



Australian Government

**Department of Infrastructure, Transport,
Regional Development and Local Government**



Importing Vehicles to Australia

Information Brochure (VSB10)

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DO NOT IMPORT A VEHICLE INTO AUSTRALIA BEFORE OBTAINING A VEHICLE IMPORT APPROVAL



**Department of Infrastructure, Transport, Regional Development and Local Government
Vehicle Safety Standards**

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DO NOT IMPORT A VEHICLE INTO AUSTRALIA BEFORE OBTAINING A VEHICLE IMPORT APPROVAL

PLEASE NOTE: A Vehicle Import Approval must be obtained for a vehicle to gain customs clearance at its point of entry. Vehicles that arrive in Australia without an Import Approval generally incur significant storage costs until an Import Approval is issued. If the vehicle does not meet the requirements for an Import Approval, you will need to either export the vehicle or have it destroyed at your own expense.

Also note that in order to assess whether an Import Approval will be issued a full application and supporting material will need to be submitted. Only then can a decision be made. The Department is unable to tell you whether your vehicle will qualify for an Import Approval over the phone or by email until an application is submitted and assessed.

Therefore, please do not ship your vehicle to Australia until you are issued with an Import Approval.

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1. Introduction

This bulletin explains how to find out whether a vehicle is eligible to be imported and how to obtain an Import Approval.

An Import Approval must be obtained for a vehicle to gain customs clearance at its point of entry to Australia. Vehicles that arrive in Australia without an Import Approval generally incur significant storage costs until an Import Approval is issued.

Do not ship your vehicle to Australia until such time as you are issued with an Import Approval

If you ship your vehicle before receiving an approval and your vehicle arrives before the application is processed, you may incur storage costs from the shipping company/freight forwarder. You may also be open to prosecution, as it is an offence to import a vehicle without an Import Approval.

Importation takes place when a vehicle has landed within the port of intended discharge and not once the vehicle clears customs control. If the import application is not approved, you will have to either export the vehicle or have it destroyed at your own expense. Destruction will need to take place under Customs supervision.

2. Other considerations before importing

Overseas vehicles are usually built to different specifications to those required for the Australian market. Do not assume that a vehicle that seems to be identical to a model already available in Australia meets the required Australian Design Rules (ADRs). Generally, only vehicles that have been built specifically for the Australian market comply with all of the required ADRs.

Vehicles for use on public roads in Australia are usually required to be Right Hand Drive (RHD). Contact your local State or Territory Registration Authority for information on acceptance of Left Hand Drive (LHD) vehicles. Contact details for registration authorities can be found at the end of this bulletin.

Insurance cover, other than compulsory third party, may be difficult to obtain for used imported vehicles.

Note: Import Approval does not ensure automatic release of the vehicle from Customs Control. You must still meet all Customs and Border Protection requirements and the requirements of the Australian Quarantine and Inspection Service (AQIS). For more information on customs matters (such as customs duties, the goods and services tax and the luxury car tax) please contact the Australian Customs and Border Protection Service. For quarantine matters, please contact AQIS. Contact details can be found at the end of this bulletin.

3. Legislation

The *Motor Vehicle Standards Act 1989* (the Act) and Motor Vehicle Standards Regulations 1989 (the Regulations) make it an offence to import, sell or present new or used imported vehicles to the Australian market for the first time unless they meet the National Standards, except in circumstances where an exemption has been granted by the Administrator of Vehicle Standards (the Administrator).

The Australian Design Rules (ADRs) for motor vehicles and trailers are the National Standards and a standard vehicle is one that complies with all of the applicable ADRs. An identification plate fitted with the approval of the Administrator indicates that a vehicle is a standard vehicle.

Vehicles for use on Australian roads need to be registered by a State or Territory vehicle registration authority. Generally, a vehicle needs to be fitted with an identification plate before it can be registered. Some vehicles, such as those built before 1 January 1989, those imported by temporary visitors and those for use as mining equipment do not require a plate (all discussed later in this bulletin).

In addition to identification plates there are other plates approved to be fitted to certain non-standard vehicles. These include used import plates.

While the shape and style of plates varies from manufacturer to manufacturer, all can be recognised because they bear the words *"This vehicle was manufactured to comply with the Motor Vehicle Standards Act 1989"*. On passenger cars, the plate is usually on the firewall. Some modern plates are adhesive labels.

Plates may only be fitted with the approval of the Administrator.

Vehicles that are already fitted with an Australian identification plate may still require an Import Approval. Refer to section entitled ["Eligibility Criteria to Import a Vehicle to Australia"](#).

4. Vehicle Approval Schemes

4.1. Full Volume

A full volume manufacturer is one that holds approval to place identification plates on new vehicles supplied to the Australian market in unlimited numbers.

Compliance tests are done on a representative vehicle or batch of vehicles. The results of these tests are used to demonstrate that all vehicles of that type meet the ADRs. As some of the tests require that a vehicle be crashed, it is only cost effective to obtain approval to fit plates to vehicle models that have sizeable markets.

4.2. New Low Volume Vehicles

The Low Volume Scheme for new vehicles allows for the supply to the market of up to 25 or 100 vehicles per year (numbers may vary depending on the vehicle category). The Scheme provides a major concession in that it allows alternative forms of evidence to be submitted against some of the ADRs. In the main, this applies to ADRs where destructive or expensive testing is required.

The Low Volume Scheme for new vehicles is limited to vehicle make/models that are on the Register of Specialist and Enthusiast Vehicles (the Register). The eligibility requirements for entry on the Register are set out in Regulation 24 of the Motor Vehicle Standards Regulations 1989, and in the Administrator of Vehicle Standards Circular 0-2-12.

For more information: www.infrastructure.gov.au/roads/motor/sevs/index.aspx
Specialist & Enthusiast Vehicle Scheme (SEVS): 02 6274 7498

4.3. Registered Automotive Workshop Scheme (RAWS)

A RAW is a business that has been approved to import and plate up to 100 used vehicles (per vehicle category), per year. The vehicles imported must be on the Register of Specialist and Enthusiast vehicles (with the exception of unrestricted used motorcycles). The application form attached to this bulletin is not to be used for vehicles imported under the RAW Scheme. For information about importing vehicles under the RAW Scheme, refer to section 5.10.

4.4. Specialist and Enthusiast Vehicle Scheme (SEVS)

SEVS is a register of vehicle make/models that have been assessed as meeting the criteria in the Regulations for classification as specialist and enthusiast vehicles.

These are make/models that are not available from the mainstream manufacturers and cater for consumers with specialist and enthusiast interests.

The criteria and application form for SEVS decisions and a list of all the vehicle models already assessed under the scheme are available on the Register of Specialist and Enthusiast Vehicles at:
www.infrastructure.gov.au/roads/motor/sevs/index.aspx

5. Eligibility Criteria to Import a Vehicle to Australia

The following are different ways you can import a vehicle to Australia. At least one of the following criteria must be met to be eligible to import a vehicle into Australia

Each heading is a different way you can qualify to import a vehicle.

5.1 Vehicles manufactured before 1 January 1989

Was your vehicle manufacture before 1 January 1989?

Please Note: *The date of manufacture is taken from when the vehicle is complete and ready to be supplied to the market.*

You can import any vehicle manufactured before 1 January 1989 without restriction, but you still need a Vehicle Import Approval for it to enter Australia. To know whether your vehicle was manufactured before 1 January 1989 you should contact the original manufacturer or get evidence of when the vehicle was first registered.

A replica/hotrod vehicle's date of manufacture is taken from when the vehicle is complete, eg a replica 1964 Shelby Cobra completed in 2004 would be regarded as being a year of manufacture of 2004.

You may have to modify the vehicle to meet registration requirements. Contact the registering authority in the state or territory in Australia where you will be registering the vehicle for the first time for advice – contact details for the registering authorities are at the end of this brochure.

To apply for an import approval to import a vehicle manufactured before 1 January 1989, you must provide:

- q A completed Application for Approval to Import a Vehicle;
- q the application fee – \$50.00 Australian Dollars – by cheque, Money Order, or credit card (MasterCard or Visa only) – if paying by cheque from overseas, seek advice from your bank on the correct process;
- q a copy of the vehicle purchase document(s);
- q a clear picture of the vehicle in its current state;
- q if the vehicle has been modified, supply a complete list of all modifications and evidence of when the modification were completed
- q Photographic identification by way of an Australian drivers licence or picture page of a passport of the person making the application or, for a company, the responsible officer – if you have not submitted an application to import a vehicle within the last 12 months you will need to provide photographic identification again;

What if the vehicle was manufactured before 1 January 1989 and you have owned and used it for at least one year?

If the vehicle was manufactured before 1 January 1989 and you have owned and used it for at least one year, you may be able to apply for approval to import the vehicle under the arrangements for pre-1989 vehicles (under this Section) and the Personal Imports Scheme (under Section 5.7).

In some cases, the registration requirements for Personal Import vehicles can be less complex than for pre-1989 vehicles. These requirements are determined by the state or territory registering authority.

Before you make your import application, you should contact the registering authority (in the state or territory you will be registering the vehicle for the first time) for advice on the different requirements for pre-1989 vehicles and Personal Import vehicles. Contact details for the state or territory registering authorities are at the end of this brochure.

5.2. Trailers

Do you wish to import a Trailer?

Note: The word "trailer" in this section also includes caravans and 5th wheelers.

Any trailer designed for towing behind a road motor vehicle must have a Vehicle Import Approval issued so that it can enter Australia. The trailer may be as small as a motorcycle trailer, a caravan or as large as an oversized trailer used for moving heavy machinery or loads.

Importers should be aware that trailers manufactured for other markets may need significant modifications to comply with the applicable ADRs or Vehicle Standards Bulletin number 1 (VSB1) the National Code of Practice for Building Small Trailers. This may include, but is not limited to:

- replacing or testing of braking systems;
- replacing the trailer couplings such as ball couplings or fifth wheels;
- strengthening the trailer's structure in particular, where the coupling is mounted;
- replacing the electrical wiring or connectors;
- replacing the LPG installations;
- replacing the lights;
- adjusting the axle group positions to reduce rear overhang;
- replacing the suspension system;
- replacing the safety chains;
- removing the awnings and other protruding components to reduce the overall width of the trailer to within 2.5 metres;
- re-locating the caravan/5th wheeler's door to the left hand side or to the rear of the vehicle.

Please note that the above are major modifications to the trailer and therefore can be costly. Importers are advised to check if the modifications are possible (for example, re-locating the door) and the costs involved before applying to import the trailer.

An import approval will not be issued to the trailer if the required modifications cannot be made to the trailer.

5.3 New and used trailers that do not exceed 4.5 tonnes (4,500 kilograms) Aggregate Trailer Mass (ATM)

These trailers may be approved for importation to Australia subject to the trailers being modified to comply with VSB1 before being supplied to the market for use on public roads in Australia.

Copies of VSB1 are available from the Department's website at:

http://www.infrastructure.gov.au/roads/vehicle_regulation/bulletin/vsb1/index.aspx

Note: The trailer must be exported or destroyed if it cannot be made to comply with VSB1 or the ADRs.

As part of the import application, the importer must provide:

- a completed Application for Approval to Import a Small Trailer;
- the application fee - \$50.00 Australian Dollars - by cheque, Money Order, or credit card (MasterCard or Visa only) - if paying by cheque from overseas, seek advice from your bank on the correct process, cheques should be made payable to the "Receiver of Public Monies";
- Purchase document, which could be your invoice, receipt etc

- A copy of the original manufacturers' specifications stating the trailer's ATM at the time of manufacture. *Note* if the trailer is originally manufactured in the United States of America - Gross Vehicle Weight Rating (GVWR) is equivalent to ATM;*
- Photographic identification by way of an Australian drivers licence or picture page of a passport of the person making the application or, for a company, the responsible officer - if you have not submitted an application to import a vehicle within the last 12 months you will need to provide photographic identification again;

5.4 Trailers with an ATM which exceeds 4.5 tonnes

These trailers may be approved for importation to Australia subject to the trailers complying with the ADRs applicable at the date they are first supplied to the market or first used in transport in Australia.

New trailers must also have an Identification Plate fitted in accordance with an approval issued by the Administrator of Vehicle Standards.

Used trailers must have a section 16(2) approval issued by the Administrator of Vehicle Standards.

5.4.1 New Trailers

The certification procedures for applying for Identification Plate Approval (IPA) for trailers are published in Administrator's Circular 0-3-6 which can be downloaded from the Road Vehicle Certification System (RVCS) website address <http://rvcs.infrastructure.gov.au/>.

If you have not already done so, you must first register the Licensee, the Production Facility and Design Facility in RVCS before making a vehicle import application.

The Registration form for a Licensee can be downloaded from the RVCS website above. Select "Register here" from the menu and follow the instructions to download a copy of, and submit, the completed 'Registration form for a Licensee' form.

The Registration forms for a Production Facility and Design Facility can also be downloaded from the RVCS website. Complete these forms and mail or fax them to this Office.

Once you are given your Licensee Identification (ID) number (five-digit number prefixed with the letter 'L') you must fill in the Licensee ID box on the vehicle import application form.

If you already have a Licensee ID you can use this ID on the vehicle import application form.

If you do not already have an IPA the trailer may be issued an import approval for a Test and Evaluation Vehicle. This import approval is issued on the condition that the trailer will be modified and tested to demonstrate compliance with the applicable ADRs. If for any reason the trailer is unable to meet the ADRs then it must be exported or destroyed.

For the purpose of the IPA, the importer is considered the manufacturer and must have a quality management system in place to ensure that each trailer fitted with an identification plate is of the same specification as that of the trailer approved in the IPA. Once you have gained an IPA you can apply to import unlimited numbers of the trailers covered by the IPA.

Note: You cannot use this IPA to import a different make or model of trailer. You will need to go through the same process of applying for importation of one Test and Evaluation vehicle for each of the different make or model of trailer.

As part of the import application, the importer must provide:

- a completed Application for Approval to Import a Vehicle;

- the application fee - \$50.00 Australian Dollars - by cheque, Money Order, or credit card (MasterCard or Visa only) - if paying by cheque from overseas, seek advice from your bank on the correct process, cheques should be made payable to the "Receiver of Public Monies";
- Purchase Document, which could be your invoice, receipt etc;
- A copy of the original manufacturers' specifications stating the trailer's ATM at the time of manufacture. *Note* if the trailer is originally manufactured in the United States of America - Gross Vehicle Weight Rating (GVWR) is equivalent to ATM;*
- If a test trailer, supply your Licensee ID, Production Facility ID, Design Facility ID.;
- If you already hold Identification Plate Approval supply the IPA number that covers the trailer;
- Photographic identification by way of an Australian drivers licence or picture page of a passport of the person making the application or, for a company, the responsible officer - if you have not submitted an application to import a vehicle within the last 12 months you will need to provide photographic identification again;
- a signed declaration that the trailer will be modified to comply with the ADRs that apply at the date the trailer is first supplied to the market or first used in transport in Australia
- If the trailer is over dimensioned (e.g., its overall width exceeds 2500mm etc.) a letter from an Australian State or Territory Registering Authority that they will allow the trailer to be used on public roads.

5.4.2 Used Trailers

An Import Approval may be issued on the condition that the trailer will not be used on public roads until it has been modified to comply with the applicable ADRs that apply at the date the trailer is first supplied to the market or first used in transport in Australia and you have obtained an approval under section 16(2) of the Act.

The procedures for applying for a section 16(2) approval is the same as for obtaining an identification plate approval for new trailers except that the application is limited to one used imported trailer per application.

If for any reason the trailer is unable to meet the ADRs and/or obtain a section 16(2) approval then it must be exported or destroyed.

As part of the import application, the importer must provide:

- a completed Application for Approval to Import a Vehicle;
- the application fee - \$50.00 Australian Dollars - by cheque, Money Order, or credit card (MasterCard or Visa only) - if paying by cheque from overseas, seek advice from your bank on the correct process, cheques should be made payable to the "Receiver of Public Monies";
- Purchase Document, which could be your invoice, receipt etc
- Photographic identification by way of an Australian drivers licence or picture page of a passport of the person making the application or, for a company, the responsible officer - if you have not submitted an application to import a vehicle within the last 12 months you will need to provide photographic identification again;
- a signed declaration that the trailer will be modified to comply with the ADRs that apply at the date the trailer is first supplied to the market or first used in transport in Australia;
- If the trailer is over dimensioned (e.g., its overall width exceeds 2500mm etc.) a letter from an Australian State or Territory Registering Authority that they will allow the trailer to be used on public roads.

5.4.3 DEFINITIONS

§ **Aggregate Trailer Mass (ATM)** - the total mass of the laden trailer when carrying the maximum load recommended by the 'Manufacturer'. This will include any mass imposed onto the drawing vehicle when the 'Combination Vehicle' is resting on a horizontal supporting plane.

§ **Design Facility** - The facility which conducts the design (or substantially controls the design) of vehicles to which identification plates are to be fitted

§ **Gross Trailer Mass (GTM)** - the mass transmitted to the ground by the 'Axle' or 'Axles' of the trailer when coupled to a drawing vehicle and carrying its maximum load approximately uniformly distributed over the load bearing area, and at which compliance with the appropriate ADRS has been or can be established.

§ **Licensee** - The legal identity ultimately responsible for ensuring that identification plates are only fitted to vehicles meeting the requirements of the Motor Vehicles Standards Act 1989. (The Licensee is usually known as the manufacturer, or identification plate approval holder, but may not actually manufacture the vehicle at all).

§ **Overall Width** - the maximum distance measured across the body including wheel guards, but excluding rear vision **mirrors**, signalling devices and side-mounted lamps.

Note: Overall width should include any equipment such as awnings or brackets. If overall width is greater than 2500mm you must provide a letter with this form from a state or territory registration authority stating that they are prepared to register a non-standard vehicle.

§ **Production Facility** - The facility that manufactures (or substantially completes the manufacture of) vehicles to which identification plates are to be fitted.

§ **Tare Mass** - mass of a vehicle other than a L-group vehicle ready for service, unoccupied and unladen, with all fluid reservoirs filled to nominal capacity except for fuel, which shall be 10 litres only, and with all standard equipment and any options fitted.

Note applications for vehicles fitted with tanks for water or other fluids not involved in the operation of the vehicle, do not need to include these in the Tare Mass these are considered as goods.

5.5 Trucks and Buses

Trucks less than 12 tonnes Gross Vehicle Mass (GVM) and buses with less than 12 seating positions

If the vehicle is built on a conventional truck chassis it will be classed as a truck. If the vehicle has more than 9 seating positions, including the driver's seat, it is classed as a bus.

Trucks having a GVM less than 12 tonnes and buses with fewer than 12 seating positions need to meet the ADRs applicable at the date of original manufacture.

These vehicles must have an identification plate fitted. Importers will need to obtain one of the following:

1. A letter of compliance from the approved identification plate holder. A list of approval holders is available at: <http://www.infrastructure.gov.au/rvcs> Vehicle/RVD Search [See also the section on Letter of Compliance for more information.]

You need to perform a search for the Make and Model of vehicle you wish to import;

2. The vehicle will need to be modified by a Registered Automotive Workshop holding the appropriate approvals to meet the National Standards (Australian Design Rules). A full list of RAWs is available at: <http://raws.infrastructure.gov.au>

Note: If you are using a RAW then the RAW must make the application to import.

3. A letter of agreement from an organisation who holds New Low Volume approval. To search to see if there is a Low Volume Approval Holder go to: <http://rvcs.infrastructure.gov.au> Vehicle/RVD Search

Documents required to be submitted with the application form:

- \$50.00 application fee
- purchase document
- letter of compliance (1 above)
- or Letter of Agreement (3 above) trucks Gross Vehicle Mass or number of seats for buses
- certified picture ID of the importer or responsible officer if a company (if you have not imported in the last 12 months you will need to provide your ID again).

Trucks over 12 tonnes Gross Vehicle Mass (GVM) and buses with more than 12 seating positions

These vehicles must have a plate fitted. Importers need to obtain one of the following:

1. A letter of compliance from the approved identification plate holder. A list of approval holders is available at: (See the section on Letter of Compliance for more information).
<http://rvcs.infrastructure.gov.au> Vehicle/RVD Search

You need to perform a search for the Make and Model of vehicle you wish to import

2. The vehicle will need to be modified by a Registered Automotive Workshop holding the appropriate approvals to meet the National Standards (Australian Design Rules). A full list of RAWs is available at: <http://raws.infrastructure.gov.au>

Trucks over 12 tonnes GVM to be imported and fitted with a Used Import Plate by a Registered Automotive Workshop (RAW) and buses with more than 12 seating positions need to meet the ADRs applicable when the plate is fitted.

Note: If you are using a RAW then the RAW must make the application to import.

3. A letter of agreement from an organisation who holds New Low Volume approval. To search to see if there is a Low Volume Approval Holder go to:
<http://rvcs.infrastructure.gov.au> Vehicle/RVD Search

Documents required to be submitted with the application form:

- \$50.00 application fee
- purchase document
- an original letter of compliance (1 above) or
- letter of agreement (4 above)
- GVM for trucks or number of seats for buses
- certified picture ID of the importer or responsible officer if a company (if you have not imported in the last 12 months you will need to provide your ID again).

5.6 Letter of Compliance – Part 9 of the Application Form

Dealers and distributors do not have authority to sign a Letter of Compliance. A Letter will only be issued by the manufacturer where a vehicle was originally built to Australian specifications (i.e. to comply with the Australian Design Rules).

A Letter of Compliance states that a vehicle complies with the applicable ADRs at the time of the vehicle's original build date. Only the authorised Australian representative of the manufacturer, or the organisation holding the Plate Approval for the particular vehicle model, can issue a Letter of Compliance for the vehicle you intend to import. It is therefore only in exceptional circumstances that a Letter of Compliance can be obtained.

You are only permitted to import 1 vehicle in a 12 month period under these arrangements.

The plate is supplied by the Administrator for affixing to the vehicle before registration in your State or Territory. There is a charge for the supply of this plate by the authorised plate engraver.

Details of companies that have approval to place identification plates on new vehicle and therefore are permitted to issue a Letter of Compliance are available from the Internet at:

<http://rvcs.infrastructure.gov.au> Vehicle/RVD Search

Documents required to be submitted with the application form:

- \$50.00 application fee
- purchase document
- original Letter of Compliance
- certified picture ID of the importer or responsible officer if a company (if you have not imported in the last 12 months you will need to provide your ID again).

5.7 Personal Imports Scheme

The Personal Imports Scheme allows migrants settling in Australia, and expatriate Australian citizens returning permanently to Australia after a long period overseas, to bring their personal vehicles with them.

The Personal Imports Scheme is outlined at regulation 13 of the *Motor Vehicle Standards Regulations 1989*. Mandatory criteria apply under the scheme. These criteria are outlined below. The criteria are strictly enforced. If you fail to meet the criteria, you will not be eligible to import a vehicle under the scheme.

Criteria, ownership of the vehicle

Applicants must satisfy each of the following ownership requirements. You must:

- own the vehicle when submitting the application; and
- have acquired ownership of the vehicle from overseas; and
- have owned the vehicle while overseas; and
- have owned the vehicle for a continuous period of at least 12 months. This is the “qualifying period”. The qualifying period must have occurred immediately before you (permanently) arrived in Australia.

Criteria, use of the vehicle

The vehicle must have been available to you for use in transport. This means that the vehicle must have been available to be driven by you, at all times during the 12 month qualifying period. The vehicle should be registered (in your name) and garaged (proximate to your residence) throughout the 12 month qualifying period, so that you could, if needed, drive the vehicle. In addition, you must have held an appropriate licence to drive the vehicle overseas.

Criteria, citizenship and visa requirements

Applicants must fall into one of the following categories. You must:

- be an Australian citizen; or
- have applied to become an Australian citizen; or
- be an Australian permanent resident (eg, hold a permanent visa); or
- have applied to become an Australian permanent resident (eg, applied for a permanent visa); or
- hold a visa that allows you to apply to become an Australian permanent resident (eg, hold a temporary visa that allows you to apply for a permanent visa); or
- otherwise be entitled to remain in Australia indefinitely (eg, be a New Zealand citizen).

In addition, applicants must intend to change their residence. Applicants must have been resident in a foreign country (throughout the qualifying period of 12 months’ ownership and use of the vehicle) but now intend to become Australian residents on a permanent basis and remain in Australia indefinitely.

Note. The Personal Imports Scheme only covers individuals. Companies or corporations are not eligible to import a vehicle under the scheme.

Note. The Personal Imports Scheme does not cover temporary Australian residents. Visitors such as tourists, posted diplomatic personnel and posted military personnel are not eligible to import a vehicle under the scheme.

Criteria, date of application

Applications may be made before you arrive in Australia. Alternatively, applications may be made up to 6 months after you arrive in Australia.

Criteria, age of applicants

Applicants must be of an age to hold an Australian licence to drive the vehicle.

Criteria, limit of 1 vehicle per year

Applicants may only import one vehicle (under the Personal Imports Scheme) every 12 months.

Note. After 18 November 2010, applicants may only import one vehicle (under the Personal Imports Scheme) every 5 years.

Documents to be provided by the applicant

To apply for a vehicle import approval under the Personal Imports Scheme, you should provide the following (to the Department) in the first instance:

- a completed *Application for a Personally Imported Vehicle*;
- the application fee – \$50 Australian dollars, by cheque, money order or credit card (MasterCard or Visa only). If paying by cheque from overseas, please seek advice from your bank on the correct procedure;
- a copy of your driver's licence;
- a copy of the purchase documents for the vehicle, in your name;
- a copy of the registration documents for the vehicle (for the qualifying period), in your name;
- a statement of travel. The statement of travel is prepared by you, and itemises any international travel you undertook during the qualifying period. In particular, the statement sets out any absences from your country of residence. If travel was for business reasons, you should supply a letter to that effect from your employer; and
- a copy of your passport (this includes a copy of every page, including blank pages). If you hold dual passports, you should produce a copy of both passports.

Applicants importing a vehicle from Japan should also provide:

- a copy of the Japanese de-registration certificate, in your name;
- a copy of the Japanese parking approval, in your name; and
- a copy of the Japanese compulsory tax and insurance documents.

Applicants must be able to substantiate an intention to remain in Australia indefinitely, you will need to supply the following documents, 100 points needed

Primary documents

50 points; you must supply at least 1 of the 50 points documents

- your employment details, such as a letter from your Australian employer;
- your resignation from employment in your former country of residence.
- a rental agreement/purchase agreement for your residential property in Australia;
(*ie, longstanding holiday or second homes do not count*)
- the sale of your residential property in your former country of residence;
- the cancellation of your residential rental property in your former country of residence;

Secondary documents

20 points

- the shipment of your household goods to Australia;
- the enrolment of your children in an Australian school;

10 points

- your new Australian telephone/ electricity accounts;

I

In addition, foreign citizens settling in Australia may substantiate an intention to remain in Australia indefinitely, by providing evidence that they have just been issued:

(Please note that Australian Passport Holders are not permitted to supply these documents)

25 points

- applied for an Australian Tax File Number;
- registered with Medicare;
- applied for Australian medical insurance;
- applied to open an Australian bank account; and
- applied for an Australian driver's licence.

These lists are a guide. You may also be required to provide further evidence, including:

- a copy of the deregistration certificate, from the previous owner of the vehicle;
- a copy of insurance documents for the vehicle;
- copies of other documents that support your purchase of the vehicle (such as bank statements, receipts from vendors); and
- copies of other documents that show you used the vehicle (such as receipts for any maintenance or repairs made to the vehicle).

Documents not in the English language you may be requested to provide a translation certified by a member of an accredited agency such as the National Accreditation Authority of Translators and Interpreters.

You may be required to submit original documentation (not photocopies) to confirm eligibility under the scheme.

Hypothetical examples, under the Personal Imports Scheme

The following hypothetical examples are provided to assist you to decide whether you qualify under the Personal Imports Scheme.

Example 1

The applicant is an expatriate Australian citizen, resident for 2 years in the U.S. and employed as an airline pilot. During this period, because of work commitments, the applicant spent some considerable time outside the U.S. Nevertheless, the applicant remained based in, and resident of, the U.S. The applicant purchased a car 18 months ago in the U.S.; the car was garaged at the applicant's U.S. residence and was registered for use in the U.S. for the entire 18 months. The applicant used the car regularly but infrequently. The applicant now intends to return permanently to Australia (and intends to take up employment as an airline pilot based in Australia). The applicant has not imported a car previously. The applicant qualifies under the Personal Imports Scheme to import the car into Australia, despite the infrequent use of the vehicle in the U.S.

Example 2

The applicant is a retired Australian citizen who 18 months ago moved to the U.K. The applicant was not employed but nevertheless remained based in, and resident of, the U.K. During this period, the applicant undertook a number of tours to neighbouring countries. The applicant purchased a car 18 months ago in the U.K.; the car was garaged at the applicant's U.K. residence and was registered for use in the U.K. for the entire 18 months. Because of the applicant's tours, the applicant used the car regularly but infrequently. The applicant now intends to return permanently to Australia. The applicant has not imported a car previously. The applicant qualifies under the Personal Imports Scheme to import the car into Australia, despite the infrequent use of the vehicle in the U.K.

Example 3

The applicant is an Australian citizen who has travelled to a Mediterranean country for 9 months, on an extended holiday and honeymoon. While overseas, the applicant purchased a scooter for personal transportation purposes and has used the scooter regularly and frequently for the entire 9 month period. The applicant is now returning to Australia. The applicant fails to qualify under the Personal Imports Scheme. This is because (1) the period of use of the scooter was less than 12 months; and (2) during this period, the applicant remained an Australian resident.

Example 4

The applicant is a New Zealand citizen who intends to settle permanently in Australia. The applicant is not travelling to Australia for holiday or tourist purposes. Rather, the applicant has arranged employment within Australia (and amongst other matters has obtained an Australian Tax File Number, has established an Australian bank account, has registered with Medicare and has applied for an Australian driver's licence). The applicant has also arranged residential property in Australia and is shipping his household goods to Australia. Under the Trans-Tasman Travel Arrangement, there is a free flow of people between Australia and New Zealand. Upon arrival in Australia, New Zealand citizens are considered to have applied for a visa and, subject to health and character considerations, automatically receive a Special Category Visa. The applicant purchased a car 18 months ago in New Zealand; the car was garaged at the applicant's New Zealand residence and was registered for use in New Zealand for the entire 18 months. The applicant has not imported a car previously. The applicant qualifies under the Personal Imports Scheme to import the car into Australia.

The personal import plate and vehicle registration

If you are eligible under the Personal Imports Scheme (and a vehicle import approval has been granted), you may apply for the issue of a personal import plate. There is an additional charge for the supply of the plate (payable to the plate contractor).

Vehicle registration is administered by the registering authority in your state or territory. Contact details for state or territory registering authorities are provided at the end of this bulletin.

The approval papers forwarded to you will contain four parts:

- one copy allows the vehicle to be cleared from its point of entry into Australia (by the Australian Customs and Border Protection Service);
- one copy allows you to obtain a personal import plate from the plate contractor;
- one copy is for the state or territory registering authority, and is for the purpose of vehicle registration; and
- one copy is for your own records, and should be kept with the vehicle.

A personal import plate is evidence that the vehicle is an approved vehicle import and allows the vehicle to be registered. Before you may apply for a personal import plate, the vehicle must be brought up to acceptable ADR standards and the original approval documents must be completed. For Australian registration purposes, a vehicle imported under the Personal Imports Scheme must:

- be roadworthy; and
- meet minimum safety standards.

Modifications to bring the vehicle up to minimum safety standards can be deferred until you wish to register the vehicle.

Some state or territory registering authorities will inspect your vehicle and sign a statement of compliance. Others will refer you to an authorised signatory for inspection. The statement of compliance on the approval

documents must be signed by an authorised person. The original signed statement of compliance must then be sent to the plate contractor (whose address is set out in the approval documents).

You should contact your state or territory registering authority for further details on how to have your vehicle inspected and registered.

5.8 Is an Australian identification plate already fitted to the vehicle or are you returning a vehicle that was originally exported from Australia?

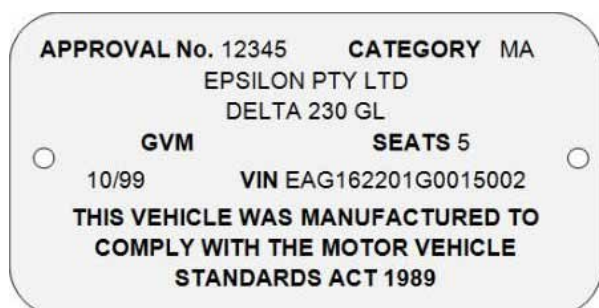
Part 8 of the Application Form

Any road vehicle, that is being imported into Australia must be covered by a valid import approval, a valid carnet or be subject to an intergovernmental agreement such as a Status of Forces Agreement before it may be cleared for entry into Australia by the Australian Customs Service.

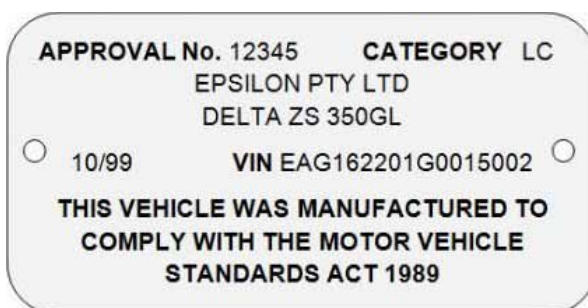
There are many reasons that people take their Australian vehicle overseas, perhaps for a vacation, a particular event, to live overseas for a while or even to have work done on the vehicle. This section explains the different processes that may be followed to allow vehicles back in to Australia.

Vehicles fitted with an Australian Identification Plate that have not been modified before being re-imported to Australia

An Identification Plate (also known as a Compliance Plate) is fitted to a vehicle by the manufacturer to confirm that the vehicle complied with the applicable Australian Design Rules when it was first supplied to the market in Australia. Figure A shows what an identification plate looks like. Identification plates are normally fitted on the firewall on passenger cars and on the frame head on motorcycles however, some vehicles may have identification plates fitted in the door frame or in the luggage compartment. Older identification plates were made from stamped aluminium, modern plates are adhesive labels.



Typical Motor Car and Truck Identification Plate



Typical Motorcycle Identification Plate

Figure A

If your vehicle is fitted with an identification plate, an import approval may be able to be issued to allow you to import your vehicle. You must complete and submit the application at the end of this guide and provide the following information:

- a completed Application for Approval to Import a Vehicle;
- the application fee – \$50.00 Australian Dollars – by cheque, Money Order, or credit card (MasterCard or Visa only) – if paying by cheque from overseas, seek advice from your bank on the correct process;
- Details of the plate, including a photograph showing:
 - Vehicle Make
 - Vehicle Model
 - Date of Manufacture
 - Vehicle Category
 - Number of seats
 - Identification Plate Approval Number
- Photographic identification by way of an Australian drivers licence or picture page of a passport of the person making the application or, for a company, the responsible officer – if you have not submitted

an application to import a vehicle within the last 12 months you will need to provide photographic identification again;

Vehicles fitted with an Australian Identification Plate that have been extensively modified while overseas

Vehicles that have been extensively modified while overseas may not be eligible to be imported under this provision. Extensively modified vehicles may be considered new vehicles for the purpose of the Act because the original identification plate no longer describes the vehicle, for example in the case of a passenger car that has been stretched into a limousine with additional seats, the vehicle category may have changed and the number of seats listed on the plate may be incorrect. If your vehicle has been modified at all while overseas you must provide details of the modifications.

Where the modifications do mean that the identification plate is not valid, there are several alternatives under which an import approval may be granted:

- For vehicles that were not used in transport in Australia (not registered), and not used overseas, the modified vehicle must be demonstrated to comply with the Australian Design Rules and approval must be issued under the Act to allow a new identification plate to be fitted. An application may be made to import the vehicle as a test vehicle.
- For vehicles not used in Australia, modified and then used overseas, importation may only be granted under the Personal Imports Scheme (Section 5.7) or the Registered Automotive Workshops scheme (Section 4.3)
- For vehicles that have been used in Australia and then exported and modified, an import approval may be granted if advice can be provided from the state or territory registration authority where the vehicle is to be registered that they will consider the vehicle for registration under their modified vehicle scheme. Import approvals issued under this arrangement will prohibit use in transport until a state or territory has registered the vehicle as a modified vehicle. People considering modifying their vehicle overseas should discuss registration requirements before exporting their vehicle.

Non Standard Vehicles not fitted with an identification plate.

If an import approval had been issued in the past to allow a vehicle not fitted with an identification plate to be imported into Australia, you cannot assume that it will be allowed back into Australia. A vehicle that was imported into Australia and then re-exported will need a new vehicle import approval before the vehicle can be imported back to Australia.

Please be aware, before you export the vehicle overseas you will only be issued with a new vehicle import approval if you satisfy one of the criteria contained in this document.

5.9 Overseas visitors to Australia

The Carnet

If you are visiting Australia on a vacation, you may temporarily import your vehicle to Australia by presenting a valid Carnet de Passage en Duane to the Australian Customs Service at the port where the vehicle arrives in Australia.

A carnet is similar to a personal passport and contains all the relevant information about the vehicle - make, model, colour, engine capacity, seating capacity, registration number, owner and value. Carnets can be obtained for motor vehicles, motorcycles, campervans, four wheel drive vehicles, caravans and trailers.

Your Vehicles' Carnet must be obtained from the motoring organisation in your country of residence before you leave home. (For USA residents, carnets are available from the Canadian Automobile Association in Ottawa.)

Conditions of Use

- A carnet is valid for 12 months from the date of issue.
- Vehicles imported under a carnet may not be lent, sold, mortgaged, hired, exchanged, given away or otherwise disposed of while in Australia;
- The vehicle must be exported from Australia prior to or on the expiry date of the carnet; and
- The vehicle that is covered by a carnet must not remain in Australia when the owner is not in Australia.

Vehicles imported without a Carnet will not be permitted to clear customs until an import approval is issued. Import approvals can only be issued in accordance with the circumstances set out in the Regulations as documented in this bulletin.

If you do not meet any of the circumstances, an import approval will not be issued and you will be required to have your vehicle exported or destroyed at your own expense.

Note that this Office does not issue Carnets and is unable to assist with any questions on Carnets, please contact your motoring organisation in your country for the issuing of a Carnet and information on a Carnet

5.10 Racing Vehicles - Part 10 of the Application Form

Rally Use / Closed Circuit Racing

Before approving an application, the Administrator must be satisfied that the vehicle will only be used for rally/race purposes

Import applications for rally/race use will only be considered where the vehicle will be used in serious competition, generally at professional level. Where a particular vehicle model is readily available in the Australian market, an Import Approval will not be granted unless there are compelling reasons to justify why it is necessary to import a vehicle to compete in events in Australia. The fact that a vehicle may be on an eligibility list for an event is not, of itself, a reason to justify the granting of an Import Approval.

At a minimum, the following criteria must be met:

- Eligible vehicles for rally/race use are those homologated by the Federation Internationale de l'Automobile (FIA). These vehicle models can be found listed at www.fia.com/homologations/Voit_Pays.html.
- Under normal circumstances, applicants will be restricted to importing a single vehicle and acceptable reasons will need to be provided to import another vehicle for rally/race use.
- Road vehicles for rally use are imported on the condition that they will only be used in the course of competition, practice associated with competition and transport to and from a rally location.
- The applicant must lodge with their application a statement that the vehicle will only be used for rally purposes together with a copy of a current CAMS R3 or higher-grade licence. For closed circuit racing the applicant must lodge with their application a statement that the vehicle will only be used for closed circuit racing purposes together with a copy of a current CAMS C3 or higher grade licence.

In addition, the applicant will need to provide evidence of a professional or high-level involvement in rally/race sport, including:

- details of events in which the applicant has driven a rally/race car;
- details of specific events in which the applicant proposes to compete in the car for which the import application is submitted;
- details of the rally/race club or organisation of which the applicant is a member and the length of membership; and
- if the vehicle is a model available in the Australian vehicle market, justification for the need to import the vehicle (cost of the vehicle in the domestic market will not generally be considered an acceptable justification).

Documents required to be submitted with the application form:

- \$50.00 application fee
- purchase documents
- copy of CAMS R3 or higher licence or CAMS C3 or higher
- evidence of participation in rallying or closed circuit racing and
- evidence of vehicles homologation,
- certified picture ID of the importer or responsible officer if a company (if you have not imported in the last 12 months you will need to provide your ID again)

5.11 Off Road Vehicles - Non-Transport Equipment – Part 11 of the Application Form

Note: Before an Import Approval may be issued for a vehicle, it is first necessary to determine whether the vehicle is a 'road vehicle' for the purposes of the *Motor Vehicle Standards Act 1989* (the Act). For the purposes of the Act, 'road vehicle' means:

- (a) a motor vehicle designed solely or principally for the transport on public roads of people, animals or goods; or
- (b) a motor vehicle that is permitted to be used on public roads.

It is important to note that the *Act* does not take into account the intended use of the vehicle. If the vehicle is a 'Road Vehicle' it will require a Vehicle Import Approval regardless of whether it is to be used on or off road.

Vehicles imported for off road use must have been originally manufactured as off road vehicles, e.g. four-wheel agricultural bikes.

Vehicles that are based on a conventional truck chassis are subject to normal compliancing requirements. You will need to meet one of the eligibility criteria outlined earlier in this brochure (page 5).

Vehicles which are built from the "the ground up" as special vehicles, e.g. rough terrain cranes, will continue to be treated as special purpose vehicles and may be granted exemption from the requirements of the *Motor Vehicle Standards Act 1989*.

Cranes

All special purposes-built cranes are required to gain Import Approval. If your crane is mounted on a conventional truck chassis, it is not classed as a special purpose-built crane. If the crane is permitted to be used on public roads, you are required to submit with the import application a letter from an Australian State or Territory Registering Authority stating that they will allow the vehicle to be used on public roads.

Pocket Bikes

All pocket bikes require an Import Approval to enable clearance by the Australian Customs Service.



To gain Import Approval generally the seat height must be not more than 600mm from the ground to the saddle (where you actually sit) for classification as a Pocket Bike. A manufacturer's brochure including design features must be attached to the import application form. Import Approval does not indicate compliance with Australian Standards.

Motorised Scooters and Pedal Cycles:

All motorised scooters and motorised pedal cycles require an Import Approval.



Motorised scooters or pedal cycles with a maximum power output not greater than 200 watts fall into the AB vehicle category (Pedal assisted cycles) in the National Standards (ADRs) and are not subject to the Australian Design Rules. However, they must still have an Import Approval, before they can be imported into Australia.

If your motorised scooter or pedal cycle exceeds 200 watts it falls into one of the following vehicle categories (as determined in the National Standards (ADRs)):

LA (Moped)

- Power output exceeding 200watts
- Not exceeding 50ml capacity
- Not capable of exceeding 50km/h

OR

LC (Motorcycle)

- Exceeds 50ml Capacity
- and/or**
- Capable of exceeding 50km/h

The *Motor Vehicle Standards Act 1989* applies to both LA and LC category vehicles and unless you meet one of the eligibility criteria outlined earlier in this brochure (page 5) you will be unable to import such a vehicle.

Mobility Wheelchairs

The requirements to import a mobility scooter are:

- Must be self propelled (i.e. propelled by a mechanism other than by human power);
- Can only accommodate a single person;
- Are designed so as to be not capable of a speed exceeding 10km/h on level ground;
- Have more than 2 wheels; and
- Have an unladen mass not less than 40kg.

Motor Bikes

Other countries may classify off road bikes differently to Australia.

Generally if a bike was designed principally for 'on road use' and has lights, blinkers, side mirrors and provision for a number plate, it is regarded as an ON ROAD bike. However there are cases where some bikes are manufactured with the above features but are still regarded as an off road design. Below are examples of off/on road bikes:



Example of an 'off road' bike



Example of a bike that has 'on road' features but could be also classed as 'off road' bike.



Example of a pure 'on road' design bike

If your bike falls into the category where it has some on road features but is predominately an off-road bike, the Administrator may grant Import Approval if you agree to the following:

- i. Direction indicators lamps are not fitted at time of importation nor at any time later;
- ii. Registration plate holder is not fitted at time of importation nor at any time later;
- iii. Tyres suitable for off-road use only are fitted at time import and at all times later; and
- iv. A durable self adhesive label is affixed in a conspicuous position immediately after taking delivery of the vehicle in Australia. The label must include the words "this motorcycle is not certified to comply with the Australian Design Rules and may not be registered for normal on road use".

Documents required to be submitted with the application form:

- \$50.00 application fee
- purchase document
- a brochure showing manufactures specifications of the vehicle and picture
- certified picture ID of the importer or responsible officer if a company (if you have not imported in the last 12 months you will need to provide your ID again).

5.12 Importing, Modifying and having an Australian Identification Plate Fitted by a Registered Automotive Workshop (RAWS)

If you wish to import a vehicle that is an eligible [Specialist and Enthusiast Vehicle](#) you will need to contact a RAW to arrange the importing and plating of the vehicle at <http://raws.infrastructure.gov.au/>, then go to search for a RAW

The application contained in this information bulletin is not for use when importing a vehicle through a RAW. The RAW must make the application to import on your behalf electronically.

Vehicles for Dismantling

The importation of complete vehicles for dismantling purposes is not permitted.

6 Selling an Imported Vehicle

If you have followed the procedures outlined in this brochure and the vehicle has met the requirements for Import Approval and initial registration, there is no restriction under the *Act* preventing the subsequent sale of an imported vehicle unless conditions have been applied to the Approval.

You should also check with the Registration Authority in your State or Territory for any requirements they may have in relation to the sale of an imported vehicle. Contact details are provided at the end of this document.

It is an offence to supply to the market (i.e. to sell for use on a public road) a vehicle that has been imported for use in transport but does not meet the ADRs, or is not fitted with an identification plate, used import plate or Personal Import plate. Such action may attract a penalty of up 120 units per vehicle. A penalty unit means A\$110 (as at 1/1/04).

7 General Information

Make sure that all necessary documents and the application fee are included with your application.

Extra application forms are available on request, or from the Internet site at:

<http://rvcs.infrastructure.gov.au/>

It is important that applications are complete and that copies of all supporting documents are **securely** attached to your application. Any documents in a language other than English must be accompanied by an official translation. **Incomplete applications will cause delays** that can be costly and inconvenient to you.

Please provide an Australian address to which your approval can be sent. Original Vehicle Import Approvals will be mailed to the importer at the nominated physical address.

Any matters regarding taxes/duties should be directed to the Australian Customs Service. Addresses details are included at the back of this bulletin.

You should be aware that the information you provide in the Import Approval application may be provided to Commonwealth, State and Territory Governments. A consent authority is included in the application form.

7.3 Application Fee

Applications to import road vehicles must be accompanied by a \$50 fee. Provision is made on the application form for you to include credit card details which will allow VSS officer to debit the fee from your account. Alternatively applications forwarded by post may be paid for by including a cheque or money order in Australian Dollars for \$50. (Cheques must be drawn from Australian financial institutions)

As set out in Schedule 2 of the Motor Vehicle Standards Regulations, the fee is a fee for lodging an application. As a result, refunds will not be given, even in the event of an application which is withdrawn before a decision is made.

To avoid being charged multiple application fees, importers are advised that when they are applying to import more than one vehicle, to attach a clear list setting out the following information for each vehicle.

Build Date Make Model Chassis number or VIN Vehicle Type Additional information identifying the section on the Application form under which each vehicle is eligible.

Where more than 1 application form is submitted, a \$50 fee will be charged for each application

8 Service Charter

8.3 Service Standards

You will normally be advised within 17 days of receipt of your vehicle import application and all necessary supporting documentation whether your application has been approved or rejected. **This is a target service standard and you need to be aware that in peak periods it may not be met.** If your application includes a vehicle for Test and Evaluation you must allow an additional 28 days for eligibility to be reviewed.

If the information is acceptable, you will be issued with approval to import the vehicle described in the vehicle Import Approval.

8.4 Decisions

We will provide clear reasons for any unfavourable decision.

8.5 Further Information

If you have any queries about the application form, decision-making process, or require further information, please contact vehicle imports by phoning 1800 815 272 or 61 2 6274 7444.

8.6 Service Charter

Information on the Department's services and standards of service is contained in our Service Charter, a copy of which can be obtained from our Client Service Officer on telephone

1800 075 001, or from our Internet web site at www.infrastructure.gov.au

8.7 Complaints about the service provided by the Department

If you are unhappy with the service you have received from the Department, you may lodge a complaint by:

Contacting the officer you have been dealing with; or

Contacting the Client Service Officer on 1800 075 001.

If you are still dissatisfied you may contact the Commonwealth Ombudsman.

Complaints to the Ombudsman can be made:

- Via the Internet on the Ombudsman's web site at www.comb.gov.au
- By telephoning your nearest Commonwealth Ombudsman's office
(Details in Telstra white pages) or
- By writing to the Commonwealth Ombudsman,
GPO Box 442

CANBERRA ACT 2601.

9 Notice of Rights of Review

9.3 Administrative Appeals Tribunal

If you have been notified of a decision under section 19 or 20 of the *Act* and are unhappy with it, you may seek to have the decision reviewed by lodging an application with the Administrative Appeals Tribunal (AAT). (Please see below for information on having a decision reviewed).

Under section 28 of the *Administrative Appeals Tribunal Act 1975*, you may, by notice in writing, request that the Department provide you with a formal statement of reasons for the decision. The Department must provide the statement of reasons within 28 days of receiving the request.

If you apply to the AAT for a review of a decision, you may have to pay an application fee. Applications can be lodged with the

Registrar

Administrative Appeals Tribunal

GPO Box 9955, (any Australian Capital City)

or by phoning 1300 366 700, or 61 2 6243 4611

9.4 Freedom of Information

You may request access to documents held by the Department under the provisions of the Freedom of Information *Act* 1982.

Requests must be made in writing or email and state an address to which notices under the FOI *Act* can be sent.

Please provide as much information as possible about the documents you are seeking and a phone number or email address so you can be contacted, if necessary, to discuss the request.

Department of Infrastructure, Transport, Regional Development and Local Government
Freedom of Information Coordinator
GPO Box 594
CANBERRA ACT 2601
email: foi@infrastructure.gov.au

A request costs \$30.00. Additional charges may also be payable in relation to time spent searching for, retrieving and photocopying relevant documents and making decisions.

Payment can be made by credit card or cheque. To make payment by credit card, you can obtain a copy of a Credit Card Payment Authority from the Departments website:

<http://www.infrastructure.gov.au/department/foi/index.aspx>

Further details are also available from this web page or by contacting the Department's Freedom of Information Coordinator on (02) 6274 7844.

10 Persons Eligible to Certify Documents

The full name, address and contact phone number of the person certifying copies of documents, together with their qualification (from the list below) must be included with documentation submitted to the Department.

Documents can be certified by:

Part 1 - Members of Certain Professions including:

- Chiropractor
- Dentist
- Legal Practitioner
- Medical Practitioner
- Nurse
- Patent Attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary
- Surgeon

Part 2 - Other Persons including:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer, (within the meaning of the *Consular Fees Act 1985*)
- Bailiff
- Bank Officer with 5 or more continuous years of service
- Building Society Officer with 5 or more years of continuous service
- Chief Executive Officer of a Commonwealth court
- Civil Marriage Celebrant
- Clerk of a Court
- Commissioner for Affidavits
- Commissioner for declarations
- Credit Union Officer with 5 or more years of continuous service
- Fellow of the National Tax Accountants' Association
- Finance Company Officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this Part
- Judge of a court
- Justice of the Peace
- Magistrate
- Master of a court
- Member of the Association of Taxation and Management Accountant
- Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 - (c) Warrant Officer within the meaning of that *Act*
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants Member of the Institute of Corporate Managers, Secretaries and Administrators
- Member of the Institution of Engineers Australia (other than at the grade of student)
- Member of:
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
- Minister of Religion registered under Division 1 of Part IV of the *Marriage Act 196*

- Notary Public, Permanent employee of:
 - (a) the Australian Government or of an Australian Government authority; or
 - (b) a State or Territory or of a State or Territory authority; or
 - (c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this Part
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made include Police Officer, Registrar, or Deputy Registrar, of a court
- Senior Executive Service officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

11 Vehicles Equipped With an Air Conditioner

This notice provides information about vehicles equipped with an air conditioner that may be subject to the provisions of the Ozone Protection and Synthetic Greenhouses Environment and Heritage and does not fall within the Departments area of responsibility. Detailed information is available at:

<http://www.environment.gov.au/atmosphere/ozone/>

Specific requirements have been established by the Department of Environment and Heritage and for further details you should contact:

Ozone and Synthetic Gas Team
 Department of the Environment, Water, Heritage and the Arts
 GPO Box 787
 CANBERRA ACT 2601
 Phone:02 6274 1373
 Email: ozone@deh.gov.au

12 Addresses

Department of Infrastructure, Transport, Regional Development and Local Government

If calling outside Australia

Tel. +61 2 6274 7444
Fax. +61 2 6274 6013

Postal Address:
Vehicle Safety Standards
GPO Box 594
CANBERRA ACT 2601

If calling within Australia

Tel. 1800 815 272
Fax. 02 6274 6013

Street Address:
111 Alinga Street
CANBERRA CITY ACT 2600

Email: vimports@infrastructure.gov.au

Website: www.infrastructure.gov.au/roads/vehicle_regulation/bulletin/importing_vehicles/index.aspx

Australian Customs and Border Protection Service

Customs Information and Support Centre

If calling outside Australia

Tel. +61 2 6275 6666
Fax. +61 2 8339 6714

Postal Address:
Locked Bag 3000
Sydney International Airport
NSW 2020

If calling within Australia

Tel. 1300 363 263
Fax. 02 8339 6714

Street Address:
10 Cooks River Drive
Sydney International Airport
SYDNEY NSW 2020

Email: information@customs.gov.au

Website: www.customs.gov.au

New South Wales

Collector of Customs
GPO Box 8
SYDNEY NSW 2001
Tel. 1300 558 287 (within Australia)
or +61 2 8339 6000
Fax. +61 2 9213 4000

Victoria

Regional Head Office
GPO Box 2809
MELBOURNE VIC 3001
Tel. 1300 558 287 (within Australia)
or +61 3 9244 8000
Fax. +61 3 9244 8200

Queensland

Regional Head Office
GPO Box 1464
BRISBANE QLD 4001
Tel. 1300 558 287 (within Australia)
or +61 7 3835 3255
Fax. +61 7 3835 3493

South Australia

Regional Head Office
PO Box 50
PORT ADELAIDE SA 5015
Tel. 1300 558 287 (within Australia)
or +61 8 8447 9211
Fax. +61 8 8447 9208

Western Australia

Regional Head Office
PO Box 396
FREMANTLE WA 6959
Tel. 1300 558 287 (within Australia)
or +61 8 9430 1444
Fax. +61 8 9430 1391

Tasmania

Regional Head Office
GPO Box 148B
HOBART TAS 7001
Tel. 1300 558 287 (within Australia)
or +61 3 6230 1232
Fax. +61 3 6230 1262

Northern Territory

Regional Head Office
GPO Box 210
DARWIN NT 0801
Tel. 1300 558 287 (within Australia)
or +61 8 8946 999
Fax. +61 8 8946 9820

Australian Capital Territory

National and
Regional Head Office
5 Constitution Ave
CANBERRA CITY ACT 2600
Tel. 1300 558 287 (within Australia)
or +61 2 6275 6666
Fax. +61 2 6275 5930

Australian Quarantine and Inspection Service (AQIS)

If calling outside Australia

Tel. +61 2 6272 3933
Fax. +61 2 6274 6013

Postal Address:
GPO Box 858
CANBERRA ACT 2601

Email: may be sent via the website

Website: www.daffa.gov.au/aqis

If calling within Australia

Tel. 1800 020 504
Fax. 02 6274 6013

Street Address:
18 Marcus Clarke Street
CANBERRA CITY ACT 2600

State and Territory Registering Authorities

New South Wales

Roads and Traffic Authority
PO Box K 198
HAYMARKET NSW 1240
Tel. 13 22 13 (within Australia)
or +61 2 4920 4000
Email: via website
Website: www.rta.nsw.gov.au

South Australia

Department for Transport, Energy
And Infrastructure
PO Box 1
WALKERVILLE SA 5081
Tel. 1300 882 248 (within Australia)
or +61 8 8343 2222
Email: via website, or
dtei.enquiries@saugov.sa.gov.au
Website: www.transport.sa.gov.au

Northern Territory

Department of Planning and
Infrastructure
GPO Box 2520
DARWIN NT 0801
Tel. 1300 654 628 (within Australia)
or +61 8 8999 5511
Email: via website
Website: www.dpi.nt.gov.au

Victoria

VicRoads
60 Denmark Street
KEW VIC 3101
Tel. 13 11 71 (within Australia)
or +61 3 9854 2666
Email: via website
Website: www.vicroads.vic.gov.au

Western Australia

Department of Transport
GPO Box R1290
PERTH WA 6844
Tel. 13 11 56 (within Australia)
or +61 8 9427 6404
Email: via website
Website: www.transport.wa.gov.au

Australian Capital Territory

Road Transport Authority
PO Box 582
DICKSON ACT 2602
Tel. 13 22 81 (within Australia)
or +61 2 6207 7000
Email: roaduserservices@act.gov.au
Website: www.rego.act.gov.au

Queensland

Queensland Transport
GPO Box 1549
BRISBANE QLD 4001
Tel. 13 23 80 (within Australia)
or +61 7 3253 4500
Email: fastinfo@transport.qld.gov.au
Website: www.transport.qld.gov.au

Tasmania

Department of Infrastructure, Energy
& Resources
GPO Box 936
HOBART TAS 7001
Tel. 1300 851 225 (within Australia)
Email: transport@dier.tas.gov.au
Website: www.dier.tas.gov.au