



Amending a non-key error on the RAV

ROVER guide

April 2025

This guide will take you through the steps on how to notify the department of one or more non-key field errors on the Register of Approved Vehicles (RAV), for example, the value for tare, carbon dioxide emissions and motive power.

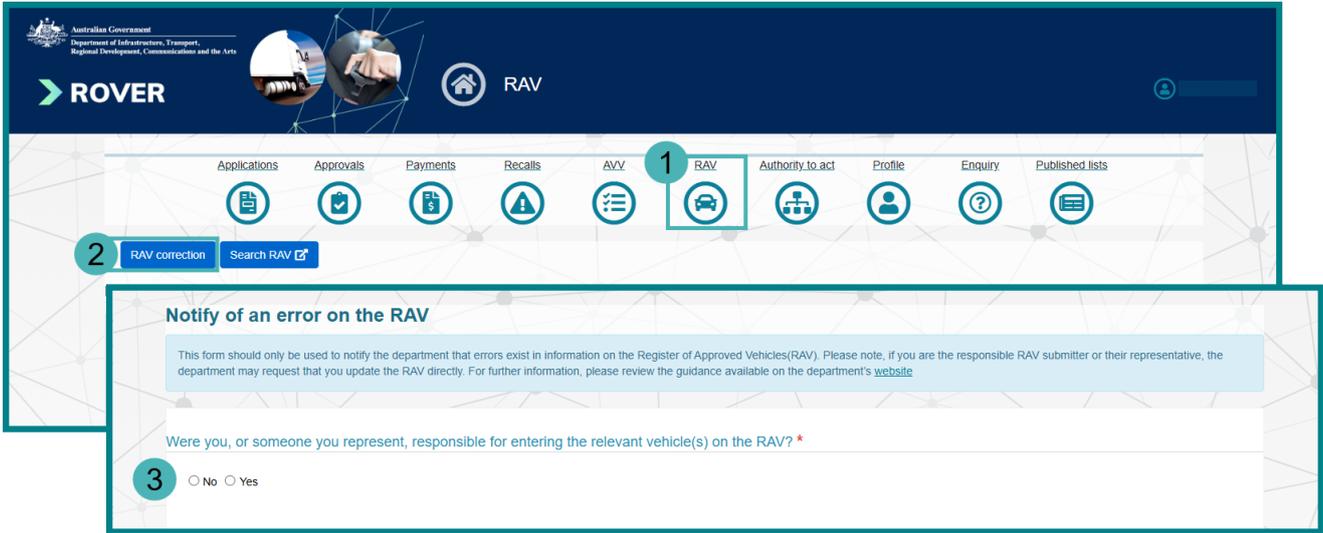
Follow these instructions to notify us of an error in a single or multiple RAV entries. You can complete all the form fields manually or provide the current Vehicle Identification Number (VIN), entry pathway and approval number by upload that information using [ROVER template: Bulk RAV amendment non key update](#).

Once we have accepted your amendment request, we unlock the existing RAV entry record to allow the approval holder, or someone that has an authority to act on their behalf, to resubmit the vehicle for RAV entry.

Notify us about a non-key error

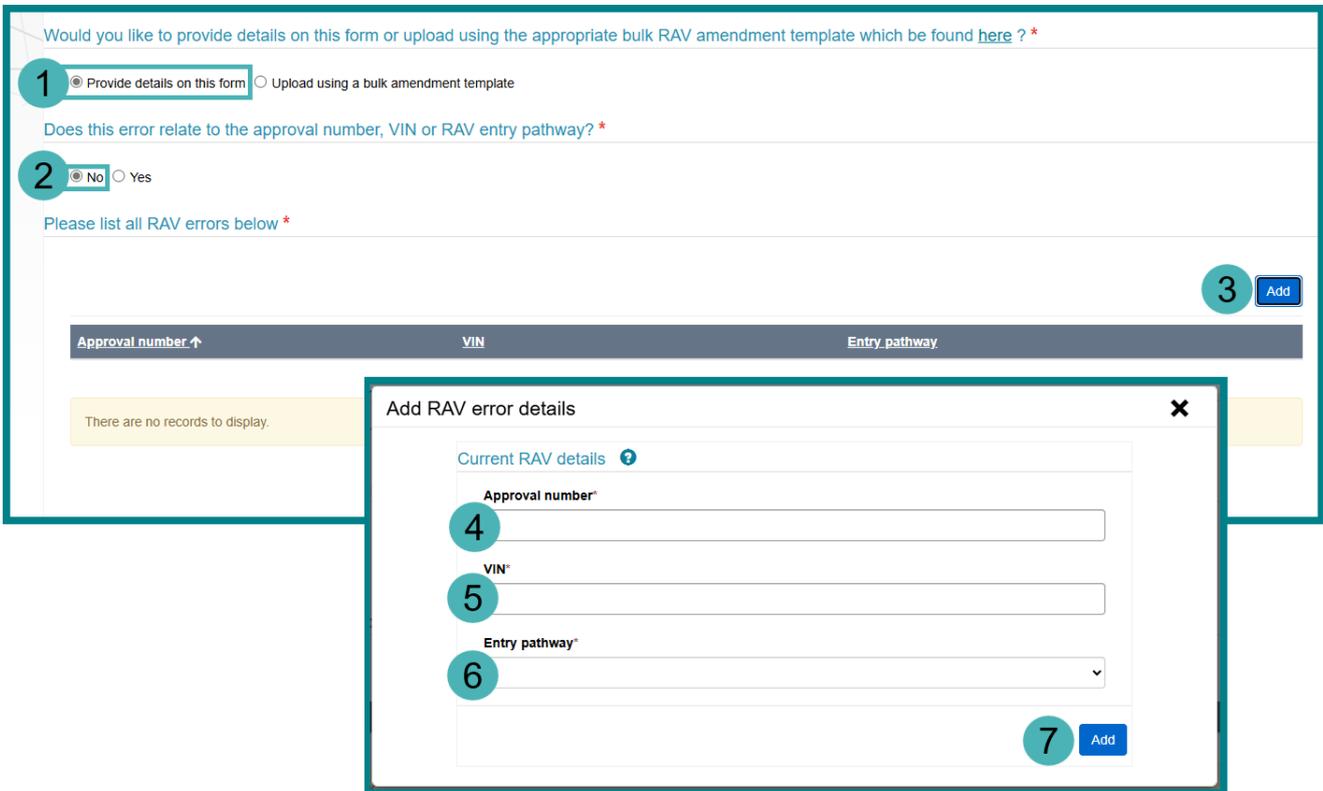
To **Notify a non-key error on the RAV**, ensure you are signed in to ROVER (navigate to [Welcome to ROVER](#) and select the **Sign in** button) and complete the following steps.

1. Select the **RAV** icon.
2. Select the **RAV Correction** button.
3. Select the relevant **checkbox** to identify whether you, or someone you represent, is responsible for the RAV entry you wish to correct.
4. Provide the error details by following the steps on how to [Provide error details in form fields](#) or [Upload errors using the bulk RAV amendment template](#).



Complete the form fields

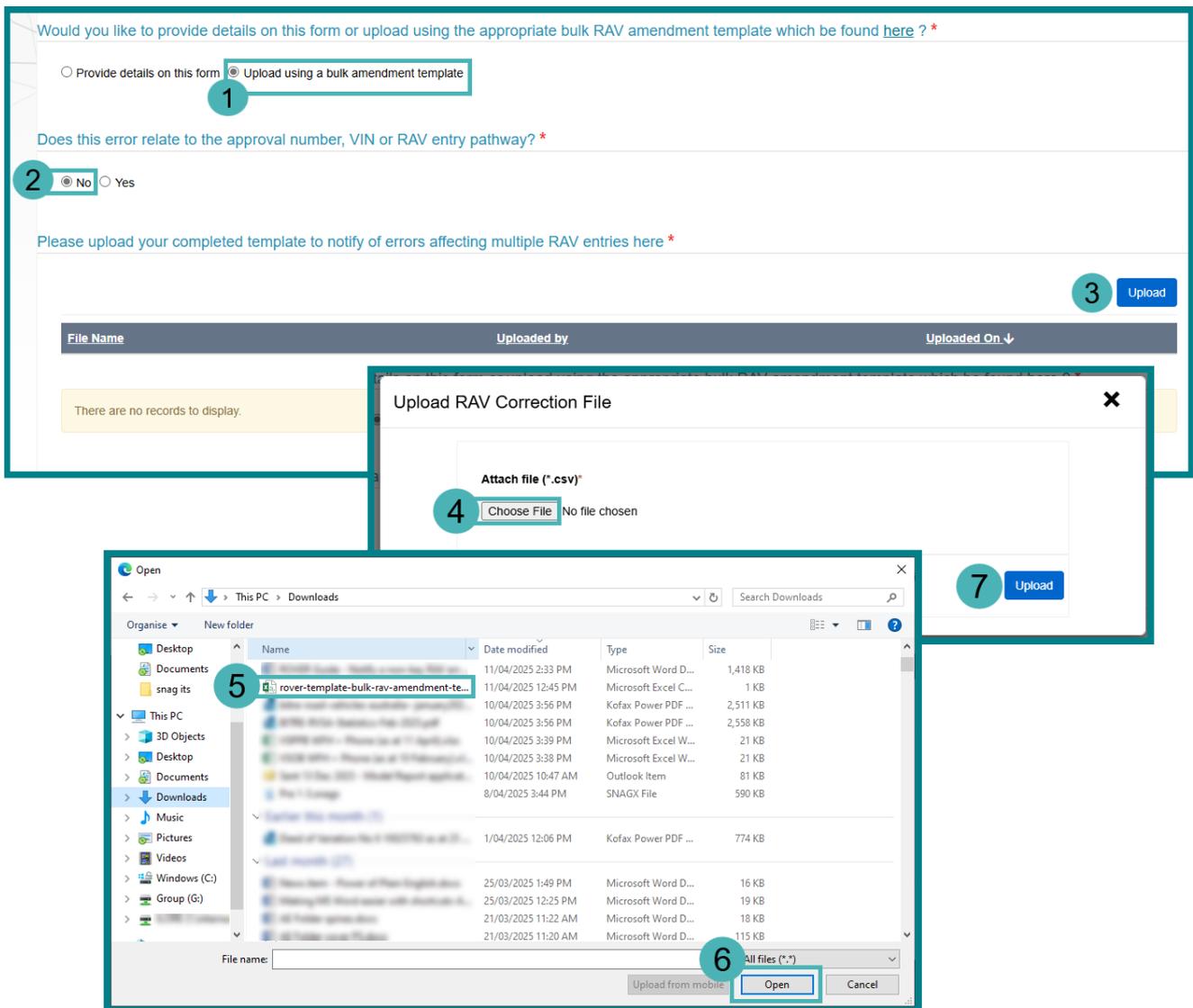
1. Select the **Provide details** on this form checkbox.
2. Select the **No** checkbox to confirm you are providing new details for one or more non-key fields.
3. Select **Add** button.
4. Enter the **Approval number**.
5. Enter the **VIN**.
6. Enter the **Entry pathway**.
7. Select the **Add** button.
8. Repeat the steps 3 to 7 for adding multiple RAV entries.
9. Next, follow the instructions on how to [Provide supporting information](#).



Upload bulk RAV amendment template

Download [ROVER template: Bulk RAV amendment non key update](#) and add the current VIN, entry pathway and approval number in the columns provided for each vehicle entry that needs to be corrected. Save the file to your computer as in a .CSV file format and follow these steps:

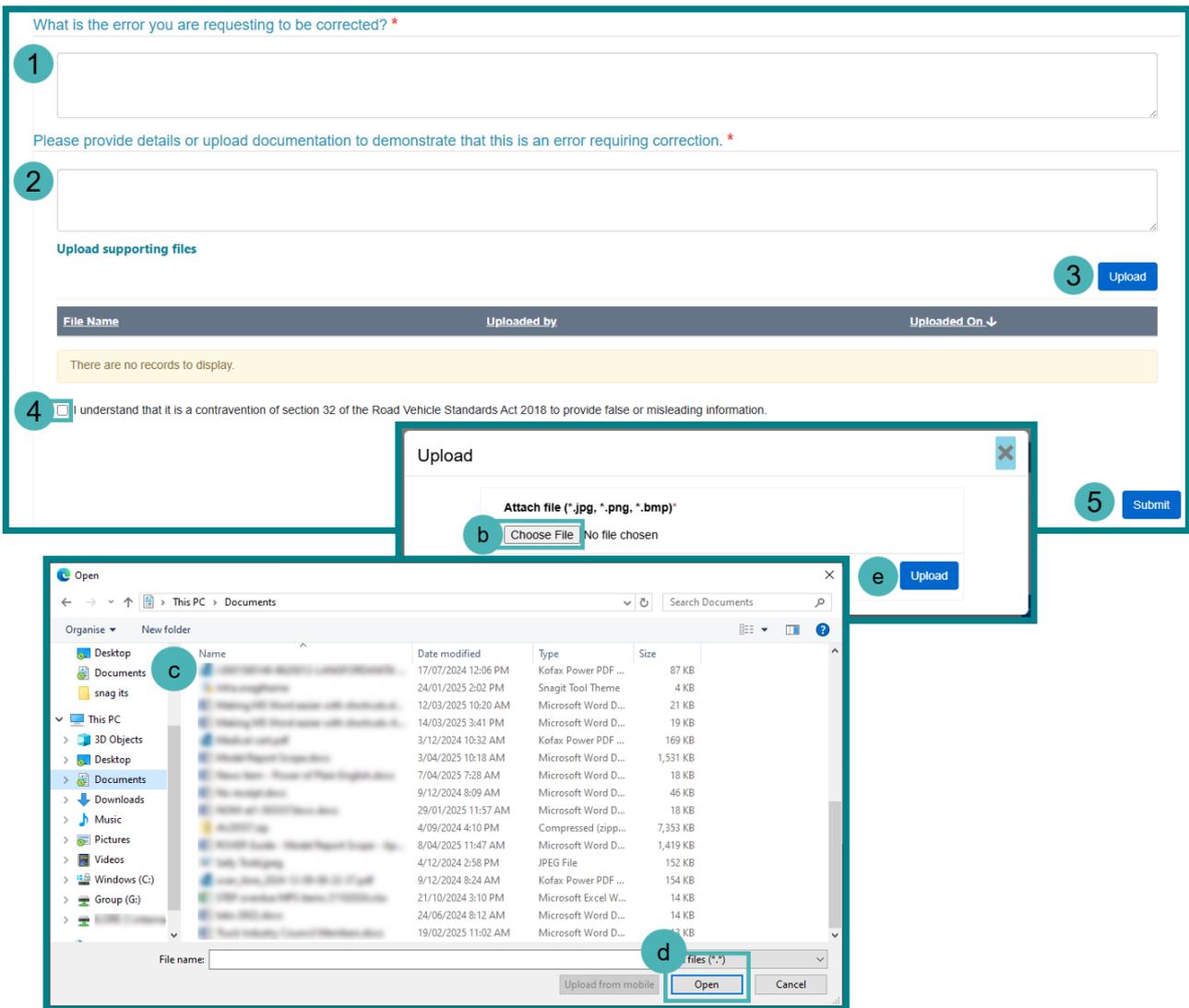
1. Select the **Upload using a bulk amendment template on this form** checkbox.
2. Select the **No** checkbox to confirm you are providing new details for one or more non-key fields.
3. Select the **Upload** button.
4. Select the **Choose File** button.
5. Select a saved CSV file from your device.
6. Select the **Open** button.
7. Select the **Upload** button.
8. Next, follow the instructions on how to [Provide supporting information](#).



Identify the error and provide supporting information

To demonstrate that this is an error requiring correction, you can complete the free text field manually or upload supporting documentation.

1. Enter the non-key error(s) in the **free text field**.
2. Enter the information in the **free text field**.
3. Upload the relevant documents:
 - a. Select the **Upload** button.
 - b. Select the **Choose File** button.
 - c. Select a .jpg, .png or .bmg type from your device.
 - d. Select the **Open** button.
 - e. Select the **Upload** button.
4. Select the **checkbox** to confirm you **understand that it is a contravention of section 32 of the Road Vehicle Standards legislation to provide false or misleading information**.
5. 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](#)
- [Guidance note—Amending entries on the Register of Approved Vehicle | Department's website](#)
- [RVS guides and resources | Department's website](#)
- [RVS legislation glossary of terms | Department's website](#)
- [ROVER template: Bulk RAV amendment non-key update | Department's website](#)