



Australian Government

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



ROVER guide: How to withdraw, amend and resubmit or delete an application

November 2024

© Commonwealth of Australia 2024

November 2024 / INFRASTRUCTURE 2024

Ownership of intellectual property rights in this publication

Unless otherwise noted, copyright (and any other intellectual property rights, if any) in this publication is owned by the Commonwealth of Australia (referred to below as the Commonwealth).

Disclaimer

The material contained in this publication is made available on the understanding that the Commonwealth is not providing professional advice, and that users exercise their own skill and care with respect to its use, and seek independent advice if necessary.

The Commonwealth makes no representations or warranties as to the contents or accuracy of the information contained in this publication. To the extent permitted by law, the Commonwealth disclaims liability to any person or organisation in respect of anything done, or omitted to be done, in reliance upon information contained in this publication.

Use of the Coat of Arms

The Department of the Prime Minister and Cabinet sets the terms under which the Coat of Arms is used. Please refer to the Commonwealth Coat of Arms - Information and Guidelines publication available at <http://www.pmc.gov.au>.

Contact us

This publication is available in PDF format. All other rights are reserved, including in relation to any departmental logos or trademarks which may exist. For enquiries regarding the licence and any use of this publication, please contact:

Director – RVS Legislation, Policy and Partnerships
Vehicle Safety Policy & Partnerships Branch
Department of Infrastructure, Transport, Regional Development, Communications and the Arts
GPO Box 594
Canberra ACT 2601
Australia

Email: RVSAimplementation@infrastructure.gov.au

Website: www.infrastructure.gov.au

Published November 2022

Updated November 2024 – Images and details updated to reflect the changes made in ROVER Release 9.1.

How to withdraw, amend and resubmit or delete an application

This user guide shows you the steps to follow in ROVER to withdraw an application, amend and resubmit it, and how to delete a withdrawn application.

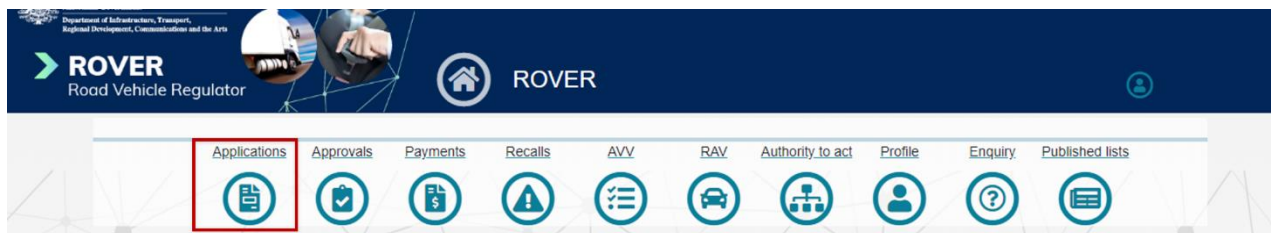
Recommended browsers

We recommend you use the following browsers when accessing ROVER: [Chrome](#), [Firefox](#) or [Microsoft Edge](#). We do not recommend using Internet Explorer and Safari.

How to withdraw an application

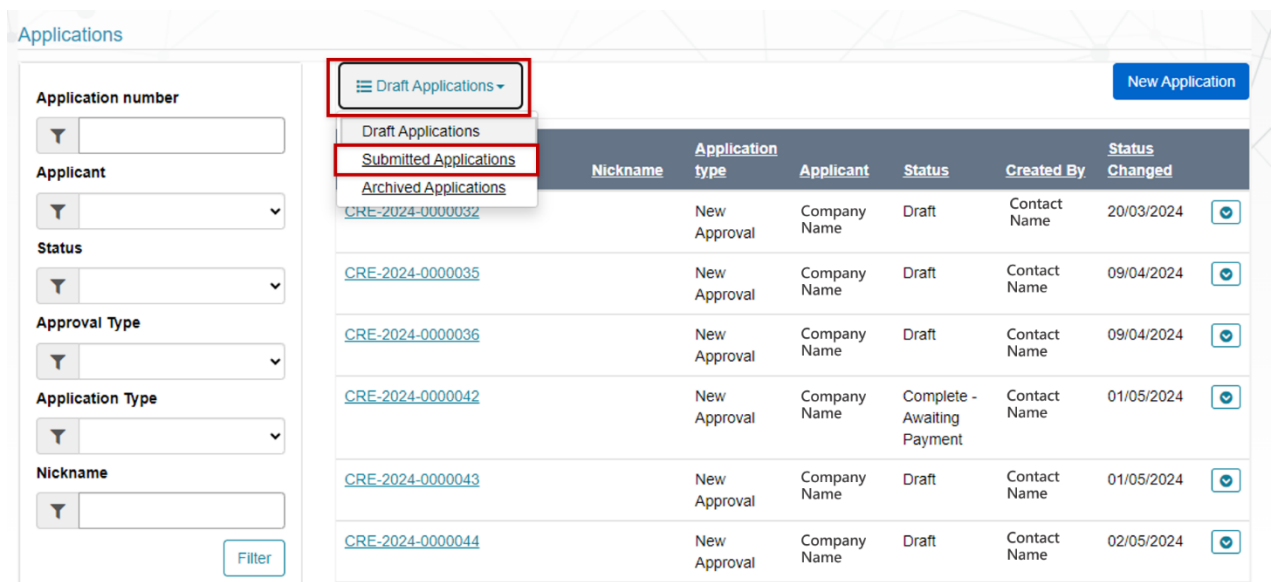
Step 1.

Sign in to [ROVER](#). When you sign in, ROVER will open on the **Applications** page.



Step 2.

On the **Applications** page, click on the dropdown menu above the **Applications** list and select **Submitted Applications**.



TIP: If you have a large number of submitted applications, you can use the filters on the left-hand side to help find the application faster. You can search for an application by typing the **Application number** or **Nickname** into the relevant field. You can also click on the **Applicant**, **Status**, **Approval Type** or **Application Type** fields and select the relevant information from the dropdown menu. Once you have entered the desired parameters, click the **Filter** button.

Step 3.

Click the **down arrow** on the right-hand side of the application you wish to withdraw and select **Withdraw** from the dropdown menu. This will take you to the **Manage Application** page of the application.

The screenshot shows the 'Applications' page with a sidebar on the left containing filters for Application number, Applicant, Status, Approval Type, and Application Type. The main area displays a table of 'Submitted Applications' with columns for Application number, Nickname, Application type, Applicant, Status, Submitted by, and Submitted on. A dropdown menu is open for the application VTA-2024-0000088, with the 'Withdraw' option highlighted in a red box. Other options in the menu include 'Edit' and 'Delete'.

Application number ↑	Nickname	Application type	Applicant	Status	Submitted by	Submitted on	
VTA-2024-0000088		New Approval	Company Name	Paid - Awaiting Assessment	John	06/05/2024	Withdraw Edit
VTA-2024-0000101		Variation	Company Name	Assessment in Progress	Jane	17/06/2024	Withdraw
VTA-2024-0000137		New Approval	Company Name	Approved	Robert	17/07/2024	Withdraw

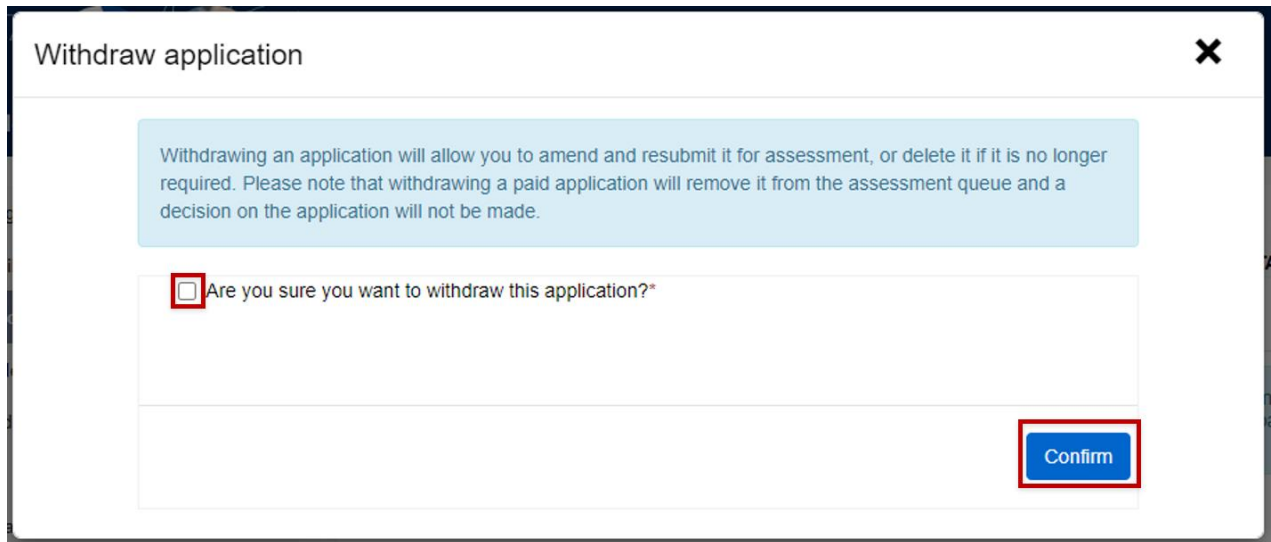
Step 4.

On the **Manage Application** page, scroll down to the bottom of the page and click the blue **Withdraw application** button. This will open the **Withdraw application** mini-form.

The screenshot shows the 'Manage application' page for application VTA-2024-0000088. The sidebar on the left contains a list of navigation options, with 'Manage application' highlighted in a red box. The main content area includes a 'Nickname' section with a 20-character limit and a 'Contributors' section with an 'Add Contributor' button. At the bottom of the page, the 'Withdraw application' button is highlighted in a red box, along with an 'Update Nickname' button.

Step 5.

You will need to confirm that you would like to withdraw the application by clicking on the tick box next to **Are you sure you want to withdraw this application?** Then, click the blue **Confirm** button.



Withdraw application ✕

Withdrawing an application will allow you to amend and resubmit it for assessment, or delete it if it is no longer required. Please note that withdrawing a paid application will remove it from the assessment queue and a decision on the application will not be made.

Are you sure you want to withdraw this application?*

Confirm

Once you have clicked the blue **Confirm** button, your application will be withdrawn and will be redirected to the **Application** page in ROVER.

IMPORTANT: When you withdraw a paid application, it is removed from the assessment queue and a decision on the application will not be made.

How to amend and resubmit a withdrawn application

Once an application has been withdrawn, it will appear in your list of **Draft Applications** on the **Applications** page with the status **Draft – Withdrawn**.

Step 1.

Open the application by clicking on the application number or click the **down arrow** and select **Edit** from the dropdown menu. The application will open on the **Manage Application** page.

The screenshot shows the ROVER (Road Vehicle Regulator) dashboard. At the top, there are navigation tabs: Applications, Approvals, Payments, Recalls, AVV, RAV, Authority to act, Profile, Enquiry, and Published lists. The 'Applications' tab is selected and highlighted with a red box. Below the navigation, there are buttons for 'New Application', 'Report a vehicle safety or non-compliance concern', and 'Notify of SEV error'. The main content area is titled 'Applications requiring further information' and contains a table with columns: RFI, Application number, Applicant, Nickname, Status, Sent, and Due. One application is listed: RFI-CTA-2022-0000002-1, CTA-2022-0000002, Company Name, RFI Sent, 03/01/2023 12:07 PM, 02/02/2023. Below this, there is a section for 'Draft Applications' with a table containing columns: Application number, Nickname, Application type, Applicant, Status, Created By, and Status Changed. Two applications are listed: CRE-2023-0000018 (New Approval, Draft - Withdrawn, Contact Name, 18/11/2024) and CRE-2024-0000032 (New Approval, Draft, Contact Name). The 'Edit' button for the first application is highlighted with a red box.

Step 2.

Amend your application as needed following the same process you used for the original application. You can use the application menu on the left-hand side to navigate to specific pages of the application.

The screenshot shows the 'Manage application' page for application 'CRE-2023-0000018'. On the left-hand side, there is a navigation menu with items: Before you begin, Applicant details, Manage application (highlighted with a red box), Requests for information, Vehicle use, Vehicle details, Required supporting material - RAWs Modification, Contraventions of Road Vehicle Legislation, Comments and any other matters, and Declarations. The main content area is titled 'Manage application' and shows the application details. The 'Nickname' field is highlighted with a red box. Below the field, there is a note: 'An application nickname can be used to help you easily identify what an application relates to when viewing it in the ROVER portal. It will not be included on any official documents issued by the department, and will not impact the assessment of your application. You can edit the nickname once assigned by returning to this page.' Below the note, there is a label 'Nickname (20 characters limit)'. At the bottom, there is a 'Contributors' section with a question mark icon.

Step 3.

Once you have updated and added any relevant information and attachments, click **Declarations** in the application menu on the left-hand side to go to the **Declarations** page. To resubmit your application, read the declaration and then click the tick box underneath the declaration to acknowledge it. Finally, click the **Submit** button at the bottom of the page.

Declarations CRE-2023-000018

I declare that:

- the information provided in this application is true and correct
- I have not omitted any matter or thing from this application without which it would be misleading in any material particular
- I will comply with the conditions to which the approval (if granted) will be subject

I understand that under section 33 of the Road Vehicle Standards Rules 2019 (the Rules), the Minister may request:

- further specified information relevant to the application
- to allow or arrange for the Minister or an inspector to inspect the vehicle

I understand that under section 34 of the Rules, the Minister may refuse to consider this application if:

- I do not comply with a request made under section 33 of the Rules
- the application is not in the approved form or accompanied by the:
 - documents specified as required in the application or
 - application fee

I understand that the Minister may also take the following into account when considering the application:

- whether the person (or in the case of a body corporate, any member of the key management personnel) has contravened or may have contravened road vehicle legislation
- any other matter the Minister considers relevant

I understand that it is an offence or contravention under:

- section 31 of the Road Vehicle Standards Act 2018 to make a false or misleading declaration
- section 32 of the Road Vehicle Standards Act 2018 to provide false or misleading information

I, being the applicant, agree to the above and by checking this box, I acknowledge that I am signing this declaration.*

Submit

How to delete a withdrawn application

Once an application has been withdrawn, it will appear in your list of **Draft Applications** on the **Applications** page with the status **Draft – Withdrawn**.

Step 1.

Open the application by clicking on the application number or click the **down arrow** and select **Delete** from the dropdown menu. The application will open on the **Manage Application** page.

The screenshot shows the 'Applications' page with a filter for 'Draft Applications'. A table lists applications with columns for Application number, Nickname, Application type, Applicant, Status, Created By, and Status Changed. The application 'CRE-2023-0000018' is highlighted, and a dropdown menu is open over the 'Status Changed' column, showing 'Delete' and 'Edit' options.

Application number ↑	Nickname	Application type	Applicant	Status	Created By	Status Changed
CRE-2023-0000018		New Approval	Company Name	Draft - Withdrawn	Contact Name	07/06/2023
CRE-2024-0000032		New Approval	Company Name	Draft	Contact Name	

Step 2.

On the **Manage Application** page, scroll down to the bottom of the page and click the blue **Delete draft application** button. This will open the **Delete draft application** mini-form.

The screenshot shows the 'Manage application' page for application ID 'CRE-2023-0000018'. The left sidebar has 'Manage application' highlighted. The main content area includes a 'Nickname' field with a description, a 'Contributors' table, and a 'Delete draft application' button at the bottom.

Manage application

Before you begin ✓
Applicant details ✓
Manage application →
Requests for information
Vehicle use
Vehicle details
Required supporting material - RAWs Modification
Contraventions of Road Vehicle Legislation
Comments and any other matters
Declarations

Nickname

An application nickname can be used to help you easily identify what an application relates to when viewing it in the ROVER portal. It will not be included on any official documents issued by the department, and will not impact the assessment of your application. You can edit the nickname once assigned by returning to this page.

Nickname (20 characters limit)

Contributors ⓘ

Add Contributor

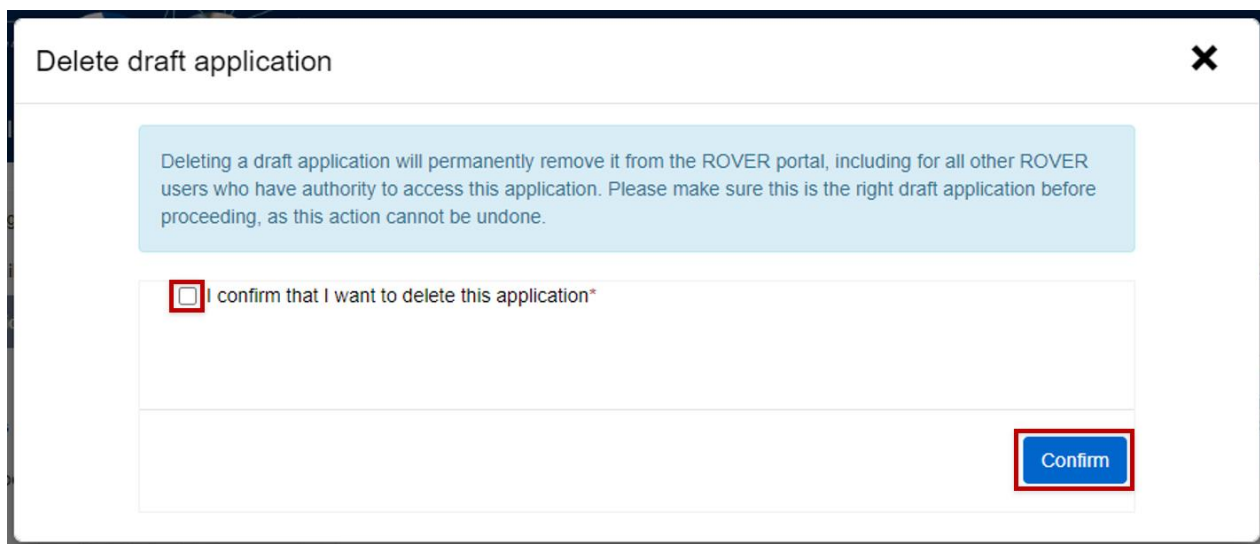
Contributor ↑	Added By
There are no records to display.	

Delete draft application Update Nickname

Step 3.

You will need to confirm that you would like to delete the application by clicking on the tick box next to **I confirm that I want to delete this application**. Then, click the blue **Confirm** button.

IMPORTANT: If you decide to delete a submitted application, you are not entitled to a refund for the application cost.



The screenshot shows a modal dialog box titled "Delete draft application" with a close button (X) in the top right corner. Inside the dialog, there is a light blue informational box with the text: "Deleting a draft application will permanently remove it from the ROVER portal, including for all other ROVER users who have authority to access this application. Please make sure this is the right draft application before proceeding, as this action cannot be undone." Below this box is a form area containing a checkbox with the text "I confirm that I want to delete this application*" and a blue "Confirm" button. Red boxes highlight the checkbox and the "Confirm" button.

Once you have clicked the **Confirm** button, your application will be deleted. When an application is submitted and paid, then withdrawn and deleted, it will no longer appear in ROVER. However, you will still be able to see the receipt of payment for withdrawn and deleted applications in your list of **Past Payments** on the **Payments** page of your ROVER account.

Further information

For more ROVER user guides, please visit [ROVER resources](#) or submit an [online enquiry](#).