

EXPLANATION OF CLUB PERMIT SCHEME:

1. A person who is a financial member of an approved club may apply for a club permit for an eligible vehicle by giving to VicRoads:-
 - (a) an application in the approved form, indicating whether the application is for a 45-day club permit or a 90-day club permit; and
 - (b) written verification by the club secretary of the approved club or another person authorised by the approved club indicating that the applicant is a financial member of the approved club, and that the vehicle is an eligible vehicle and is safe for use on a highway; and
 - (c) the relevant fee for a 45-day club permit or a 90-day club permit, and
 - (d) any transport accident charge under the Transport Accident Act 1986 for the vehicle in respect of the type of club permit applied for; and
 - (e) the administrative fee for a log book; and
 - (f) the following information in a form satisfactory to VicRoads—
 - (i) the name, residential address and date of birth of the applicant; and
 - (ii) the make, model and year of the vehicle; and
 - (iii) the garage address of the vehicle; and
 - (iv) any relevant vehicle identifier; and
 - (v) the degree and nature of any modifications to the vehicle; and (vi) any other information specified by VicRoads.
- (2) VicRoads may refuse an application for a club permit if—
 - (a) a previous club permit held by the applicant was suspended or cancelled; or
 - (b) the vehicle is already covered by a current club permit; or
 - (c) the information provided with the application is incomplete or incorrect; or
 - (d) VicRoads is not satisfied that the applicant is a financial member of an approved club; or
 - (e) VicRoads is not satisfied that the vehicle is an eligible vehicle; or
 - (f) VicRoads is not satisfied that the vehicle is safe for use on a highway.

ISSUE OF CLUB PERMIT, CLUB PERMIT LABEL AND LOG BOOK

- (1) On receipt of an application, VicRoads may issue a club permit.
- (2) A club permit must—
 - (a) contain the permit holder's name and residential address; and
 - (b) contain sufficient information to identify the vehicle, including the vehicle's garage address; and
 - (c) specify whether it is a 45-day club permit or a 90-day club permit; and
 - (d) specify the permit period.
- (3) When VicRoads issues a club permit in respect of a vehicle, they must also issue in respect of that vehicle a club permit label.
- (4) A club permit label must be affixed as follows—
 - (a) in the case of a motor vehicle fitted with a windscreen or fixed windows—
 - (i) to the lower left or near side portion of the front windscreen of the vehicle; or
 - (ii) to any fixed window on the left or near side of the vehicle;
 - (b) in the case of a motor vehicle not fitted with a windscreen or fixed windows (other than a motor cycle), in a suitable holder on the left side of the vehicle;

- (c) in the case of a motor cycle, in a suitable holder—
 - (i) to the left side of the motor cycle so that the front of the label faces outwards from the motor cycle; or
 - (ii) to the handlebar on the left side of the motor cycle so that the front of the label faces the front of the motor cycle; or
 - (iii) to the centre of the front of the motor cycle in a position as near as practicable to the top of the steering head so that the front of the label faces towards the front of the motor cycle; or
 - (iv) on or adjacent to the motor cycle's number plate in a way that the characters on the number plate are not obscured;
 - (d) for a trailer—
 - (i) on or adjacent to the vehicle's number plate in a way that the characters on the number plate are not obscured; or
 - (ii) so that the label is displayed in a suitable holder on the left side of the trailer in a position not more than 1.5 metres above ground level with the front of the label facing outwards from the trailer towards the left; or
 - (iii) if the trailer has a window on the left side not more than 1.5 metres above ground level, so that the label is fixed horizontally to the window not more than 15 centimetres from the bottom corner of the window nearest to the front of the trailer, with the front of the label against the inside surface of the window;
 - (e) in any other case, on or adjacent to the vehicle's rear number plate in a way that the characters on the number plate are not obscured.
- (5) A driver of a vehicle under a club permit issued under this Part in respect of that vehicle must not use that vehicle on a highway if a club permit label, issued under this Part, is not affixed in accordance with this Part unless exempt under these Regulations or under any other law.
- (6) A permit holder of a vehicle under a club permit issued under this Part must ensure that the vehicle is not used on a highway if a club permit label, issued under this Part, is not affixed in accordance with this Part unless exempt under these Regulations or under any other law.
- (7) VicRoads must also issue a log book in respect of that vehicle which has available entries for the operation of that vehicle for up to 90 days in the permit period.
- (8) On receipt of an application for a club permit VicRoads may issue a temporary club permit and temporary log book for use by the applicant until the applicant receives a club permit and log book.

LOG BOOK OBLIGATIONS

- (1) A permit holder must ensure that a club permit is correctly affixed inside a log book.
- (2) On each day that a vehicle operated under a club permit will be driven outside the vehicle's local zone, the driver must fully complete the next available entry in the log book before beginning the journey.

- (3) If a journey begins before midnight and continues into the next day, an entry must be made in the log book in respect of each of those days.
- (4) If a club permit is a 45-day club permit, only the first 45 entries in the log book are available to be used, unless a second 45-day club permit is issued for the permit period and correctly affixed inside the log book.
- (5) If all available entries in a log book have been completed, or the club permit has expired or been cancelled, the permit holder must not drive the vehicle outside the vehicle's local zone until a new club permit is issued. (Local zone is the area within a radius of 100 metres from the entrance of the vehicle's garage address on a public road.)
- (6) A permit holder must not complete or partially complete entries in a log book which relate to a future day.

DURATION AND CONDITIONS OF CLUB PERMIT

- (1) A club permit is valid for 12 months from the date of issue of the club permit or the corresponding temporary club permit, whichever is earlier, unless cancelled or suspended sooner.
- (2) A club permit is subject to the following conditions—
 - (a) the club permit and the log book must be carried in the vehicle operated under the club permit at all times the vehicle is being used on a highway;
 - (b) the permit holder must remain a financial member of an approved club;
 - (c) the vehicle operated under the club permit must be safe for use on a highway;
 - (d) the vehicle operated under the club permit must display the club permit label and the club permit number plate or plates;
 - (e) the permit holder must comply with the log book obligations; and
 - (f) the vehicle operated under the club permit must be made available for a vehicle audit on request of VicRoads.
- (3) If a permit holder, being the holder of a 45-day club permit, is issued with a second 45-day club permit before the first club permit expires, the second club permit must have the same expiry date as the first club permit, and the duration of the second club permit is reduced accordingly. Example On 1 January, 2020, A is issued with a 45 day club permit with an expiry date of 31 December 2020. On 1 July 2020, A is issued with a second 45 day club permit with an expiry date of 31 December 2020. The duration of the initial permit is 12 months, but the duration of the second permit is reduced to 6 months.

AUTHORISATION GIVEN BY CLUB PERMIT

A club permit authorises the unregistered vehicle specified in the permit to be used on a highway during the period for which the permit is valid if the vehicle is used in accordance with the conditions to which the permit is subject.

VEHICLE AUDITS

- (1) Upon a written request from VicRoads, a permit holder must produce the vehicle operated under the club permit—
 - (a) at a testing site nominated by the VicRoads for vehicle inspection; and
 - (b) within a reasonable time period nominated by VicRoads in the written request.

- (2) If the nominated testing site or the nominated time period is inconvenient for the permit holder, the permit holder may notify VicRoads before the nominated time period is concluded, and VicRoads must provide an opportunity to reschedule the audit to an alternative testing site or time period, in accordance with the permit holder's reasonable request.
- (3) Any audit conducted under this regulation must be carried out under the direction of and at the expense of VicRoads.

SUSPENSION OR CANCELLATION OF CLUB PERMITS

- (1) The Secretary may suspend a club permit if the Secretary reasonably suspects that—
 - (a) the vehicle operated under the club permit is not an eligible vehicle; or
 - (b) the permit holder has failed to comply with any of the conditions of the club permit; or
 - (c) the permit holder has disposed of a vehicle without complying with regulation 162(2); or
 - (d) the permit holder is engaging in conduct which threatens public safety or undermines the integrity of the club permit scheme.
- (2) If the Secretary suspends a club permit under sub-regulation (1), the Secretary must give the permit holder a written notice stating—
 - (a) the reasons for the suspension; and
 - (b) the date on which the suspension takes effect; and
 - (c) the action, if any, to be taken by the permit holder to have the suspension lifted; and
 - (d) that the club permit may be cancelled if the action referred to in paragraph (E) is not taken by a day stated in the notice (which must be at least 14 days after the date of the notice); and
 - (e) the rights of the permit holder to an internal and external review under Part 2.12 of Chapter 2.
- (3) The Secretary may cancel a club permit if—
 - (a) any action required by a notice under sub-regulation (2) is not taken within the period stated in the notice; and
 - (b) the Secretary reasonably believes that a reason for the suspension of the club permit still exists.
- (4) If the Secretary cancels a club permit under sub-regulation (3), the Secretary must give the permit holder written notice of—
 - (a) the cancellation; and
 - (b) the permit holder's rights to an internal and external review under Part 2.12 of Chapter 2.

CLUB PERMIT NUMBER PLATES

- (1) Slimline club permit number plate means a club permit number plate that has a height of not more than 120 millimetres and a width of not more than 375 millimetres.
- (2) On the first issue of a club permit to a permit holder in respect of an eligible vehicle, VicRoads must give the permit holder—

- (a) in the case of a veteran vehicle, a vintage vehicle, a motorcycle or a trailer, one club permit number plate; or
 - (b) in any other case, 2 club permit number plates.
- (3) A permit holder may apply to VicRoads for the issue of slimline club permit number plates in respect of any eligible vehicle except a motorcycle.
- (4) An applicant under sub-regulation (3) must pay the fee fixed by VicRoads.

DISPOSAL OF VEHICLES OPERATED UNDER CLUB PERMITS

- (1) If a vehicle operated under a club permit is disposed of during the term of the club permit, the club permit ceases to have effect.
- (2) The permit holder disposing of the vehicle must ensure that, immediately following delivery of the vehicle to its new garage address—
 - (a) the club permit, the club permit label and the vehicle's log book are removed from the vehicle and destroyed; and
 - (b) the club permit number plates are removed from the vehicle, and returned to the Secretary on request.