



Introduction to Club Registration

Updated by Werribee and District Collectable Vehicle Club Inc. (15th December 2020)

The Victoria club permit scheme allows members of car clubs recognised by VicRoads to make limited use of classic and historic vehicles on the Australian road network.

Werribee and District Collectable Vehicle Club Inc. (WDCVC) is a VicRoads's approved club.

From Feb 2011, the scheme was changed to a log-book system which members must administrate them. A logbook is issued by VicRoads to a permit holder to record the use of vehicle over permit period. The log book entry must be made **EACH DAY** that vehicle is used (unless vehicle is within 100 meters of normal garaged address).

A log-book must be carried in the vehicle at all times vehicle is in use.

From Feb 2015 further changes were introduced.

When signing new club permit applications, Club's Permit, Officer or Scrutineer will be required to sign a Vehicle Eligibility and Standards Declaration form declaring that vehicle is eligible, safe for use on the road and that it meets the applicable requirements for category of vehicle for which club permit is sought. Also they are required to sign all VicRoads CPS application forms.

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.

All post 1969 Vehicles must comply with Vehicle standards information 8 (VSI8) which only allows basic modifications. All vehicles outside these standards require a Vehicle Assessment Signatory Scheme (VASS) approval certificate covering the modifications.

An "M" plate club permit 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.

Financial members of VicRoads's approved clubs (i.e. WDCVC) are able to apply for a **45 or 90 day** permit depending on how much use they expect to make of their vehicles over a 12 month period.

If a person obtains a 45 day permit, but then decides that this is not enough, another 45 day permit may be purchased later on.

However, **no one** will be able to obtain a permit to drive a vehicle for more than 90 days in each 12 month registration period.

ELIGIBILITY FOR VEHICLES

A Club Permit can be issued to any vehicle in 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 include trailers, heavy vehicles and modified vehicles such as street rods.

Replicas of vehicles in categories above may also be issued with a Club Permit.

A Club Permit vehicle must comply with VicRoads Vehicle Standards, appropriate to date vehicle was manufactured, contained in Schedule 2 of VicRoads Road Safety (Vehicles) Interim Regulations 2020.

Your car must be over 25 years old and roadworthy.

You must be a financial member of WDCVC.

For vehicles manufactured prior to 31st December 1948 you must have a Safety Inspection carried out by one of Club's (2) certified Safety Officers.



PROCEDURE FOR NEW WDCVC CLUB REGISTRATION

If you currently have a vehicle that you would like to move onto VicRoads CPS, you follow these steps:

1. Make sure your membership of WDCVC is current and you're financial.
2. **For any vehicle manufactured on or after 1 January 1949**, except street rod vehicles, you are required to obtain a current Certificate of Roadworthiness (RWC) from a licensed VicRoads Inspector. Note that WDCVC does **NOT** provide any kind of letter or certification in regard to Roadworthy condition, safety, or compliance of vehicle.
3. **If vehicle is manufactured prior to 1st January 1949** you must arrange a time with one of our Club's Safety Officers to conduct a formal VicRoads safety check on your vehicle.
4. Complete a [VicRoads Club Permit Application Form](#) (new revised form must be used), and a [VicRoads Vehicle Eligibility Form](#) both forms available from VicRoads Web Site.
5. Present completed Two (2) VicRoads Forms, together with a current RWC and proof of ownership to WDCVC Permit Officer/s for approval. You must also supply (5) current, dated electronic images of vehicle which include image taken at **Front, Driver's side, Rear, Interior at Driving position (side on with the driver's door open) and Engine Bay and where possible, identifiers such as chassis number and or engine number.** (Mailing address is: Permit Officer, Werribee and District Collectable Vehicle Club Inc. PO Box 841 Werribee, Vic, 3030).
6. The Permit Officer will review your documentation, sign your forms and send them back to you. You must include a **STAMPED** self-addressed envelope for your documentation to be returned to you, alternatively bring all paperwork to a Club general meeting for signing.
7. Take signed forms to one of the VicRoads [customer service centres that issues club plates](#), and pay permit fees.
8. Note that your Permit is not valid until it has a stamp from VicRoads as well as signature of WDCVC Club Permit Officer on it.
9. ***VERY IMPORTANT* YOU MUST** inform Club's Permit Officer of your new Club Permit Plate Number issued by VicRoads, within 10 days of issue by emailing an image with new CPS plate attached to wdcvc@hotmail.com or TXT image of vehicle with plate attached to 0413 884 234.

PROCEDURE FOR RENEWAL OF EXISTING CLUB PLATE

When 12 months of your Club Permit is about to expire, you should receive a Renewal Notice from VicRoads approximately 6 weeks before due date. Please don't wait until last days to get it signed - send it straight away. The renewal form, like original application form, has to be signed by WDCVC Permit Officer/s **before presenting to VicRoads** for payment.

To renew, follow these steps;

1. Make sure your membership of **WDCVC** is current and you are financial.
2. Send Renewal Form, with a **STAMPED** self-addressed envelope to Club for authorised permit officer to sign. **The mailing address is;** Permit Officer, Werribee and District Collectable Vehicle Club Inc. PO Box 841 Werribee 3030. The Permit Officer will return form back to you in your **STAMPED** self-addressed envelope.
3. Go into a VicRoads office or register yourself online with VicRoads and pay Permit Fee.
10. Note your Permit is not valid until it has a stamp from VicRoads as well as the signature of the WDCVC Authorised Officer on it. Alternately bring paperwork to a monthly general meeting for signing.

CAUTION - PRIVATE USE ONLY FOR CARS ON CLUB PLATES

Members must ensure that their Club Plated vehicle is only used for private use and is **NOT** used for commercial gain.

One example of commercial use would be hiring out your vehicle as a wedding car.

MORE INFORMATION AND LINKS

[Club, rally and unregistered vehicle permit fees](#)

[VicRoads Club Permit Application Form](#)

[VicRoads Club permit information:](#)