



## **Birregurra Motor Enthusiasts Club Inc.**

### **Introduction to the CLUB PERMIT SCHEME**

**Where do I start!**

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

**Step 2 -Ensure you car qualifies to VICROADS CP  
Criteria**

**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 Birregurra motor Enthusiasts Club 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 Registrar - currently Mr Ronald Elsbury , 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 Birregurra Motor Enthusiasts Club Inc.

The Club Registrar *Mr Ronald Elsbury*, Secretary, Mr Ronald Elsbury are the authorised club signatories for the scheme, **Bruce Bethune, Linton Cox and Kade Richens** are available to authorise club permits.

### 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 **each day** that the vehicle is used (unless the vehicle is within 100 metres of the garaged address).

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

The member of Birregurra Motor Enthusiasts Club must own the car.

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

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

**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 licensed RWC tester.

**STEP 4:** Forward the Completed Permit Application, along with a copy of the RWC and a stamped, self-addressed envelope to the club:

**Birregurra Motor Enthusiasts Club  
54 Barry Street  
Birregurra VIC 3242**

If more convenient contact the Registrar, Secretary to make alternative arrangements. Your financial status is checked and validated. Alternatively bring the Permit Application and a copy of the RWC to a Club Monthly Meeting and it will be authorised on the spot.

**STEP 5:** The Authorised Permit Application will be returned to you.

**STEP 6:** Present the form and RWC to Vic Roads who will process your application, this is best done in person at a VIC Roads Office in case the application has not been completed correctly.



**STEP 7:**When Club plates are received you must, email/post the Plate Number and expiry date to the Registrar. **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

<https://www.vicroads.vic.gov.au/registration/limited-use-permits/club-permit-scheme>

## 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 once these applications are processed centrally and any unauthorised Permit(by the club) will not be accepted.**TO AVOID NON-ACCEPTANCE OF THE RENEWAL ENSURE THE CLUB AUTHORISES THE RENEWAL BEFORE PRESENTATION TO VICROADS.**

**STEP 1A-** Complete the Declaration regarding roadworthiness

**STEP 2:** Forward your Permit Renewal, declaration and a stamped, self-addressed envelope to the Registrar -***Mr Ronald Elsbury 375 Deans Marsh Road Birregurra Vic 3242***, as soon as you receive it.

Alternatively bring the Permit Renewal to a Club Monthly Meeting and it will be authorised on the spot. If more convenient contact the Registrar,

**STEP 3:**The Authorised Permit Renewal will be then processed and data updated and a copy kept by the registrar and then returned to you.

**Club Added Value Service:** If paying VIC ROADS by post with cheque or Credit card authority you can forward all the information and the forms as detailed above along with the cheque/ Credit Card payable to VICROADS the club signatory will, after authorisation on-forward by post BUT remember this is all care but no responsibility.You must provide a stamped addressed envelope to Vic Roads, if not, it shall be returned to you for normal submission.

**STEP 4:** Take or forward your renewal to VICROADS



**STEP 5:** Once you have received confirmation of the renewal you must email or telephone the expiry date to the Registrar. **This is important to ensure our records are accurate and are ready for VIC ROADS Audit.**

How can you help? Members can assist the CP process by:  
Adhering to the process and **not** forwarding your documents to the Registrar via another person. Documents will not be accepted at Social/Competition events.

**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.

**Ronald A Elsbury Registrar**

**Scrutineers:** Bruce Bethune, Linton Cox and Kade Richens