



## Club Permit Scheme – Club Guidelines

### Overview

The Victorian Club Permit scheme allows members of car clubs that are recognised by VicRoads to make limited use of historic vehicles on the road network.

The Club Permit Guidelines set out this document apply to the VicRoads Club Permit Scheme only. Therefore, these guidelines will only apply to members who have a vehicle that is garaged at a Victorian address.

The oldest MX-5 in Australia has a build date of approximately April 1989 and the first MX-5s became eligible for the Club Permit Scheme in April 2014.

Members with a car garaged in Tasmania or New South Wales will not be eligible to apply for a Club Permit in Victoria. To qualify in Tasmania and New South Wales, vehicles must have been manufactured 30 years prior to the application date. As the first MX-5 will not become eligible under these schemes until 2019, these schemes are out of scope for this document and the Club will review these guidelines closer to when cars will qualify.

[http://www.transport.tas.gov.au/registration/conditional/club\\_event](http://www.transport.tas.gov.au/registration/conditional/club_event)

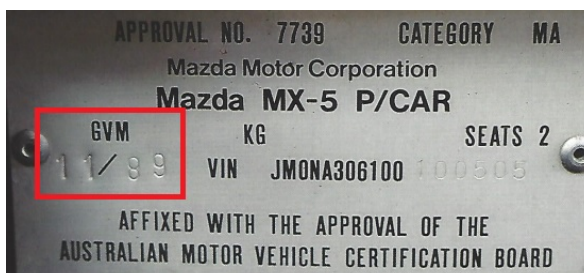
[http://www.rms.nsw.gov.au/registration/conditional\\_registration.html](http://www.rms.nsw.gov.au/registration/conditional_registration.html)

### VicRoads Club Permit Scheme

The Victorian Club Permit scheme allows members of vehicle clubs that are recognised by VicRoads to make limited use of historic vehicles on the road network.

### Calculating the vehicles manufacture date

**\*\*\*Important information to read before you proceed with your application\*\*\***



If your vehicle is fitted with an Australian Compliance Plate, then this compliance plate date is considered by VicRoads as the Date of Manufacture when applying for a Club Permit. This is the case, even if there is any other plate stating an earlier manufacture date. The image left shows an example of what this compliance plate looks like. You must ensure that the month and year shown on this plate is 25 years or more.

If your vehicle is fitted with an import compliance plate or has no compliance plate, the date of manufacture is determined by a manufacturer's build plate, a chassis number or documentary evidence from the manufacturer's records.

If your vehicle does not meet either of the above requirements, VicRoads may determine the manufacture date based on information sourced from VicRoads' registration database, VicRoads historical data, or evidence from a VicRoads vehicle safety and compliance expert.

Check with VicRoads first if you are unsure.

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## Changes to the Club Permit Scheme commenced 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 introduced 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 which commenced 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).
- Clubs are required to maintain dated photographs of vehicles entering the Club Permit Scheme in accordance with the new Club Permit Agreement.

### Club Permit Holders must:

- Ensure that the vehicle is only used for private use and is not used for commercial use.
- Ensure they are familiar with their particular club's requirements for Club Permit holders.
- Ensure they are familiar with the log book requirements.
- Maintain their vehicles in a manner which ensures that the vehicle is in a "safe" condition for use on a highway.
- Present their vehicle for periodic safety checks if prescribed by their club, or in the case of street rods, if prescribed by the Australian Street Rod Federation.
- Maintain financial membership of the club at all times whilst holding a Club Permit.
- Ensure that the log book and permit is carried in the vehicle at all times the vehicle is in use.
- Ensure that the number plate(s) and windscreen label as issued by VicRoads are correctly displayed on the vehicle at all times when the vehicle is in use.

### Driving a Club Permit vehicle

A Club Permit vehicle may be driven by anyone (including learner permit holders) who hold the applicable licence category for the vehicle, unless legally as a 'driver under instruction'.

### *Use of Victorian Club Permit vehicles interstate*

Club Permit vehicles may be driven throughout all States and Territories (except Western Australia) provided the vehicle complies with Victorian requirements for the holding of the Club Permit.

Victorian Club Permit vehicles cannot be used on W.A. roads as they are considered to be unlicensed in Western Australia (unlicensed is the same as unregistered in Victoria).

Operators wishing to participate in outings in Western Australia you should request that the appropriate Western Australian club officials obtain a permit (a fee may be required) from the Licensing Branch in Perth.

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## Club Permit Guidelines for the Mazda MX-5 Club of Victoria & Tasmania

For the Club to approve an application for the Club Permit, the following guidelines will need to be followed:

1. Unless otherwise stated, the Club Permit Administrator will be the Secretary of the Club Committee.
  2. Applicants for a Club Permit must be a Full or Family Member of the Mazda MX-5 Club of Victoria & Tasmania before the Club will approve an application. This clause may be waived on approval by the Mazda MX-5 Club Committee in exceptional circumstances. If you feel you that you have exceptional circumstances, please contact the Club Permit Administrator ([clubpermit@mx5vic.org.au](mailto:clubpermit@mx5vic.org.au)) to discuss; however (for example) leaving your application until you have a week left of regular registration will not be considered exceptional.
  3. A Club Permit holder cannot be a Friend member of the Club and the Club Permit must be held in the name of a Full or Family Member. Members cannot apply on behalf of someone else.
  4. A Member can apply for multiple Club Permits if they own multiple MX-5s that meet the criteria.
  5. If your membership is not renewed, the vehicle is no longer a part of the Club Permit Scheme and the Club will be required to notify VicRoads that you are no longer a Member of the Club.
  6. The Club will only support Club Permit applications for Mazda MX-5 vehicles. That is, the vehicle that is within the definition of vehicles accepted for the Club (refer 2.1 Interpretations in the Club's Statement of Purpose and Rules).
  7. A Full Member of the Club can apply to have a vehicle approved for a Club Permit by following the requirements. See [Club Permit Application Checklist](#) below.
  8. Vehicles submitted for a Club Permit must be at least 25 years old, well presented and reflect that the owner is an enthusiast. This is a little subjective and will vary from car to car, but cars should be one colour and body/paint be of a good standard with minimal rust, the interior and engine bay should be neat and tidy, and the car must be mechanically sound.
  9. Any modifications you make to the vehicle after it has been accepted into the Club Permit Scheme will also need to be cleared with the Committee, to ensure the Club remains comfortable with how the vehicle is presented. A Club Permit is not an avenue to bypass engineering approval for a vehicle and getting it on the road. Vehicles that have had significant modifications will be considered on a case by case basis and may not be approved if they are deemed to be too modified for highway use. A current RWC is the strongest argument that the vehicle is safe for highway use.
  10. A Club processing fee of \$50 will be levied for each vehicle. This fee is in addition to any the Club Membership fees and any fees payable to VicRoads.
  11. The Member will be responsible for submitting their own Club Permit application to VicRoads.
  12. Once a Club Permit has been issued by VicRoads, then the Member will be required to advise the Club Permit Administrator of the Club Permit Registration Number and Expiry Date.
  - 13. It is the Member's full responsibility to comply with all the rules, regulations and requirements set down by the Club and by VicRoads, whilst using the Club Permit vehicle.**
  14. The Club Permit Administrator may request that the log book be inspected at random times, to ensure compliance to the Club Permit scheme.
  15. The Club provides this scheme in support of the objectives of the Club as set out in the Club's Statement of Purpose and Rules.
  16. There is no limit on the number of MX-5s that a Member may include on this scheme, but a separate Club Permit is required for each vehicle.
  17. Should a dispute arise over a Club Permit application, the Club rules relating to disputes and mediation will apply (refer 8. Disputes and Mediation in the Club's Statement of Purpose and Rules).
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## Vehicle Eligibility

Please review the following eligibility requirements.

If necessary, review the VicRoads website for up to date information.

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

A Club Permit can be issued to the 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.

These categories can include trailers, heavy vehicles, left hand drive vehicles and modified vehicles such as street rods. Replicas of vehicles in the categories above may also be issued with a Club Permit.

A Club Permit cannot be issued to:

- a currently registered vehicle (Note: any existing registration on the vehicle will be cancelled on application for a Club Permit and you may be eligible for a refund from VicRoads.)
- a vehicle that is recorded on the Victorian or an interstate Written-off Vehicles Register as a statutory write-off.
- a vehicle that has a sheriff's office or hoon sanction.
- a vehicle that is recorded as stolen.

VicRoads may refuse to issue a Club Permit:

- if it is not satisfied that the vehicle is safe to use on a road or road related area or
  - if a current Club Permit already exists for the same vehicle.
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## Club Permit Application Checklist

To ensure your Club Permit Application is processed by the Club as soon as possible, use the following list to check that you completed all the application requirements.

- ☞ Complete the [Club Permit Application](#) (see below).
- ☞ Complete the following VicRoads Forms (available from the VicRoads website):
  - ☞ [VicRoads Club Permit Application Form](#)
  - ☞ [Vehicle Eligibility and Standards Declaration for Club Permit Vehicles form](#)
- ☞ Supply a current Roadworthy Certificate for the vehicle.
- ☞ Supply a series photographs of the vehicle, clearly showing the date the photo was taken\*.
  - ☞ Front
  - ☞ Driver's side
  - ☞ Rear
  - ☞ Driving Position (side on with the driver's door open)
  - ☞ Photo of the vehicle's compliance plate, clearly showing the date of manufacture and the VIN (where applicable).

\*To date the photo, write the current date on an A4 piece of paper and have the A4 piece of paper visible within the photo.

- ☞ Provide evidence of ownership or management of the vehicle. This can be a contract of sale or receipt that must show the VIN/chassis number; engine number; name, address and signature of previous owner; name and address of the new owner and date of the transaction.
- ☞ Payments of the Club processing fee of \$50.00
  1. Credit or Visa Card  
Use the link below to pay using your Debit or Credit Card via the Club's website:  
<https://mx5vic.org.au/membership/club-permit-scheme/>

Note:

- All VicRoads fees should be paid directly to VicRoads

Please forward all the documents, along with the required photos and payment information, via mail to the following address:

Club Permit Administrator  
Mazda MX-5 Club of Victoria & Tasmania  
PO Box 8173  
Croydon VIC 3136

Once the Club Permit Administrator has processed your application, the VicRoads Club Permit Application form and Roadworthy Certificate will be returned for you to submit to VicRoads.

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## Club Permit Renewal

The renewal must be signed by the club permit holder and Club Permit Administrator to confirm that the permit holder is a current member of the Club.

There are two methods by which this can be done:

1. Post the renewal form to the Club Permit Administrator

On receipt of your renewal notice from VicRoads, forward the original form to:

Club Permit Administrator  
Mazda MX-5 Club of Victoria & Tasmania  
PO Box 8173  
  
Croydon VIC 3136

The Club Permit Administrator will then sign your renewal and send the original Renewal Form back to you via post.

2. Scan and email a copy of the renewal form to the

On receipt of your renewal notice from VicRoads, scan and email a copy to the Club Permit Administrator ([clubpermit@mx5vic.org.au](mailto:clubpermit@mx5vic.org.au)).

The Club Permit Administrator will complete a Club Permit Endorsement Form and return it to you via email.

You can then use the Club Permit Endorsement Form to complete your renewal online or at a VicRoads office.

Notes:

- There is no fee payable to the Club in order to approve a Club Member's renewal for a Club Permit.
  - One of the conditions for holding a Club Permit is that a person is a financial member of an Approved Car Club. Should a Club Member's membership lapse, then they are no longer a member of the Club and the Club Permit Administrator will notify VicRoads that the Member is no longer a financial member.
  - The 'Club Permit Endorsement Form' can be used by the Club Permit Administrator to approve the renewal request which can then be uploaded/forwarded by the permit holder along with their signed renewal form. This form has been developed specifically to assist the Club endorse a renewal request with minimal to zero contact.
  - For further information on Club permit Renewal, refer to the VicRoads website:  
<https://www.vicroads.vic.gov.au/registration/limited-use-permits/club-permit-scheme/renew-or-extend-a-club-permit>
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## Club Permit Application

The purpose of this form is to allow the Mazda MX-5 Club of Victoria & Tasmania to assess your suitability for a Club Permit. All the information you provide here will be kept on file with the Club Permit Administrator. If you have any questions, please email [clubpermit@mx5vic.org.au](mailto:clubpermit@mx5vic.org.au).

### **Applicant Details**

Name			
Address			
Phone Number			
Email			
Member No.		Member Expiry Date	

### **Vehicle Details**

Make		Model	
Chassis No/VIN		Engine No.	
Colour			
Month / Year of manufacture		Engine capacity (cc)	
List of modifications – complete a separate sheet if more space is required.			

### **Applicant Agreement**

By signing this form (or typing your name in where the form is emailed), the Applicant agrees to adhere to all of the Mazda MX-5 Club of Victoria & Tasmania's Club Permit guidelines, as well as all Club Permit rules as dictated by VicRoads.

Signature		Date	
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### **Club Use Only**

Date application received		RWC No.	
Date application approved		Club Permit Reg No.	
Date approved by VicRoads		Club Permit Expiry	

