

Vehicle Safety Compliance Certification Scheme – Notice 11

Individually Constructed Vehicles (ICV) - application for a VIN and identity assessment

April 2024



Purpose

Transport for NSW (TfNSW) is responsible for maintaining the integrity of the vehicle registration register by preventing the registration of stolen and rebirthed vehicles and other vehicles ineligible for registration. The Vehicle Identity Assessment for Individually Constructed Vehicles aims to detect and deter illegal vehicle registrations and protect the community from the risk of vehicle related crime.

Vehicle Safety Compliance Certification Scheme – Notice 11 provides Licensed Certifiers with information on how to obtain a Vehicle Identification Number (VIN) for an Individually Constructed Vehicle (ICV) and the process TfNSW uses to assess the identity of an ICV.

Vehicle Identity Assessment Process

1. ICV Submission

Licensed Certifiers are required to complete an ICV submission through the [VSCCS online portal](#). This will enable a Licensed Certifier to receive an ICV Reference Number that sets the vehicle's date of manufacture. If the Licensed Certifier does not complete the ICV submission and receive a reference number, then the date of manufacture will be the date that the customer applies to have the vehicle registered.

2. Request for ICV Identity Assessment

Once the vehicle construction is complete the Licensed Certifier submits the Request for ICV Identity Assessment [form](#) to initiate a Vehicle Identity Assessment. The Request for ICV Identity Assessment form is emailed to Transport for NSW Vehicle Identity & Inspections Unit at vehicle.identity@transport.nsw.gov.au.

3. Supporting Evidence

Supporting evidence must be submitted with the Request for ICV Identity Assessment form. The following evidence is required.

1. A completed ICV Parts Checklist (pages 2 and 3 of the Request for ICV Identity Assessment form).
2. Receipts for all parts used to construct the vehicle.

Receipts for prescribed parts supplied by a motor vehicle recycler must comply with the requirements of the Motor Dealers & Repairers Act 2013 and its Regulation or equivalent interstate legislation for motor vehicle recyclers licensed outside NSW.

Receipts for prescribed parts acquired from a motor vehicle recycler must include:

- Dealers name and licence number
- Name and address of the purchaser
- Description of the part
- Vehicle identifier of the source vehicle (if sourced from another vehicle)

Original receipts must be produced to Transport for NSW Vehicle Identity & Inspections Unit if required.

Refer to VSI.53 on using parts from written off vehicles.

4. High resolution digital images of the vehicle including:

- Quarter view
 - Front left
 - Front right
 - Rear left
 - Rear right
- Interior
- Engine compartment
- Cargo area (boot space)

5. Vehicle Identity & Inspections Unit Assessment

The Vehicle Identity Assessment is intended to verify that the vehicle is registrable and is not a stolen vehicle or constructed with parts of a stolen vehicle/s or is not a vehicle otherwise unsuitable for registration.

A Vehicle Safety & Compliance Officer will conduct the Vehicle Identity Assessment and if approved, will issue a VIN. The Licensed Certifier and/or vehicle owner will be contacted if further information or inspection is required.

Vehicle Identity Assessment Outcome

If the Vehicle Identity Assessment is successful and a VIN is issued the Licensed Certifier can continue with the certification process and produce a Compliance Certificate once the vehicle is deemed compliant with the applicable vehicle standard. If further information is required, the Vehicle Safety & Compliance Officer will contact the Licensed Certifier or vehicle owner.

If the Identity Assessment is unsuccessful, a VIN cannot be issued. The vehicle owner and the Licensed Certifier will be notified of the decision.

The decision to refuse registration of a vehicle may be appealed to the local court. A notice of appeal must be lodged within 28 days of receiving notice of the decision.

Vehicle Identification Number Marking

The VIN must be stamped in accordance with the following requirements.

- The VIN must be clearly and indelibly affixed either upon a permanent structure of the vehicle (other than glazing), or upon a separate plate which is to be permanently affixed to such a part. A permanent structure is one that does not readily lend itself to substitution or is not likely to be removed or replaced.
- The VIN must appear in isolation from any other information on the vehicle, regardless of whether the VIN is directly applied to the permanent structure of the vehicle or indirectly applied upon a separate plate and affixed to such a part. This is to avoid any misinterpretation of a VIN, particularly if a VIN is repaired.
- The VIN must be clearly visible without the need to remove any parts or obstructions.
- The VIN must be impressed, embossed, etched or fabricated in a similarly durable manner in the material of the vehicle or on a separate plate. Plates must be made of metal. Materials subject to corrosion should be protected to minimise risk of loss of the VIN.
- The VIN must be affixed in a manner preventing, as far as it is practicable to do so, removal, replacement or alteration without detection. The VIN plate shall be affixed by welding, tamper proof rivets or hammer drive screws.

If the VIN is unable to be marked in accordance with these requirements, contact Vehicle Identity & Inspections Unit for guidance.

The Licensed Certifier is required to provide evidence to the Vehicle Safety & Compliance Officer handling the assessment that the VIN has been stamped according to instructions.

Inspection, Testing and Records

Licensed Certifiers are required to inspect and test vehicles and keep records consistent with the requirements of the VSCCS Procedures and [Part 6 of the Road Transport \(Vehicle Registration\) Regulation 2017](#).

Contacts

Vehicle Identity & Inspections Unit



1300 775 676



vehicle.identity@transport.nsw.gov.au

Technical Enquiries



1300 137 302



technical.enquiries@transport.nsw.gov.au

Vehicle Standards



1300 302 402



vsc@transport.nsw.gov.au

Additional Information

Vehicle Standards Information

[Vehicle Standards Information VSI.53 - What is an individually constructed vehicle?](#)

NSW Legislation

[Road Transport Act 2013 No.18](#)

[Road Transport Vehicle Registration\) Regulation 2017](#)

Request for ICV Identity Assessment form (Form 5730)

[VSCCS - Request for ICV Identity Assessment \(nsw.gov.au\)](#)