



Australian Government

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



ROVER guide: How to add a RAV submitter to a vehicle type approval holder

September 2024

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Updated September 2024 – Details of the RAV Submitter function added, images updated for ROVER Release 9.1.

Adding a RAV submitter to a vehicle type approval holder

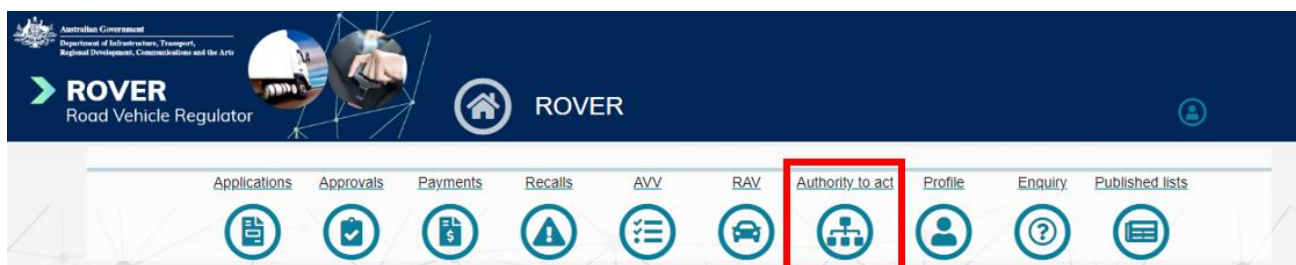
A company or individual that has been granted a vehicle type approval may authorise someone to submit vehicles to the Register of Approved Vehicles (RAV) via the email submission method on their behalf.

How to add a RAV submitter

Before you can authorise yourself or someone else to enter vehicles on the RAV for a vehicle type approval holder, you will need [authority to act](#) on behalf of the company or individual with the **Account Admin** feature. If you do not have an authority to act, you will need to [set one up](#).

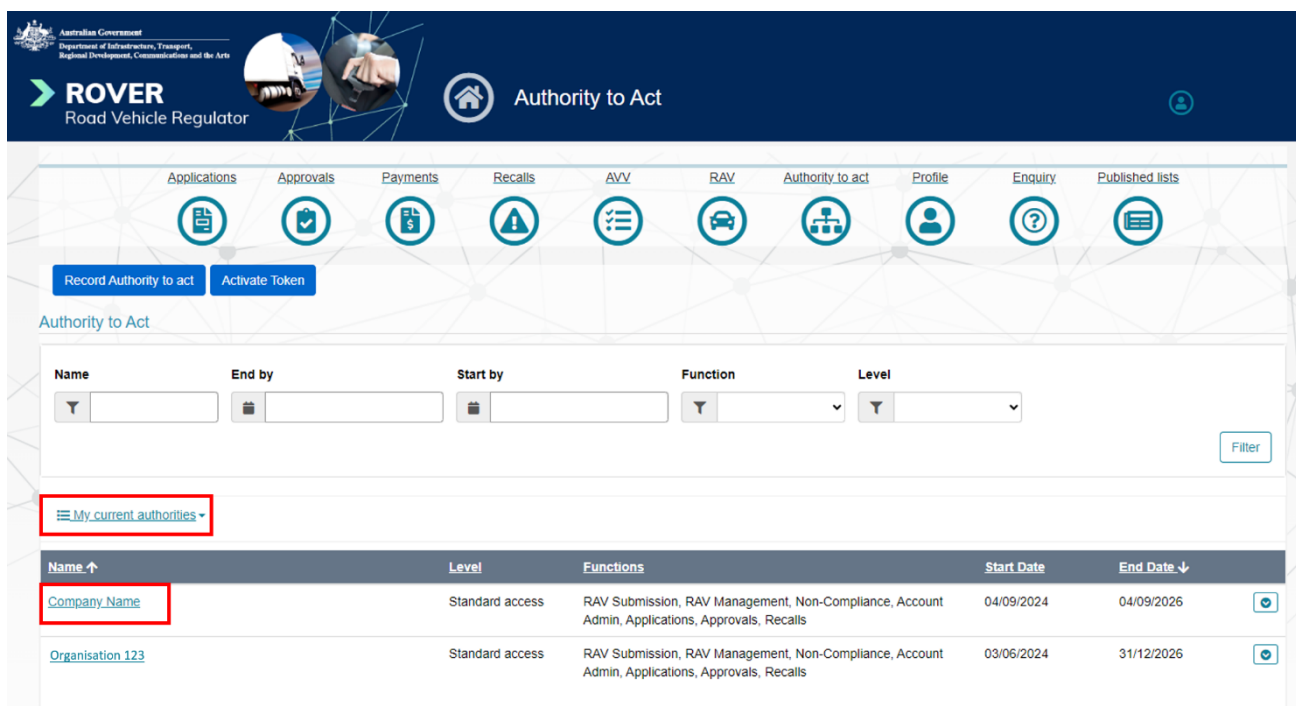
Step 1.

Sign in to [ROVER](#). Then click on the **Authority to act** icon at the top of the page to go to the **Authority to Act** page.



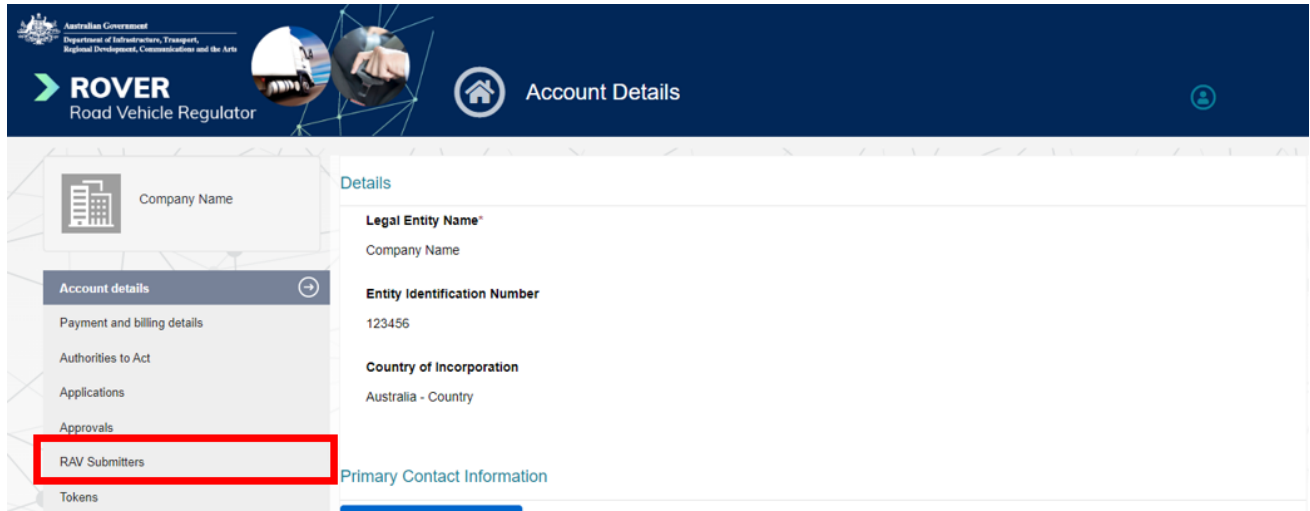
Step 2.

On the **Authority to Act** page, go to the **My current authorities** list. Then click on the **Name** of the company or individual you want to authorise (yourself or someone else) to be a RAV submitter for. This will open the organisation's **Account** page.



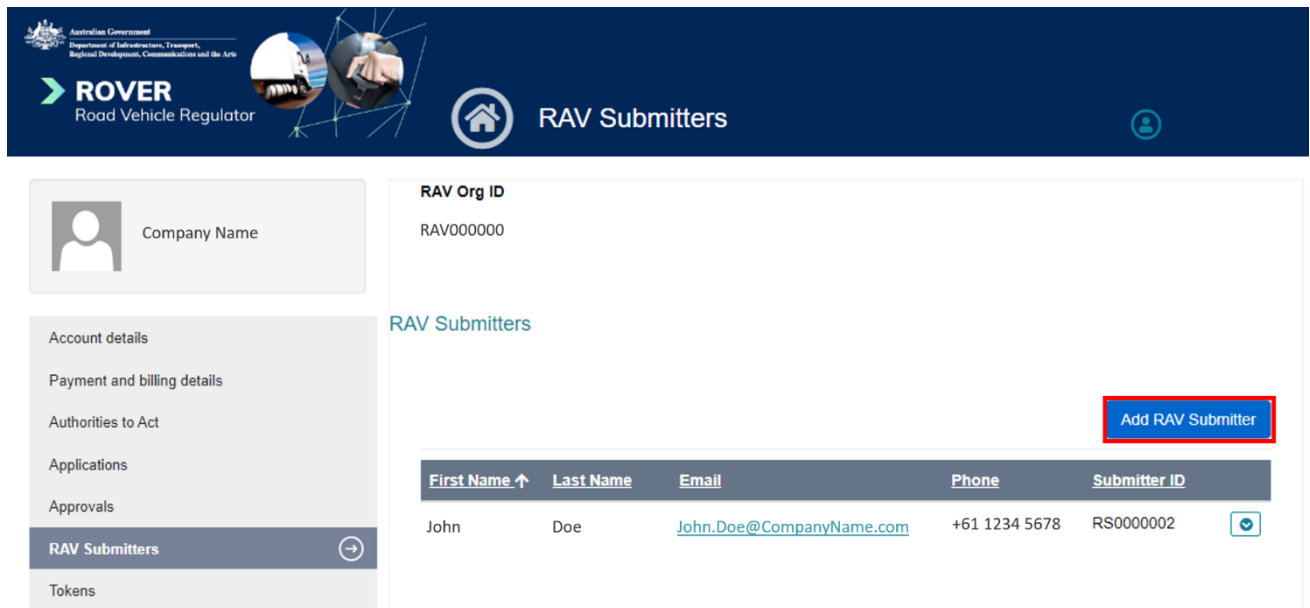
Step 3.

On the organisation's **Account Details** page, click on **RAV Submitters** in the application menu on the left-hand side. This will open the organisation's **RAV Submitters** page.



Step 4.

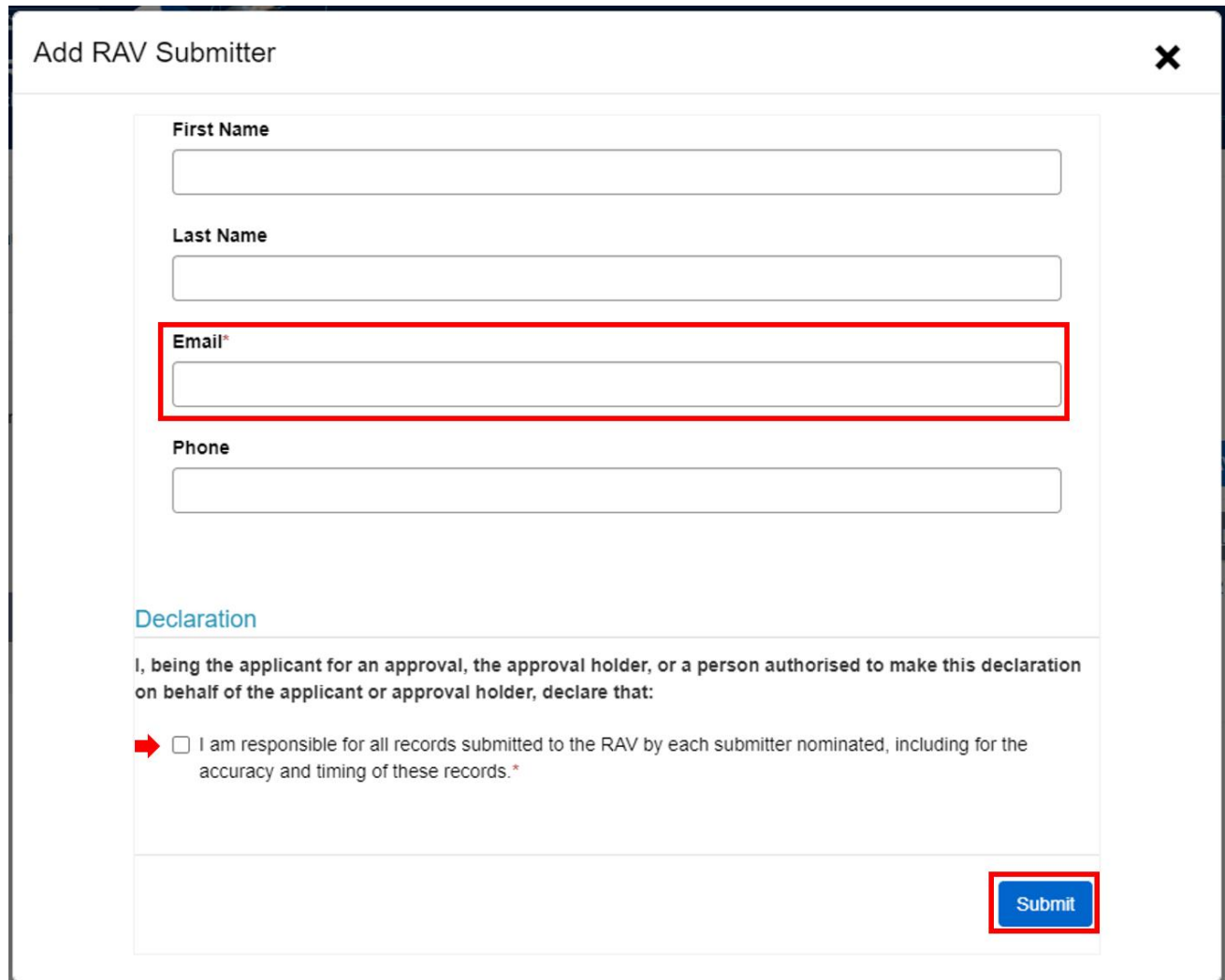
On the **RAV submitters** page, click on the blue **Add RAV Submitter** button to open a mini-form.



Step 5.

In the mini-form, enter the details of the person you want to add as a RAV submitter. Then, read the declaration and click the tick box to agree to and sign the declaration. Then click the **Submit** button to save and close the mini-form.

When you submit the mini-form, the new RAV submitter will appear in the **Pre-approved RAV submitter** list on the **RAV Submitters** page.



Add RAV Submitter ✕

First Name

Last Name

Email*

Phone

Declaration

I, being the applicant for an approval, the approval holder, or a person authorised to make this declaration on behalf of the applicant or approval holder, declare that:

➔ I am responsible for all records submitted to the RAV by each submitter nominated, including for the accuracy and timing of these records.*

Submit

Further details

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

Quick links

- [ROVER guide: Authority to act](#)
- [Guide to the RAV for vehicle type approval holders](#)