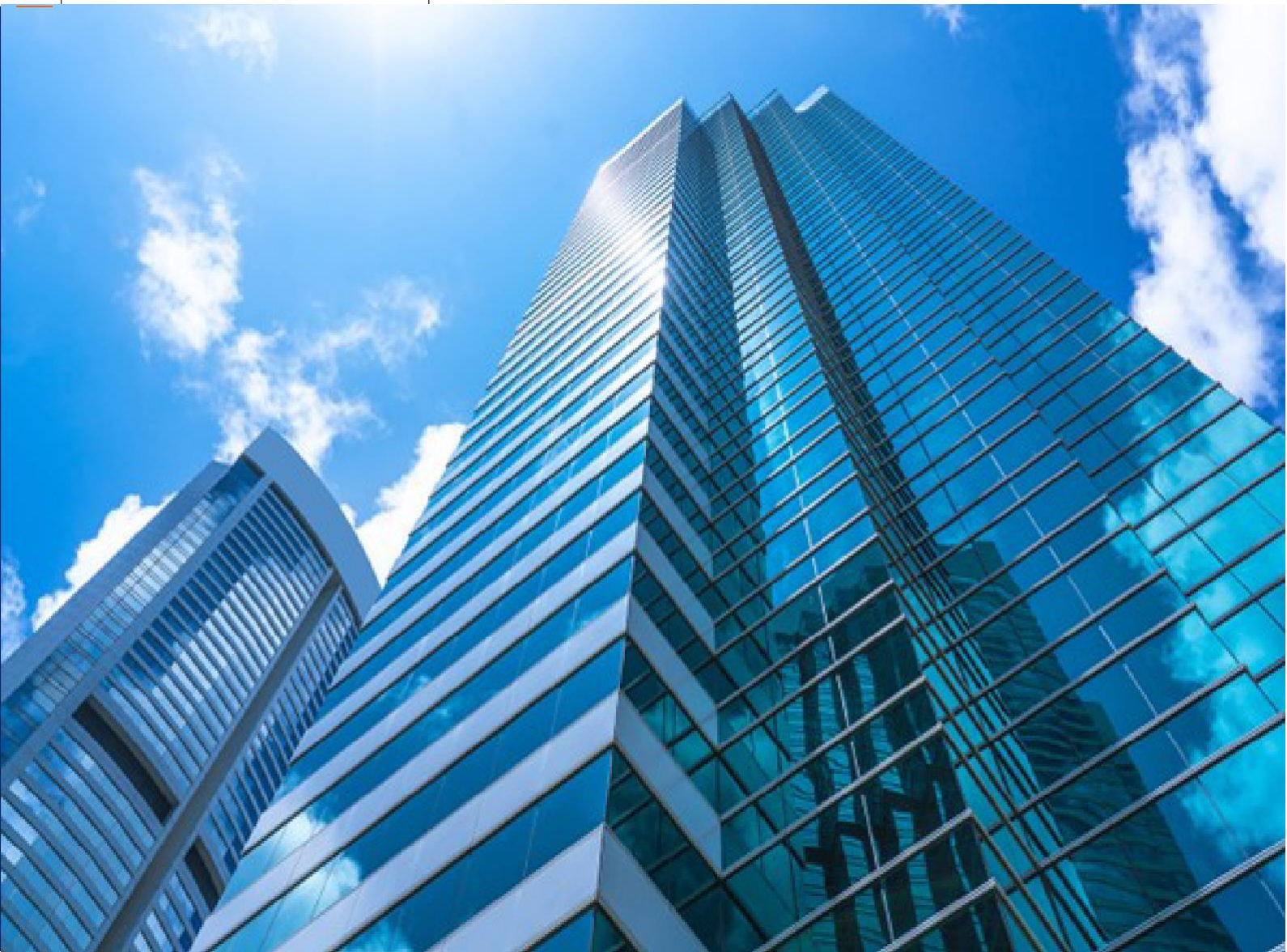


Dealer Vehicle Registration Scheme (DVRS) Business Rules

June 2023



Acknowledgement of Country

Transport for NSW acknowledges the traditional custodians of the land on which we work and live.

We pay our respects to Elders past and present and celebrate the diversity of Aboriginal people and their ongoing cultures and connections to the lands and waters of NSW.

Many of the transport routes we use today –from rail lines, to roads, to water crossings –follow the traditional Songlines, trade routes and ceremonial paths in Country that our nation’s First Peoples followed for tens of thousands of years.

Transport for NSW is committed to honouring Aboriginal peoples’ cultural and spiritual connections to the lands, waters and seas and their rich contribution to society.

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Introduction

Dealer Vehicle Registration Scheme (DVRS) is for participants to perform registration related services referred to in Clause 3 and Schedule 6 of the Agreement. Participants are required to be either:

- Dealers situated within NSW or within 50 km of the NSW border engaged in the sale, distribution and management of New Vehicles or Second-Hand Vehicles (or both) and who hold a NSW Motor Dealer Licence or interstate equivalent, or
- NSW based manufacturers or retailers of new trailers weighing less than 250kg or
- NSW based entities who are engaged in the distribution or management of new motor vehicles

These Business Rules detail the important obligations of participants in the day-to-day operation of DVRS.

Transport for NSW (TfNSW) subscribes to a process of continuous improvement and from time to time may amend the Business Rules to reflect changes to policy or procedures. Participants must comply with these Business Rules as amended from time to time.

DVRS

Only one agreement is required if the dealer owns more than one dealership providing the dealership operates under the same dealer licence number and is owned by exactly the same owners. All premises must be listed in Schedule 1 of the agreement and noted on the dealer licence.

Eligibility for DVRS

Dealer Participants

- Must hold a NSW Motor Dealer Licence or interstate equivalent
- If the participant is a heavy vehicle dealer, be accredited as a Heavy Vehicle Authorised Inspection Station (HVAIS)
- The dealer and its individual delegates are [fit and proper](#) persons in accordance with TfNSW policy to participate in the Scheme
- National Criminal History Checks must be provided by dealer participant representative and it's individual delegates

To be approved as a Dealer Participant, you must provide to TfNSW the following evidence:

- Australian Company Number (ACN) or Australian Registered Business Number (ARBN).
- Copy of the dealer licence
- The manufacture or franchise agreement (new vehicles only); and
- Public and Products Liability or Broadform Liability insurance policy,
- Workers compensation insurance (exemptions do apply see Schedule 3 –Insurance of the Agreement)

Trailer Participants

- Manufactures or retails new trailers weighing less than 250kg
- The dealer and its individual delegates are [fit and proper](#) persons in accordance with TfNSW policy to participate in the Scheme

To be approved as a Trailer Participant you must provide to TfNSW the following evidence:

- Australian Company Number (ACN) or Australian Registered Business Number (ARBN)
- Letterhead stating the make of trailer manufactured
- Public and Products Liability or Broadform Liability insurance policy
- Workers compensation insurance policy (exemptions do apply see Schedule 3 – Insurance of the Agreement) and,
- You are the holder of a current, in-force Vehicle Type Approval issued by the Commonwealth Government, or
- Are authorised to provide trailers to the market by the holder of a current, in-force Vehicle Type Approval

Distributor Participants

To be approved as a Distributor Participant you must provide to TfNSW the following evidence:

- Australian Company Number (ACN) or Australian Registered Business Number (ARBN)
- Public and Products Liability or Broadform Liability insurance policy
- Workers compensation insurance policy (exemptions do apply see Schedule 3 – Insurance of the Agreement)

Authorisation of DVRS and Users

Participants requesting to participate in the agreement must be authorised by TfNSW. To obtain authorisation the participant must complete a [DVRS Application \(form1142\)](#) and [DVRS Agreement](#) with the required evidence as requested by the controlling Service NSW centre.

Each member of your staff who will be providing DVRS services must be authorised by TfNSW as an Authorised Services Officer (ASO). To become an ASO each staff member must complete a [User Authorisation \(form 1388\)](#) and provide POI to the controlling Service NSW centre.

Inspection and certification of new vehicles

Light vehicles and Trailers up to 4.5 tonne ATM

Authorised Services Officers must adhere to the following procedures for inspecting and certifying the suitability for safe use of Light Vehicles:

1. Using the correct specification sheet for the vehicle being inspected, complete the vehicle specification details on the Application for Registration (form 1009).

- Refer to [ROVER Resources](#) to obtain a Road Vehicle Descriptor (RVD) for the vehicle
- Refer to TfNSW Technical enquiries 1300 137 302 for Trailer data sheets.

If there is no RVD sheet for a vehicle, you must provide the following:

- a weighbridge ticket, and
- an Unregistered Vehicle Inspection Report (blue slip) from an AUVIS

If there is no Trailer Data Sheet for a specific make and model of a trailer, you must provide the following:

- a weighbridge ticket, and
- an Unregistered Vehicle Inspection Report (blue slip) from an AUVIS for trailers up to 4.5 tonnes Aggregate Trailer Mass (ATM) not fitted with air or vacuum braking systems, or
- a Heavy Vehicle Safety Check Inspection Report and Heavy Vehicle Unregistered Vehicle Inspection Report (pink and brown slip) for trailers over 2 tonnes GTM or fitted with air or vacuum braking systems.

2. Check the engine number and Vehicle Identification Number (VIN) on the vehicle and enter these details on the Application for Registration (form 1009). Check the compliance approval and date on the Register of Approved Vehicles ([RAV](#)) and enter these details on the Application for Registration (form 1009).

3. When completing vehicle inspections and registration forms you will need to access the RAV to check the compliance approval of vehicles approved under the Road Vehicle Standards Act 2018 and to obtain the compliance date. Enter the “RAV date of entry” in the Compliance Date field. If the vehicle does not appear on the RAV, first check the VIN has been entered correctly. If the VIN does not return an entry on the RAV contact the Department of Infrastructure, Transport, Regional Development and Communication (DITRDC) on 1800 815 272.

Note: New vehicles **must** have an entry on the RAV for their VIN number to be eligible for NSW registration from 1 July 2023. DVRS participants **must not** register a vehicle that does not have an entry on the RAV unless the vehicle was sold to a consumer prior to 1 July 2023, and a signed contract of sale can be supplied as evidence.

4. Complete the vehicle checks, listed in the manufacturer’s Pre-Delivery Checklist. If there is no manufacturer’s pre-delivery checklist available, use the: [Light Vehicle Predelivery Checklist \(form 1503\)](#), [Motorcycle Pre-delivery Checklist \(form 1504\)](#) or [Light Trailer and Caravan Pre-delivery Checklist \(form 1505\)](#).

5. The vehicle must meet the requirements of the Road Transport Act 2013 and the Road Transport (Vehicle Registration) Regulation 2017 before the Application for Registration can be certified.

You must permanently attach the correct safety label to the front and rear number plates of electric powered vehicles (including hybrid vehicles) and hydrogen powered and LPG fuelled vehicles in accordance with Australian Light Vehicle Standards Rules and Schedule 2 of the Road Transport (Vehicle Registration) Regulation 2017.

Note: Vehicles that have non factory options fitted, such as window tinting and tow bars, must comply with the Road Transport (Vehicle Registration) Regulation 2017 before registering the vehicle.

Heavy vehicles

1. Inspection and certification of Heavy Vehicles must be conducted by an HVAIS

Note: Application for registration for new heavy trailers (trailers over 4.5 tonnes ATM) accompanied by a New Heavy Vehicle Certification form, completed by the vehicle manufacture/dealer/distributor are exempt from a vehicle inspection and weighbridge ticket. If the vehicle is non-standard a Vehicle Standard Exemption (Permit) issued by the National Heavy Vehicle Regulator must also be presented. Originals or copies of the forms may be accepted.

2. HVAIS examiners must complete a Heavy Vehicle Safety Check Inspection Report and Heavy Vehicle Unregistered Vehicle Inspection Report (pink and brown slip)

3. Check the engine number and Vehicle Identification Number (VIN) on the vehicle and enter these details on the Application for Registration (form 1009). Check the compliance approval and date on the Register of Approved Vehicles ([RAV](#)) and enter these details on the Application for Registration (form 1009).

When completing vehicle inspections and registration forms you will need to access the RAV to check the compliance approval of vehicles approved under the Road Vehicle Standards Act 2018 and to obtain the compliance date. Enter the "RAV date of entry" in the Compliance Date field. If the vehicle does not appear in the RAV, first check the VIN has been entered correctly. If the VIN does not return an entry in the RAV contact the Department of Infrastructure, Transport, Regional Development and Communication (DITRDC) on 1800 815 272.

a) The vehicle must meet the requirements of the Road Transport Act 2013 and the Road Transport (Vehicle Registration) Regulation 2017 before the Application for Registration can be certified.

b) You must permanently attach the correct safety label to the front and rear number plates of electric powered vehicles (including hybrid vehicles), hydrogen powered and LPG fuelled vehicles in accordance with Schedule 2 of the Heavy Vehicle (Vehicle Standards) National Regulation (NSW).

Enters the Heavy Vehicle examiner's number and Inspection Report Number on the Application for Registration (if required).

Lodgement of documents

Where the Participant is within 25kms of the Controlling Service Centre:

- Deliver to the Controlling Service Centre within 1 Business Day.

Where the Participant is more than 25kms from the Controlling Service Centre or where a Participant submits information to TfNSW online via Dealer Online (DOL):

- Lodge by registered/priority mail to arrive at the Controlling Service Centre within 5 Business Days, or
- Deliver to the Controlling Service Centre within 5 Business Days.

Note: The Participant is responsible for documents being submitted and received. When contacted by TfNSW or their delegate the Participant must be able to provide evidence demonstrating, documents have been delivered (e.g. Australia Post tracking number).

Missing Documents

Advise your controlling Service Centre within one business day of becoming aware of missing documents.

Note: Missing documents can include applications submitted to Service NSW that have not been received or documents onsite that you are unable to locate.

Procedures

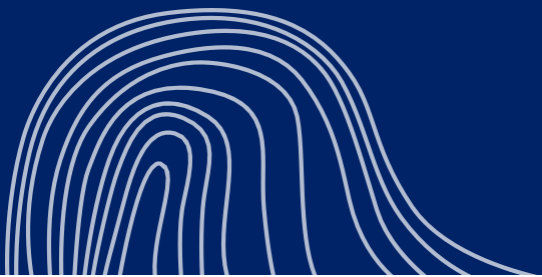
For step by step instructions explaining how to conduct transactions, see the procedures in the [Motor Dealer's Guide](#) and processes in the [Dealer Online User manual](#) if the transaction is processed using the DOL system.

Glossary

ACN	Australian Company Number
ADRs	Australian Design Rules
ARBN	Australian Registered Business Number
ASO	Authorised Services Officers
ATM	Aggregate Trailer Mass
AUVIS	Authorised Unregistered Vehicle Inspection Scheme
DOL	Dealer Online
DVRS	Dealer Vehicle Registration Scheme
GVM	Gross Vehicle Mass
Heavy Vehicle	Vehicle more than 4.5 tonnes GVM
HVAIS	Heavy Vehicle Authorised Inspection Station Vehicle
Light Vehicle	Vehicle up to 4.5 tonnes GVM
POI	Proof of Identity
RVD	Road Vehicle Descriptor
ROVER	Road Vehicle Regulator System
TfNSW	Transport for NSW
VIN	Vehicle Identification Number
VSCCS	Vehicle Safety Compliance Certification Scheme

Forms

For all available forms see: [Documents and forms | Transport for NSW](#)



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