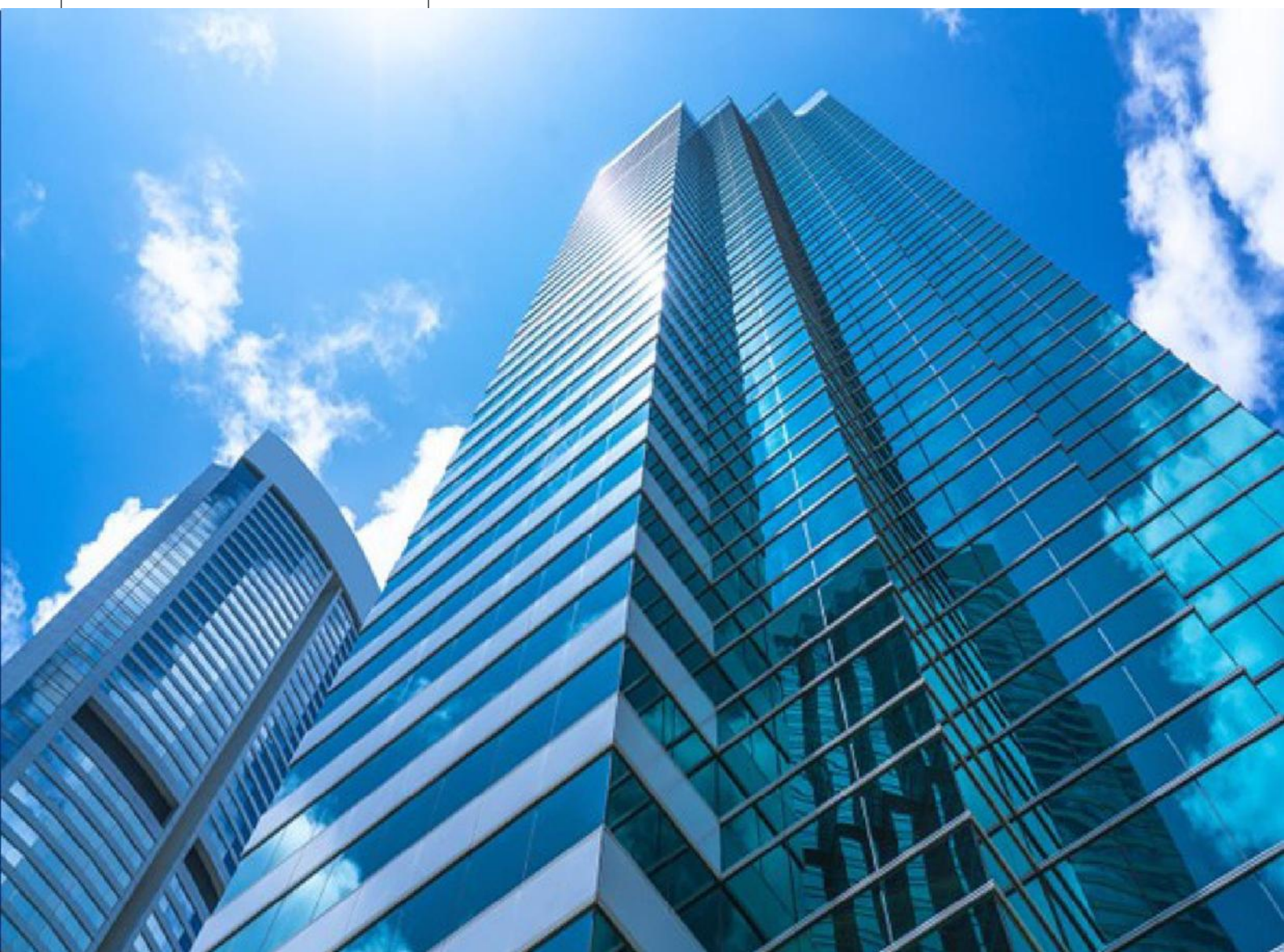


Dealer Vehicle Registration Scheme (DVRS) Business Rules

June 2025



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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Document control

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Versions

Version	Amendment notes
1.1	<p>Updated dealer compliance check requirements including:</p> <ul style="list-style-type: none">• Remove references to trailer data sheets.• Include information about second stage of manufacturing vehicles. <p>Amended dealer participant eligibility requirements to align with the current DVRS agreement.</p>

Definitions

Term	Definition
ACN	Australian Company Number
ADRs	Australian Design Rules
Aftermarket body	A body fitted to a cab-chassis vehicle that is not a manufacturers option for the vehicle.
AIS	Authorised Inspection Scheme
ARBN	Australian Registered Business Number
ASCIS	Authorised Safety Check Inspection Scheme
ASO	Authorised Services Officer
ATM	Aggregate Trailer Mass
AUVIS	Authorised Unregistered Vehicle Inspection Scheme
Cab-chassis vehicle	A vehicle provided as a cab and chassis without a completed body by the manufacturer.
DOL	Dealer Online
DVRS	Dealer Vehicle Registration Scheme
GVM	Gross Vehicle Mass
Heavy vehicle	A vehicle with a GVM or ATM over 4.5 tonnes
HVAIS	Heavy Vehicle Authorised Inspection Scheme
Light motor vehicle	A vehicle with a GVM of 4.5 tonnes or less and built to be propelled by a motor that forms part of the vehicle.
Light trailer	A vehicle with an ATM of 4.5 tonnes or less and is designed to be towed by another vehicle.
POI	Proof of Identity
RAV	Register of Approved Vehicles
RVD	Road Vehicle Descriptor

Term	Definition
ROVER	Road Vehicle Regulator (system)
SSM	Second Stage of Manufacturing
SSM Vehicle	A vehicle that has undergone second stage of manufacturing.
TfNSW	Transport for NSW
VIN	Vehicle Identification Number
VSCCS	Vehicle Safety Compliance Certification Scheme

Transport for NSW (TfNSW) subscribes to a process of continuous improvement and from time to time may amend these Business Rules to reflect changes to policy or procedures. Participants must comply with these Business Rules as amended from time to time, so please ensure the most recent version is referenced. Failure to comply with these Business Rules, whether by a participant, member of staff or delegate, will result in a breach of the terms of the DVRS Agreement.

DVRS

Only one DVRS Agreement is required for dealers who operate more than one dealership, provided each dealership operates under a single dealer licence number and is operated by the same legal entity. All premises must be listed in Schedule 1 of the DVRS Agreement and specified on the NSW motor dealer licence.

Where a Distributor is also a licensed motor dealer, a DVRS application must be made as a Dealer Participant.

Eligibility for DVRS

Dealer Participants

To be eligible for the DVRS as a dealer participant, the participant must meet all of the following criteria:

- The participant must hold a NSW motor dealer licence or interstate equivalent.
- The participant must be a dealer situated within NSW or within 50km from the NSW border (see Interstate Participants).
- The participant must be engaged in the sale, distribution and management of new vehicles or second-hand vehicles (or both).
- If the participant is a heavy vehicle dealer, they must hold a proprietors authority to operate as a Heavy Vehicle Authorised Inspection Scheme (HVAIS) station.
- The dealer and its individual delegates must be fit and proper persons in accordance with the Transport for NSW Authorised Examiners, Proprietors, Licensed Certifiers and Motor Dealers Fit and Proper Policy (policy number PN 287).

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

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

- National Criminal History Checks –of both the dealer participant representative and its individual delegates.

Trailer Participants

To be eligible for the DVRS as Trailer Participant, the participant must meet all of the following criteria:

- Be engaged in the manufacture or retail of new trailers weighing less than 250kg
- The dealer and its individual delegates must be fit and proper persons in accordance with Authorised Examiners, Proprietors, Licensed Certifiers and Motor Dealers Fit and Proper Policy (policy number PN 287).

To be approved as a Trailer Participant, the participant must provide to TFNSW the following :

- Australian Company Number (ACN) or Australian Registered Business Number (ARBN)
- Letterhead stating the make of trailer manufactured
- Evidence of current Public and Products Liability or Broadform Liability insurance policy
- Evidence of current workers compensation insurance policy (exemptions do apply see Schedule 3 – Insurance of the Agreement)
- National Criminal History Checks –of both the dealer participant representative and its individual delegates.
- Evidence the participant is either:
 - the holder of a current, in-force Vehicle Type Approval issued by the Commonwealth Government, or
 - is authorised to provide trailers to the market by the holder of a current, in-force Vehicle Type Approval.

Distributor Participants

To be eligible for the DVRS as a Distributor Participant, the participant must meet all of the following criteria:

- The dealer/distributor and its individual delegates must be fit and proper persons in accordance with the Transport for NSW Authorised Examiners, Proprietors, Licensed Certifiers and Motor Dealers Fit and Proper Policy (policy number PN 287).

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)
- Evidence of Public and Products Liability or Broadform Liability insurance policy
- Evidence of current workers compensation insurance policy (exemptions do apply see Schedule 3 – Insurance of the Agreement)
- National Criminal History Checks –of both the dealer participant representative and its individual delegates.

Participation in DVRS and authorisation of staff

An applicant to participate in DVRS must provide the following to Service NSW, with all necessary supporting evidence and documentation:

- a completed DVRS Application form (1142);
- a completed Authorised Services Officer application form (1388) for each member of staff involved in DVRS activities, including the principal of the dealer/distributor;
- a signed template DVRS Agreement;
- completed schedule of proposed delegates (attached to the DVRS Agreement).

Each member of staff of a participant 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 an Authorised Services Officer application form and provide appropriate proof of identity to Service NSW.

Key members of staff who are directly involved in the issuing of vehicle registration must also be nominated as delegates in the template DVRS Agreement. These individual staff will be issued with a delegation by Transport for NSW, permitting them to act as agents of the NSW government in issuing vehicle registration. Delegates will be subject to full criminal history and fit and proper person checks given the elevated level of trust required to exercise this role.

Note: Proposed *delegates* **do not** need to submit a form 1388 application to be approved as an ASO. Given the higher level of security checking, an appointed delegate may carry out all the functions of an ASO under the Agreement.

Second stage of manufacturing (SSM) vehicles

Vehicles that have undergone a second stage of manufacturing are managed in the same way as other vehicles - the manufacturer of the SSM vehicle is considered to be the second stage manufacturer as stated on the RAV entry for the vehicle.

ASO's may register and perform dealer compliance checks on SSM vehicles in the same way as for other vehicles. The participant must comply with all DVRS Agreement terms and conditions, DVRS business rules, instructions in the Motor Dealers Guide to Registration and the Dealer Online User Manual when registering SSM vehicles.

While a dealer compliance check may be carried out by any ASO, the act of issuing registration may only be carried out by an ASO who is also an appointed delegate.

Dealer compliance checks

Participants must conduct a dealer compliance check for every scenario or service required by their dealer agreement.

Note: While this is referred to as a 'dealer' compliance check, this procedure applies to all participants where relevant, including trailer and distributor participants.

The dealer compliance check must be carried out relevant to the vehicle type as described below, in accordance with the instructions for that vehicle type.

All second-hand vehicles

ASO's are responsible for inspecting and certifying vehicles for safe use by way of conducting a dealer compliance check. An ASO must take the following steps when performing a dealer compliance check on any second-hand vehicle:

1. If the vehicle is a second-hand motor light vehicle, the vehicle must be inspected at an appropriate AIS station. The vehicle must to pass the inspection before the dealer establishes or renews the registration of the vehicle. Table 1 sets out the requirements for inspection reports for second-hand vehicles.

By obtaining the inspection report, the participant has met their obligations for performing a dealer compliance check.

Table 1: Inspection report requirements for second-hand vehicle transactions.

Transaction type	Inspection report required
Establish registration	<p>Unregistered vehicle inspection report issued by an AUVIS station for light motor vehicles and light trailers.</p> <p>Unregistered vehicle inspection report issued by a HVAIS station for trailers with an ATM greater than 2.0 tonnes.</p> <p>Unregistered vehicle inspection report issued by a HVAIS station for heavy vehicles.</p>
Renew registration	<p>Inspection report issued by an ASCIS station for light motor vehicles and light trailers.</p> <p>Vehicle inspection report issued by a HVAIS station for trailers with an ATM greater than 2.0 tonnes.</p> <p>Vehicle inspection report issued by a HVAIS station for heavy vehicles.</p>

New light motor vehicles (never previously registered)

ASO's are responsible for inspecting and certifying vehicles for safe use by way of conducting a dealer compliance check. An ASO must take the following steps when performing a dealer compliance check on any new light motor vehicle:

1. If the vehicle is significantly modified in a way described by [Vehicle Standards Information number 6](#), the vehicle must be subject to a certificate of compliance from a VSCCS licensed certifier. Once a certificate of compliance has been obtained, the vehicle must be inspected at an AUVIS station and issued with an unregistered vehicle inspection report (a 'blue slip'). Go to step 4 of this section.
2. If the vehicle is supplied as a cab-chassis vehicle, ensure it is fitted with a body. Obtain a weighbridge ticket for the vehicles tare mass and record this weight on the [application](#)

[for registration form \(1009\)](#). The weighbridge ticket must show the vehicles tare weight and VIN, and be kept as part of the DVRS document bundle.

3. If the vehicle is fitted with an aftermarket body, ensure the aftermarket body builder has supplied a declaration of compliance stating that the bodies fitment complies with VSB 6 section J.
4. Check the engine number and Vehicle Identification Number (VIN) directly from the vehicle itself, and enter those details on the application for registration.

Note: vehicles must be physically inspected by the ASO. The ASO may take the engine number from a plate or sticker applied to the vehicle by the vehicle manufacturer if the engine cannot physically be seen, otherwise the ASO must not take the engine number from any other place other than the engine itself (for instance by transcribing it from other documents)..

5. Search the RAV by entering the VIN of the vehicle. Ensure that the vehicle has an entry on the RAV. Record the following details from the RAV entry on page 3 of the application for registration (form 1009):
 - Approval number
 - RAV date of entry (in compliance date field)
 - Build date (year only in model year field)
 - Tare (in tare weight field)
 - Vehicle make
 - Vehicle model
 - VCC (in ADR / category code field)
 - Seats (in total number of seated persons field)
 - GVM

Note: if the vehicle has gone through second stage of manufacturing it will have multiple entries on the RAV. Use the most recent RAV entry issued to the vehicle.

6. Using the correct RVD for the vehicle being inspected, complete the remaining vehicle specification details on page 3 of the application for registration form. (where applicable to the vehicle type being registered)
 - Variant (in the model field, next to the model)
 - Shape
 - Specification sheet number (this is the vehicle type approval number given on the RVD)
 - Engine variant
 - Engine capacity
 - No. of cyls or rotors

- Motive power
 - Induction
 - K/W power (for motorcycles)
 - GCM
 - Right or left hand drive
 - Gear type
 - Driven wheels
7. Record the colour of the vehicle and axle code from the vehicle itself. If the vehicle is fitted with a body, record the shape and fittings from the vehicle.
 8. Complete the vehicle checks, listed in the manufacturer's pre-delivery checklist. If there is no manufacturer's pre-delivery checklist available, use [Light Vehicle Predelivery Checklist \(form 1503\)](#) or for motorcycles - [Motorcycle Pre-delivery Checklist \(form 1504\)](#).
 9. The ASO must ensure that the vehicle meets all lawful requirements and has been the subject of all checks required by this procedure before the ASO signs the certification section on page 3 of the application for registration.
 10. The ASO 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 all lawful requirements relating to those items before registering the vehicle. Non-compliant aftermarket modifications may cause a vehicle to be issued with a defect notices, for which the dealer may become accountable to the customer, and TfNSW may consider a breach of these Business Rules.

New light trailers up to 4.5 tonne ATM (never previously registered)

ASO's are responsible for inspecting and certifying trailers for safe use by way of conducting a dealer compliance check. An ASO must take the following steps when performing a dealer compliance check on any new light trailer:

1. Check the Vehicle Identification Number (VIN) directly from the vehicle and enter these details on the application for registration.

Note: trailers must be physically inspected by the ASO.

2. Search the RAV by entering the vehicles VIN. Ensure that the vehicle has an entry on the RAV. Where given on the RAV entry, record these details from the RAV entry on page 3 of the [application for registration \(form 1009\)](#):
 - Approval number
 - RAV date of entry (in compliance date field)
 - Build date (year only in model year field)

- Tare (in tare weight field)
- Vehicle make
- Vehicle model
- VCC (in ADR / category code field)
- ATM (in the GVM field)

3. Record the following details from the vehicle on the application for registration:

- Shape and fittings
- Axle code
- Colour
- Trailer brake type

4. Complete the vehicle checks, listed in the manufacturer's pre-delivery checklist. If there is no manufacturer's pre-delivery checklist available, use [Light Trailer and Caravan Pre-delivery Checklist \(form 1505\)](#)
5. The ASO must ensure that the vehicle meets all lawful requirements and has been the subject of all checks required by this procedure before the ASO signs the certification section on page 3 of the application for registration.

Note: trailers that comply with the most recent version of Vehicle Standards Bulletin 1 (VSB-1) at the time of registration are considered to meet the requirements of the NSW road transport legislation.

All heavy vehicles

ASO's are responsible for inspecting and certifying heavy vehicles and heavy trailers for safe use by way of conducting a dealer compliance check. An ASO must take the following steps when performing a dealer compliance check on any heavy vehicle or heavy trailer:

1. The vehicle or trailer must be inspected at a HVAIS station. The vehicle will need to pass the inspection before the dealer establishes or renews the registration of the vehicle.

Note: Application for registration for new heavy trailers (trailers over 4.5 tonnes ATM) accompanied by a [new heavy vehicle certification form \(1703\)](#), 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. The ASO must still check the RAV and ensure the trailer/s have a RAV entry.

Lodgement of documents

Service NSW will advise participants of their relevant Service NSW Centre at the time the application to enter DVRS is made.

Where the Participant is within 25kms of the relevant Service NSW Centre:

- Deliver registration documents to Service NSW within 1 Business Day.

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

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

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

Missing documents

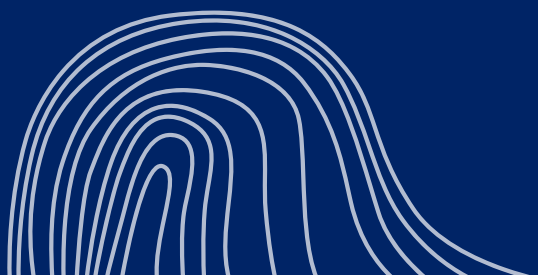
Advise Service NSW within one business day of becoming aware of missing documents.

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).

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.



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