



Australian Government

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



# ➤ Guide to applying for a Model Report approval

December 2023

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December 2023 / INFRASTRUCTURE 2023

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Published July 2021

Updated July 2022 – Withdraw amend and resubmit or delete information added, and link to How to vary an approved Model Report in ROVER added

Updated January 2023 – Links updated.

Updated March 2023 – Further eligibility (minor and inconsequential non-compliance)

Updated December 2023 – Simplified the guide. Clarification to compliance information in Appendix 1 in the case of SEVs rare vehicles

This guide provides an overview of the purpose, structure and legislative basis of approved Model Reports (a Model Report). It also tells you how to make an application and details the standards the department uses to determine whether a Model Report should be approved.

## About Model Reports

A Model Report is a document setting out how a particular vehicle may be modified or manufactured to meet the standards that apply to it, given the type of model report and both category and build date of the applicable vehicle.

It applies to a particular scope of vehicles and sets out how they may be manufactured or modified to meet applicable standards. The standards are outlined in the [Road Vehicle Standards \(Model Reports\) Determination 2021](#). They include national road vehicle standards (ADRs) as well as other standards.

The [Road Vehicle Standards Act 2018](#) (RVSA) and the [Road Vehicle Standards Rules 2019](#) (the Rules) recognise and set requirements for 4 types of Model Reports covering:

- Specialist and enthusiast vehicles (SEVs) on the SEVs Register
- Used two-wheeled and used three-wheeled vehicles not entered on the SEVs Register
- Trailers with an aggregate trailer mass (ATM) of more than 4.5 tonnes (high ATM trailers)
- Vehicles entered on the [Register of Approved Vehicles](#) (RAV) via a vehicle type approval and subject to a second stage of manufacture (SSM).

The department may approve a Model Report if it meets certain requirements set out in the Rules.

## Why use a Model Report?

A Model Report supports the entry of vehicles on the RAV via either of the 2 pathways:

- [vehicle type approval](#)
- [concessional RAV entry approval](#)

### Vehicle type approval

High ATM trailer or second stage manufacturers may use a Model Report to demonstrate compliance with the national road vehicle standards when they apply for a vehicle type approval. The Model Report may also form part of a vehicle type approval holder's conformity of production system. It could also be used to address other elements of a vehicle type approval holder's quality management system (QMS).

### Concessional RAV entry approval

The department may grant a concessional RAV entry approval for certain types of vehicles to be manufactured or modified by a RAW. The RAW will either manufacture or modify the vehicle in accordance with a Model Report. This is available to:

- vehicles entered on the SEVs Register
- used two-wheeled and three-wheeled vehicles
- vehicles that will be subject to SSM.

A Model Report covering high ATM trailers may also support a concessional RAV entry application. However, the department can only grant 4 of these approvals to a high ATM manufacturer in a 12-month period.

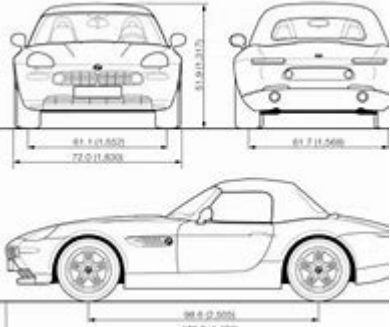


## What information must a Model Report contain?

The [Road Vehicle Standards \(Model Reports – Compliance with Standards\) Determination 2021](#) requires a Model Report to include:

- **Vehicle Scope** – identifies the vehicle and variant(s) a Model Report covers. It must contain specific details about the vehicle variants and identify the correct type of Model Report.
- **Work Instructions** – provides information and the detailed steps and checks a RAW or vehicle type approval holder must undertake when manufacturing or modifying a vehicle covered by the Model Report. The Work Instructions provide detailed and ordered instructions to ensure each vehicle, or variant, manufactured or modified in accordance with the Model Report complies with the same applicable standards identified in the Model Report.
- **Verification Checklist** (excluding Model Reports for high ATM trailers) – provides the detailed steps and order of checks an AVV must complete when inspecting and verifying a vehicle manufactured or modified in accordance with a Model Report. An AVV will only enter a vehicle on the RAV once they have verified that the vehicle has been modified or manufactured using the Verification Checklist and completed a verification report.

Table 1 summarises the key information you must include in a Model Report. More details can be found in the [Road Vehicle Standards \(Model Reports\) Determination 2021](#).

**Table 1. Information required in all Model Reports**

Vehicle Scope	Work Instructions (used by a RAW)	Verification Checklist (used by an AVV)
		
<ul style="list-style-type: none"> <li>• Make</li> <li>• Model</li> <li>• Description of variant(s)</li> <li>• Date of manufacture or build date range</li> <li>• Pre-modification specifications</li> <li>• Final specifications after modification/manufacture.</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle scope checks</li> <li>• Component checks</li> <li>• Damage and corrosion checks</li> <li>• Recall checks and rectification action</li> <li>• Steps required to manufacture or modify the vehicle</li> <li>• Checks of the manufacture and modification work performed</li> <li>• Deterioration checks and rectification action required</li> <li>• Odometer checks</li> <li>• Consumer information notice for certain vehicles</li> <li>• List any records that must be kept.</li> </ul>	<p>Note: This is not required for high ATM trailers</p> <ul style="list-style-type: none"> <li>• Vehicle scope checks</li> <li>• Manufacture and modification checks</li> <li>• Deterioration checks</li> <li>• Damage or corrosion checks</li> <li>• Odometer checks</li> <li>• Recall checks.</li> </ul>

Model Reports must include enough detail to ensure any vehicles manufactured or modified in accordance with it consistently comply with the applicable standards for that vehicle and one or more variants. If you are using a Model Report, you must notify the department and the Model Report approval holder if you become aware of any errors in the Model Report. This will allow errors to be corrected.

## Legislative basis for Model Reports

A Model Report must be developed according to the requirements set out in determinations made under the Rules. The relevant determinations and details applicable to a Model Report are outlined below. The determination made under section 88 of the Rules ([Road Vehicle Standards \(Model Reports\) Determination 2021](#)) includes the information a Model Report must contain:

- Division 1 – outlines what a Model Report must include
- Division 2 – outlines the details required in a Vehicle Scope
- Division 3 – outlines the requirements and order of checks and steps in the Work Instructions
- Division 4 – sets the required content and order of a Verification Checklist.

The determination made under subsection 89(2) of the Rules ([Road Vehicle Standards \(Model Reports – Compliance with Standards\) Determination 2021](#)) directs the Model Report author to the applicable standards that need to be satisfied (including specific or concessional standards) and additional requirements applying to vehicles. For example, those meeting the mobility criterion or campervan and motorhome criterion for vehicles covered by an entry on the SEVs Register.

**Important:** A Model Report must be in the form and contain the information required by the [Road Vehicle Standards \(Model Reports\) Determination 2021](#). The Model Report’s development must take account of all the requirements for the manufacture or modification of the specific vehicle model and one or more variants to ensure the applicable standards, ADRs, and further standards or requirements detailed in this determination are met.

## How does a Model Report link with other RVS elements?

A Model Report is a tool that enables vehicles to meet the requirements for RAV entry. Table 2 details how Model Reports are used throughout different elements of the RVS legislation.

**Table 2. Connections between RVS legislation elements and a Model Report**

RVS element	Connection	Implications
<a href="#">Vehicle type approval</a>	<p>A vehicle type approval applicant for a high ATM trailer or SSM vehicle may use a Model Report to demonstrate compliance with applicable standards, ensuring conformity of production or elements of a QMS.</p> <p>A Model Report covering a vehicle or variant(s) subject to SSM must be based on a vehicle model or variant with a vehicle type approval already entered on the RAV.</p>	<p>Vehicle type approval applicants can search the <a href="#">List of Approved Model Reports</a> on ROVER.</p> <p>Applications for vehicle type approvals for high ATM trailers or SSM vehicles must refer to the Model Report number if they use it to demonstrate compliance or eligibility.</p> <p>The vehicle type approval number for the first stage/base vehicle on the RAV must be referenced in the application for a Model Report covering the SSM vehicle.</p> <p>The Model Report approval holder must monitor changes to the vehicle type approval of the base vehicle and respond to any changes to the applicable standards. They must update their Model Report to account for these changes.</p>
<a href="#">Concessional RAV entry approval</a>	<p>Applicants seeking a concessional RAV entry approval for a vehicle to be manufactured or modified by a RAW must be able to access a Model Report for the vehicle.</p> <p>Applicants seeking a concessional RAV entry approval for a high ATM trailer may use a Model Report to demonstrate compliance with applicable standards.</p>	<p>Concessional RAV entry approval applications for vehicles to be modified by a RAW must include the relevant Model Report number.</p> <p>Applications for concessional RAV entry approvals for high ATM trailers using a Model Report to demonstrate compliance with applicable standards must include the Model Report number covering the vehicle or provide the details in writing, if requested.</p>

RVS element	Connection	Implications
<a href="#">Non-RAV entry import approval</a>	A prospective Model Report approval holder will likely require a test vehicle to develop their Model Report.	You can apply for a non-RAV entry import approval to import a vehicle for test and market evaluation purposes.
<a href="#">SEVs Register</a>	A valid SEVs Register entry is a pre-requisite of a Model Report for a SEVs vehicle. The entry must be for the same make and model, or one or more variants of a vehicle that the Model Report will cover.	An application for SEVs Register entry must be decided and entered on the SEVs Register before applying for a Model Report approval. Valid and in force SEVs Register entry number(s) are required when applying for a Model Report approval for a vehicle entered on the SEVs Register.
<a href="#">RAW</a>	A RAW can hold its own Model Report approval or arrange access to a Model Report. A RAW must modify or manufacture a vehicle in accordance with the latest version of the Model Report's Work Instructions.	A RAW can search the <a href="#">List of Approved Model Reports</a> on ROVER to seek access or purchase the rights to use the Model Report. The Model Report's Work Instructions provide the detailed steps and checks a RAW must follow.
<a href="#">Testing facility</a>	A RVS approved testing facility must be used if component or vehicle testing is needed to assist developing a Model Report	Where a vehicle or certain components require testing to assist with developing a Model Report, the testing must be conducted by an RVS approved testing facility. A record of the results of testing must be retained.
<a href="#">AVV</a>	An AVV must use the Verification Checklist from the Model Report covering the modified or manufactured vehicle they are verifying.	An AVV must verify a vehicle modified or manufactured in accordance with a Model Report before the vehicle details can be entered on the RAV. The AVV must use the relevant version of the Model Report Verification Checklist to inspect and verify vehicles.
<a href="#">Component type approval</a>	A Model Report may need use a component type approval and reference the approval number to demonstrate compliance with an applicable standard.	A component type approval is one method to demonstrate compliance with an applicable standard for a Model Report. The component type approval number needs to be valid and in force when referenced in an application for a Model Report approval.
<a href="#">Cost Recovery</a>	<a href="#">Application fees</a> are charged for each Model Report type and when certain Model Report variations are requested.	The fee reflects the cost of assessing an application.

## Accessing a Model Report

Once a Model Report is approved, the approval holder can provide it to other entities, including RAWs and AVVs. The approval holder decides who can access and use their Model Report. Table 3 lists Model Report users and why they need access to them.



Table 3. Model Report users

Model Report user type	Accessing Model Reports
<b>RAW</b>	<p>A RAW requires authorised access to, the Model Report, but may also be the Model Report approval holder.</p> <p>Access to the Model Report may be direct from the Model Report approval holder or via the concessional RAV entry approval holder for the vehicle, who has received authorised access or is the Model Report approval holder.</p>
<b>High ATM trailers manufacturer</b>	<p>A high ATM trailer manufacturer may require authorised access to, or have to purchase, a Model Report for the vehicle, but may also be the Model Report approval holder.</p> <p>A vehicle type approval applicant for a high ATM trailer may use a Model Report to demonstrate compliance with the applicable national road vehicle standards, conformity of production procedures and supporting material.</p>
<b>Second stage manufacturer</b>	<p>A second stage manufacturer may require authorised access to, or have to purchase, a Model Report for the vehicle but may also be the Model Report approval holder.</p> <p>A vehicle type approval applicant for a vehicle intended for SSM may use a Model Report to demonstrate compliance with the applicable national road vehicle standards, conformity of production procedures and supporting material.</p>
<b>AVV</b>	<p>An AVV is required to access the Model Report Verification Checklist to conduct vehicle inspections and verification services to determine whether a vehicle can be entered on the RAV.</p>
<b>General public</b>	<p>Anyone who wants to apply for a concessional RAV entry approval for a vehicle to be modified by a RAW must have authorised access to the relevant Model Report for that vehicle.</p> <p>Authorised access to the Model Report may be direct from the Model Report approval holder or from a RAW approval holder engaged to manufacture or modify their vehicle.</p> <p>Authorised access to the Model Report may also be arranged via an agent offering those services.</p>

## Who can apply?

An individual or organisation may apply for a Model Report approval. If the applicant is an organisation, an authorised agent or representative may apply on its behalf. In these cases, the agent or representative:

- must be able to provide the documents and information required in the application, and have an authority to act on behalf of the organisation
- will not hold the Model Report approval, if granted. The named organisation will be the Model Report approval holder and must meet the approval conditions.

## How do I apply?

All applications must be submitted through [ROVER](#), the department's online applications and approvals portal. Before an application can be submitted, the applicant or their representative must first [create a ROVER account](#). This process also requires identity documents to be uploaded and checked.

When agents or representatives create an account, they must also provide details about the organisation or individual they will be applying on behalf of. They also need to record an authority to act and upload documents (for example, a company letter) stating that they are authorised to act on the applicant's behalf.

This documentation will be checked when they create their ROVER account. The department's website provides more information about [identity documents](#), establishing an [authority to act](#) and [creating a ROVER account](#).

Applications are not complete until the application fee has been paid through ROVER. Your application will not be considered until your payment has been received. As you progress through the application creation, submission, payment and decision process in ROVER, you can view the [status of your application](#).

The department should decide on your application within [60 business days](#)<sup>1</sup> of receiving it. However, if a request for further information (RFI) or an inspection of premises is needed, the timeframe may be longer.

You should note that draft applications more than 12-months old that have never been submitted will be automatically deleted regularly.

## What information do I need to provide in my application?

You must complete the online application form and provide information and supporting documents, including a copy of the Model Report set out as defined by the [Road Vehicle Standards \(Model Reports\) Determination 2021](#). The information submitted with your application is assessed to determine whether to grant a Model Report approval.

When applying for a Model Report approval you must:

- confirm that you meet the eligibility criteria
- provide supporting documents relating to the eligibility criteria
- provide details about the vehicle and any variants that will be covered by the Model Report
- demonstrate how the vehicle model, and one or more variants, will comply with applicable standards and the extent of compliance for each one. Please identify the source of published information which supports your application.
- provide a copy of the Model Report
- declare that you will comply with the conditions applied to the Model Report approval, if granted.

Please see [Appendix 1—Information required in an application](#) for further details and read the Checklist for a [Checklist for a Model Report application](#) to make sure you have all the information you need for your application.

## Demonstrating compliance with applicable ADRs

Vehicles manufactured or modified in accordance with a Model Report must comply with the applicable standards as outlined in Part 2 of [Road Vehicle Standards \(Model Reports – Compliance with Standards\) Determination 2021](#)

The types of material or methods that may be used to demonstrate compliance with the applicable standards are outlined in Part 3 of the [Road Vehicle Standards \(Model Reports – Compliance with Standards\) Determination 2021](#).

Where compliance cannot be demonstrated within each section of the compliance information form, additional information can be provided in the 'Comments' section of each form. Details about how to demonstrate compliance in a Model Report are covered in Table 4.

<sup>1</sup> Section 5 of the Rules defines a business day as a day that is not a Saturday, Sunday or a public holiday in the Australian Capital Territory.

Table 4. How to demonstrate compliance with applicable standards for a Model Report

Type	Description	What the applicant is expected to have in place or provide
<b>Supporting material – all Model Report types</b>		
<b>Results of testing</b>	Test results conducted by a RVS approved testing facility.	<p>You should have the results of testing conducted by an RVS approved testing facility. This includes where the testing was conducted before the facility held a RVS approval.</p> <p>Testing must be aligned to the specific test required in the applicable ADR.</p> <p>Where more than one variant is covered by the Model Report, the results of testing should not be less favourable than the results set out in the applicable ADR.</p>
<b>1958 Agreement</b>	Within each compliance information form, you can select that an approval under the 1958 Agreement is being used to demonstrate compliance.	<p>You may use a valid copy of the extract relevant to the vehicle from the approval issued by a contracting party under the 1958 Agreement. The approval must indicate the vehicle complies with standards equivalent to the applicable ADR.</p> <p>You must have access to the relevant UN approval document. Where the details are lodged in the Database for the Exchange of Type Approval Information (DETA), access is taken to be met. The UN approval may also be used to demonstrate partial compliance:</p> <ul style="list-style-type: none"> <li>• Where the selected ADR is fully harmonised with a UN approval, the approval may demonstrate compliance for some variants, while the other variants will rely on results of testing (using worst case where applicable) to demonstrate compliance.</li> <li>• Where the ADR is not fully harmonised with UN regulations, compliance information will need to be provided in accordance with the specific ADR or applicable standard requirements.</li> </ul>
<b>Design documentation</b>	Design documentation, for example a lighting layout design or engineering drawing, may be used to demonstrate compliance, where applicable.	Design documentation must demonstrate the extent to which the design complies with the requirements set out in the applicable ADR, and that a testing facility has verified that the design complies with the same requirements.
<b>Component type approval</b>	Where RVS components are used in the manufacture of the vehicle, you can demonstrate compliance for the ADRs associated with the component by using the RVS component type approval number.	<p>Where a component type approval number is used to demonstrate compliance for applicable ADRs in a vehicle covered by your Model Report, you will need to ensure it is relevant and in force.</p> <p>The component type approval might already be present in the vehicle, or added as part of the manufacture or modification.</p>
<b>Applicant declaration</b>	For some applications, it may be appropriate for you to make a	It may be more appropriate to provide declarations for some ADRs. In these instances, you must ensure you have information or documentation required to support your declarations.

Type	Description	What the applicant is expected to have in place or provide
	declaration that the vehicle, and one or more variants, complies with an ADR and complete minimum information fields as required by the ADR.	The Secretary or a delegated decision maker may request you to provide certain information or documentation to support your declarations after your application is submitted or an approval is granted.
<b>Material specified in the relevant standard</b>	A matter, or thing specified in a relevant ADR, or element of an ADR.	Where an ADR refers to an alternative demonstration type (other than testing) which may be more relevant, you can provide that specific information or supporting documentation.
<b>Additional supporting material</b>	Additional information or supporting documentation further demonstrating the extent to which the vehicle would comply with a relevant ADR.	You may provide any information or supporting documentation relevant to assessing the accuracy of the material used to demonstrate compliance with an applicable ADR.
<b>Other material the Secretary considers relevant</b>	Material that further supports the Secretary or delegated decision maker to apply discretion when assessing compliance.	Where the Secretary or delegated decision maker is required to make an assessment using other material considered relevant, you must provide appropriate information and supporting documentation.  For example, an in-principle letter of support from a State or Territory regulatory authority, or another recognised regulator in the specific vehicle industry sector may be relevant in certain situations.
<b>Supporting material – vehicles covered by an entry on the SEVs Register manufactured for overseas supply</b>		
<b>Compliance with overseas standards</b>	Demonstrated compliance with an overseas standard shown to be equivalent to the applicable ADR for a vehicle manufactured for supply to a market outside of Australia.	You must demonstrate that the vehicle covered by a SEVs Register entry complies or substantially complies, and to an extent, with an overseas standard equivalent to the applicable ADR for the vehicle covered by the Model Report.  You are expected to have conducted a technical comparison between the overseas standard and applicable ADR, including a clause-by-clause checklist/matrix. The technical comparison must be provided with your application.  It is also expected that the pre-modification vehicle specifications set out in your Model Report are the same as the original manufacturer's specifications for the vehicle.
<b>Supporting material – all vehicles covered by an entry on the SEVs Register</b>		
<b>Vehicle or component marked with UN E-mark</b>	Where an applicable ADR is harmonised with a UN Regulation.	You use a UN E-mark to demonstrate compliance where the applicable ADR is harmonised with a UN Regulation. The UN E-mark <sup>2</sup> must be marked on the vehicle or component covered by the Model Report. Photo images should be provided with the application to signify compliance or substantial compliance with the UN regulation.

<sup>2</sup> E-mark is a concessional method to demonstrate compliance and does not require the Model Report applicant to hold the UN approval.

Type	Description	What the applicant is expected to have in place or provide
<b>Vehicle or component marked with EU e-mark</b>	Where an applicable ADR is equivalent to a European Union (EU) approval.	<p>You may demonstrate compliance using an EU (or European Commission – EU standard) approval where the standard is equivalent to the applicable ADR.</p> <p>The EU approval number will need to be provided together with photos of the vehicle or component confirming the e-mark is visible.</p>
<b>Supporting material – vehicles entered on the SEVs Register and vehicles subject to SSM</b>		
<b>Comparison with vehicle type approval</b>	Where a vehicle covered by an entry on the SEVs Register or subject to SSM is identical with a vehicle type approved vehicle, or a component or system of it.	<p>You may demonstrate compliance with an applicable ADR on the basis that the vehicle model or variants, or a component or system, is identical to a relevant type approval based on the:</p> <ul style="list-style-type: none"> <li>• date which the ADR(s) applied to the vehicle model or variant(s), and</li> <li>• vehicle category.</li> </ul> <p>The type of approval that can be used can be covered by:</p> <ul style="list-style-type: none"> <li>• a vehicle type approval granted because the type of vehicle complied with the applicable ADR(s)</li> <li>• a vehicle type approval granted because the type of vehicle substantially complied with the applicable ADR(s), and the non-compliance was only in minor and inconsequential respects</li> </ul> <p>an approval under subsection 10A(1) or (2) of the <i>Motor Vehicle Standards Act 1989</i>.</p>
<b>Technical analysis</b>	Where no other material is available to demonstrate compliance, a technical analysis may be considered.	<p>If there is no other available material to demonstrate compliance with an applicable ADR, you may provide a technical analysis for consideration.</p> <p>The technical analysis may use parts of multiple compliance methods that cumulatively provide a technical analysis addressing all aspects of compliance with the applicable ADR.</p> <p>Technical analysis may be drawn from comparison tables, calculations, simulation, Finite Element Analysis (FEA) or another suitable method that demonstrates the extent to which the vehicle or aspect would comply with the applicable ADR.</p>
<b>Supporting material – left-hand drive to right-hand drive conversion</b>		
<b>Conversion design</b>	The department must be satisfied that the conversion design for left to right-hand drive sets analyses of the integrity of the converted vehicle's structure.	<p>You are expected to provide a conversion design that sets out and addresses:</p> <ul style="list-style-type: none"> <li>• whether the loads (including fatigue loads, peak loads and loads resulting from a crash) are within plus or minus 10% of the loads expected to be carried by the original vehicle's structure</li> <li>• the shape of the structure, including symmetry</li> <li>• the material properties of the structure</li> <li>• how the structure deforms under crash loads in a particular way, in areas where the original vehicle was designed to deform under crash loads</li> <li>• the most appropriate method for modifying structures of that type, taking into account the: <ul style="list-style-type: none"> <li>– properties of the structure</li> <li>– equipment required to perform the modifications</li> </ul> </li> </ul>

Type	Description	What the applicant is expected to have in place or provide
		<ul style="list-style-type: none"> <li>- types of checks needed to confirm the modification has been successfully performed.</li> </ul> <p>In all cases of conversion design, a certificate issued by a chartered professional engineer recognised by a peak Australian engineering body, must be included. The certification must state that the design meets the requirements in Schedule 3 of the <a href="#">Road Vehicle Standards (Model Report – Compliance with Standards) Determination 2021</a>, relating to the modification of the:</p> <ul style="list-style-type: none"> <li>• steering system</li> <li>• braking system</li> <li>• occupant protection system</li> <li>• electrical and electronic systems</li> <li>• seats, seatbelts and seatbelt anchorages</li> <li>• dashboard and vehicle controls.</li> </ul>

## Can I change details in my application?

When you start an application, ROVER allows you to save it, exit and return to your saved work at any time before you submit it. If you need to amend your application after it has been submitted, but before you've paid the fee, you can withdraw, amend and resubmit it or delete it.

You can also [withdraw an application](#) and then amend and resubmit or delete it after you have submitted it and paid the fee if its status in ROVER is 'Paid—Awaiting Assessment', or 'Assessment in progress'. The process for withdrawing, amending and resubmitting or deleting an application after the fee has been paid is explained in the [ROVER guide: How to withdraw, amend and resubmit or delete an application](#).

If you withdraw an application that has already been submitted and paid, the application fee may not be refunded. It is therefore important to ensure all aspects of your application are accurate and comprehensive, so the assessment period is not delayed.

**Note:** The department regularly deletes draft applications that are older than 12-months and have never been submitted.

If you want to change details in a Model Report approval after it has been granted, see [Can I make changes to my Model Report or Model Report approval?](#)

## Does a Model Report approval have an expiry date?

A Model Report approval takes effect from the date the decision is made and remains in force until it is suspended or revoked.

## How we will assess your application

The department will assess information submitted in your application against the eligibility criteria applicable to the type of Model Report you are seeking.

The department will consider:

- details about the organisation seeking the approval
- whether the Model Report contains the information, in the format, required by the [Road Vehicle Standards \(Model Reports\) Determination 2021](#)
- whether compliance information provided demonstrates that vehicles manufactured or modified in accordance with the Model Report will comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021
- whether the applicant, or if a body corporate, any member of the key management personnel of the corporation have, or may have, contravened road vehicle legislation
- whether the corporation can comply with all of the conditions the Model Report approval will be subject to, if granted
- any information provided in response to an RFI and the outcomes of an inspection.

A recommendation will be provided to the decision maker whether to grant an approval.

Providing insufficient or incorrect information with your application, or not complying with a request for information or an inspection may result in the application being refused for consideration.

**Important:** The assessment focuses on the information, declarations and supporting documents submitted with your application. Therefore, it is important that you provide enough detail with your application to enable the decision maker to be satisfied and to approve a Model Report.

## Deciding an application

The decision maker will consider, and must be satisfied with, specific criteria when deciding your application for a Model Report approval.

You will be notified of the decision to approve or refuse to approve a Model Report with an appropriate decision notice. If the department refuses your application, the notice sent via ROVER will set out your review rights.

A decision notice approving a Model Report will clearly indicate the standard, any specified conditions the approval is subject to, and the respects or extent of compliance with the applicable ADRs for the vehicle model and one or more variants covered by the Model Report.

## What do we expect to assess?

The department needs to be satisfied that you, the applicant, meet all the eligibility criteria.

Table 5, on the next page outlines the eligibility criteria, what the department expects you to have in place and be able to demonstrate when you apply for a Model Report approval.

Table 5. Model Report approval eligibility criteria and related expectations

Rules reference	Eligibility criterion	What the applicant is expected to have in place or provide
<b>All Model Reports</b>		
<b>Paragraph 71(a)</b>	The Model Report must be in the form and contain all of the information as determined under subsection 88(1) of the Rules.	The Road Vehicle Standards (Model Reports) Determination 2021 details the form and information a Model Report must contain, including what is required for the: <ul style="list-style-type: none"> <li>• Vehicle Scope</li> <li>• Work Instructions</li> <li>• Verification Checklist (nor required for a high ATM trailer).</li> </ul>
<b>Paragraph 71(b)</b>	The applicant will be able to comply with all the conditions the approval will be subject to.	The department expects that you will meet this eligibility criterion by having processes and procedures in place to demonstrate your ability to: <ul style="list-style-type: none"> <li>• comply with all of the standard and any specified conditions, and</li> <li>• meet all other requirements of the RVSA, the Rules or any instrument under the RVS legislation that apply to a Model Report approval holder.</li> </ul> The department expects to be able to confirm that you: <ul style="list-style-type: none"> <li>• can keep the Model Report accurate and up-to-date</li> <li>• will be able to contact all persons you have authorised to use or access an Model Report should it be varied, suspended or revoked (including when these actions resolve an error)</li> <li>• will allow the department to use the Model Report and provide AVVs a copy of the latest version of the Verification Checklist</li> <li>• will keep records of test results conducted under a testing facility approval</li> <li>• will allow, or will arrange access, to information when requested by the department.</li> </ul>
<b>Model Report for a vehicle covered by an entry on the SEVs Register</b>		
<b>Section 72</b>	Compliance with applicable standards.	If modified or manufactured in accordance with the Model Report, the vehicle model, or variant(s), would: <ul style="list-style-type: none"> <li>• comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021, as in force at the time the Model Report is approved, or</li> <li>• substantially comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021, as in force at the time the Model Report is approved and either: <ul style="list-style-type: none"> <li>– the non-compliance is only in minor and inconsequential respects, or</li> <li>– the vehicle complies with those standards to an extent that makes it suitable for use on a public road in Australia.</li> </ul> </li> </ul>



Rules reference	Eligibility criterion	What the applicant is expected to have in place or provide
<b>Model Report for used two-wheeled or used three-wheeled vehicle</b>		
<b>Section 73</b>	Compliance with applicable standards.	<p>If modified or manufactured in accordance with the Model Report, the vehicle model or variant(s) would:</p> <ul style="list-style-type: none"> <li>• comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021 and in force when the Model Report is approved, or</li> <li>• substantially comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021 and in force when the Model Report is approved and either: <ul style="list-style-type: none"> <li>– the non-compliance is only in minor and inconsequential respects, or</li> <li>– the vehicle complies with those standards to an extent that makes it suitable for use on a public road in Australia.</li> </ul> </li> </ul>
<b>Model Report for high ATM trailer</b>		
<b>Section 74</b>	Compliance with applicable standards.	<p>If modified or manufactured in accordance with the Model Report, the vehicle model or variant(s) would:</p> <ul style="list-style-type: none"> <li>• comply with the applicable national road vehicle standards in force when the Model Report is approved, or</li> <li>• substantially comply with the applicable national road vehicle standards in force when the Model Report is approved and either: <ul style="list-style-type: none"> <li>– the non-compliance with those standards is only in minor and inconsequential respects, or</li> <li>– the vehicle complies with those standards to an extent that makes it suitable for use on a public road in Australia.</li> </ul> </li> </ul>
<b>Model Report for a vehicle subject to SSM</b>		
<b>Section 75</b>	Compliance with applicable standards.	<p>If modified or manufactured in accordance with the Model Report, the vehicle model, or variant(s) would:</p> <ul style="list-style-type: none"> <li>• comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021, as in force when the Model Report is approved, or</li> <li>• substantially comply with the applicable ADRs set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021 and in force when the Model Report is approved, and either: <ul style="list-style-type: none"> <li>– the non-compliance is only in minor and inconsequential respects, or</li> <li>– the vehicle complies with those standards to an extent that makes it suitable for use on a public road in Australia.</li> </ul> </li> </ul>

Rules reference	Eligibility criterion	What the applicant is expected to have in place or provide
<b>Section 76</b>	Circumstances where substantial compliance is permitted.	<p>Model Reports for vehicles covered by a SEVs Register entry may utilise evidence of compliance requirements that were available to RAWs under the <i>Motor Vehicle Standards Act 1989</i> (MVSA).</p> <p>Substantial compliance to standards outlined in the <a href="#">Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021</a> could be considered where you are able to demonstrate the non-compliance is only minor and inconsequential (M&amp;I) respects.</p> <p>You could refer to concessions that were previously available with the MVSA determination as part of the justification for the non-compliance being M&amp;I. Model Reports can only use the evidence requirements for models/variants with applicable ADRs that are listed in Part 7 of the MVSA determination.</p> <p>However, exclusive reliance on the MVSA determination will not be sufficient to demonstrate compliance with an ADR. This principle also applies to later versions of standards not referenced in the MVSA guidelines as applicable to the vehicle. Model Reports must always meet the full requirements outlined in Road Vehicle Standards (Model Report) Determination 2021.</p> <div style="background-color: #e6f2e6; padding: 10px; margin-top: 10px;"> <p><b>Note:</b> The requirements are set out in Schedule 1, Parts 6 and 7, of the Motor Vehicle Standards (Approval to Place Used Import Plates) Guidelines 2006 (No. 1) as amended by Amendment 1 [MVSA determination<sup>3</sup>], but using the following RVSA specific terms:</p> <p>‘CRN’ should be read as ‘component type approval’</p> <p>‘full volume vehicle’ should be read as ‘vehicle covered by a vehicle type approval’</p> <p>‘RVCS registered delegate of the specific component licensee or full volume vehicle licensee’ should be read as ‘holder of the specific component type approval or vehicle type approval’.</p> </div>

## Requests for further information or inspection

During assessment, you may be asked to provide more specific information to help reach a decision. You may also receive a request to inspect vehicles used to develop the Model Report or premises associated with the production of the Model Report. You will receive a notification providing details of the request for information (RFI) or inspection explaining what information needs to be provided and by when. We will contact you to arrange a suitable time to inspect premises.

If you receive a request for information or inspection, you will be given a minimum of 30 business days, or a longer time as specified in the request, to respond. While the request is active, the application’s status will be updated in ROVER to ‘on hold–query pending’.

The time to decide the application is paused until all the requested information is supplied or the inspection is completed.

<sup>3</sup> The MVSA determination is available on the [Federal Register of Legislation](#).

The assessment will resume once the requested information is provided or an inspection has been completed, and the application's status will be updated to 'In progress'.

**Example:** Further information may be requested about clarifying compliance information submitted with the application. You will be sent a RFI to your ROVER account and an email indicating that you have an RFI to action. You will need to comply with the request and provide the requested information within the specified timeframe or seek an extension of the time to provide a response.

## What happens if we refuse to consider your application?

To be considered, applications need to be submitted through ROVER, include all relevant information and the application fee must be paid.

The department may [refuse to consider](#) an application, if it fails to provide the relevant information or if RFIs or inspection requests do not receive an adequate response. Refusing to consider means the department has determined the application cannot be assessed and the application is closed without decision.

Specifically, the decision maker may refuse to consider an application if:

- it is not in the approved form, noting that ROVER automates the application process. However, the required documents may not have been submitted with the application (for example, while an upload may have been made, it may not contain the necessary information)
- you have not complied with a request for further information or inspection within the 30 business days, or longer period if allowed.

You will be notified through ROVER if the decision maker decides to refuse to consider your application. If you disagree with the decision, you may apply for it to be reviewed. A notice sent through ROVER will set out your review rights.

## Approval numbering

If your Model Report is approved, you will receive a unique Model Report approval number. This is generated automatically in ROVER and allocated sequentially, commencing with MRE. For example, MRE-000001.

## Publishing Model Report details

The following details will be published on [ROVER](#) for each Model Report in force:

- vehicle model, variant(s) to which the Model Report applies
- name and contact details of the approval holder (unless you opt not to have these details published)
- approval number and status of the Model Report
- the unique document identifier of each set of Work Instructions in the relevant version of the Model Report
- eligibility criterion on which the Model Report was approved
- compliance level on which the Model Report was approved
- additional information about the vehicle model and variant(s) to which the Model Report applies, as the department considers appropriate to publish. For example, typical VIN, source market country or NSW body code.

Publishing the above details facilitates transparency and allows members of the public to see whether a Model Report has been developed for a vehicle they may be interested in purchasing. It also provides a point of contact to seek authorised access or use of a Model Report.

# Approval holder's responsibilities

A Model Report approval holder has important responsibilities. These will appear as standard and specified conditions detailed in your approval notice. These conditions ensure legislative requirements can be controlled and mitigate risks relating to the regulation of vehicles. It is an offence if these conditions are not met and penalties may apply.

## Summary of responsibilities

Standard conditions relating to all Model Report approvals are:

- keeping the Model Report accurate and up-to-date
- keeping records of who you distribute or allow access to the Model Report
- allowing the department to use the Model Report, for example, providing the Verification Checklist to an AVV approval holder
- keeping records of certain testing results
- providing information to the department.

As well as standard conditions, a Model Report approval may also be subject to specified conditions, such as addressing:

- declared contraventions of road vehicle legislation, or
- specifying that certain records must be kept if the Model Report covers a SEVs Register entry for a left-hand drive vehicle that will be converted to right-hand drive.

As a Model Report approval holder, you must comply at all times with all the conditions of your approval. See also the information provided under the heading [Monitoring compliance with your approval](#).

More details about the department's expectations for standard and specified conditions are listed in [Appendix 2—Expectations for the conditions applied to an approval](#).

# Monitoring compliance with your approval

The department monitors and enforces compliance with the RVS legislation under the RVSA (applying penalties) and the Rules (obligations of an approval holder).

We encourage voluntary compliance and undertake informed risk-based [compliance and enforcement](#) activities to confirm compliance with the RVS legislation. These compliance activities may involve:

- asking you to provide information in writing to assess whether you are complying with the RVS legislation
- appointed inspectors physically entering premises to confirm compliance (monitoring powers).

Inspectors may also physically enter premises to gather material at your premises that is evidence of a contravention of the RVS legislation (investigation powers).

Under the RVS legislation, offences and civil penalty provisions apply when a person (individual or organisation):

- breaches a condition of their approval
- breaches an obligation to provide records after an approval ceases to be in force
- provides a false or misleading declaration
- provides false or misleading information.

If the department identifies non-compliance, our response will be proportionate to the risk being managed and may include:

- issuing infringement notices
- applying for civil penalty orders or injunctions, or
- entering into enforceable undertakings.

# Changing details in a Model Report or Model Report approval

You may request changes to the information you provided for your Model Report approval, such as administrative updates (for example, contact name/area and address).

You may also apply to vary your Model Report where you need to:

- add or remove variant details
- update details about whether any key management personnel have or may have contravened road vehicle legislation
- update aspects of the Work Instructions to account for changes to an applicable ADR that affect how vehicle modifications would be performed.

You can [apply to vary your Model Report approval](#) through your ROVER account. If varied, the Model Report approval holder must, as a condition of the approval as varied, notify everyone they have previously authorised to access or use the Model Report that:

- a variation to the Model Report has been approved, and
- the Model Report previously provided has been superseded.

Approval holders may also apply to vary their Model Report approval (i.e. apply to change the conditions applying to their Model Report approval).

An [application fee](#) may apply if the department agrees to make substantial changes to either the Model Report or the Model Report approval as a result of your variation application.

If the department agrees to a variation, you will receive a decision notification setting out when approved changes take effect and if an application fee is payable.

## Applying to suspend or revoke an approval

An approval holder may seek to have their Model Report approval suspended or revoked. There is no associated fee for suspending or revoking an approval.

When requesting a suspension, the specified time period (start and, where known, end date) for the suspension must be included. For example, you might request a suspension if you are making substantial changes to your business operations.

During the suspension period, the Model Report approval is not in force and the published details will be shown as suspended.

If you [request to revoke](#) your Model Report approval it means that approval and the Model Report cease. A new Model Report approval application would need to be submitted and granted before the Model Report could be used again.

## Further information

For further information, please visit the [department's website](#) or submit an [online enquiry](#).

Details of amended or new ADRs that may impact your vehicle type will be released well before their applicability time. You can [subscribe](#) to receive new or amended ADR notifications.

## Quick links

- [Model Reports](#)
- [Checklist for a Model Report approval application](#)
- [ROVER guide: How to request a variation to an approved Model Report](#)
- [How is my personal and commercial information in ROVER managed?](#)
- [What are the RVS fees and charges and payments?](#)
- [What are RVS decision-making timeframes?](#)
- [ROVER application statuses and notifications](#)
- [Guide to developing a Model Report for SEVs vehicles](#)
- [Model Report template for specialist and enthusiast vehicles](#)
- [Guide to applying for a Model Report approval—Appendix 1—Information required in an application](#)
- [Guide to applying for a Model Report approval—Appendix 2—Expectations for the conditions applied to an approval](#)