

Dealer Vehicle Registration Scheme (DVRS) Business Rules

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Contents

Contents	2
Introduction	3
DVRS	3
Eligibility for DVRS	3
Dealer Participants.....	3
Trailer Participants.....	4
Distributor Participants.....	4
Authorisation of DVRS and users	4
Inspection and certification of new vehicles	5
Light vehicles and Trailers up to 4.5 tonne ATM.....	5
Heavy vehicles	6
Procedures	6
Glossary	7
Forms	7

Introduction

Dealer Vehicle Registration scheme (DVRS) is for participants to perform registration related services referred to in Clause 3 and Schedule 6 of the Agreement.

Participants are required to be either:

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

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

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

DVRS

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

Eligibility for DVRS

Dealer Participants

- Must hold a NSW Dealer Licence or interstate equivalent
- If the participant is a heavy vehicle dealer, be accredited as a Heavy Vehicle Authorised Inspection Station (HVAIS)

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

- Australian Company Number (ACN) or Australian Registered Business Number (ARBN);
- a copy of the dealer licence
- the manufacture or franchise agreement (new vehicles only); and
- public and products liability insurance policy,
- workers compensation insurance (exemptions do apply see Schedule 2 – Insurance of the Agreement)

Trailer Participants

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

- Australian Company Number (ACN) or Australian Registered Business Number (ARBN);
- Letterhead stating the make of trailer manufactured
- public and products liability insurance policy;
- workers compensation insurance policy (exemptions do apply see Schedule 2 – Insurance of the Agreement)

Distributor Participants

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

- Australian Company Number (ACN) or Australian Registered Business Number (ARBN);
- public and products liability insurance policy;
- workers compensation insurance policy (exemptions do apply see Schedule 2 – Insurance of the Agreement)

Authorisation of DVRS and users

Participants requesting to participate in the agreement must be authorised by TfNSW. To obtain authorisation the participant must complete a DVRS Application (form 1142) and provide the required evidence as requested to the controlling Service NSW centre.

Each member of your staff who will be providing DVRS services must be authorised by TfNSW. To obtain authorisation each staff member must complete a User Authorisation (form 1388) and provide POI to the controlling Service NSW centre.

Inspection and certification of new vehicles

Light vehicles and Trailers up to 4.5 tonne ATM

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

1. Using the correct Road Vehicle Descriptor (RVD) or New Trailer Specification sheet for the vehicle being inspected, complete the vehicle specification details on the Application for Registration (form 1009).
 - RVD sheets are available online at [Road Vehicle Descriptor Online](#)
 - New Trailer Specification sheets are available on 1300 137302.
 - If there is no RVD sheet for a vehicle, you must provide the following:
 - a weighbridge ticket, and
 - an Unregistered Vehicle Inspection Report (blue slip) from an AUVIS.
 - If there is no New Trailer Specification sheet for a specific make and model of a trailer, you must provide the following:
 - a weighbridge ticket, and
 - an Unregistered Vehicle Inspection Report (blue slip) from an AUVIS for trailers up to 2 tonnes Gross Trailer Mass (GTM), or
 - a Heavy Vehicle Safety Check Inspection Report and Heavy Vehicle Unregistered Vehicle Inspection Report (pink and brown slip) for trailers over 2 tonnes GTM or fitted with breakaway brakes.
2. Check the engine number, Vehicle Identification Number (VIN) and compliance plate date on the vehicle and enter these details on the Application for Registration (form 1009).
3. Complete the vehicle checks listed in the manufacturer's Pre-Delivery Checklist. If there is no manufacturer's pre-delivery checklist available, use the Light Vehicle Pre-delivery Checklist (form 1503), Motorcycle Pre-delivery Checklist (form 1504) or Light Trailer and Caravan Pre-delivery Checklist (form 1505).
4. a. The vehicle must meet the requirements of the *Road Transport Act 2013* and the Road Transport (Vehicle Registration) Regulation 2017 before the Application for Registration can be certified.
b. You must permanently attach the correct safety label to the front and rear number plates of electric powered vehicles (including hybrid vehicles) and hydrogen powered vehicles in accordance with Australian Light Vehicle Standards Rules and Schedule2 of the Road Transport (Vehicle Registration) Regulation 2017.

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

Heavy vehicles

1. Inspection and certification of Heavy Vehicles must be conducted by an HVAIS
Note: Application for registration for new heavy trailers (trailers over 4.5 tonnes ATM) accompanied by a New Heavy Vehicle Certification form, completed by the vehicle manufacture/dealer/distributor are **exempt** from a vehicle inspection and weighbridge ticket. If the vehicle is non-standard a Vehicle Standard Exemption (Permit) issued by the National Heavy Vehicle Regulator **must** also be presented. Originals or copies of the forms may be accepted.
2. HVAIS examiners must complete a Heavy Vehicle Safety Check Inspection Report and Heavy Vehicle Unregistered Vehicle Inspection Report (pink and brown slip)
3. Checks the engine number, Vehicle Identification Number (VIN) and compliance plate date on the vehicle and enter these details on the Application for Registration (form 1009).
4. a. The vehicle must meet the requirements of the *Road Transport Act 2013* and the Road Transport (Vehicle Registration) Regulation 2017 before the Application for Registration can be certified.
b. You must permanently attach the correct safety label to the front and rear number plates of electric powered vehicles (including hybrid vehicles) and hydrogen powered vehicles in accordance with Schedule 2 of the Heavy Vehicle (Vehicle Standards) National Regulation (NSW).
5. Enters the Heavy Vehicle examiner's number and Inspection Report Number on the Application for Registration (if required).

Procedures

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

Glossary

Agreement Details	Schedule 1 of the DVRS Dealer Agreement
ACN	Australian Company Number
ADRs	Australian Design Rules
ARBN	Australian Registered Business Number
ATM	Aggregate Trailer Mass
AUVIS	Authorised Unregistered Vehicle Inspection Station
DOL	Dealer Online
DVRS	Dealer Vehicle Registration Scheme
GVM	Gross Vehicle Mass
Heavy Vehicle	Vehicle more than 4.5 tonnes GVM
HVAIS	Heavy Vehicle Authorised Inspection Station
Light Vehicle	Vehicle up to 4.5 tonnes GVM
POI	Proof of Identity
RVD	Road Vehicle Descriptor
TfNSW	Transport for NSW
VIN	Vehicle Identification Number
VSCCS	Vehicle Safety Compliance Certification Scheme

Forms

- Application for Registration - Form 1009
- DVRS Application - Form 1142
- User Authorisation - Form 1388
- Light Trailer and Caravan Pre-delivery Checklist - Form 1505
- Light Vehicle Pre-delivery Checklist - Form 1503
- Motorcycle Pre-delivery Checklist - Form 1504