



## **Club Permit Scheme**

### **Policies and Procedures**

(effective from 1/1/2016)

(updated 10/7/2019)

Policies and procedures for the administration of the VicRoads Club Permit Scheme for the Land-Rover Owners' Club of Victoria.

These policies and procedures are for the use of members of LROCV to enable them to obtain or renew a Club Permit for their eligible vehicles. All queries about these policies and procedures should be directed to the CPS Registrar, [lrocv.clubpermit@gmail.com](mailto:lrocv.clubpermit@gmail.com) or in writing to the Club postal address.

# Land Rover Owners Club of Victoria Club Permit Scheme Policy and Procedures

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# Land Rover Owners Club of Victoria

Version 3 :- 10th July 2019

## Policies & Procedures - Club Permit Scheme (CPS)

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*NOTE - this document provides a lot of 'information only' items as well as the actual requirements of VicRoads, the Police, the AOMC, and the LROCV, so as to help Applicants and Permit Holders understand how the Club Permit Scheme operates.*

### 1 - Aim

1.1 - The aim of this document is to set out conditions and processes for Land Rover Owners Club of Victoria members (known as "the Club") to assist, achieve, and maintain the Club Permit Scheme (known as "CPS") for qualifying participating members' vehicles, by complying with these conditions and processes.

1.2 - In maintaining the Marque, as the Club does not have the expertise to manage any other category, the Club will only offer the 'Classic and Historic' (H) Permit category and "Modified" (M) category for Land Rover Marque vehicles as outlined by VicRoads.

### 2 - Introduction

2.1 - Having a Club Permit, given its significant benefits and reduced fees, should be considered a privilege, not a right.

2.2 - The Club is a VicRoads Approved Car Club, and as such its members, who qualify under strict application and operating conditions, have access to the CPS, and its many benefits.

2.3 - One appointed position within the Club is the CPS Registrar (also known as Club Safety Officer/Scrutineer or CPS Officer by VicRoads) whose role is to oversee the management of the CPS. In turn, that Registrar has a number of other elected Committee members who assist and can act as signatories for the CPS. The Registrar and the signatories have been endorsed by the Club Committee and recognised by VicRoads to administer the CPS on their behalf.

2.4 - It is their role, together with the Club Committee, to oversee that the management of the CPS within the Club complies with the CPS Rules and Regulations set out by VicRoads and is aligned with information provided by the Association of Motoring Clubs Victoria (known as "AOMC"). This covers the time from member application, through usage, renewal, transfer, and cancellation as required. Failure to do so may result in VicRoads withdrawing its recognition for the Club to operate the CPS, thereby impacting negatively on **ALL** CPS members.

2.5 - The CPS is a Permit based system. It is a Permit for the restricted use of an unregistered vehicle. If used outside the Permit conditions the vehicle is deemed by the Police as unregistered. You also need to consider how Compulsory TAC insurance (part of your Permit Fee) and any Private Vehicle insurance you have, will handle your claim, in the event of an incident brought to their attention. The consequences of that situation should be understood by all members when taking up a Club Permit. Specifically, the onus for Permit compliance resides with the Permit Holder only.

2.6 - The CPS, in essence, provides a qualifying club-member a permit to use their vehicle on Australian roads up to a maximum of 90 days in any one year with the benefit of TAC insurance.

### **3 - Background**

3.1 - Previously known as the 'Red Plate Scheme' it was replaced on 1st February 2011 by the CPS incorporating a Log Book. Some changes have been made with input from the Club and other AOMC affiliated clubs. This will be an ongoing process as VicRoads, AOMC and clubs monitor the CPS roll-out and its operation.

3.2 - The Club shall make every effort to advise members of ongoing changes. However it is the Permit Holder's responsibility to maintain compliance with the CPS. Useful references can be found, in detail, by following the links in this document to the appropriate websites. Explanatory documentation from VicRoads, AOMC, and the Club, including forms required in applying for a permit, can be found at Item 15 below.

### **4 - Eligibility and Rules as defined by VicRoads and the Club**

To be eligible to participate in the CPS in the Club -

4.1 - An applicant must be a current financial Club member, as defined by the Club's Rules, have been a member of the Club for a minimum of three months, and have been introduced to the Club formally at a Club meeting. Where this cannot be done, an introduction can be made on your behalf, with your co-operation, as is done for new Club members.

4.2 - A person nominated as the vehicle owner shall appear in the Club records as either a Single or Joint member of the Club, as defined in the Club Rules.

4.3 - An applicant is encouraged to attend at least one Club event per year with an applicable vehicle, unless under a prior approved condition with Club CPS Registrar.

4.4 - If your Club membership lapses the Club is legally required to notify VicRoads within seven days that you are no longer a financial member. This will mean that you will have to either re-register your vehicle back to normal full road registration to continue using it, and you will go through the VicRoads vehicle roadworthy process, or join another VicRoads Approved Car Club as a financial member and transfer the Permit to the new club. If you have notified the Club of the transfer, the Club will notify VicRoads of this change.

4.5 - The garaged address of the applicable vehicle must be in Victoria, as required by VicRoads.

4.6 - Applicants should note that their first vehicle on the CPS is to be a Land Rover product.

4.7 - A member can have an unlimited number of Land Rovers on CPS but a limit of only **two** non Land Rover Marque vehicles.

4.8 - A current Roadworthy Certificate is required for the initial CPS application, as specified by the requirements of the CPS (Note: a RWC and a VASS certificate are only valid for 30 days from the date of issue).

4.9 - A VASS Certificate may be required if the vehicle has no registration history, as per VicRoads policy.

4.10 - An eligible vehicle must fall within the 'Classic and Historic' (H) Permit category and the "Modified" (M) as described by VicRoads.

4.11 - Ownership of the vehicle must be proved by, either, a Contract of Sale, transfer of ownership papers, a signed receipt, previous registration in the applicant's name, or a statutory declaration confirming ownership.

4.12 - VicRoads forms and the Club's CPS Register Form shall be original; other documents can be copies.

4.13 - All required forms must be lodged through the Club and be with VicRoads within 30 days of the declaration date or VicRoads will reject the application.

4.14 - Applicants shall allow a minimum of 21 days for the processing of new applications by the Club.

4.15 - The Club is unable to fast-track applications outside of the processes defined. Applications will be processed in a timely manner.

4.16 - A Permit is issued by VicRoads for 45 days (which can be extended to 90 days), or 90 days, with a maximum of 90 days in one year.

4.17 - To remain on the CPS the member shall continue to be a financial member of the Club.

## **5 - What constitutes vehicle non-eligibility?**

5.1 - A vehicle that is recorded as stolen; a vehicle on any written-off register in any Australian State; a vehicle under Police or Sheriff's notice; or a vehicle used for carriage of goods or passengers for hire or reward; as recorded by VicRoads.

5.2 - Motor bikes, trucks, buses, tractors, unless a Land Rover marque vehicle.

5.3 - Vehicles owned by a non-member.

5.4 - Vehicles which are NOT at least 25 years old, as per VicRoads policy. VicRoads is currently considering the eligibility of replica vehicles.

## **6 - Responsibility of the LROCV and Club officials**

6.1 - The final decision to proceed or not with an application resides with the CPS Registrar and the discretionary powers held by that position, as defined by VicRoads and Club's CPS Policies & Procedures.

6.2 - Comply with the 'VicRoads CPS Permit Agreement Procedures'. *(See Links Item 15 to expand on points below).*

6.3 - Maintain a register of CPS vehicles.

6.4 - Maintain dated photographs of CPS vehicles.

6.5 - Endorse or reject applications for CPS, including renewals.

6.6 - Notify VicRoads of modifications outside VSI standards, as per 'VicRoads CPS Permit Agreement Procedures'. The member will be notified by the Club and given 14 days to rectify the issue before VicRoads is notified.

6.7 - Notify VicRoads promptly when aware of or suspect, inappropriate CPS member's behaviour.

6.8 - Assist members in achieving a Club Permit within these Policies & Procedures.

6.9 - Ensure applicants are aware of 'VSI 8' and 'VSI 33' from VicRoads website. 'VSI 33' relates to modifications pertinent to vehicles on the CPS Scheme and specifies which modifications require a VASS and which can be self certified. Note: it is NOT the Club's responsibility to interpret these Regulations to suit your vehicle.

6.10 - The Club's Privacy Policy applies to all activities under the CPS.

## **7 - Responsibilities of the Club Permit Holder**

7.1 - It is the responsibility of the Permit Holder to prepare and maintain his/her vehicle to the standards required by VicRoads and referenced in this document.

7.2 - To present all necessary documentation to a Club CPS signatory for approval. A list of signatories is shown in the Club magazine.

7.3 - To advise the Club in writing within seven days of any pertinent changes relating to the vehicle. These changes are those that alter the information you provided to the Club in your initial application. You must also maintain compliance with VicRoads 'VSI 8' and 'VSI 33'.

7.4 - Be aware and accept that all information provided and held by the Club, in relation to CPS management will be made available to VicRoads or other Authorities only if formally requested. (This requirement is on the VicRoads Application and Renewal forms).

7.5 - CPS holders must recognise the Club's responsibility in administering CPS and that any actions that jeopardise this, ie bringing the LROCV into disrepute, will result in corrective action by the Club.

7.6 - All forms and mandatory fields therein must be completed in ink.

7.7 - Photos of vehicle must be dated, electronic date stamp preferred, with details clear and readable as defined in the Club's Application procedure.

7.8 - Timely renewal is the Permit Holder's responsibility. **Renew it before it expires.** The Club will not advise you of impending expiry, although VicRoads may do so.

7.9 - Maintain the vehicle in a manner which ensures that the vehicle is in a safe Roadworthy condition for use on Australian roads to VicRoads standards.

7.10 - The number plate and CPS windscreen label must be displayed correctly on the vehicle.

7.11 - It is the Permit Holder's responsibility to inform the Club and VicRoads of any changes to their contact details.

## **8 - Vehicle usage including Log Book updating**

8.1 - **All fields in the Log Book must be completed in ink** at the **START of EACH** calendar day of usage. The entry can only be made on the day of use, ie, no retrospective entries and no forward entries.

8.2 - CPS Log Book must have an entry if the vehicle is used more than 100 metres from the vehicles registered address.

8.3 - The Log Book with the Permit in it must be carried in the vehicle at all times that the vehicle is in use.

8.4 - To replace a lost Log Book will require a Statutory Declaration from the CPS holder and a submission to VicRoads (a fee applies).

8.5 - Refer also to the VicRoads CPS Permit Application Form (Responsibilities of Club Permit Holders) and the information provided in the Log Book.

## **9 - Acceptability of Land Rover vehicles**

9.1 - The Club shall have discretionary powers in accepting vehicles, based on these CPS Policies & Procedures.

9.2 - Vehicles shall be representative of the Land Rover marque, as per these CPS Policies & Procedures have specified.

9.3 - Vehicles shall retain the character of the marque with limited changes. This is in keeping with the Club's aim of maintaining the Land Rover marque.

## **10 - Acceptability of application for non Land Rover vehicles**

10.1 - The applicant must have been a current financial member of the Club for a minimum of three months.

10.2 - The applicant must already have a Land Rover marque vehicle recorded with the Club, with a Club Permit.

10.3 - To be eligible to be on the CPS, the vehicle shall comply with the Club's CPS Policies & Procedures.

10.4 - A decision by the Registrar shall be made upon application and presentation of the vehicle to the Registrar. The Club shall have discretionary powers in accepting vehicles based on these CPS Policies & Procedures.

## **11 - New Application process**

11.1 - To be sure that your application is processed properly in a timely manner, please ensure all documents are completed fully upon application. Please also allow time for the Club volunteers who are processing this application for you to complete their tasks. The steps you need to follow are detailed in the table on the following page. **The documents you need to process your application are listed in Attachment 1.**

*(Prior preparation by an applicant)*

11.2 - Verify that the vehicle falls within the eligibility guidelines.

11.3 - Discuss your preparation with the Club CPS Registrar if or as required.

11.4 - Refer to CPS Application Procedures on the Club website which indicates the required documents.

11.5 - Provide the Club with all other documentation **BEFORE** obtaining a Roadworthy Certificate and **BEFORE** contacting VicRoads as the RWC can easily expire before the approval is completed. Note: the whole process is NOT all in the control of the Club. (Note: a RWC is only valid for 30 days from final inspection).

*(Process after acceptance)*

11.6 - After payment you will receive from VicRoads a CPS Log Book, CPS number plates, CPS windscreen label, and a Club Permit.

11.7 - You will need to attach the Club Permit to the inside of the Log Book.

11.8 - Follow the VicRoads instructions as to where to locate the windscreen Permit number sticker and number plates on the vehicle.

11.9 - Follow the procedure below, obey the CPS conditions of vehicle use, and enjoy.

11.10 - Mail or hand deliver (NOT scanned and emailed) to the Club CPS Registrar all the required Original documents as defined in the following steps.

11.11 - Note: please **DO NOT** forward any payments with your paperwork to the Club.






11.12 - The list of the Club's authorised CPS signatories appears in the Club magazine each month. Only the Club Permit Registrar can process new applications.

11.13 - If you are a new member of the Club, or have yet to have your Application to be a Member approved through the Club Committee, be aware that you must have been a member of the Club for at least three months (*see Section 4 above*) before you can apply for a Club Permit.




11.14 - There are eight (8) steps to be followed for a NEW Application, detailed in the table on the following page.

**11.15 – An administration fee of \$30 is payable to the Club upon application for a Club Permit.**

This is to be paid into the Club's Bank account via direct deposit prior to the application being processed by the Club's CPS Registrar

Step number	Step title	Step description - <u>new applications</u>
<b>Step 1</b>  Complete	Complete forms	VicRoads Forms (obtained from VicRoads) <ul style="list-style-type: none"> <li>- VicRoads Club Permit Application Form</li> <li>- VicRoads Vehicle Eligibility &amp; Standards Form</li> </ul> Club Form (obtained as a download from Club website). <ul style="list-style-type: none"> <li>- Club Permit Register Form</li> </ul>
<b>Step 2</b>  Complete	Gather supporting evidence	Gather the documents you need together, this includes; <ul style="list-style-type: none"> <li>- Proof of ownership</li> <li>- A copy of your membership card</li> <li>- Ten photos of vehicle</li> <li>- Stamped self-addressed envelope (SSAE)</li> </ul> NB: Refer to Attachment 1 of the Policy for more detail
<b>Step 3</b>  Complete	Send paperwork to Club CPS Registrar	You can do this by personally handing them to the Club CPS Registrar at a meeting or via post to the Club mail box. <b>Pay the \$30 Admin fee to the Club Treasurer by direct transfer into the Club's Bank Account</b>
<b>Step 4</b>  Complete	Obtain RWC and VASS Certificates	Once the Club CPS Registrar has reviewed your submitted application they will approve your application in-principal and give you the go-ahead to get a RWC and a VASS certificate (where applicable) for your vehicle.  Please note that Roadworthy and VASS certificates are only valid for 30 days so keep this in mind when processing your application. For this reason it is NOT advisable to get a Roadworthy before the Club has approved in-principal your CPS application.
<b>Step 5</b>  Complete	Send copy of Roadworthy to Club CPS Registrar	Once you have obtained your RWC send (email) a copy ASAP to the Club Registrar.  The Club CPS Registrar will NOT sign your Vehicle Eligibility and Standards Declaration for Club Permit vehicles form unless they have sighted a copy of the RWC and the Admin fee has been paid  Once sighted they will sign the form and return your paperwork using the SSAE you provided.



Step number	Step title	Step description - <u>new applications</u>
<b>Step 6</b>  Complete	Head to VicRoads	Take your paperwork (not photocopies) to a VicRoads office for obtaining a Permit, including: <ul style="list-style-type: none"> <li>- VicRoads forms <b>signed by Club CPS Registrar</b></li> <li>- <b>Supporting evidence</b> (that you collated in Step 2)(<b>Not</b> the photos or membership card)</li> <li>- <b>RWC</b> and <b>VASS</b> certificates (that you obtained in Step 5)</li> </ul> <u>You are <b>NOT</b> Required to present your Vehicle to VicRoads</u>
<b>Step 7</b>  Complete	Fix plates and CPS Permit sticker to your vehicle	<ul style="list-style-type: none"> <li>- Attach the number plates to the vehicle</li> <li>- Affix Permit sticker to the windscreen</li> <li>- Place logbook inside the vehicle</li> </ul>
<b>Step 8</b>  Complete	Take two final photos	Once you have completed Step 7 take two photos of vehicle (refer to Attachment 1 of the Policy for more detail) with CPS number plates fitted to the vehicle and <u>send to the Club CPS Registrar.</u>

## **12 - Process to renew**

12.1 - VicRoads will send you a renewal for your Permit by mail approximately SIX weeks before expiry date. It is **YOUR** responsibility to ensure you obtain and renew the Permit by the due date.

12.2 - The renewal must be signed by a Club CPS signatory prior to making any payment. (Refer to the four steps below).

12.3 - If there have been **any certifiable modifications** done to your vehicle during the past year, these must be fully documented and dated photographed and sent along to us with the renewal paperwork including any copies of **VASS Certificates** that were required. (Refer to 'VSI 8' and 'VSI 33' on the VicRoads website).

12.4 - You have 90 days to complete the renewal from the date of expiry after which VicRoads will cancel the Permit unless you have completed the renewal before that time.

12.5 - To change your Permit period from 45 days to 90 days you will require an additional Application Form from VicRoads (an extra fee applies). Note: you cannot exceed 90 days in one year.





12.6 - Mail or hand deliver (NOT scanned and emailed) to the Club CPS Registrar all required documents as defined in the following steps. Make sure that you have signed the renewal before you forward it to the Club's CPS Registrar.

12.7 - When the Club has checked your application against its membership database, to confirm that you are a current financial member, checked the vehicle's details against the CPS Register, signed the CPS Register Form and the VicRoads Permit Renewal Form, you are then able to follow through with VicRoads and obtain the renewed vehicle Club Permit.

12.8 - Note: please **DO NOT** forward any payments with your paperwork to the Club.

12.9 - The list of the Club's authorised CPS signatories is in the Club Review magazine each month.

12.10 - There are four steps to be followed **to RENEW** your permit as detailed in the following table.

Step number	Step title	Step description - <u>process for CPS renewal</u>
<b>STEP 1</b>  Complete	VicRoads Renewal Form	Complete and sign the <b>VICROADS RENEWAL FORM</b> with your details, for approval and signing. Both top <b>AND</b> bottom sections are required to be signed by one of the Club's authorised CPS signatories. <b>DO NOT</b> separate the form until it's signed and returned to you from VicRoads.
<b>STEP 2</b>  Complete	Club Permit Registration Form	Download and complete the <b>CLUB PERMIT REGISTER FORM</b> from the Club website and return it to the Registrar with your VicRoads Renewal form. These details are then kept on file by the Club (but not by VicRoads) (See Links Item 15). <i>* You will need to be a financial member of the Club and authorised to access the "Members Section" of this website, with your log-on details available from the Club's Webmaster. (See Links Item 15).</i> <b>Please complete all parts of the form.</b> <b>Please note that the details you provide to us may be forwarded to VicRoads if formally requested by them.</b> <b>VASS certifiable modifications made in the past year must be documented, dated and forwarded.</b>
<b>STEP 3</b>  Complete	Club Membership Card	Provide a copy of your current <b>CLUB MEMBERSHIP CARD</b> to validate that the vehicle owner is a current financial member of the Club.
<b>STEP 4</b>  Complete	Stamped Self Addressed Envelope (SSAE)	If the signed paperwork is required to be mailed back to you please include a <b>STAMPED SELF ADDRESSED ENVELOPE.</b>

**13a - Process to transfer a vehicle to another club**

13.1 - Permits can be transferred from one Club to another club.

13.2 - The new club must be an approved CPS Club with VicRoads.

13.3 - Club Permits **CANNOT** be transferred to other individuals.

13.4 - The initiation and completion of the transfer process shall be the responsibility of the Permit holder.

13.5 - There are five steps to be followed to transfer your Permit detailed in the table below;

<b>Step number</b>	<b>Step title</b>	<b>Step description - process to <u>transfer CPS to another Club</u></b>
<b>STEP 1</b> <input type="checkbox"/> Complete	Write to the new Club	Provide the new Club with a signed letter from you advising of the proposed change of Club and a list of any CPS vehicles that you want to link to the new Club. Provide a reason as to why you wish to transfer your Club Permit vehicle to the LROCV CPS Register
<b>STEP 2</b> <input type="checkbox"/> Complete	Complete VicRoads Forms	Complete and sign VicRoads 'Vehicle Eligibility and Standards Declaration for CPS Vehicles' for each vehicle you wish to transfer to the new nominated Club.
<b>STEP 3</b> <input type="checkbox"/> Complete	Obtain letter from new Club's CPS Registrar	Obtain a letter from the Secretary or CPS Registrar at the new Club confirming that you are a current financial member of the new Club.
<b>STEP 4</b> <input type="checkbox"/> Complete	Submit forms to VicRoads	Submit the VicRoads form and the new Club's confirmation letter to VicRoads for their records.
<b>STEP 5</b> <input type="checkbox"/> Complete	Advise Club of process completion	Advise your original Club in writing as soon as the process has been completed advising them of the move of your Club Permit to another Club.

**13b. - Process to Transfer a Club Permit to LROCV from another Club**

13b.1- A Vehicle that already has a Club Permit with another Club can be transferred to the LROCV CPS Register providing that the Club Permit Holder is a Financial member of LROCV

13b.2 – A completed LROCV CPS Register form must be provided.

13b.3 – As for New applications, all the required dated current photos of the Vehicle at the date of transfer shall be provided. (see new application procedures in Section 11 )

13b.4 – A current Roadworthy Certificate must be provided (optional at discretion of CPS Registrar)

13b.5 – A completed copy of the VicRoads “Vehicle Eligibility and Standard Declaration for CPS vehicle” form (original)

13b.6 – An admin Fee of \$30 is payable for the Transfer to be effected

13b.7- A letter from the applicant indicating why they want to transfer their vehicle to the LROCV CPS Register

## **14 - Process of cancellation, vehicle sale, or non renewal by the Permit holder**

14.1 - It is the CPS Permit Holder's responsibility to notify the Club of intention to cancel, sell vehicle or not renew their Club Permit or if they wish to transfer the Vehicle to another Club.

14.2 - If you sell your vehicle the Club Permit will be cancelled as Club Permits are not transferable.

14.3 - If you decide not to renew your Club Permit then the Club Permit will be cancelled by the Club and VicRoads will be notified.

14.4 - If your renewal fee is not paid within three months of the expiry date your Club Permit will be automatically cancelled by VicRoads.

14.5 - If the above situations occur, you must notify the Club within seven days and also return the Club Plates to VicRoads.

14.6 - If however, you still want to have a Club Permit for your vehicle, then you must make a completely NEW application and go through the new application process previously described in Section 11.

14.7 - There are three steps to be followed for vehicle sale, cancellation, or non-renewal;

<b>Step number</b>	<b>Step title</b>	<b>Step description - process for <u>CPS non-renewal</u></b>
<b>STEP 1</b> <input type="checkbox"/> Complete	If Sold	Advise the Club in writing within seven days of your vehicle sale.
<b>STEP 2</b> <input type="checkbox"/> Complete	If Cancelling	Advise the Club in writing if you wish to cancel your Permit/Permits.
<b>STEP 3</b> <input type="checkbox"/> Complete	Non-renewal	Return, in both cases above, your Club Plates to VicRoads within seven days.

## **15 - Links for further information available at -**

*(From VicRoads website)*

- 15.1 - VicRoads "Guide to Modifications for Motor Vehicles VSI 8" [Link](#)
- 15.2 - VicRoads "Guidelines for Modifications to Vehicles operated under CPS VSI 33" [Link](#)
- 15.3 - VicRoads "Club Permit Application Form" [Link](#)
- 15.4 - VicRoads "Guidelines for Modifying Vehicles" [Link](#)
- 15.5 - VicRoads "Vehicle Eligibility Statement" [Link](#)
- 15.6 - VicRoads "Checklist" [Link](#)
- 15.7 - VicRoads "List of Licensed Vehicle Testers" - <http://webapps.vicroads.vic.gov.au/vrne/lvt.nsf/lvts>
- 15.8 - VicRoads phone enquiries 13 11 71
- 15.9 - VicRoads "Club Permit Agreement"

*(From LROCV website)*

- 15.10 - LROCV "Club Permit Register" form - <http://www.lrocv.com.au/images/pdf/LROCV%20Club%20Permit%20Register%202015%20V4.pdf>
- 15.11 - LROCV "CPS Registration Procedures within the LROCV" - <http://www.lrocv.com.au/images/pdf/LROCV%20-%20Club%20Permit%20Scheme%20-%20Registration%20procedures%20V9%20%2025-7-2014.pdf>
- 15.12 - LROCV "CPS Policies & Procedures" Links
- 15.13 - LROCV "Club Rules and Statement of Purpose" - <http://www.lrocv.com.au/images/pdf/LROCV%20Rules%202013%20Final%20CAV%20copy.pdf>
- 15.14 - LROCV "Welcome Letter"

*(From AOMC website)*

- 15.14 - AOMC re "Frequently Asked Questions" - <http://www.aomc.asn.au/cpsnewfaq.htm>
- 15.15 - AOMC re obtaining small "CPS Handbook" - [Link](#)
- 15.16 - AOMC re "Renewals" - <http://www.aomc.asn.au/CPSrenewals2013.htm>

## **16 - Appeals process**

Refer to the Appeals Process in the Club's general Policies & Procedures, and the VicRoads Appeals process (*see VicRoads link*).

## **17 - Frequently asked questions**

A Link for these FAQ is on the Club's website under the CPS Link.

## ATTACHMENT 1: DOCUMENT CHECKLIST FOR NEW APPLICATIONS

Step where required	Done	Title	Obtained From	Purpose	Sent to	Format
Step 1	<input type="checkbox"/>	Club Permit Application form	VicRoads	Required by VicRoads	Club Registrar for endorsement Taken to VicRoads at Permit issue time	Original Form
Step 1	<input type="checkbox"/>	Vehicle eligibility & standards	VicRoads	Required by VicRoads	Club Registrar for endorsement Taken to VicRoads at Permit issue time	Original form
Step 1	<input type="checkbox"/>	Club permit register form	LROCV	For Club record keeping	Club Registrar for endorsement	Printed form
Step 2	<input type="checkbox"/>	Proof of Ownership	The Applicant	Confirms you own the vehicle	Club Registrar for endorsement Taken to VicRoads at Permit issue time	Copy
Step 2	<input type="checkbox"/>	Club Membership Card	The Applicant	Confirms currency of membership	Taken to VicRoads at Permit issue time	Copy
Step 2	<input type="checkbox"/>	<b>Dated Photos:</b> Photo 1: front of vehicle Photo 2: rear of vehicle Photo 3: left side of vehicle straight on Photo 4: right side of vehicle straight on Photo 5: driver's side with the door open looking into the vehicle Photo 6: the dashboard showing the instruments Photo 7: engine bay Photo 8: VIN or chassis Number – where possible Photo 9: Engine Number – where possible Photo 10+ VASS certifiable modifications	The Applicant	Provides a description and documents the vehicle being included in the CPS	Club Registrar for club record keeping	Dated Digital (Preferred ) or Original
Step 2	<input type="checkbox"/>	Stamped Self Addressed Envelope	The Applicant	For returning your signed VicRoads and club permit forms by the Club Registrar.	Club Registrar	Envelope
Step 4	<input type="checkbox"/>	Certificate of Roadworthiness (RWC)	Licensed Vehicle Tester	Confirms vehicle is roadworthy	Taken to VicRoads at Permit issue time	Original form
Step 4	<input type="checkbox"/>	VASS Certificate (if applicable)	VicRoads Endorsed VASS signatory	Confirms certifiable modifications compliance with VSIs	Taken to VicRoads at Permit issue time	Original form
Step 8	<input type="checkbox"/>	<b>Dated Photos of Club Plated Vehicle</b> Photo 1: Single angled shot of the driver's side and the front of the vehicle showing CPS plate fitted Photo 2: Permit Sticker affixed to windscreen	The Applicant	Confirms vehicle has been given a CPS permit.	Club Registrar for club record keeping	Dated Digital (Preferred ) or Original