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# Importing Vehicles to Australia

**Vehicle Standards Bulletin**

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## FOR FURTHER INFORMATION:

### IF CALLING OUTSIDE AUSTRALIA

Tel 61 2 6274 7444

Fax 61 2 6274 6013

### IF CALLING WITHIN AUSTRALIA

Tel 1800 815 272

Fax (02) 6274 6013

Department of Transport and Regional Services

Vehicle Safety Standards

GPO Box 594

CANBERRA ACT 2601

Email: [Vimports@dotars.gov.au](mailto:Vimports@dotars.gov.au)

**YOU SHOULD CHECK  
THE WEB SITE FOR THE  
MOST UP TO DATE  
INFORMATION**

**[www.dotars.gov.au](http://www.dotars.gov.au)**

PLEASE READ THIS BROCHURE AND THE APPLICATION FORM CAREFULLY

## INTRODUCTION

This bulletin explains how to find out whether your vehicle is eligible for import and how to get an Import Approval.

An Import Approval **MUST** be obtained before a vehicle is imported. Importation occurs once the vehicle is brought within a port for the purposes of landing it. A vehicle intended to be offloaded at Sydney is considered to have been imported when its ship enters a port in Sydney.

An Import Approval must be obtained for a vehicle to gain clearance at its point of entry to Australia. Vehicles that arrive in Australia without an approval will have to be re-exported or destroyed and the importer may face a fine of up to 120 penalty points. 1 penalty point equals A\$110 (as at 22/1/02).

### **Import approvals cannot be issued for vehicles that have been imported.**

Do not ship your vehicle to Australia until such time as you are issued with an Import Approval. **If you do ship your vehicle before receiving an approval and your vehicle arrives before the application is processed, an approval cannot be issued.**

## LEGISLATION

The *Motor Vehicle Standard Act 1989* (the Act) and Motor Vehicle Standards Regulations 1989 (the Regulations) came into force 1 August 1989. The Act makes 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 have been prescribed as the National Standards. To show compliance with the ADRs a vehicle is fitted with a valid plate.

Vehicles for use on Australian roads need to be registered as roadworthy with a State or Territory vehicle registration authority. A vehicle needs to be fitted with a plate before it can be registered. Some vehicles such as those over 15 years old, those imported by temporary visitors, those for use as mining equipment and trailers less than 4.5 tonnes do not require a plate (all discussed later in this brochure).

There are several types of compliance plates (eg identification, used import, personal import). While the shape and style of compliance 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 Australian compliance plate is usually on the firewall.

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

Vehicles that are already fitted with an Australian compliance plate may still require an Import Approval. Refer to section entitled "Eligibility Criteria to Import a Vehicle to Australia" for requirements.

Please note that an Import Approval does not give automatic release of the vehicle from Australian Customs control, you must still meet all of the Australia Customs requirements, eg duties, GST, quarantine requirements etc. Addresses for the Australian Customs Service can be found at the end of this bulletin.

## **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 ADRs. Most vehicles coming into Australia, if not built to Australian standards, must be modified before registration.

Usually vehicles for use on public roads in Australia are 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. Addresses for State and Territory Registration Authorities can be found at the end of this bulletin.

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

## **APPLICATION TO IMPORT**

An application form for approval to import a vehicle is included in this bulletin.

Extra application forms are available on request, or you may obtain one from the Internet site at:

[http://www.dotars.gov.au/land/Imports\\_Certif/imp-cert.htm](http://www.dotars.gov.au/land/Imports_Certif/imp-cert.htm)

NB: This form is not for use by Registered Automotive Workshops.

Complete the application form and return it, with the fee, to the Administrator at the address given in this bulletin. An Import Approval will usually be sent to successful applicants within 17 days. You will be advised in writing whether your application has been approved or rejected.

### **The Approval is required to gain clearance through Customs.**

Certain documents are required to confirm if your vehicle is eligible for import. Details can be found under the vehicle categories listed in this bulletin.

For a first time applicant, a certified copy of either your Australian drivers licence which includes your photograph or picture page of your passport should be sent with your application. Persons qualified to certify the drivers licence or passport are given at the end of this bulletin.

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.

## **VEHICLE APPROVAL SCHEMES**

### **Full Volume**

A full volume manufacturer is one that holds an Identification Plate Approval for new vehicles supplied to the Australian market in excess of 100 per year.

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 National Standards. As some of the tests require that a vehicle be crashed it is only cost effective to obtain approval to fit Identification Plates to vehicle models that have sizeable markets.

### **Specialist and Enthusiast Vehicle Scheme (SEVS)**

SEVS allows the importation of vehicles that are not supplied in full volume but satisfy specialist or enthusiast interests.

The scheme allows the provision of alternative forms to demonstrate compliance with many of the ADRs.

From 8 May 2002, low volume commercial importers may only import vehicles that meet the criteria of the SEVS. The criteria, 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.dotars.gov.au/raws](http://www.dotars.gov.au/raws).

From 8 May 2003, only used vehicle models listed on the Register of Specialist and Enthusiast Vehicles may be imported and they must be imported by a Registered Automotive Workshop (RAW). The RAW scheme commenced on 1 April 2002.

### **Registered Automotive Workshop Scheme (RAWS)**

Under RAWS, a business may import up to 100 used vehicles (per vehicle category), per year, without demonstrating full compliance with the required ADRs. The vehicles imported must be eligible for importation under SEVS (with the exception of used motorcycles).

Individuals wanting to obtain a used specialist or enthusiast vehicle must make arrangements with a RAW (or become a RAW) to import a vehicle into Australia. For further information on RAWS visit the website:

<http://www.dotars.gov.au/raws>

or contact Vehicle Safety Standards on (02) 6274 7263 or (02) 6274 7511 (for technical/engineering inquiries).

## **ELIGIBILITY CRITERIA TO IMPORT A VEHICLE TO AUSTRALIA**

### **Vehicles 15 years or older – Part 4 on the Application Form**

Vehicles 15 years or older may be imported to Australia without restriction. This means there are no ownership and use requirements and no Compliance Plate is issued. An Import Approval is required to collect the vehicle.

Please note that the Import Approval is a Commonwealth government requirement and vehicles are not exempt from State or Territory registration requirements. You should contact the motor vehicle registration authority in the State or Territory where you intend to register the vehicle for information on their requirements.

Documents required to be submitted with the application form:

\$50.00 application fee, purchase document, certified picture ID if first time applicant.

**Note: If you meet the Personal Import requirements (see page 8), you may import your vehicle under Part 8 on the application form.**

### **Trailers - Part 5 on the Application Form**

#### **Trailers less than 4.5 tonnes Aggregate Trailer Mass (ATM)**

Trailers less than 4.5t ATM will be approved for importation to Australia subject to the vehicle being modified according to the requirements of the ADRs. Details are given in VSB 1 Building Small Trailers. Copies are available from this office or the Department's website at:

<http://www.dotars.gov.au/land/VehicleStandards/Bulletins/vsb.htm>

Documents required to be submitted with the application form:

\$50.00 application fee, purchase document, certified picture ID if first time applicant, Aggregate Trailer Mass.

## **Trailers with an ATM greater than 4.5 tonnes**

Trailers must comply with the ADRs applicable at the date they are first supplied to the market in Australia and have a Compliance Plate fitted.

There is a Low Volume Assessment Scheme for the manufacture of up to 3 trailers per annum. For more information on this scheme please phone 02 6274 7502.

Documents required to be submitted with the application form:

\$50.00 application fee, purchase document, certified picture ID if first time applicant, Aggregate Trailer Mass.

## **Trucks and Buses - Part 5 on the Application Form**

### **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 a compliance plate fitted. Importers need to obtain a letter of agreement (valid until 7 May 2003) or a letter of compliance from the approved compliance plate holder. A list of compliance plate approval holders is available at: <http://www.dotars.gov.au/rvcs>

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

From 8 May 2003 used trucks and buses may only be imported by a Registered Automotive Workshop. See the section on RAWs for more information.

Documents required to be submitted with the application form:

\$50.00 application fee, purchase document, certified picture ID if first time applicant, letter of agreement or letter of compliance, for trucks Gross Vehicle Mass or number of seats for buses.

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

Trucks over 12 tonnes GVM and buses with more than 12 seating positions need to meet the ADRs applicable when the compliance plate is fitted.

Vehicles must have a compliance plate fitted. Importers need to obtain a letter of agreement (valid until 7 May 2003) or a letter of compliance from the approved compliance plate approval holder. A list of compliance plate approval holders is available at:

<http://www.dotars.gov.au/rvcs>

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

From 8 May 2003 used trucks and buses may only be imported by a Registered Automotive Workshop. See the section on RAWs for more information.

Documents required to be submitted with the application form:

\$50.00 application fee, purchase document, certified picture ID if first time applicant, original letter of agreement or an original letter of compliance, GVM for trucks or number of seats for buses.

## **Letter of Compliance – Part 7 on the Application Form**

A Letter of Compliance states that a vehicle complies with the ADRs applicable at the time of the vehicle's manufacture. Only the authorised Australian representative of the manufacturer, or the organisation holding the Compliance Plate Approval for the particular vehicle model can issue a Letter of Compliance for the vehicle you intend to import. The Letter will only be issued by the manufacturer when a vehicle was originally built to Australian specifications. It is therefore only in exceptional circumstances that a Letter of Compliance can be obtained.

Dealers and distributors do not have authority to sign a Letter of Compliance.

The compliance 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 plate engraver.

Details of companies that have approval to issue a Letter of Compliance are available from the Internet at

<http://www.dotars.gov.au/rvcs>

Documents required to be submitted with the application form:

\$50.00 application fee, purchase document, certified picture ID if first time applicant, original Letter of Compliance.



## **Letter of Agreement – Conversion to Standard – Part 11 on the Application Form**

**Please note that this scheme is only operational until 7 May 2003**

If you wish to import a vehicle, have it modified and have a plate fitted, you must have a written arrangement from the vehicle manufacturer that has approval to fit compliance plates to the model of vehicle you wish to import. There are a number of compliance plate approval holders authorised to modify a limited number of imported vehicle models. Some of these approval holders will modify individual vehicles to comply with the ADRs and fit a compliance plate. If you wish to import under this category, you must obtain a written agreement from one of these firms stating that the vehicle will be modified to comply with the ADRs and a compliance plate fitted. Details of firms which have compliance plate approval are available from the Internet at <http://www.dotars.gov.au/rvcs>

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

Documents required to be submitted with the application form:

\$50.00 application fee, purchase document, certified picture ID if first time applicant, original letter of agreement.

## **Personal Imports – Part 8 on the Application Form**

*Visitors, temporary residents, foreign diplomatic personnel, companies and corporations are not eligible to import a vehicle under the personal import scheme.*

This scheme allows a vehicle to be imported as a personal import without proof that it meets the ADRs, but the vehicle is expected to provide a level of safety similar to Australian vehicles.

To be eligible for a personal import the following criteria must be satisfied:

- a) the vehicle has been owned and used by the applicant for a continuous period of at least 12 months (3 months where ownership and use of the vehicle commenced before 8 May 2000);
- b) at the time the vehicle is imported, the applicant is:
  - i. an Australian citizen or an Australian permanent resident; or
  - ii. a person who has applied to become an Australian citizen or an Australian permanent resident;
- c) the applicant is of an age that entitles him or her to hold a licence or a permit to drive a road vehicle of that type;
- d) the applicant undertakes to comply with any requirements as to road safety that are imposed in respect of the vehicle by the Administrator; and
- e) the applicant has not imported a road vehicle owned by him/her within the year ending on the day on which the vehicle in respect of which the application is made is landed in Australia.

The following documents must be provided to establish ownership and use of the vehicle overseas for twelve consecutive months, or more:

- every page of your passport including all blank pages
- statement of travel
- purchase documents
- overseas registration documents in your name

A \$50 application fee must also be provided.

## **All Applicants**

Details of any absences from your main country of residence during the relevant qualifying period of ownership and use of the vehicle.

Further details may be requested to substantiate claims of ownership and use of the vehicle during the qualifying period.

Other documents that may be required include:

- Previous owner's deregistration certificate for the vehicle
- Vehicle insurance documents in the applicant's name
- Documents, in the applicant's name, in relation to the purchase of the vehicle, for example, cheque butts, bank statement/credit card statement, ATM withdrawal document, receipt from vendor of vehicle
- Documents, in the applicant's name, showing that the applicant paid for any maintenance or repairs to the vehicle
- The applicant's passport with exit and entry stamps that indicate when the applicant left and returned to Australia and show that the applicant was continuously with the vehicle in the overseas country for the required period
- The applicant's drivers licence – Australian, international or issued by the overseas country
- Proof that the applicant is currently resident in Australia
- Proof that the applicant returns to Australia with the vehicle
- The applicant must produce a copy of both passports when dual passports are held
- Proof of the applicant's physical presence, continuously or intermittently, during a twelve month period in the country where the vehicle was purchased and primarily used prior to lodging an application to import the vehicle to Australia
- Evidence of the frequency, regularity and duration of visits to places outside the country where the vehicle was purchased and used
- Evidence of the maintenance by the applicant of a permanent place of abode in the overseas country during absences (eg telephone accounts, electricity bills)

Documents that are not in English must be accompanied by 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 Personal Import Scheme. If the applicant declines to submit the documents requested, the Administrator will take this into account in assessing the bona fides of the application and may, as a result, refuse to issue an import approval.

Applicants can contact the Department by phone (calling within Australia 1800 815 272 or outside Australia 61 2 6274 7444 or e-mail [Vimports@dotars.gov.au](mailto:Vimports@dotars.gov.au)) for advice on acceptable authorities to witness documents in the country where the vehicle is registered and/or used. These persons would hold an authority to witness documents similar to that of a public notary or justice of the peace in Australia.

Under the Personal Import Scheme, modifications to bring the vehicle up to minimum safety standards can be deferred until you wish to register the vehicle.

For Australian registration purposes a vehicle imported under this category must:

- be roadworthy; and
- meet minimum safety standards

If you are eligible, a Personal Import Approval will be issued. The approval papers comprise four parts:

- One copy clears the vehicle from its point of entry to Australia;
- One allows you to obtain a Personal Import Plate;
- One is for the registering authority; and
- The fourth is for your own records and should be kept with the vehicle.

### **Applicants importing from Japan must include the following documents:**

- Overseas registration certificate, from time of purchase, to time of deregistration, in the applicant's name
- Overseas de-registration certificate, in the applicant's name, showing the date that the vehicle was deregistered in Japan
- A parking approval in the applicant's name showing that the applicant had permission to park the vehicle
- Compulsory Tax and Insurance
- The applicant's drivers licence –international or issued by Japanese authorities.

### **Applicants from New Zealand will need to demonstrate their credentials as genuine migrants by way of:**

- Employment details – letter from employer stating where you are working
- Rental agreement/purchase agreement for property in Australia
- Opening of Australian bank account
- Shipment of household goods
- Australian telephone/electricity accounts

- Australian tax file number
- Medicare card
- Enrolment of children in an Australian school
- Sale of NZ property
- Resignation from work in NZ
- Cancellation of NZ rental property

This list is a guide and you may be required to provide further evidence of your migration status.

## **Personal Import Plates**

A Personal Import Plate is evidence that the vehicle is an approved vehicle import and allows it to be registered.

Before applying for a Personal Import Plate, the vehicle must be brought up to acceptable ADR standards.

Some 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 must be signed on the appropriate three approval documents by an authorised person.

The original signed statement of compliance which is marked for the plate engraver must be sent to the plate engraver whose address is given on the Import Approval. There is an additional cost for the engraving of the Personal Import Plate.

Contact your State or Territory Registration Authority for details about how to have your vehicle inspected and the statement of authority signed. The addresses of the Registration Authorities are on the back cover of this bulletin.

## **Vehicles with Australian Compliance Plates already fitted or previously registered in Australia –Part 6 on the Application Form**

If you exported your vehicle from Australia and are returning from overseas then you are not required to obtain an Import Approval for your vehicle as it will be entered into Australia as returned Australian Goods.

If you purchased the vehicle overseas and it has an Australian compliance plate fitted, or has been previously registered in Australia, you are not required to obtain an import approval unless you cannot provide proof of that previous registration. Proof of previous registration will be required to obtain clearance through Customs.

Documents required to be submitted with the application form:

\$50.00 application fee, purchase document, certified picture ID if first time applicant, copy of the compliance plate attached to the vehicle.

## **Overseas visitors to Australia – Part 9 on the Application Form**

In accordance with the provisions of certain international conventions on road traffic, Australia recognises the temporary import of vehicles for a period of less than 12 months by visiting foreign nationals of signatory countries who hold a visitor's visa.

In this category vehicles may be allowed entry in one of two ways:

- (a) By presenting a valid Carnet de Passage en Duane at port of entry to Australia, in which case no Vehicle Import Approval is required.
- (b) By submitting an application to import a vehicle accompanied by a copy of current overseas registration document valid for the period of the visit and passport pages showing nationality, personal details and valid Australian visitor's visa.

**Neither visitors nor temporary residents are eligible under the Personally Imported Vehicle Scheme described in this brochure.**

*Please note that if you import your vehicle by either of the above methods, then the vehicle MUST be exported from Australia. Under no circumstances will an Import Approval be issued to allow the vehicle to remain in Australia.*

Documents required to be submitted with the application form for category (b) above:

\$50.00 application fee, purchase document, current overseas registration document valid for the period of the visit, passport pages showing nationality, and Australian visitor's visa.

## **Racing Vehicles - Part 10 of the Application Form**

### **Rally Use/ Closed Circuit Racing**

**Before approving an application, the Administrator needs to be satisfied that the vehicle will be only 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](http://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 of 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, certified picture ID if first time applicant, copy of CAMS R3 or higher licence or CAMS C3 or higher, evidence of participation in rallying or closed circuit racing.

## **Non Transport Equipment - Off Road Vehicles**

Vehicles imported for off road use must be manufactured as off road vehicles, eg four wheel agricultural bikes.

Vehicles that are based on a conventional truck chassis are subject to normal compliancing requirements. This means vehicles need to be modified to meet the ADRs and have a Compliance Plate fitted by the holder of a Compliance Plate Approval for your particular vehicle make, model and year of manufacture or be imported by a RAW.

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

If the vehicle you wish to import can be used as a road vehicle, it will not be treated as an off road vehicle.

Importers of special purpose-built cranes (not cranes mounted on a conventional truck chassis) that are permitted to be used on public roads are required to submit with the application a letter from an Australian State or Territory Registering Authority stating that the vehicle will be allowed to be used on public roads.

Documents required to be submitted with the application form:

\$50.00 application fee, purchase document, certified picture ID if first time applicant, a statement of use of the vehicle and a picture or brochure of the vehicle.

### **Vehicles for Dismantling**

Complete vehicles imported for dismantling purposes are not permitted.

## **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.

Check with the Registration Authority in your State or Territory for requirements regarding the sale of an imported vehicle. Addresses are at the end of this document.

It is an offence to supply to the market (ie to sell for use on a public road) a vehicle that does not meet the ADRs, or is not fitted with a compliance plate, identification plate, used import plate or Personal Import plate and such action may attract a penalty of up to 120 penalty points per vehicle. 1 penalty point equals A\$110 (as at 22/1/02).

Vehicles 15 years or older shall not be fitted with a compliance plate under the Act. You should consult your State or Territory Registering Authority for registration requirements for these vehicles.

## **GENERAL INFORMATION**

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

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 are at the back of this bulletin.

You should be aware that the information you give in the import approval application may be provided to Commonwealth, State and Territory governments. A consent authority is included in the application form.

## **SERVICE CHARTER**

### **Service Standards**

You will 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. 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.

### **Decisions**

We will provide clear reasons for any unfavourable decision.

### **Further Information**

If you have any queries about the application form, decision-making process, or require further information, please contact vehicle imports by phoning (02) 6274 7506.

### **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.dotars.gov.au](http://www.dotars.gov.au).

### **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:

1. Contacting the officer you have been dealing with; or
2. 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](http://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



## **NOTICE OF RIGHTS OF REVIEW**

### **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 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

### **Freedom of Information**

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

Requests must be made in writing to the FOI Co-ordinator, Department of Transport and Regional Services, GPO Box 594, CANBERRA CITY ACT 2601. The request should be accompanied by a \$30 application fee. Additional charges may also be payable in relation to time spent searching for, retrieving and photocopying relevant documents and making decisions. Further details are available by contacting the Department's FOI Coordinator on (02) 6274 7844.

## **PERSONS ELIGIBLE TO CERTIFY DOCUMENTS**

The full name, address and contact phone number of the person certifying the copy and their qualification (from the list below) must be included. This can be certified by:

- ◆ Part 1 - Members of Certain Professions; Chiropractor, Dentist, Legal practitioner, Medical practitioner, Nurse, Patent attorney, Pharmacist, Physiotherapist, Psychologist, Veterinary surgeon; or
- ◆ Part 2 - Other Persons; 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 1961, Notary public, Permanent employee of (a) the Commonwealth or of a Commonwealth 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, 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.

# ADDRESSES

## **AUSTRALIAN CUSTOMS SERVICE**

If calling within Australia  
Please phone:

1300 363 263

E-mail enquires to:

[Information@customs.gov.au](mailto:Information@customs.gov.au)

### **New South Wales**

Collector of Customs  
Customs Information  
Centre  
GPO Box 8  
SYDNEY NSW 2001  
Tel: 61 2 9213 2000  
Fax: 61 2 9213 4000

### **Victoria**

Regional Director Customs  
GPO Box 2809AA  
MELBOURNE VIC 3001  
Tel: 61 3 9244 8000  
Fax: 61 3 9244 8017

### **Queensland**

Customs Information  
Centre  
GPO Box 1464  
BRISBANE QLD 4001  
Tel: 61 7 3835 3255  
Fax: 61 7 3835 3493

### **Western Australia**

Customs Information Centre  
PO Box 396  
FREMANTLE WA 6959  
Tel: 61 8 9430 1444  
Fax: 61 8 9430 1751

### **South Australia**

Customs Information  
Centre  
PO Box 50  
PORT ADELAIDE SA 5015  
Tel: 61 8 8447 9211  
Fax: 61 8 8447 9206

### **Tasmania**

Customs Information Centre  
GPO Box 148B  
HOBART TAS 7001  
Tel: 61 3 6230 1232  
Fax: 61 3 6241 2947

### **Northern Territory**

Customs Information Centre  
GPO Box 210  
DARWIN NT 0801  
Tel: 61 8 8946 999  
Fax: 61 8 8946 9820

### **Australian Capital Territory**

ACT Regional Office  
Customs Information Centre  
5/11 Constitution Ave  
CANBERRA ACT 2601  
Tel: 61 2 6275 6666  
Fax: 61 2 6275 5930

## **MOTOR VEHICLE REGISTRATION AUTHORITIES**

### **New South Wales**

Registrar of Motor Vehicles  
RTA  
PO Box K198  
HAYMARKET NSW 1238  
Tel: 1300137302  
Tel: 61 2 9218 6888  
Fax: 61 2 9218 6567  
E-mail:  
[tech-enq@rta.nsw.gov.au](mailto:tech-enq@rta.nsw.gov.au)

### **Victoria**

Vic Roads  
Vehicle Safety Branch  
60 Denmark Street  
KEW VIC 3101  
Tel: 1800 814 762  
Tel: 61 3 9854 2666  
Fax: 61 3 9854 2668

### **Queensland**

Queensland Transport  
Registration Division  
GPO Box 2451  
BRISBANE QLD 4701  
Tel: 07 3834 2011  
Fax: 07 3253 4777  
E-Mail:  
[FastInfo@transport.qld.gov.au](mailto:FastInfo@transport.qld.gov.au)

### **South Australia**

Vehicle Standards  
Transport SA  
PO Box 2526  
REGENCY PARK SA 5942  
Tel: 1300 656 243  
Tel: 61 8 8348 9599  
Fax: 61 8 8348 9533

### **Western Australia**

Department of Transport  
Licensing Division  
Technical Section  
21 Murry Road Sth  
WELSHPOOL WA 6101  
Tel: 08 9351 1680  
Fax: 08 9351 1699  
E-mail:  
[Aziapur@transport.wa.gov.au](mailto:Aziapur@transport.wa.gov.au)

### **Tasmania**

Registrar of Motor Vehicles  
GPO Box 1002  
HOBART TAS 7001  
Tel: 03 6233 5201  
Fax: 03 6233 5223  
E-mail:  
[Transport@dier.tas.gov.au](mailto:Transport@dier.tas.gov.au)

### **Northern Territory**

Motor Vehicle Registry  
Vehicle Compliance Group  
PO Box 2520  
DARWIN NT 0820  
Tel: 1300 654 628  
Tel: 61 8 8999 3111  
Fax: 08 8924 7324  
E-Mail:  
[Mvr@nt.gov.au](mailto:Mvr@nt.gov.au)

### **Australian Capital Territory**

Transport Regulation  
Technical Section  
PO Box 582  
DICKSON ACT 2602  
Tel: 02 6207 7000  
Fax: 02 6207 7107



DEPARTMENT OF TRANSPORT AND REGIONAL SERVICES

Office Use Only

# Application For Approval to Import a Vehicle

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

- An Import Approval must be obtained before the vehicle arrives in Australia. An Import Approval cannot be issued for vehicles after they have arrived.
- Read and complete the application in full. Any missing documents or incomplete applications will delay the issuing of your import approval
- Carefully read the brochure *Importing Vehicles to Australia* published by Vehicle Safety Standards of the Department of Transport and Regional Services before completing this application.
- You will need an Import Approval to take delivery of your vehicle from the Australian port of entry.
- You should allow up to 17 days from receipt of your application and all documentation for processing and issue of an approval.
- A fee of \$50.00 must accompany this application. Cheques are to be in Australian dollars and payable to the Receiver of Public Monies.

**Please fill in all information, tear off application and send to address on the back.**

Mode of payment  
Please debit my credit card or  
Enclosed is my cheque/money order for \$ \_\_\_\_\_

Bankcard  Mastercard  Visa

Credit card details

Cardholder's Name .....  
Expiry date .....  
Cardholder's Signature.....

**Part 1 - Application**

Is this your first application?  Yes  No

Name of owner (to whom the approval is to be issued). Please  
complete ONE of the following: **Do not complete both**  
**Part A and B**

**A - SURNAME**

First and other given names

Title

Mr  Mrs  Miss  Ms  Other  
(specify)

Date of Birth

ADDRESS

Telephone Number

Facsimile Number

OR

**B - COMPANY**

Company representative name / title eg Mr J Smith Manager

Company ACN / ABN No

ADDRESS

Telephone Number

Facsimile Number

**Part 2 - Agent**

You may nominate a Freight Forwarding agent or other Agent  
to act on your behalf. Please note that if any further  
information is required your agent will be contacted.

Contact name

Company

Telephone number

Facsimile number

**Part 3 - Vehicle Details**

Year of manufacture

Make

Model

Vehicle Identification Number or Chassis Number

IF THERE IS MORE THAN ONE VEHICLE, ATTACH A CLEAR LIST  
OF ALL VEHICLES DETAILS

TOTAL NUMBER OF VEHICLES

Current location of vehicle(s)

If known, the country in which the vehicle(s),  
when new, was / were first offered for sale.

#### Part 4 - Date of Manufacture

Was the vehicle manufactured :

- 15 or more years ago?

Yes Go to Part 12     No Go to Part 5

NOTE: if you qualify for the Personal Imports requirements you may import your vehicle under Part 8.

#### Part 5 - Trailers/trucks/buses

Is the vehicle a:

Trailers  ATM specify weight     Yes Go to Part 12     No Go to Part 6

Trucks  GVM specify weight     Yes Go to Part 12     No Go to Part 6

Attach original Letter of Compliance

Buses  Number of Seats     Yes Go to Part 12     No Go to Part 6

Attach original Letter of Compliance

#### Part 6 - Australian Compliance Plate/Previously registered in Australia

Does the vehicle have an Australian Compliance Plate fitted?  
Was the vehicle previously registered in Australia?

Yes  
 Yes

Go to Part 12

No  
 No

Go to Part 7

Attach copy of previous registration document

A compliance plate is a metal plate fitted to a vehicle, in the engine compartment, indicating that the vehicle meets the Motor Vehicle Standards Act

*Note: If you exported your vehicle from Australia and are now returning it you do not require an import permit*

#### Part 7 - Letter of Compliance

Do you have a letter of Compliance?

Yes

Attach original Letter of Compliance

Go to Part 12

No

Go to Part 8

A "Letter of Compliance" may be issued by the holder of Australian Compliance Plate Approval (usually the Australian manufacturer) for a vehicle which meets the ADRs for its year of manufacture.

#### Part 8 - Personal Imports (Australian citizens/permanent residents only)

Do you have evidence of not less than twelve continuous months overseas ownership and use of the vehicle?  
If yes, and you are of driving age, please forward the following documents:

- Copy of all pages in passport - even blank pages
- Signed statement of all overseas travel since registration of vehicle
- Overseas registration in your name.
- Purchase/receipt/certificate of title.
- **Refer brochure for further documentation that is required.**

Yes

Complete Part 8 in full then go to Part 12

No

Go to Part 9

Date of your arrival in overseas country where vehicle was first registered

Date of first overseas registration of vehicle in your name

Date you stopped / intend stopping using the vehicle overseas

Only one vehicle per person may be imported in any one year period. Temporary residents, companies and corporations are not eligible.

#### Part 9 - Visiting Foreign National

Are you visiting Australia and travelling on visitors Visa?

Yes

Go to Part 12

No

Go to Part 10

If you ticked Yes please forward the following documents:

- Passport identification page and Australian visitor's visa
- Arrival stamp to Australia from passport or expected date of arrival
- Overseas registration documents to be valid for duration of stay in Australia.
- If you have an Electronic Visa, you must supply written authorisation for this Office to gain a copy of your Visa from Immigration.

## Part 10 - Racing / Rally

Racing vehicle / Rally vehicle  
(closed circuit)

Yes

No

Attach a copy of your C3 or higher for Racing  
R3 or higher for Rally

Go to Part 12

Go to Part 11

Attach a statement of use, evidence of Racing / Rally  
participation and evidence of events previously entered

## Part 11 - Letter of agreement

Is the vehicle going to be converted to meet the requirements  
of the Australian Design Rules and a compliance plate fitted?  
Attach a signed statement of use and why the vehicle is  
eligible.

Yes

No

Go to Part 12

Go to Part 12

If you ticked Yes, forward the following.

Attach original of agreement issued by approved vehicle  
converter.

Original MUST be signed by CPA Holder and owner.

**NOTE: THIS SCHEME IS ONLY OPERATIONAL FOR SPECIALIST & ENTHUSIAST ELIGIBLE VEHICLES UNTIL 7 MAY 2003**

## Part 12 - Declaration - Applicant to Sign

I declare that the information provided is true and correct and agree to allow the information to be provided to other government agencies.

Signature

Date

Personal information provided is covered by the Commonwealth Privacy Act of 1988. The storage, use and disclosure of any personal information collected will be subject to the Commonwealth Information Privacy Principles.

### WARNING

Any false or misleading information provided is an offence under the Crimes Act of 1914. Importing a non-standard vehicle without approval is an offence and may incur a penalty or a fine up to 120 penalty points, 1 penalty point equals \$110 (as at 2/2/00) for each offence.

#### Note:

*Have you included all necessary documentation in support of your application? Delays can be costly and inconvenient. Remember - a vehicle must have an import approval to allow you to take delivery of it from the port of entry.*

*If you have chosen to ship your vehicle before receiving an import approval, should your vehicle arrive before the application is processed, an approval cannot be issued.*

### ADDRESS APPLICATIONS AND ENQUIRIES

**The Administrator of Vehicle Standards:  
Vehicle Safety Standards  
GPO Box 594  
CANBERRA ACT 2601**

**Phone: 1800 815 272 if calling within Australia or 61 26274 7444 outside Australia.**

**Fax: (02) 6274 6013 Email: [Vimports@dotars.gov.au](mailto:Vimports@dotars.gov.au)**

**Internet site: [www.dotars.gov.au](http://www.dotars.gov.au)**

Please provide an estimate of the time taken to complete this form\*  
Include:

- The time actually spent reading the instructions, working on question and obtaining the information.
- The time spent by all employees in collecting and proving the information.

Hrs

Mins

p2/3620 (8/95)

\* The Office of Small Business (02) 6121 7548 requires Commonwealth Government forms to collect this information from businesses with less than 20 employees