



## Vehicle Type Approval – Scope of services and applicant requirements

The purpose of this document is to define the scope of services that Transport Certification Services (“us”, “we”) provides with respect to Second Stage of Manufacture (SSM) and Vehicle Type Approval (VTA) applications. It also provides guidance to applicants/approval holders (“you”) regarding the information and actions required for us to prepare, submit, and manage SSM and VTA applications, and provides guidance to support meeting the conditions of approval, including the Road Vehicle Standards Act 2018 (RVSA), if approval is granted.

We submit applications on your behalf and rely on the information supplied by you to prepare those applications. This document identifies the information we require to prepare an application on your behalf. Additional information and/or testing may be required depending on the nature of the vehicle you intend to supply to the Australian market.

It is your responsibility to ensure the vehicles you supply to the Australian market are ADR compliant, and you must comply with your obligations. All applicants and approval holders must be familiar with the information provided here: Department of Infrastructure, Transport, Regional Development, Communications and the Arts. Within this document the acronym ‘VTA’ and word ‘approval’ are used interchangeably.

### Contents

Vehicle Type Approval (VTA) – High Aggregate Trailer Mass (ATM) Trailers .....	2
Description.....	2
What we do .....	2
What we don’t do.....	3
What you do .....	3
Second Stage of Manufacture (SSM) .....	5
Description.....	5
What we do .....	5
What we don’t do.....	5
What you do .....	6
Appendix A – Typical information required for trailer VTA applications.....	8
Appendix B – Typical information required for SSM applications .....	9



## Vehicle Type Approval (VTA) – High Aggregate Trailer Mass (ATM) Trailers

### Description

A high AM trailer (hereafter referred to as a “trailer”) is a trailer with an ATM over 4.5t. Before a trailer can be provided to another person for road use in Australia for the first time, it must be entered on the Register of Approved Vehicles (RAV). To be entered on the RAV a trailer is granted a Vehicle Type Approval (VTA). A VTA allows that type of trailer to be provided to the Australian market in unlimited volume. Additional information can be found here: [Vehicle type approvals | Department of Infrastructure, Transport, Regional Development, Communications and the Arts](#)

If approval is granted, the named applicant will hold the approval and is responsible for meeting all the conditions in the approval and ensuring ongoing compliance. We do not hold the approval, nor are we responsible for meeting the conditions of the approval. We rely on the relevant documents and information supplied to us to prepare and submit applications and it is your responsibility to provide complete and correct information and meeting all the conditions of the approval. For trailers built overseas, once VTA is granted and import approval has been obtained, the trailers can be supplied to the Australian market.

### What we do

An individual or company can apply for approval by having an agent submit an application on their behalf. We act on your behalf to prepare, submit, and manage the approval application process, which includes the following:

1. Consulting prior to the preparation of the approval application, including providing advice regarding the:
  - a. Australian Design Rules (ADRs) applicable to the trailer type.
  - b. Testing that must be conducted to demonstrate ADR compliance (if applicable).
  - c. Evidence of ADR compliance required to support the application.
2. Supporting the creation of a ROVER account (if not already established) and the authorisation of authority to act so we can act on your behalf.
3. Applying for approval on your behalf by:
  - a. **Preparing** the approval application in ROVER and reviewing the compliance evidence to seek to identify potential errors or omissions, including one ‘variant’ unless otherwise explicitly agreed in writing (a trailer variant refers to the configuration of the trailer; that is, a trailer is a different ‘variant’ if the approval is applicable but the trailer brake system configuration is different to reference brake system configuration and requires approved calculations to demonstrate compliance with ADR38).
  - b. **Submitting** the approval application on your behalf.
  - c. **Managing** communication with the Australian Government throughout the application process until a decision is made regarding the outcome of the application.
4. Applying for an exemption application if the subject trailer type does not meet one or more ADRs (if required).
5. Analysis to demonstrate drawbar compliance with ADR62 (if required). Drawbar analysis: is charged per drawbar type if the provided design is compliant without modification, however, additional design work is billed at the standard hourly rate if redesign/additional analysis is required to determine a compliant design.



## What we don't do

### 1. We do not:

- a. Hold your approval, nor are we responsible for meeting the conditions of your approval or ensuring ongoing compliance.
- b. Control the outcome of your approval application, and we do not guarantee that approval will be granted. The decision maker determines whether approval will be granted based on the information you provide us.
- c. Control the outcome of your exemption application (if required), and we do not guarantee that an exemption will be granted or that it will be accepted by the decision maker. The relevant jurisdiction determines whether exemption will be granted based on the information you provide us.
- d. Control the outcome of registration or road access, and we do not guarantee that registration or unrestricted road access will be granted.
- e. Take responsibility for meeting any of the conditions of your approval.
- f. Conduct any testing or design unless explicitly agreed in writing.
- g. Conduct any structural calculations unless explicitly agreed in writing.
- h. Conduct any inspections or other verification activities.

## What you do

There are many things that you must do to meet all the conditions of approval, and while we support the preparation, submission, and management of your application, you are responsible for meeting all your responsibilities as an applicant or approval holder.

### 1. To enable us to submit an approval application on your behalf you must:

- a. Create a ROVER profile.
- b. Provide us with authority to act on your behalf in ROVER.
- c. Provide us with all the information required for us to prepare, submit, and manage your approval application. A summary of information typically required is provided at Appendix A – Typical information required for trailer VTA applications.

### 2. You are responsible for:

- a. Meeting all the conditions in your approval and ensuring ongoing compliance.
- b. Entering vehicles on to the RAV. Before road vehicles can be provided to another person for road use in Australia for the first time, they must be entered on the RAV (see: [Guide to the RAV for vehicle type approval holders \(infrastructure.gov.au\)](#), [Tips—Submitting second stage of manufacture vehicles to the RAV](#)).
- c. Ensuring each vehicle complies with the applicable road vehicle standards in force at the time it is entered on to the RAV.
- d. Having an appropriate quality management system and ensuring conformity of production systems are maintained.
- e. Maintaining records of the original and any subsequent versions of supporting information for the period the approval is in force and for 7 years after it expires or is



revoked.

- f. Ensuring requested information or inspections are responded to appropriately.
- g. Conducting all required design, manufacturing, and testing, or any other activity required to manufacture the vehicle or generate the compliance evidence required to support your application unless explicitly agreed in writing.
- h. Ensuring the integrity of the vehicle for the intended application.
- i. The accuracy of the test evidence and the vehicle's compliance with the applicable national road vehicle standards.
- j. Meeting all applicable requirements described within the [Guide to vehicle type approvals \(infrastructure.gov.au\)](#) and referenced or associated documentation.
- k. Contacting the Australian Government if you require additional support to fully understand your responsibilities: [Contact us | Department of Infrastructure, Transport, Regional Development, Communications and the Arts](#)



## Second Stage of Manufacture (SSM)

### Description

SSM is a type of VTA. An application for a VTA may include additions to, or modifications undertaken on, a base vehicle that has already added to the RAV under an existing VTA. SSM is when a base vehicle is modified to become an alternative vehicle. The base vehicle must have a Road Vehicle Standards (RVS) approval, be entered on the Register of Approved Vehicles (RAV) and be a new vehicle (i.e. has not been provided to a person for the first time).

An example of SSM could be when an ambulance or motorhome body is attached to a new cab chassis. Additional information can be found here: [Second stage of manufacture | Department of Infrastructure, Transport, Regional Development, Communications and the Arts](#).

If approval is granted, the named applicant will hold the approval and is responsible for meeting all the conditions in the approval and ensuring ongoing compliance. We do not hold the approval, nor are we responsible for meeting the conditions of the approval. We rely on the relevant documents and information supplied to us to prepare and submit applications and it is your responsibility to provide complete and correct information and meeting all the conditions of the approval.

### What we do

An individual or company can apply for approval by having an agent submit an application on their behalf. We act on your behalf to prepare, submit, and manage the approval application process, which includes the following:

1. Consulting prior to the preparation of the approval application, including providing advice regarding the:
  - a. Australian Design Rules (ADRs) applicable to the vehicle type.
  - b. Testing that must be conducted to demonstrate ADR compliance (if applicable).
  - c. Evidence of ADR compliance required to support the application.
  - d. Permanent design modifications required to demonstrate ADR compliance (if applicable).
2. Supporting the creation of a ROVER account (if not already established) and the authorisation of authority to act so we can act on your behalf.
3. Applying for approval on your behalf by:
  - a. **Preparing** the approval application in ROVER and reviewing the compliance evidence to seek to identify potential errors or omissions.
  - b. **Submitting** the approval application on your behalf.
  - c. **Managing** communication with the Australian Government throughout the application process until a decision is made regarding the outcome of the application.

### What we don't do

1. We do not:
  - a. Hold your approval, nor are we responsible for meeting the conditions of your approval or ensuring ongoing compliance.
  - b. Control the outcome of your approval application, and we do not guarantee that approval will be granted. The decision maker determines whether approval will be granted based on the information you provide us.



- c. Control the outcome of your exemption application (if required), and we do not guarantee that an exemption will be granted or that it will be accepted by the decision maker. The relevant jurisdiction determines whether exemption will be granted based on the information you provide us.
- d. Control the outcome of registration or road access, and we do not guarantee that registration or unrestricted road access will be granted.
- e. Take responsibility for meeting any of the conditions of your approval.
- f. Conduct any testing or design unless explicitly agreed in writing.
- g. Conduct any structural calculations unless explicitly agreed in writing.
- h. Conduct any inspections or other verification activities.

### What you do

There are many things that you must do to meet all the conditions of approval, and while we support the preparation, submission, and management of your application, you are responsible for meeting all your responsibilities as an applicant or approval holder.

1. To enable us to submit an approval application your behalf you must:
  - a. Create a ROVER profile.
  - b. Provide us with authority to act on your behalf in ROVER.
  - c. Provide us with all the information required for us to prepare, submit, and manage your approval application. A summary of information typically required is provided at Appendix B – Typical information required for SSM applications.
2. You are responsible for:
  - l. Meeting all the conditions in your approval and ensuring ongoing compliance.
  - m. Entering vehicles on to the RAV. Before road vehicles can be provided to another person for road use in Australia for the first time, they must be entered on the RAV (see: [Guide to the RAV for vehicle type approval holders \(infrastructure.gov.au\)](#), [Tips—Submitting second stage of manufacture vehicles to the RAV](#)).
  - n. Ensuring each vehicle complies with the applicable road vehicle standards in force at the time it is entered on to the RAV.
  - o. Having an appropriate quality management system and ensuring conformity of production systems are maintained.
  - p. Maintaining records of the original and any subsequent versions of supporting information for the period the approval is in force and for 7 years after it expires or is revoked.
  - q. Ensuring requested information or inspections are responded to appropriately.
  - r. Conducting all required design, manufacturing, and testing, or any other activity required to manufacture the vehicle or generate the compliance evidence required to support your application unless explicitly agreed in writing.
  - s. Ensuring the integrity of the vehicle for the intended application.
  - t. The accuracy of the test evidence and the vehicle's compliance with the applicable



national road vehicle standards.

- u. Meeting all applicable requirements described within the [Guide to vehicle type approvals \(infrastructure.gov.au\)](#) and referenced or associated documentation.
- v. Contacting the Australian Government if you require additional support to fully understand your responsibilities: [Contact us | Department of Infrastructure, Transport, Regional Development, Communications and the Arts](#)



## Appendix A – Typical information required for trailer VTA applications

1. Trailer type (Rigid Chassis Semi, Hinged Chassis Semi, Rigid Drawbar Dolly, Hinged Drawbar Dolly, or Dog Trailer)
2. Technical drawings with all applicable dimensions (side and rear view of typical configurations) – ADR 43.
3. Lighting layout diagram(s) (if available) – ADR 13.
4. List of all required lights/reflectors.
5. Evidence of drawbar compliance to ADR 62 (if applicable and we have not been engaged to demonstrate compliance with ADR 62).
6. UNECE R13 brake compliance documentation or identification of:
  - a. Gross Trailer Mass (GTM)/ATM allocations for all trailer configurations (or a range of required GTM/ATM allocations).
  - b. Foundation brake Component Type Approval(s) (CTAs)
  - c. Suspension system CTA(s)
  - d. Control system CTA(s)
  - e. Tyre size(s)
  - f. Brake booster make and preferred size and slack setting (size and slack setting subject to change if necessary to achieve adequate braking performance).
7. Detail of the safety chains to be used (if applicable).
8. Detail of the couplings to be used, including approval documentation.
9. Any other configuration or compliance information reasonably required with consideration given to the subject trailer design.





## Appendix B – Typical information required for SSM applications

1. Technical drawings with all applicable dimensions (front, side and rear view of typical configuration) to support demonstration of compliance with ADR 43 for the completed SSM vehicles, including evidence of compliance to each relevant clause need to be supplied by the applicant.
2. The base vehicle/s must be purchased from a representative of the Australian approval holder, such as an authorised dealer. The following information is required to identify the base vehicle to be referenced in the SSM application and to determine which features and/or factory options from the first stage manufacturer will be available on the SSM vehicle:
  - a. Vehicle Type Approval (VTA) number
  - b. The Document Reference for the Road Vehicle Descriptor (RVD) on the ROVER website and the applicable Variants within the RVD
  - c. Vehicle Make (provide your preferred name)
  - d. Vehicle Model (provide your preferred name)
  - e. Images (to be used in the RVD) of the front  $\frac{3}{4}$  of the vehicle and the opposite rear  $\frac{3}{4}$  of the vehicle. There are several requirements for the size and format of these photos, but TCS recommends sending high resolution images and we'll adapt them accordingly prior to submission.
  - f. Tare mass (of each variant if applicable)
  - g. Gross Vehicle Mass (if different to base vehicle)
  - h. Gross Combination Mass (if different to base vehicle)
  - i. Seating capacity (if different to base vehicle)
3. Consider each of the below questions. If the answer to a question is 'yes', a description of the modification and supporting evidence (such as technical drawings) must be provided to us:
  - a. Is the vehicle's braking system affected in any way by the SSM conversion? For example, will you be modifying the wheelbase, adding or removing axles, adding dual controls or adding auxiliary devices that rely on resources such as vacuum or compressed air from the vehicle's braking system?
  - b. Are you adding or removing doors?
  - c. Are you changing the vehicle category code? (e.g. converting a van to a bus) Are you installing additional windows and/or any form of internal glazing? Are you installing dual controls?
  - d. Are you changing the wheels and/or tyres?
  - e. Are you altering the engine, exhaust or emission control systems in any way? Will you be adding any type of tow coupling or control lines for trailer brakes?
  - f. Will your vehicle be a Specific Purpose Vehicle, as defined in ADR44? (e.g. taxi, tow-truck, emergency services vehicle, motorhome, omnibus, etc.)
  - g. Are you removing any components from the base vehicle or significantly altering the base vehicle in any way?
  - h. Is your vehicle intended for off-road use?



4. The applicant is required to supply a lighting diagram, showing the front, side and rear views of the vehicle, with the annotations listed below. These annotations must identify the lights/reflectors/rear marker plates fitted during the SSM conversion as a minimum. However, we recommend including the first stage vehicle lights/reflectors/rear marker plates as well. If the SSM conversion process changes the type, location, or orientation of any lights/reflectors/rear marker plates of the base vehicle then this must be made clear on the diagrams. Annotations:
- a. Annotate each type of light/reflector (e.g. 'Side Marker Lamp', 'Rear Position Lamp', etc.)
  - b. If there is a possibility the light/reflector could be installed in the incorrect orientation, place a note on the diagram (e.g. 'Side Marker Lamps: Amber to front, red to rear' etc.)
  - c. Indicate the height/longitudinal position/lateral position of each light/reflector/rear marker plate on the diagram
  - d. As part of the diagram/s, or as a separate document, provide a list of the lights and reflectors to be used as part of your SSM conversion. This list must include the Component Type Approval (CTA), manufacturer and part number (for lights/reflectors with Australian approval) or ECE approval number (for lights with European approval). Types of lights/reflectors include:
    - i. Reversing lamps – ADR1
    - ii. Direction Indicators – ADR6 (indicate location – front, side or rear – and category)
    - iii. Australian (Non-European) style lights (e.g. red/amber side marker lamps) – ADR45
    - iv. Reflectors – ADR47 (indicate colour, location – front, side or rear – and, if ECE approved reflector is to be used, class of reflector)
    - v. Registration Plate Lamps – ADR48
    - vi. Position, stop and EOM lamps – ADR49 (indicate colour, whether lamp is a single or dual lamp configuration, whether it has multiple lights sources and/or multiple levels of intensity)
    - vii. Fog lamps (if applicable) – ADR52
    - viii. Side Marker lamps (European Style) – ADR74
    - ix. Rear Marker Plates – VSB12
5. Identify the maximum number of each light/reflector to be fitted to the completed SSM vehicle and whether fitment is standard, optional, or not applicable in the following table (references are made to ADR13):

Type of Lamp/Reflector	Fitment (S/O/NA)	Maximum Quantity
Main-Beam (A Pa. 6.1)		
Dipped-Beam (A Pa. 6.2)		
Front Fog Lamp (A Pa. 6.3)		
Indicator – Front (incl. hazard) (A Pa. 6.5 & 6.6)		
Front Position (A Pa. 6.9)		
Parking Lamp (A Pa. 6.12)		
End Outline Marker (A Pa. 6.13)		
Front Reflector (A Pa. 6.16)		



Type of Lamp/Reflector	Fitment (S/O/NA)	Maximum Quantity
Daytime Running (A Pa. 6.19)		
Adaptive Front Lighting System (A Pa. 6.22)		
External Cabin Lamp (Cl. 7.1)		
Driving Lamp (Cl 7.3)		
Type of Lamp/Reflector		
Reverse Lamp (A Pa. 6.4)		
Indicator – Front (incl. hazard) (A Pa. 6.5 & 6.6)		
Stop Lamp (A Pa. 6.7)		
Rear Reg. Plate (A Pa. 6.8)		
Rear Position (A Pa. 6.10)		
Rear Fog Lamp (A Pa. 6.11)		
Parking Lamp (A Pa. 6.12)		
End Outline Marker (A Pa. 6.13)		
Rear Reflector (A Pa. 6.14 & 6.15)		
Conspicuity Marking (A Pa. 6.21)		
Emergency Stop (A Pa. 6.23)		
Rear End Collision Alert Signal (A Pa. 6.25)		
Type of Lamp/Reflector		
Indicator – Side (incl. hazard) (A Pa. 6.5 & 6.6)		
Parking Lamp (A Pa. 6.12)		
Side Reflector (A Pa. 6.17)		
Side Marker (Cl. 7.2 or A Pa. 6.18)		
Cornering Lamp (Cl. 7.4 or A Pa. 6.20)		
Conspicuity Marking (A Pa. 6.21)		
Ext. Courtesy Lamps (A Pa. 6.24)		
Maneuvering Lamps (A Pa. 6.26)		

6. Any other configuration or compliance information reasonably required with consideration given to the subject vehicle design.
7. If the vehicle is fitted with a towbar, suitable evidence of compliance to ADR62/02 is required for both the towbar and the tow coupling/s. We can conduct ADR62 calculations for a towbar at an additional cost.