time the Model Report is approved; or</li> </ul>
		2	I, being 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.*

# **Further information**

For further information, please visit <u>Vehicles | Department's website</u> or submit an online enquiry via the <u>Contact us—RVS | Department's website</u> page.

# Quick links

- Welcome to ROVER
- RAV Public Search
- Road Vehicle Standards legislation | Department's website
- <u>RVS guides and resources | Department's website</u>
- <u>RVS legislation glossary of terms | Department's website</u>
- <u>ROVER guide: Add a Model Report Scope | Department's website</u>