



Application for importing a vehicle

Before You Begin

DO NOT SHIP YOUR ROAD VEHICLE UNTIL AFTER YOU HAVE RECEIVED YOUR IMPORT APPROVAL

It is important that you do not ship your road vehicle until after you have received your import approval.

- The importation of road vehicles (that are non standard or do not have an identification plate) without a road vehicle import approval is prohibited under the *Motor Vehicle Standards Act 1989*. It is an offence which carries a maximum penalty of 120 penalty units (refer to the *Crimes Act 1914* section 4AA). Vehicles not covered by an import approval may not be cleared by Customs and may be held in Customs bond storage. Storage charges may apply.
- Refer to the Vehicle Imports page on the Department's website www.infrastructure.gov.au to access more information on importing road vehicles, including a full list of the documents that are required for each option.
- Any missing documents or incomplete applications will delay the issue of a vehicle import approval.
- We strongly recommend that if you are a first time importer you complete the 'Eligibility Assessment' on this site to assess your eligibility.
- **You cannot hand deliver your application or any associated correspondence to the Department.** Please see the 'Contact Us' section on the Department's website for contact information.

FORMAT OF THE APPLICATION

An application for importing a vehicle is made up of the *Application for importing a vehicle form* (this form) and at least one or more Option *Addendum* forms. The application form outlines overarching applicant and, if relevant, agent data. The Addendum forms outline the details of the vehicles you are seeking to import.

If you require more space to provide your response, you are able to attach additional supporting information to your application (please ensure you reference the appropriate question within the form).

Please note that with your lodgement a service fee of \$50 is payable to the Department to finalise your lodgement, this is a service fee for lodgement. Please note that refunds will not be given, even if an application is withdrawn before a decision is made.

CONFIRM AND PROCEED

I confirm that I have read and understood the information on this page.

Part 1: Applicant

1.1 Is this your first application?

Yes (proceed to Part 1.3)

No (proceed to Part 1.2)

1.2 Please provide the previous VIN/Chassis number or Import Approval Number.

VIN/Chassis number:

Import approval number:

1.3 Is this application for an individual, corporation or sole trader?

Individual (proceed to Part 2)

Corporation (proceed to Part 3)

Sole trader (proceed to Part 3)

Part 2: Individual Applicants

2.1 Please provide the owner details.

Title: Mr Ms Mrs Miss Other

Full name:

Date of birth: / /

2.2 Please provide the postal address and other contact details.

Physical address: (Street number, Street name, Suburb/Town, State/Province/District)

Postcode/Area code: Country:

Postal address: Same as above: Yes No

Postcode/Area code: Country:

Email:

Phone: Fax:

2.3 Please attach a copy of the driver license or the identity page of the passport to confirm that the applicant is a genuine person. Please confirm that this is attached.

Yes

No

2.4 Would you like to nominate a freight forwarding agent or other agent to act on your behalf?

Yes (proceed to Part 4 Agent)

No (proceed to Part 5 Option details)

Part 3: Company/Sole Trader Applicants

3.1 Please provide the company/sole trader details.

Company/sole trader name:

Company representative name:

Position title:

Company/Sole Trader ACN/ABN:

3.2 Please attach evidence of your ABN (ASIC registration). Please confirm that this is has been attached.

Yes

No

3.3 Please provide the postal address and other contact details.

Physical address: (Street number, Street name, Suburb/Town, State/Province/District)

Postcode/Area code: Country:

Postal address: Same as above: Yes No

Postcode/Area code: Country:

Company representative email:

Company representative phone:

Company representative fax:

Part 3: Company/Sole Trader Applicants (continued)

- 3.4 Please attach a copy of the driver's license or the identity page of the passport to confirm that the company representative is a genuine person. Please confirm that this is attached. Yes No
- 3.5 Please attach advice on Company letterhead that the company representative is authorised to act on behalf of the company for this import application (this letter should be signed by a Company Director as registered with ASIC). Please confirm that this is attached. Yes No
- 3.6 Would you like to nominate a freight forwarding agent or other agent to act on your behalf (refer to the Department's web site for suggested format)? Yes (proceed to Part 4 Agent) No (proceed to Part 5 Option details)

Part 4: Agent

4.1 Agent contact details:

Agent contact name:

Agent company name:

Agent email:

Agent phone:

Agent fax:

- 4.2 Please attach a letter signed by the applicant or company representative that the Agent is authorised to act on behalf of the applicant for this import application. Please confirm that this is attached. Yes No

Part 5: Option Details

- 5.1 Please identify which option or options you are seeking approval for in this application and the number of vehicles for each option:

If what you want to do is not covered in this list, you may still be eligible. For more information please visit our website where you can read through the information relating to importing a vehicle to Australia. We also suggest that you go through the 8 steps to importing a vehicle 'Eligibility Assessment' (which import option is best for me?) and the 'Frequently Asked Questions' before you begin.

You should choose the option that most suits your circumstances. If the form advises that you may not comply with the regulations, you will be given the option of providing justification for use of discretion. You may also raise with the Department reasons why you consider that your application should be approved - and why a general discretion should be exercised to allow the importation of your vehicle. Each application is considered on its merits having regard to the legislation, any matters raised by the applicant and any other relevant matter.

If you find none of the options matches your circumstances, please use the personal vehicle option.

<input type="checkbox"/> Small road trailer, number of vehicles:	<input type="text"/>
<input type="checkbox"/> Non-road vehicle, number of vehicles:	<input type="text"/>
<input type="checkbox"/> Vehicle manufactured before 1989, number of vehicles:	<input type="text"/>
<input type="checkbox"/> Personal vehicle, number of vehicles:	<input type="text"/>
<input type="checkbox"/> Australian plated vehicle, number of vehicles:	<input type="text"/>
<input type="checkbox"/> Race or rally vehicle, number of vehicles:	<input type="text"/>
<input type="checkbox"/> Special purpose vehicle, number of vehicles:	<input type="text"/>
<input type="checkbox"/> New vehicle (including large trailers) for use on road, number of vehicles:	<input type="text"/>
<input type="checkbox"/> Test and/or evaluation vehicle, number of vehicles:	<input type="text"/>
<input type="checkbox"/> Letter of compliance from the Australian holder of an Identification Plate Approval (IPA), number of vehicles:	<input type="text"/>
<input type="checkbox"/> Vehicle for exhibition, number of vehicles:	<input type="text"/>
<input type="checkbox"/> Vehicle in transit, number of vehicles:	<input type="text"/>
<input type="checkbox"/> Vehicle as a serving member of an overseas defence force, number of vehicles:	<input type="text"/>

Part 5: Option Details (continued)

- 5.2 Are the relevant Import Option Addendums under which you are applying attached to this application?
- Yes (proceed to Part 6)
 No (proceed to Part 5.3)

Note that you will require a separate Addendum for each vehicle type, and in most cases for each vehicle.

- 5.3 You must include at least one Import Option Addendum form with this application. If this is not included, please enter an explanation as to the basis for your application (if insufficient space is provided, please attach additional supporting information to your application). If you provide an explanation and would like to proceed, continue to Part 6.

(Should you require more space, please attach a separate document to the form and label it 'Part 5.3'.)

Part 6 : Eligibility and Compliance

- 6.1 I have read and understood the relevant arrangements for issuing vehicle import approvals and authorities to take delivery to vehicles under the option I have selected.
- Yes
 No
- 6.2 Based on my own self-assessment, I am eligible to import under the options nominated at Part 5 of this form.
- Yes (proceed to Part 7)
 No (proceed to Part 6.3)
- 6.3 I am prepared to explain why I think an import approval should be issued and attach additional supporting information.
- Yes (proceed to Part 7)
 No

Part 7: Information

The Department of Infrastructure and Regional Development is collecting the information on this form, and on any supporting documentation you provide, to assess your application to import your vehicle. This is authorised by the *Motor Vehicle Standards Act 1989* and the *Motor Vehicle Standards Regulations 1989*. The Department usually gives some or all of this information to state and territory registering authorities, the Australian Customs and Border Protection Service, the Australian Competition and Consumer Commission, policing agencies and fair trading agencies. Personal information provided to the Department is covered by the *Privacy Act 1988*. The collection, storage, use and disclosure of personal information is subject to the Information Privacy Principles. Giving false or misleading information is a serious offence. Offences are set out under Part 7.4 of the *Criminal Code* for giving false or misleading information in applications or documents. Maximum penalties of imprisonment for 12 months are provided.

Part 8: Declaration

- I note that information submitted to the Department may be provided to other government agencies.
- I declare that information provided is true and correct and that I am the applicant or nominated agent of the applicant.

Please print and sign this form and return to the Department at the below address.

Signature:

Full name:

Date:

 / /

Part 9: Payment of Fees

A fee of A\$50 is required prior to the assessment of your application commencing.

Please make cheques / money orders payable to: Receiver of Public Monies

Please select one of the following payment options:

Cheque

Customer name:

Money order

Applications must be forwarded by post and must be paid, by including a cheque or money order for the \$50 non-refundable service fee in Australian Dollars from an Australian financial institution. This is a fee for lodging an application. Refunds will not be given, even if an application is withdrawn before a decision is made. The assessment of application will not commence until funds have been cleared.

Part 10: Address for Applications and Enquiries

The Administrator of Vehicle Standards
Vehicle Safety Standards
Department of Infrastructure and Regional Development
GPO Box 594
CANBERRA ACT 2601

Phone: 1800 815 272 (if calling within Australia)
Phone: +61 2 6274 7444 (if calling outside Australia)
Website: www.infrastructure.gov.au