



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

No  
 No

Attach copy of previous registration document

Go to Part 12

Go to Part 7

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

No

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.

Attach original Letter of Compliance

Go to Part 8

Go to Part 12

#### 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:

Yes

No

Complete Part 8 in full then go to Part 12

Go to Part 9

- 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.**

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

No

If you ticked Yes please forward the following documents:

Go to Part 12

Go to Part 10

- 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