

IPAC-20 Design Approval applications – placing on hold/closing of applications

Audience: PBS Assessors

This IPAC provides advice to PBS Assessors regarding the placing on hold and/or closing of Design Approval (DA) applications by the NHVR.

Summary

To better align business practices with those in place for PBS Vehicle Approvals, the NHVR is establishing the following rules for either placing on hold or closing of incomplete DA cases. A two-tiered approach is applied based on the complexity of the case:

Simple cases: those where an Information Request relates to administrative and/or minor technical corrections

Complex cases: those where an Information Request requires further testing/validation of the vehicle or its components, a risk assessment or additional research/data to support the application.

Responding to an Information Request: Please use the 'Reply To' button and do not modify the email subject line.

Simple cases

After an Information Request is sent, a case is placed 'On Hold' for a maximum of 20 business days*. If a *valid response* is not received in:

- a) 15 business days - a reminder will be sent advising that the case will be closed in a further 5 business days
- b) 20 business days - the case will be closed, and an email sent advising the closure.

Please note, extensions beyond the 20-business day period are not permitted for simple corrections.

Complex Cases

After an Information Request is sent, a case is placed 'On Hold' for a maximum of 60 business days. Where further testing is required by the NHVR, a case could be extended beyond 60 business days with **prior written agreement**.

If a *valid response* is not received in:

- a) 50 business days - a reminder will be sent advising that the case will be closed in a further 10 business days
- b) 60 business days - the case will be closed, and an email sent advising the closure - unless an extension has been agreed in advance by the NHVR.

Once a case has been closed, it cannot be re-opened. A new DA application will be required to be submitted.

PBS Review Panel consideration

The NHVR may progress an 'On Hold' application to the PBS Review Panel for consideration at its discretion. Once considered by the Panel, a DA will not be issued until all Information Requests related to that application are resolved.

Commencement and transition

This IPAC comes into effect on 1 November 2024 and will apply to all new cases from that date.

All existing active cases will be considered on a case-by-case basis. The PBS Designs team will negotiate the finalisation of any cases currently 'on hold' with the respective PBS assessor.

*Note: Business days are based on Queensland business days.

A *valid response* is one that sufficiently addresses the Information Request. A progress update is not a valid response.

IPAC-20:	Revision history
First Published:	October 2024

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