



**Australian Government**

**Department of Infrastructure, Transport,  
Cities and Regional Development**

## **REPORTING A VEHICLE SAFETY OR NON-COMPLIANCE ISSUE**

Enclosed is a form to enable you to report a possible safety or non-compliance in your vehicle. Please read the following information before you complete the form.

You should only complete the enclosed form if you have a significant concern regarding the safety of your vehicle that is related to the design and manufacture of the vehicle. The form may be posted to the address shown on the last page.

It is important you initially contact the seller or any authorised dealer of your model of vehicle to explain the problem. This has two purposes. Firstly, consumer affairs and fair trading agencies usually require the customer attempt to resolve any problem with the seller before they intervene. Secondly, motor vehicle dealers are required by manufacturers to report cases of defects in customer's vehicles. Manufacturers use this information to conduct their own investigations into possible safety defects so that they can take appropriate action.

The Australian Government regulates the manufacture, importation and supply to the market of new road vehicles to ensure an acceptable level of safety, emission control and theft protection across the Australian vehicle fleet. The Department of Infrastructure, Transport, Cities and Regional Development (the Department) administers these arrangements under the Motor Vehicle Standards Act 1989 (the Act) and Motor Vehicle Standards Regulations 1989. Vehicle standards are set through the Australian Design Rules (ADRs).

The Department also carries out safety investigations, monitors vehicle recalls and considers complaints about vehicles with safety issues within the terms of the Competition and Consumer Act 2010, or that are not compliant with relevant ADRs.

The Department does not deal with issues relating to normal wear and tear on a vehicle. Please note the Department is not a consumer affairs agency and is not able to assist you in obtaining a refund, repair or replacement from the seller. For this, you should approach the agency handling consumer affairs or fair trading in your state or territory. The Department cannot assist you in any adversarial proceedings.

The Department may conduct an impartial investigation into your report. Australian Consumer Law provides for defects in goods, up to 10 years old, that will or may cause injury, to be rectified by the supplier through recall if necessary, or through other appropriate action. The Department advises the Australian Competition and Consumer Commission on road vehicle defects and recalls.

The enclosed form requests certain information, including the name and address of the owner and driver and details of the vehicle. The Department may need to disclose this information to the manufacturer, so that arrangements can be made, if required, for the reported defect to be investigated jointly by the manufacturer, the Department, and other organisations as necessary (e.g. state and territory governments).

Thank you for your assistance.

The Director  
Regulatory Policy, Risk and Compliance  
Vehicle Safety Standards Branch



**Reporter Details (Person or Organisation reporting)**

Name

Address

Phone  Mobile

Email

Action Taken

**Vehicle Details (from Compliance Plate & Manufacturer's Plate)**

Make  Model

Engine No.

Compliance Plate Date  /  /  Approval Number  Date of manufacture  /  /

Vehicle Identification Number (VIN)

Engine Capacity  Petrol  Diesel  LPG only  Other

Odometer  km Manual  Automatic  Not applicable  Other

Seating Capacity  Gross Vehicle Mass (GVM)

Operational Details (eg; annual distance in km, load, road conditions etc)

**Problem, Defective Component or System**

Please describe the matter you are reporting



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Reported to Manufacturer or Dealer? (give details)

Action to date by Manufacturer or Dealer

The Department is collecting, and may use the personal information on the Vehicle Safety or Non-Compliance Report form to assist in identifying systemic vehicle safety and legislative non-compliance issues. In some cases the information provided may be used to support compliance monitoring, investigations and enforcement responses.

If you do not want your report disclosed, select 'no' to the question 'Can this information be disclosed to other parties?' If you are willing for your information to be disclosed in some circumstances and not others, select 'no' and add an explanation in the text box 'Please describe the matter you are reporting'.

Your personal information may be disclosed to

- vehicle manufacturers or suppliers
- state and territory vehicle registration authorities
- Australian Competition and Consumer Commission or state and territory consumer protection agencies
- Australian Border Force
- Australian Federal Police or state and territories law enforcement
- state and territory emergency services or Coroners

If you provide personal medical information, it is likely to be disclosed. For example, if you report a crash where you were injured, we would include the injury information if we provide the report to the vehicle manufacturer.

Personal information may be disclosed to an overseas organisation, for example, where a vehicle manufacturer or supplier is outside of Australia.

For more information on how the Department protects privacy, please see the Department's [on-line privacy policy](#). This policy contains information regarding complaint handling processes and how to access or seek correction of personal information held by the Department.

Can this information be disclosed to other parties (such as the manufacturer or state or territory authorities) Yes  No

Signature of Reporter - Date

Signature of owner of vehicle - Date

Attach copies of any correspondence referring to the problem  
Operational Details (eg; annual distance in km, load, road conditions, etc)

Attachments

PLEASE POST YOUR COMPLETED FORM TO:

The Director  
Regulatory Policy, Risk and Compliance  
Vehicle Safety Standards Branch  
Department of Infrastructure, Transport, Cities and Regional Development  
GPO Box 594  
CANBERRA ACT 2601