

**Ford RS Owners Club (Victoria Inc.)**

**GUIDELINES**

**For operation of**

**THE VICTORIAN CLUB PERMIT  
SCHEME**

**Revision: April 2004**



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**1. The Victorian Club Permit Scheme:**

The Victorian Club Permit Scheme (VCPS) was introduced in 1986, to allow limited use of hobby and special interest vehicles, over 25 years old, on public roads.

The history of the VCPS and the operational rules for the scheme are published in 'The Victorian Club Permit Scheme HANDBOOK' as published by the *Association of Motoring Clubs Inc.* (AOMC), in conjunction with the *Federation of Veteran, Vintage & Classic Vehicle Clubs Inc.* (FVVCVC) and *VicRoads*, who are the administering body.

The VCPS HANDBOOK is revised and re printed as required. (For the latest revision refer to ANNEXURE – A, page 10).

The VCPS scheme is managed by clubs who are affiliated members of the AOMC or the FVVCVC. The *Ford RS Owners Club (Victoria) Inc.* (RSOC) is affiliated with the AOMC.

The AOMC maintains a register of Member Clubs, which are published in 'INFORMATION on The Association of Motoring Clubs Inc.' booklet (for the latest revision refer to ANNEXURE – A, page 10) all clubs on this register are considered 'Authorised' clubs under the rules of the VCPS.

All 'Authorised' clubs are required to appoint an Officer to manage the VCPS within the club and notify Vic Roads of the initial appointment and any subsequent changes.

For the contact details of the current RSOC 'Club Permit Scheme Officer', refer to ANNEXURE – A, of this document.

This Permit scheme is intended for the limited use of vehicles, to attend club organized activities. It is not a cheap form of registration, but a limited use permit to use an unregistered vehicle on public roads.

Each State and Territory within Australia have there own limited vehicle use scheme, and the VCPS is recognized in all States and Territories of Australia.

The Police are the authority responsible for enforcing the VCPS.

There is an annual fee associated with a permit and a Transport Accident Charge (Third Party accident Insurance). The fee and insurances charge may change annually.

## 2. Eligibility:

To qualify for entry to the VCPS:

The applicant must be a financial member of an ‘Authorised’ club.  
*(The Ford RS Owners Club (Victoria) Inc. (RSOC) is an ‘Authorised’ club and is therefore authorised to process VCPS applications and renewals)*

The vehicles must be over 25 years old to qualify for the VCPS.

The vehicle must be mechanically un-modified (*ie: must agree with the manufacturers printed specifications for the vehicle they represent – as near as available replacement parts allow*). Period accessories are also acceptable.

The vehicle must be capable of passing a Vic Roads ‘Certificate of Roadworthiness’ test.

### 3. Entry:

It is a pre-requisite for entry to the VCPS, the applicant be a financial member of an ‘Authorised’ club.

These rules being specifically for the RSOC, therefore the ‘Authorised’ club shall be the RSOC and applicants shall therefore be financial members of that Club.

Any member proposing to place a vehicle on the VCPS shall apply to the club’s ‘Club Permit Scheme Officer’, who will discuss with them the eligibility of the proposed vehicle which shall be either accept or reject.

If the proposal is to proceed, the member must purchase a copy of ‘The Victorian Club Permit Scheme HANDBOOK’ (latest revision) at a cost of \$5.00 from the club and receive a copy of (these) ‘Guidelines for Operation of the Victorian Club Permit Scheme’.

The applicant shall obtain from Vic Roads a ‘Club Permit Registration’ form (document No. 88328-01.99) and complete the form with the applicant and vehicle details. **Note:** the permit being applied for is ‘Classic & Historic’.

Submit the proposed vehicle to a Vic Roads licensed vehicle tester and obtain a ‘Certificate of Roadworthiness’.

Present the completed ‘Club Permit Registration’ form and the signed and dated ‘Certificate of Roadworthiness’ to the club’s ‘Club Permit Scheme Officer’, along with your current club membership card / receipt.

Upon receipt of suitably completed application documents the club’s ‘Club Permit Scheme Officer’, will issue the applicant with a letter addressed to Vic Roads,

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acknowledging the vehicles roadworthiness and the applicants membership of the RSOC.

**Note:** The letter to Vic Roads states:

The Ford RS Owners Club (Victoria) Inc. acknowledges that the vehicle described by the attached paperwork, was presented to us in a roadworthy condition, as certified by a 'Certificate of Roadworthiness' issued by a Vic Roads Licensed Vehicle Tester.

The applicant / owner of the vehicle is a financial member of the Ford RS Owners Club (Victoria) Inc. and he / she accepts full responsibility for maintaining the vehicle in a safe and roadworthy condition while operating it under the Victorian Club Permit Scheme.

The owner of the vehicle declares they have read and are therefore deemed to understand the conditions of operation, as defined in *The Victorian Club Permit Scheme "Handbook" – revision June 2001* and will abide by the conditions while operating the vehicle.

The Ford RS Owners Club (Victoria) Inc. reserves the right to refuse signature for annual renewal application to the scheme, if the person has infringed the conditions of operation, or has cease to be a member of the club.

Take the completed 'Club Permit Registration' form and letter from the club's 'Club Permit Scheme Officer', to a Vic Roads office (only Carlton, Burwood East, Sunshine and Geelong offices of Vic Roads carry number plates in stock – any other office will have to order the number plates) and pay the prescribed fee. You will be issued with a 'Permit' and 2 number plates for the vehicle.

**Note: You are not required to present the vehicle to Vic Roads.**

Affix a number plate to both the front and rear of the vehicle, in such a position they can be clearly seen and the number read from 30 metres.

If the vehicle was previously registered, remove the registration label from the windscreen / side window.

**After obtaining the 'Permit' and associated number plates, complete and sign the attached letter of 'Operation Indemnity' (Page 11) and return it to the clubs 'Club Permit Scheme Officer', via the, Club Secretary.**

**Note:** The letter of 'Operation Indemnity' states:

As the owner of the vehicle identified below, I offer this document to indemnify the Ford RS Owners Club (Victoria) Inc. (RSOC) and it's officers against any action concerning the operation of the subject vehicle under *The Victorian Club Permit Scheme*.

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I understand I must maintain financial membership of the Club (RSOC) and accept full responsibility for maintaining the vehicle in a safe and roadworthy condition while operating it under the *Victorian Club Permit Scheme*.

I have read *The Victorian Club Permit Scheme "Handbook" – revision: June 2001* and the *RSOC 'Guidelines for Operation of the Victorian Club Permit Scheme' – revision: April 2004* and understand the conditions of operation, and I will abide by them while operating the subject vehicle.

I also accept that the RSOC reserves the right to refuse approval for annual renewal application to the 'Permit Scheme', if I am disciplined under Section 7 of the 'Club Rules' (Constitution) or my club membership lapses.

**Should there be any change to the details submitted to Vic Roads (eg: change of engine number, change of name or address) you must inform Vic Roads and the clubs 'Permit Scheme' Officer in writing of the changes.**

#### 4. Operation:

From these 'Club Rules' and the wording of the letter to Vic Roads and your letter of 'Operation Indemnity' to the club, you should have reached the understanding there is a lot of responsibility on you, as the operator of a VCPS vehicle.

As stated in the first section of these rules, the VCPS is a limited use permit to use an unregistered vehicle on public roads, to attend club activities.

The 'Permit' (the customer copy of the receipted form from Vic Roads) must be carried in the vehicle, at all times, while being operated on a public road.

Advertised evidence of the 'Authorised' club event being attended (Club Newsletter) must also be carried in the vehicle, as proof of legitimate use. (not all published events are 'Authorised' events)

Eg: The 'Grand Prix Rally', is a published event, but it is not organized by an 'Authorised' club.

However if the RSOC chooses to have a club run to view stages of the 'Grand Prix Rally' and publishes the run in the Newsletter, it becomes an 'Authorised' club event and 'Club Permit' vehicles can attend.

But if you enter the 'Grand Prix Rally' in a 'Club Permit' vehicle, you would be outside the Club organised event and would require an 'Authorisation for Special Use' permit for the duration of the event.

Therefore any event advertised in the RSOC Newsletter as a club outing, will be an 'Authorised' club event, to which you can take your car.

Caution: If the Newsletter advertises an event for a Sunday, you must travel to and from the event on the day. You are not permitted to travel to the location of the event on Saturday, attend the Sunday and drive home on Monday.

If the club elects to attend an event which requires travel days either side of the event the travel days to and from must be listed in the calendar.

Preparing the vehicle for an event:

You are permitted to drive your vehicle to the local service station to service, or fuel it in preparation for an event you intend to attend.

Also you are permitted to drive the vehicle to a repair facility, or to get parts fitted etc.

Do not abuse this poorly defined privilege, by taking the vehicle for a 2 hour drive away from home and calling it 'Preparation' for an event. There are 'Authorisation for Special Use' permits available for such outings (non-club advertised events).

Conclusion:

If you are stopped at any time by the Police (the enforces of the VCPS) you are required to have a valid drivers license and a roadworthy car, as you would when driving a normal registered vehicle. Additionally you must be able to present:

The Vic Roads 'Permit' for the vehicle and proof payment has been made

A copy of (latest edition) the Victorian Club Permit Scheme HANDBOOK.

Published material to identify the 'Authorised' club event you are preparing for or attending, or

An original (white) signed copy of an 'Authorisation for Special Use of Club Permit Vehicle'

The VCPS is very convenient for anyone only attending 'Authorised' club activities. While the opportunity for special use permission to attend non-authorized events provides sufficient flexibility for occasional non club event use.

Please ensure you understand and abide by the requirements of the HANDBOOK and conduct yourself responsibly on the road, so as not to discredit the RSOC or the VCPS.

## 5. 'Authorisation for Special Use' Permits:

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Some flexibility has been built into the scheme to allow vehicles to be used outside the advertised 'Authorised' club events.

Should you wish to attend a social outing, which has nothing to do with the club, or is run by a non 'Authirised' club / organisation, you can apply to the club's 'Club Permit Scheme Officer', for an 'AUTHORISATION FOR SPECIAL USE OF CLUB PERMIT VEHICLE' for a specified period of time. The signed original (white) copy of authorisation must be carried in the vehicle along with the Vic Roads 'Permit'.

'Authorisation for Special Use' Permits are available from the locations detailed on a separate list published by the RSOC, which shall be revised as necessary to accommodate changes in issuing personnel.

Refer to: **ANNEXURE – A**, of this document.

#### 6. Renewal:

As has been previously stated the VCPS Vic Roads 'Permit' is issued annually and is very similar to a normal vehicle registration.

You should receive a 'Permit' renewal notice from Vic Roads (for the next 12 months) about a month before the 'Permit' is due to expire.

**Note: In the event you have not received a renewal 'Permit' by 2 weeks before your renewal date, it is your responsibility to obtain a copy. Ring Vic Roads on 13 1171 and request a 'Permit' renewal.**

Upon receipt of the 'Permit' renewal, you are required to have the form signed by the RSOC 'Club Permit Scheme Officer' or the Club 'Secretary', to verify you are still a financial member of the RSOC.

Having received the signature of the RSOC 'Club Permit Scheme Officer' (or Secretary) you can pay the required renewal fee to Vic Roads.

Ensure you retain the receipt for payment with the 'Permit' as proof of payment. Failure to maintain financial membership of the RSOC is a breach of the VCPS and these 'Guidelines'.

#### 7. Exit:

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The VCPS is a permit to use an un-registered vehicle on public roads. It is issued to the owner of the vehicle and is not transferable as is the case with normal vehicle registration.

You are free to sell a vehicle which is being operated on a VCPS permit, but remember it is an un-registered vehicle you are selling.

If you sell your VCPS car, you must:

Inform the prospective purchaser they are negotiating to purchase an un-registered vehicle – If they intend to drive the vehicle they will require a permit to drive an un-registered vehicle from the state authority.

Notify the club's 'Club Permit Scheme Officer', of the date the sale is to take place, so the vehicle details can be removed from the club register.

Remove the number plates from the vehicle.

Return the number plates and the current 'Permit' to a Vic Roads office for cancellation.

The 'Permit' and the associated number are not transferable to another party.

## 8. Discipline:

The VCPS is a concession which has been negotiated by the AOMC and the FVVCVC to allow hobby motorists to use their special interest vehicles, on public roads, to attend club events.

The rationale is, such vehicles are valuable to the owners and as such will be well cared for by those owners. The vehicles will also be driven in a manner commensurate with preserving the value and condition of them.

The letter of 'Operation Indemnity' to the RSOC, signed by the VCPS permit holder is acceptance of fact the club has the right to refuse renewal of a 'Permit', or discipline them, under Section 7 of the 'Club Rules' (Constitution) for the following:

Failing to operate the vehicle in accordance with the 'The Victorian Club Permit Scheme HANDBOOK' rules.

Discrediting the RSOC.

Failure to remain a financial member of the RSOC.

Discipline may be as follows, depending on severity:

In the case of minor infringement, a warning in the form of a letter from the RSOC, detailing the infringement and the action to be taken to prevent repetition. The warning shall also detail the next level of discipline, which is expulsion from the club, should further infringements occur.

Expel the 'Permit' holder from the RSOC, in accordance with clause 7 of the 'Club Rules' (Constitution). Such action will result in a letter to Vic Roads advising that the 'Permit' holder is no longer a financial member of the RSOC and are therefore in breach of the conditions to hold a 'Permit'.

## **ANNEXURE - A**

### 'Publications'

The latest revision publications referred to in the 'Guidelines' are as follows:

Victorian Club Permit Scheme HANDBOOK – *revision June 2001.*

INFORMATION on Association of Motoring Clubs inc. – *revision June 2003.*

‘Club Permit Scheme Officer’:

The RSOC ‘Club Permit Scheme Officer’, for all VCPS related enquiries is:

Name ?  
Telephone ?  
FAX?  
Postal address: ?

‘Authorisation for Special Use’ Permits

‘Authorisation for Special Use’ Permits are available from the following locations:

Melbourne area:

Western suburbs, ring - ?

Eastern suburbs, ring – ?

The Secretary  
Ford RS Owners Club (Victoria) Inc.  
PO Box 129  
KINGSBURY, Vic. 3083

Dear Sir or Madam

Re: **VICTORIAN CLUB PERMIT SCHEME – Operation Indemnity**

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As the owner of the vehicle identified below, I offer this document to indemnify the Ford RS Owners Club (Victoria) Inc. (RSOC) and it's officers, against any action concerning the operation of the subject vehicle, under *The Victorian Club Permit Scheme*.

I understand I must maintain financial membership of the Club (RSOC) and accept full responsibility for maintaining the vehicle in a safe and roadworthy condition while operating it under the *Victorian Club Permit Scheme*.

I have read *The Victorian Club Permit Scheme "Handbook" – latest revision* and the RSOC 'Guidelines for Operation of the Victorian Club Permit Scheme' – revision: April 2004 and understand the conditions of operation and I will abide by them while operating the subject vehicle.

I also accept that the RSOC reserves the right to refuse signature for annual renewal application to the 'Permit Scheme', if I am disciplined under Section 7 of the 'Club Rules' (Constitution) or my club membership lapses.

Name: .....

Address: .....

..... Post code .....

Contact phone numbers BH ..... AH .....

Signed: ..... Date / /

Vehicle Details: 'Permit' plate number CH - .....

Make ..... Model .....

Body type ..... Year of manufacture .....

Body No. .... Engine No. ....