



Changes to the club permit scheme commencing 31 January 2015

The club permit scheme (CPS) is a log book based permit scheme that allows motoring enthusiasts to enjoy limited road use of historic vehicles which comply with relevant standards.

Based on consultation with vehicle clubs, peak bodies and the Victoria Police, VicRoads is introducing changes to Victoria’s Club Permit Scheme, commencing 31 January 2015 with the objectives of:

- Ensuring the Club Permit Scheme continues to align with road safety objectives
- Introducing clearer and more appropriate vehicle modification guidelines for Club Permit Scheme vehicles
- Improving inspection, modification and identification requirements for modified vehicles
- Ensuring the integrity of the scheme is maintained
- Continuing to make participation in the Club Permit Scheme an enjoyable experience for all users.

New requirements commencing 31 January 2015:

- When signing new club permit applications, club safety officers/scrutineers will be required to complete a Vehicle Eligibility and Standards Declaration form declaring that the vehicle is eligible, safe for use on the road and that it meets the applicable requirements for the category of vehicle for which the club permit is sought.
- Initial club permit applications (not renewals) for vehicles manufactured after 31 December 1948 will need to be accompanied by a current [certificate of roadworthiness](#).
- Initial club permit applications (not renewals) will need to be accompanied with a document of proof of ownership or management of the vehicle.
- For pre-1949 vehicles, clubs will continue to conduct their own safety inspection (which may be a certificate of roadworthiness or a club safety inspection based on VicRoads’ guidelines).
- New modification guidelines specified in the Guidelines for modifications to vehicles operated under Victoria’s Club Permit – [Vehicle Standards Information No. 33 \(VSI33\) \[PDF 296 kb\]](#) apply.
- If an initial club permit application is submitted for a vehicle that is modified outside of the appropriate modification guidelines, a [Vehicle Assessment Signatory Scheme \(VASS\)](#) approval certificate covering the modifications must be provided with the permit application.
- An “M” club permit plate will be issued to identify modified vehicles where a VASS certificate has been provided.
- Clubs are required to maintain dated photographs of vehicles entering the club permit scheme in accordance with the new Club Permit Agreement.



Club Permit Scheme “Red Plates”

Existing and ongoing requirements to be noted

There are two important existing, ongoing requirements that permit applicants and club safety officers/scrutineers need to be aware of:

- Motor vehicles manufactured outside of Australia after 31 December 1968 (30 June 1975 in the case of motorcycles) which do not have a previous Australian registration history, must have a VASS approval certificate to demonstrate that the vehicle meets the Australian Design Rules that applied at the time the vehicle was manufactured.
- Club permit vehicles must comply with the Vehicle Standards, appropriate to the date the vehicle was manufactured, contained in Schedule 2 of the Road Safety (Vehicles) Regulations 2009.

All vehicle standards and modification guidelines are available through VicRoads’ website at [Vehicle standards information](#).

New club permit agreement

In support of these changes, a new [Club Permit Agreement \[PDF 78 kb\]](#) has been developed. The new Agreement, which supersedes current club Agreements, must be signed and returned to VicRoads by 30 March 2015.

In addition clubs are to provide VicRoads with a current list of office bearers and safety officers/scrutineers together with sample signatures and driver licence numbers. This information is to be included on the [Approved Club Office Bearers and Scrutineers form \[PDF 51 kb\]](#) accompanying the Agreement, and must be completed whenever office bearers and scrutineers change within a club.

The agreement and form must be provided to VicRoads by 30 March 2015. VicRoads will revoke the approval of clubs for the purposes of the club permit scheme if the new Agreement and form is not signed and returned to VicRoads by this date.

Revised Club Permit Application form

VicRoads has revised the Club Permit Application form to be signed by the club authorised office bearer certifying that the applicant is a current financial member of the club to reflect the new requirements.

All permit applications submitted on or after 31 January 2015 must use the revised application form.

Download the new [Club permit application form \[PDF 205 kb\]](#)

Proof of ownership or management of vehicle



Club Permit Scheme “Red Plates”

All new club permit applications are to be accompanied with a document of proof of ownership or management of the vehicle.

This can be provided in the form of an original receipt or contract of sale. The document must show the VIN or chassis number; engine number; name, address and signature of previous owner; name and address of the new owner and date of the transaction.

Vehicle Eligibility and Standards Declaration form

Commencing 31 January 2015, the revised Club Permit Application form must also be accompanied by a Vehicle Eligibility and Standards Declaration for Club Permit Vehicles form declaring that the vehicle is eligible, safe for use on the road and meets the requirements of the scheme. This form must be signed by a nominated safety officer/scrutineer.

Club permit applications will not be accepted unless a completed Vehicle Eligibility and Standards Declaration for Club Permit Vehicles form is provided.

Download the [Vehicle eligibility and Standards declaration form \[PDF 181 kb\]](#).

Vehicle safety inspection checklist

To assist clubs with inspecting vehicles and determining whether they are safe for use on the road, VicRoads has developed a Guideline Vehicle Safety Inspection Checklist. Please note that this checklist is for guidance only and should be used at the club’s discretion; it does not replace the requirement for the Vehicle Eligibility and Standards Declaration for Club Permit Vehicles form or any requirement for a Certificate of Roadworthiness.

A sample of the [Vehicle safety inspection checklist Guidelines \[PDF 551kb\]](#) is available, the final version will be available for

Existing club permit vehicles that may not meet vehicle standards

While VicRoads will not actively identify existing modified vehicles for re-certification, periodically vehicles are reported to VicRoads as unroadworthy and/or inappropriately modified and VicRoads is required take action when this occurs. In such instances, VicRoads will write to the permit holder advising them to request that their club re-assess the vehicle in accordance with the new requirements.

Clubs may also choose to re-certify existing modified vehicles and seek that the vehicle be issued an “M” modified club permit plate.

Club permit renewals after permit expiry



Club Permit Scheme “Red Plates”

To bring club permit renewals into line with registration renewals, from 31 January 2015, permit renewal applications received by VicRoads more than three months (90 days) after the expiry of the previous club permit will not be accepted and a new permit application will need to be produced.

Information about inspection of club permit vehicles for Licensed Vehicle Testers (LVTs) and Vehicle Assessment Signatory Scheme (VASS) signatories

VicRoads has written to LVTs and VASS signatories providing advice about inspection arrangements appropriate for older vehicles.

Help with the new requirements

The club permit scheme is an important component of the vehicle registration system and input from clubs and representatives of the club permit movement into potential enhancements to the scheme will ensure it meets the needs of clubs and road safety imperatives.

Should you have a query regarding the new requirements, please contact VicRoads through CPSconsult@roads.vic.gov.au.