



BUSINESS RULES

DEALER VEHICLE REGISTRATION SCHEME

October 2008

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Glossary

ABN	Australian Business Number
Agreement Details	Schedule 1 of the DVRS Dealer Agreement
ACN	Australian Company Number
ADRs	Australian Design Rules
AIS	Authorised Inspection Station
ARBN	Australian Registered Body Number
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
RTA	Roads and Traffic Authority
RVD	Road Vehicle Descriptor
VIN	Vehicle Identification Number

Relevant Forms

Application for Registration	RTA form 1009
Description of Heavy Vehicle	RTA form 1120
DVRS Dealer Registration Plate Schedule	RTA form 1092
Dealer Services Officer Authorisation	RTA form 1388

Introduction

The Dealer Vehicle Registration Scheme (DVRS) allows:

- new motor vehicle dealers, licensed under the Motor Dealers Act 1974, and other approved organisations to inspect, certify and register new vehicles.
- dealers of new or second-hand vehicles, licensed under the Motor Dealers Act 1974, and other approved organisations, to
 - register second hand vehicles (provided a current inspection report from an Authorised Unregistered Vehicle Inspection Station has been obtained)
 - transfer and renew registration of vehicles and
 - advise the disposal of vehicles

using the Dealer Online (DOL) system.

Organisations approved to participate in DVRS are able to issue number plates and registration labels so that a vehicle can be driven away on the day it is purchased.

These DVRS Business Rules take effect from October 2008 and apply to all DVRS services on, or after, that date. These Business Rules detail the important obligations of DVRS Dealers in the day-to-day operation of DVRS. DVRS Dealers have additional obligations under other documents including the DVRS Dealer Agreement with the RTA.

The RTA subscribes to a process of continuous improvement and from time to time may amend the DVRS Business Rules to reflect changes to policy or procedures. DVRS Dealers must comply with these Business Rules as amended from time to time.

1. DVRS

1.1 Eligibility for DVRS

DVRS authorises approved new motor vehicle dealers, licensed under the Motor Dealers Act 1974 (NSW) (**Licensed Motor Vehicle Dealers**), and other approved organisations, engaged in the sale, distribution or management of new vehicles (**Other Organisations**), to inspect, certify and register new vehicles.

Approved dealers of new or second-hand vehicles, licensed under the Motor Dealers Act 1974 (NSW) (**Licensed Motor vehicle Dealers**), and other approved organisations, engaged in the sale, distribution or management of new or second-hand vehicles (**Other Organisations**) may register second hand vehicles, transfer and renew registration, and advise the disposal of vehicles using the Dealer Online system.

Licensed motor vehicle dealers

To be approved as a DVRS Dealer, a NSW motor vehicle dealer must:

1. hold a dealer licence issued under the Motor Dealers Act 1974 (NSW);
2. if the organisation is a heavy vehicle dealer, be accredited as a Heavy Vehicle Authorised Inspection Station (HVAIS); and
3. provide to the RTA evidence of its:
 - Australian Company Number (ACN) or Australian Registered Body Number (ARBN);
 - Australian Business Number (ABN);
 - franchise agreement; and
 - public and products liability insurance policy,

Other organisations

Other organisations engaged in the sale, distribution or management of new vehicles may be approved to participate in DVRS. These organisations include:

- interstate licensed motor dealers within 50 kilometres of the NSW border;
- NSW retailers or manufacturers of new trailers weighing less than 250kgs; and
- other organisations based in NSW who are engaged in the distribution or management of new motor vehicles subject to written approval of the RTA's Manager Registration and Vehicle Management.

To be approved as a DVRS Dealer, an organisation that is not a NSW motor vehicle dealer must provide to the RTA evidence of its:

- ACN or ARBN;
- ABN;
- public and products liability insurance policy;
- if it is an interstate dealer, its dealer licence number and franchise agreement.

1.2 Authorisation of dealer services officers

Each staff member of a DVRS Dealer who will be providing DVRS Services must be authorised by the RTA to verify and photocopy customer POI documents or to certify the roadworthiness of vehicles on behalf of the RTA.

Dealer staff must apply to the Registry Services Manager of the Controlling Registry (see Item 2 of the Agreement Details) for RTA authorisation to perform DVRS Services. A completed Dealer Services Officer Authorisation form, or any other form as the RTA may require from time to time, must be presented and POI documents provided.

1.3 Requirements for checking customer POI

Authorised dealer staff must sight original POI documents when registering a vehicle for a person. Only the POI documents listed on the RTA website (http://www.rta.nsw.gov.au/licensing/proofidentity/proof_list12.html) can be accepted. Photocopies and faxed documents must not be accepted.

Authorised Services Officers are not required to provide photocopies of the following POI documents when registering a vehicle for a person:

- a NSW photo licence that is current or expired within the last two years,
- a NSW Photo card that is current or expired within the last two years,
- any List 2 document (http://www.rta.nsw.gov.au/licensing/proofidentity/proof_list12.html)

Dealers must provide photocopies of all other POI documents.

Copies of POI documents (including faxed documents), can be accepted when registering a vehicle in the name of a corporation.

If a vehicle is to be registered in the name of a person or organisation that has not previously done business with the RTA, they must attend a motor registry, present their POI documents and be issued with an RTA customer number.

2. Inspection and certification of new vehicles

2.1 Light vehicles

Authorised Services Officers must adhere to the following procedures for inspecting and certifying Light Vehicles:

1. Using the correct Road Vehicle Descriptor (RVD) sheet for the vehicle being inspected, complete the vehicle specification details on the Application for Registration (RTA form I009). RVD sheets are available on the RTA website www.rta.nsw.gov.au. If there is no RVD sheet, a weighbridge ticket and a blue slip from an AUVIS must be provided to the Controlling Registry.
2. Check the engine number, Vehicle Identification Number (VIN) and compliance plate date (together these details form the Vehicle Identifiers) on the vehicle. Enter the Vehicle Identifiers on the Application for Registration.
3. Complete the vehicle checks listed in the manufacturer's Pre-Delivery Checklist. If there is no manufacturer's pre-delivery checklist available, the appropriate checklist at Appendix 1, 2 or 3 of these Business Rules should be used.
4. The vehicle must meet the requirements of the Road Transport (Vehicle Registration) Act 1997 and Road Transport (Vehicle Registration) Regulation 2007 before the Application for Registration can be certified.

Note: DVRS staff must ensure that vehicles that have non factory options fitted, such as window tinting and tow bars, comply with the Road Transport (Vehicle Registration) Regulation 2007 before registering the vehicle.

2.2 Heavy vehicles

Inspection and certification of Heavy Vehicles must be conducted by an RTA accredited Heavy Vehicle examiner. The DVRS Dealer must ensure that the RTA accredited Heavy Vehicle examiner:

1. Inspects the vehicle according to the standards set out in the RTA 'Rules for Authorised Inspection Stations - Heavy Vehicles' and completes both a Heavy Vehicle pink slip and a brown slip.
2. Checks the engine number, Vehicle Identification Number (VIN) and compliance plate date (together these details form the Vehicle Identifiers) on the vehicle. Enters the Vehicle Identifiers on the Application for Registration.
3. The vehicle must meet the requirements of the Road Transport (Vehicle Registration) Act 1997 and Road Transport (Vehicle Registration) Regulation 2007 before the Application for Registration can be certified.
4. Enters the Heavy Vehicle examiner's number and Inspection Report Number on the Application for Registration.

2.3 Cab-chassis and modified vehicles

Cab-chassis vehicles

Only completed vehicles that meet registration requirements can be registered. To be registered, a cab-chassis vehicle must have a body or turntable fitted prior to registration.

For Light Vehicles, the following declaration together with a weighbridge ticket must be supplied to the RTA with the Application for Registration:

"The vehicle described on this form complies with all the applicable ADRs and the body is constructed and installed to the requirements of Part B Section J of the Department of Transport and Regional Services Vehicle Standards Bulletin No 6".

For Heavy Vehicles a brown and a pink slip issued by a HVAIS must be provided as well as a weighbridge ticket and Description of Heavy Vehicle form. The brown slip must denote that a design check has been carried out for the body installation.

Modified vehicles

Modified vehicles must be fitted with a second stage manufacturer compliance plate to be registered under DVRS. If the vehicle is not fitted with a second stage manufacturer compliance plate it must be registered under DVRS prior to modification. An Adjustment of Records form, a weighbridge ticket, blue slip and certificate by an RTA recognised signatory must then be supplied to the RTA for the vehicle modification to be recorded.

3. Registering a vehicle

3.1 Registering a new vehicle

For step by step instructions on how to register a new vehicle follow the procedures in the Motor Dealer's Guide to Vehicle Registration (available on the RTA website www.rta.nsw.gov.au) and processes in the Dealer Online User Manual (available on the RTA website www.rta.nsw.gov.au) if the transaction is processed using the DOL system.

DVRS Staff must not process applications to register a vehicle owned by them. DVRS Dealers must not fit interstate number plates to any vehicle in NSW without the approval of the RTA. If RTA approval is given, the DVRS Dealer must keep records of all interstate number plates fitted, and those records must be presented to the RTA, or the police, on demand.

If the sale of a vehicle does not proceed and the vehicle has been registered, the DVRS Dealer must immediately apply to cancel the registration.

Any vehicle that has been registered must not be re-registered as a new vehicle.

3.2 Registering a second-hand vehicle

Second-hand vehicles may only be registered under DVRS if the transaction is recorded or processed using the Dealer Online system and a current inspection report from an Authorised Unregistered Vehicle Inspection Station (AUVIS) is submitted electronically to the RTA.

For step by step instructions on how to register a second-hand unregistered vehicle follow the procedures in the Motor Dealer's Guide to Vehicle Registration (available on the RTA website www.rta.nsw.gov.au) and processes in the Dealer Online User Manual (available on the RTA website www.rta.nsw.gov.au),

3.3 Transferring registration

Registration may only be transferred under DVRS if the transaction is recorded or processed using the Dealer Online system.

For step by step instructions on how to transfer registration follow the procedures in the Motor Dealer's Guide to Vehicle Registration (available on the RTA website www.rta.nsw.gov.au) and processes in the Dealer Online User Manual (available on the RTA website www.rta.nsw.gov.au),

3.4 Other registration transactions

For step by step instructions on renewing registration and exchanging number plates follow the procedures in the Motor Dealer's Guide to Vehicle Registration (available on the RTA website www.rta.nsw.gov.au) and processes in the Dealer Online User Manual (available on the RTA website www.rta.nsw.gov.au),

Number-plates must be issued by the DVRS Dealer in numerical order and the details recorded on the DVRS Dealer Registration Plate Schedule (RTA form 1092).

Customers must be advised if the number plate allocated to the vehicle is a special number plate which as a result incurs an annual fee. Special number plates can be issued to cars, light trucks, heavy vehicles and motorcycles. However their availability varies depending on vehicle type.

Only standard yellow, personalised plus and 3x3 black personalised plates may be issued to Heavy Vehicles.

The expiry date recorded on an interim registration label must be three months from the date the label is fitted.

Appendix 1 – Light Vehicle Pre-delivery Checklist

Item	Action	Inspected/ Corrected
Record Make and Model	Make_____	
	Model_____	
Compliance Plate	Check vehicle for relevant compliance plate.	
Engine number	Check engine number which will appear on the main engine component of the vehicle against the prepared documentation. Engine No._____	
VIN	Check the VIN of the vehicle against the documentation and the compliance plate. VIN_____	
Gas-powered	Check gas system. Check for Gas Compliance plate and Certificate of Compliance.	
Check the engine and other items in the engine bay	Ensure there are no leaks from the engine, gearbox or driveline which allow oil to drop onto the road surface, exhaust system or brake. Check that engine or transmission mounts are secured.	
Check seat belts mirrors and horn	Ensure that all seats and seat belts are securely fastened to their mountings. Make sure rear view mirrors provide a clear view of the road to the rear of the vehicle. Ensure light commercial vehicle (except station wagon) is fitted with an external rear vision mirror on each side of the vehicle. Ensure the horn works.	
Vehicle exterior, doors, windows, bodywork, and trailer coupling	Check the operation of all doors and windows, door locks and latches and ensure that all inside and outside door latches, controls or hinges are secure and functional. Visually inspect the windscreen and front side windows. Ensure the area of the windscreen from the centre of the vehicle in front of the driver has no cracks.	
Ventilating systems, heating and demisting fan operation	Ensure ventilating systems work in all aspects.	

Lights	<p>Test the operation of all lights; check the aim of the headlights using a headlight tester. The aim of the headlight must be adjusted so that, when on high beam, the projected centre of the beam is not to the right of the headlight centre and is not above the headlight centre. When switched to low beam, the projected centre of the beam must not drop below and to the left of the correct high beam setting.</p> <p>Check headlight and registration plate light covers (where fitted).</p> <p>Ensure that all compulsory reflectors are not damaged and are fitted to the rear of the vehicle.</p> <p>Check that the number plate light is directing light onto the surface of the rear number plate.</p>	
Under body chassis and sub-frames	Check under body chassis sub-frames for cracks or loose welds.	
Transmission	<p>Check transmission.</p> <p>On automatic transmission ensure vehicle cannot be started in any gear position other than park or neutral. (Before commencing this check ensure that the park brake or service brake is fully applied.)</p> <p>Check there are no oil leaks from the gearbox or driveline which allow oil to drop onto the road surface.</p>	
Exhaust system	Check that all components of the exhaust system are securely mounted and without leaks.	
Brakes	<p>Check braking system components, ensure that brake pedal plate has a cover and that the pedal or handle is not broken.</p> <p>Check brake pedal does not travel to the floor when pressure is applied.</p> <p>Ensure the parking ratchet or locking device is holding the parking brake lever in its applied position.</p> <p>Check that no brake component is leaking and that all brake components are securely mounted.</p>	
Wheels and tyres	<p>Visually inspect each wheel.</p> <p>Check tyre placard fitted to the vehicle.</p> <p>Ensure that no wheel or rim is cracked or has pieces of casting missing or is buckled.</p>	

	<p>Ensure that there is no wheel nut that does not engage the thread of the wheel stud for the full length of the nut and that the fitting of every wheel nut matches the taper of the wheel stud hold (where these can be seen without removing hub caps or wheel trims).</p> <p>Check for any missing, loose, broken or cracked spokes.</p> <p>Make sure the tyre or rim does not foul any component at any point over its full range of travel.</p> <p>Ensure the tyre construction of all tyres on each axle is the same (cross ply, radial ply or bias belted).</p> <p>Check tyre pressure.</p>	
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Appendix 2 – Motorcycle Pre-delivery Checklist

Item	Action	Inspected/ Corrected
Record Make and Model	Make _____ Model _____	
Compliance Plate	Check vehicle for relevant compliance plate.	
Engine number	Check the engine number against the prepared documentation. Engine no. _____	
VIN	Check the VIN of the vehicle against the documentation and the compliance plate. VIN no. _____	
Riding controls	Sit on the rider's seat and test all the riding controls. Check the operation of the parking brake. On Australian Design Rule 33 cycles fitted with side-car outfits, check by putting the transmission in neutral, applying parking brake and attempting to move the outfit. The brake must be able to stop the outfit being moved. Ensure the horn works.	
Rider's vision	Check that mirrors are securely attached and forward vision through windscreen (if fitted).	
Lights	Test the operation of all lights and check the aim of the headlight/s.	
Chassis	Check the chassis, sub-frames, transmission, chain guards, exhaust and braking system components.	
Brakes	Check the operation of brake controls. Ensure that where brakes are firmly applied, more than 20% of the pedal or handle travel remains. Check that the wheel brake is functioning. Inspect visible brake components for leakage and security of mountings. Check the effective operation of the park brake.	
Wheels and tyres	Inspect each road wheel to ensure that: No wheel or rim is cracked or has pieces of a casting missing, or is buckled; There are no missing or broken wheel mounting nuts, studs or bolts; Any spoked wheel has no missing, loose, broken or	

	<p>cracked spokes.</p> <p>The tyre or rim does not foul any component at any point over its full range of travel.</p>	
<p>Check the suspension, wheel bearings and steering components</p>	<p>Visually inspect all steering components.</p> <p>Where steering linkages are fitted, the rotational free play must not exceed 10 mm measured at the end of the handlebars.</p> <p>Check if any nut, bolt or locking device is missing or insecure.</p> <p>Visually inspect the suspension to ensure no component is broken, cracked, cut, missing or not secured.</p> <p>Check that no shock absorber is inoperative or not securely mounted, or that any nut, bolt, or locking device is missing or not secured.</p>	

Appendix 3 – Light Trailer and Caravan Pre-delivery Checklist

Item	Action	Inspected/ Corrected												
Record Make and Model	Make _____ Model _____													
Compliance Plate	Check vehicle for relevant compliance plate.													
VIN	Check the VIN against the documentation. VIN _____													
Check trailer coupling, drawbar and mountings including safety chains	<p>Ensure no coupling component is loose, or is cracked.</p> <p>Ensure the drawbar is securely mounted and is not cracked.</p> <p>Check that the trailer displays the gross mass rating and the manufacturer's name and trademark.</p> <p>Where any part of the coupling or drawbar is removable, the bolts, studs, nuts etc fastening those parts must have a locking device such as U-clip, split pin, spring washer or nylon lock nut.</p> <p>Visually inspect safety chains or ropes.</p> <p>Check that any safety chain or wire rope does not touch the ground and that its length is such that it prevents any breakaway protection device from operating.</p> <p>Safety chains or wire ropes must be permanently attached to the drawbar and cannot be attached by shackles.</p> <p>The size of the chain or rope must not be less than that specified in the table below:</p> <table border="1" data-bbox="512 1451 1129 1686"> <thead> <tr> <th><i>Aggregate Trailer Mass</i></th> <th><i>Min chain size or wire rope</i></th> <th><i>Shackle diameter</i></th> </tr> </thead> <tbody> <tr> <td>up to 1000kg</td> <td>6.3 mm</td> <td>9.5 mm</td> </tr> <tr> <td>1000 kg to 1600kg</td> <td>8.0 mm</td> <td>12.7 mm</td> </tr> <tr> <td>1600 kg to 2500 kg</td> <td>10.0 mm</td> <td>12.7 mm</td> </tr> </tbody> </table>	<i>Aggregate Trailer Mass</i>	<i>Min chain size or wire rope</i>	<i>Shackle diameter</i>	up to 1000kg	6.3 mm	9.5 mm	1000 kg to 1600kg	8.0 mm	12.7 mm	1600 kg to 2500 kg	10.0 mm	12.7 mm	
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up to 1000kg	6.3 mm	9.5 mm												
1000 kg to 1600kg	8.0 mm	12.7 mm												
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	<p>On rigid pig trailers in excess of 2.5 tonnes gross trailer mass there must be two chains and there must be at least one chain which is not positioned such that it prevents the drawbar from touching the ground when the drawbar is detached.</p> <p>The size of the chain or rope must not be less than that specified in the table below:</p>													

	<p><i>Aggregate</i></p> <p><i>Trailer Mass</i></p> <p>2500 kg to 4500 kg</p> <p>> 4500 kg to 7500 kg</p> <p>> 7500 kg to 13500 kg</p>	<p><i>Min chain size</i></p> <p><i>2 required</i></p> <p>7.1 mm</p> <p>9.5 mm</p> <p>12.7 mm</p>	
Lights	<p>Visually inspect compulsory reflectors fitted to the rear of the vehicle for damage.</p> <p>Visually inspect and check the operation of all lights fitted to the vehicle to ensure they are operating correctly.</p> <p>Check the number plate light is directing light on to the surface of the rear number plate.</p>		
Suspension and brakes	<p>Check to see if any suspension component is broken, cracked, missing, not secured or can be seen to have been repaired or modified by heating or welding.</p> <p>Check whether any nut, bolt, or locking device is not secured or is missing.</p> <p>Inspect visible brake components and observe whether any component is leaking, or is not securely mounted, or whether any cable operating a brake is missing, broken or frayed or any wiring for electric brakes is frayed or bared.</p> <p>Test any override brake system by compressing the brake device and attempt to move the trailer and ensure the brakes retard the movement of the trailer.</p> <p>Test trailers fitted with brakes other than override brakes with the trailer attached to the tow vehicle, apply the trailer service brake and attempt to move the trailer forward, the brake must retard the movement of the trailer.</p> <p>Test the parking brake with the trailer attached to the tow vehicle, apply the parking brake and attempt to move the trailer, the park brake must retard the movement of the trailer.</p> <p>Check the operation of breakaway protection on trailers greater than 2 tonne gross trailer mass to ensure the trailer breakaway protection device operates immediately the brake hose connection is disconnected.</p> <p>Ensure the trailer breakaway protection device holds brakes in the fully applied position.</p>		
Wheels and tyres	<p>Check all road wheels and tyres.</p> <p>Check if any hub has missing or broken wheel mounting nuts, studs or bolts (where they can be seen without</p>		

	<p>removing hub caps or wheel trims).</p> <p>Check if any spoke wheel has missing, loose, broken or cracked spokes.</p> <p>Make sure the tyre or rim does not foul any component at any point over its full range of travel.</p> <p>Ensure the tyre construction of all tyres on each axle is the same (cross ply, radial ply or bias belted).</p>	
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