

CLUB PERMIT SCHEME

The MGCC Geelong Inc. 2015

INTRODUCTION

Where do I start!

Step 1 - Read the Club Policy (Link on this page)

Step 2 – Ensure your car qualifies to VICROADS CP Criteria (Ref. VSI 33 and VSI 8)

Step 3 – Read and carry out the steps detailed in How to Guide (Link on this page)

Step 4 - Download required forms as detailed in Step 3

Step 5- Submit your application to the club for validation

What is this scheme and how do I participate!

The AOMC initiated a Club Permit Scheme for member clubs and The MGCC Geelong is fortunate to be part of this scheme. The Club Permit Scheme is administered by Vic Roads and is not for regular car registration. To ensure we comply with all requirements of the Scheme, we have centralised the process. The CP Club Officer will manage all Permit Applications and Renewals. Your details and your car details will be recorded on the club database and the club permit register so that we can supply the information to Vic Roads as required and ensure correct governance relating to the scheme.

To participate -

You must be a **financial member of The MG Car Club Geelong Inc.**

Permits for commercial vehicles or motorbikes will not be given.

The Club Permit Officer, Club Registrar, Secretary, and the AOMC Delegate, are the authorised club signatories for the scheme.

What does this all mean?

It is a club permit that allows eligible members to drive an unregistered vehicle subject to the terms and conditions of the Permit Scheme.

A club permit can be issued to the following vehicles in the following categories:

Veteran vehicles – manufactured before 1 January 1919;

Vintage vehicles – manufactured after 31 December 1918 and before 1 January 1931

Classic and Historic vehicles - manufactured after 31 December 1930, but more than 25 years before the date of the application for a club permit.

A windscreen label will be issued to assist in identifying vehicles operating with a current permit.

HOW DO I APPLY FOR A NEW CLUB PERMIT FOR AN ELIGIBLE CAR?

Financial members of motoring clubs that have been approved by VIC ROADS are can apply for either a 45 or 90-day permit.

A logbook is issued to permit holders to record the use of the vehicle over the permit period. A logbook entry must be made before driving **each day** that the vehicle is used (unless the vehicle is within 100 metres of the garaged address).

The logbook must be carried in the vehicle at all times the vehicle is in use.

The member of MGCC Geelong must own the car.

How do I apply for a New Club Permit for my car?

STEP 1: Please read the CP information on the Club website thoroughly and ensure your vehicle meets all requirements and that you understand the conditions etc. For further information, read the CP conditions on the VIC Roads website.

STEP 2: Print and complete the form of the VIC ROADS Permit Application in the “forms” section of our website. This form is also available from VIC ROADS Website or Offices.

STEP 3: Obtain a Roadworthy Certificate (RWC) from a licenced RWC tester for vehicles manufactured since 1948 or a VASS Certificate for vehicles built prior to 1949.

STEP 4: Take a series of photos of your vehicle – Front, Back, LH Side, RH Side, Engine bay, ID Plates or Engine number. Ensure one of the photos shows the steering wheel location (LH drive or RH Drive).

STEP 5: Forward the Completed Permit Application, a copy of the RWC or VASS, the photos (electronic versions preferred) to the **Club Permit Officer, PO Box 296, Geelong, VIC 3220**. If the Club Permit Officer is unavailable, contact the Registrar, Secretary or AOMC delegate to make alternative

arrangements. Alternatively bring the Permit Application and a copy of the RWC to a Club Monthly Meeting.

STEP 6: Your membership status is checked and the application validated. The Authorised Permit Application will be then be returned to you, along with an authorised VIC Roads “Vehicle eligibility and standards declaration for club permit vehicles”.

STEP 7: Present the forms and RWC to Vic Roads who will process your application. This is best done in person at a VIC Roads Office in case there are any questions regarding your application.

STEP 8: When Club plates are received, you must email/post the Plate Number and expiry date to the Club Permit Officer. **This is very important to ensure our records are accurate and the club is ready for any VIC ROADS Audit.**

Club permit annual renewals will occur on the anniversary date of the any approved new permit.

New applicants should read the information on the VIC ROADS Website at

<http://www.vicroads.vic.gov.au/Home/Registration/PermitsModificationsAndDefects/OtherPermits/ClubPermits.htm>

WHAT TO DO FOR CLUB PERMIT RENEWAL

STEP 1: VicRoads will send you a Permit Renewal advice well before the due date. This includes the form that *MUST be authorised by the club delegate before Vic Roads will renew your Permit.*

Important:We have had some instances where local VicRoads offices have not checked that the proper authorisation has been completed and we have subsequently been advised by Vic Roads that when these applications are processed centrally, unauthorised Permits are rejected. **TO AVOID NON-ACCEPTANCE OF THE RENEWAL, ENSURE THE CLUB AUTHORISES THE RENEWAL BEFORE PRESENTATION TO VICROADS.**

STEP 1: Complete the Declaration (Club Permit Policy Page 3) that states the vehicle is well maintained, roadworthy and unmodified.

STEP 2: Forward your Permit Renewal and declaration to the Club Permit Officer, PO Box 296, Geelong, VIC 3220, as soon as you receive it. Your club membership status and documentation will be checked (including whether photos of your vehicle have been loaded to the club database).

Alternatively bring the Permit Renewal to a Club Monthly Meeting and it will be checked and authorised at the meeting. If the Club Permit Officer is unavailable, contact the Registrar, Secretary or AOMC delegate to make alternative arrangements.

STEP 3: The Authorised Permit Renewal will then be processed and data updated. A copy will be kept by the Club Permit Officer and the original returned to you.

STEP 4: Take or forward your renewal to VicRoads for payment and processing.

How can you help? Members can assist the CP process by:

Adhering to the process and **not** forwarding your documents to the Club Permit Officer via another person.

NOTE - Club Permit Holders must be mindful that:

Vic Roads may suspend or cancel a permit if the permit holder fails to comply with the permit conditions or engages in conduct, which threatens public safety or undermines the integrity of the permit scheme.

Be aware that Motoring Clubs are required to sign an agreement with Vic Roads that certain obligations are met including Vic Roads being notified if the club becomes aware or suspects a pattern of incorrect use of the logbook by a member. If these obligations are not met Vic Roads can revoke the club's license to be part of the scheme.

The Club Permit Officer can be contacted at any time for assistance. G-TORQUE magazine lists contact numbers for all the CP Signatories and myself.

Lawrie Ulph

Club Permit Officer

CP2- How to Sheet Jan 15