

**AOMC Club Permit Handbook (Issue October 2015)**  
**Additions and Amendments as at April 2017**  
*Print and insert into Handbook*

***Q.61 I am attending a club rally over a few days. Can I pre-fill some entries in my CPS log book to cover the period of the rally?***

A. No. Regulation 157(6) of the Road Safety (Vehicles) Regulations 2009 does not allow permit holders to complete or partially complete entries in a logbook which relate to a future day. This means, no entry can be made relating to a day other than the current day of use. Completion of a future date entry (full entry or partial) constitutes a breach of the logbook obligations established by Regulation 157 and could be considered a breach of club permit conditions (Regulation 157A). It should be noted that if a breach of logbook conditions occurs, VicRoads could suspend the permit (reg. 157E (b) on the grounds that a log book condition has not been complied with.  
(Added April 2016)

***Q.62 My Club has a Family Membership class; can one of my children (who falls within the Family Membership class), put an eligible vehicle on the CPS in his own name (or does he need to pay dues for his own individual club membership)?***

A. For the purposes of Part 3.4 of the Road Safety (Vehicles) Regulations 2009, Regulation 155 of the above regulations allows a person "who is a financial member of an approved club to apply for a club permit for an eligible vehicle". "Financial member" is defined in section 152 to mean "a current member who has paid any applicable membership dues for the relevant period".

Thus, it is the Club that determines what dues are applicable. Provided the club considers the person to be a member without dues owing, they are a financial member for the purposes of Part 3.4. So, "financial member" would cover a family membership, provided the applicable family dues have been paid. Similarly, if someone is awarded lifetime membership and no financial dues are payable by them, they will be a "financial member", as there are no applicable membership dues for them to pay.  
(Added August 2016)

***Revision***

***Q.43 What are the requirements for a Club and a Member's family when the holder of a Club Permit dies?***

A. VicRoads advise that it is the Club's responsibility to advise VicRoads **in writing** of the death of a Club Permit holding member and the termination of financial membership of the Club. Similarly, the CP holder's family/estate administrator should also advise VicRoads of the death of the CP Holder. In the case of a spouse, VicRoads will update the existing club permit into the name of the surviving spouse, for this to occur, VicRoads must be provided with:

- A statutory declaration stating the permit holder is deceased and that the person seeking the permit to be transferred is the spouse of the deceased person, **and**
- A letter from the Club Secretary confirming that the spouse to whom the permit is to be transferred is a current financial member of the club.

In addition to the above, the administrators of the estate of the CP holder should obtain a copy of the the VicRoads publication *Deceased Estate Pack*. (July 2016)

***Q.63 A car is locked away, the owner is not financial or is deceased. The club is unable to retrieve the CPS number plate ?***

A: The Club is not required to seek the plates to be returned back to the club that signed the permit. The vehicle cannot be used if the permit lapses and the plates should be returned to VicRoads. The club is not responsible for retrieving the CPS plates. It is the permit holder's responsibility or their representative for returning or destroying the plates if the permit lapses.

(New Aug 2016 )

***Q.64 What is the timeframe for a VASS ? is it 30 days like a RWC ?***

A: Yes it is 30 days, however if the vehicle is previously modified, and the VASS was originally done, VicRoads will accept the old VASS if the Vehicle has not been

modified beyond this. For a new application for new modifications, then 30 days for the VASS and RWC. However for an existing modification it depends on:

1. If VicRoads were aware of this modification previously – then VicRoads will have the records and you are not required to produce the VASS. However VicRoads may not have these records readily accessible.
2. If the modifications were undertaken previously under the appropriate documentation at the time and it was accepted, then providing this should be sufficient evidence.
3. If the modifications were done as part of a compliance import (ie. Ford imports Factory LH drive cars modified to RHD and has the factory compliance from that time then this is sufficient, as VicRoads registered this in the first instance and the modification plates quite clearly demonstrate the modifications.

(New Aug 2016)

***Q.65 How is an imported LHD Vehicle and converted to RHD to be treated (eg. Mustangs)?***

A: Any imported vehicle with a LH to RH Drive conversion either performed in Australia or overseas, is required to go on M Plates. There were a number of different ways these LHD vehicles could come into the country:

- Factory imported and converted,
- Single vehicle import more than 25 years ago, or
- A recent import.

In any event, the vehicle will have needed to be certified at the time or certified now and regardless how or when it was modified. As it is modified it will get an M plate. This provides certainty that the certification has occurred and VicRoads is aware of this.

As an example, a Canadian Car with a certified RHD conversion was placed on the CPS before 31 Jan 2015 with H plates. Such a vehicle would go on M plates if it were put on the CPS today.

A further example of a Factory Import (Ford executive first owner) and certified on original registration as RHD (as evidence by the vehicles history & compliance) – then this is an example of an H Plate and the M Plate not required.

**H Plate to M Plate Transfers.**

There are 3 reasons why your existing H Plate Vehicle with modification will go onto M Plates:

- Voluntarily elect to change over to M plates from H Plates.
- Your Club elects to convert any modified cars to M Plates that were on H Plates
- If your vehicle is defected by Victoria Police. (New Aug 2016)

***Q.66 Are CPS Plates going to be made available in American sizes?***

A: No. This would be an added complexity and would increase costs.

(New Aug 2016)

***Q.67 How should a Historic Rally car prepared to the original 1970's rally specifications be treated for CPS?***

A: Any modification to the vehicle needs to be viewed in light of compliance with VSI 33, 8 etc. Any new application for CPS will need to go onto the M Plate. A historic vehicle or originality for the original spec rally car is not the criterion for the H plate. (New Aug 2016)

***Q.68 How is an individually constructed vehicle purchased 40 years ago, eg. a Ford GT40 replica to be treated on the CPS?***

A. These were based on an individually constructed vehicle and the VASS signatory will have created a single representative manufacturer's vehicle certification and as such, an M Plate would be required. (New Aug 2016)

***Q.69 Can a company enter a vehicle into the CPS under its own name?***

A. Yes. In fact the CPS application form has provision for a company to do this.

**However!** Clubs which have adopted the Victorian (CAV) Model Rules may have to review the membership requirements as it applies to their club. Any club that use bylaws to provide additional rules applicable to their particular requirements e.g. life membership is not covered in the Model Rules.

The Model Rules only nominate 'any person' may be a member. CAV recommend that a bylaw to reflect company membership of a club be used to clarify the membership situation. A typical format revision would be – (Refer to part 3 Division 1 (Membership) Rule 8 of Model Rules). Delete – 'Any person who supports -----'. Add (bylaw)

1. Membership of the Association shall be open to:
  - An individual person
  - A registered business/corporation.
  - A club. (*Words taken from AOMC constitution*).
2. A registered business/corporation (*company*) may apply for membership in its own name.
3. A *company* applying for membership will appoint a representative. The representative will have the authority of the company to:
  - Exercise voting rights as required. (1 vote).
  - Sign CPS applications and/or renewals on behalf of the *company*.
4. The *company* membership fee shall be determined by the committee.

Note. The authority of the representative should be confirmed in writing to the club by letter on *company* letterhead or use of VicRoads form *Authority to act as an agent for registration*.  
(New Mar 2017)

***Q.70 How do you display an original registration plate on a CPS Vehicle ?***

A: You cannot. The vehicle would need to be fully registered. (*New Aug 2016*)