

## **THE CLASSIC SCRAMBLE CLUB INC. PERMIT POLICY AND REQUIREMENTS May 2018**

The following is the Club Policy relating to conditions and process in which the Club Permits are issued on behalf of the CSC.

### **General**

The Club is obliged to comply with the scheme provisions as established between various motoring clubs and VicRoads. This scheme is a permit scheme and is not a form of registration. All participating clubs are subject to audit and the CSC is obliged to ensure proper participation and eligibility requirements comply with VICROADS Regulations. Withdrawal of a club permit is at the discretion of the Committee of the Club

### **Management**

1. The Club will maintain a record of applications and renewals, and make them available for club and VICROAD audit, including the member's eligibility and subject vehicle data. This data includes a specific range of photos to document the condition of the vehicle.
2. The Assistant Secretary will manage the club permit process and maintain the CSC data base.
3. The Club Secretary will be the main signatory officer for applications and renewals.
4. The Committee can appoint additional signatory officers.
5. The Club website will detail the procedures for application and renewal. Members will be required to read and comply with this policy.

### **Club Permit Eligibility and Requirements**

6. The vehicle must meet the requirements as defined by VICROADS as Veteran, Vintage or Classic /Historical.
7. The member must be a financial member of the club whilst holding the Club Permit.
8. Club Permit Holders may be a voting member of CSC (Life Member, Member, or Partner Member) or an Associate member as defined in the Constitution of the Club
9. Permits will only be authorised for Motorcycles.

10. A member must be “active” in the club to apply for and/or renew a Club Permit. A member must undertake to attend at least two club activities per membership year. Failure to be “active” may be referred to the Executive Committee, and the Executive Committee may apply sanctions as required which may include withdrawal of the Club Permit for that member.
11. A member applying for Club Permit must have been a member of the Club for a minimum of 3 months immediately prior to lodging their application. Applicants transferring membership and Club Permit status from another club or requesting special dispensation from the qualifying period, will require Executive Committee approval.
12. To cover Club expenses with the processing and recording of CP applications and renewals, members applying for a Club Permit will be required to pay a \$5.00 application fee and an ongoing annual fee of \$5.00 per Club Permit with their membership fee.

### **Applications**

13. Applicants are to provide to the Club Permit Officer the following:
  - a. VIC Roads Club Permit Application Form, with Personal and Vehicle detail completed
  - b. Current Roadworthy Certificate for the vehicle
  - c. Recent photos of the motorcycle. The required photos are – Front, Back, Left and Right side, Engine, and ID numbers (VIN Plate, Engine Number or frame Number – where practicable).

### **Applications for transfer of Club Permit from another Club**

14. Applicants are to provide to the Club Permit Officer the following:
  - a. VIC Roads Vehicle eligibility and standards declaration for club permit vehicles form, with Vehicle detail completed
  - b. Current Roadworthy Certificate for the vehicle
  - c. Recent photos of the motorcycle. The required photos are – Front, Back, Left and Right side, Engine, and ID numbers (VIN Plate, Engine Number or frame Number – where practicable).

## **Renewals**

15. The Club Permit Holder is to *declare* at the submission for renewal to the Club that the subject Club Permit Vehicle is fully maintained, not been modified, and is in a roadworthy condition. (Declaration form is attached)
  
16. The member should apply for Club Permit Renewal as early as possible as the Club cannot always respond to urgent requests if the application is made late.
  
17. The Club Permit Holder is to immediately advise the Club Permit Officer within 7 days if the vehicle is sold, becomes unroadworthy or is modified.
  
18. Renewals will not be authorised if the membership of the holder has lapsed.

## **Correspondence**

All correspondence should be emailed or mailed to the Assistant Secretary

**DETAILS TO FOLLOW**

Stephen Duniam –

Assistant Secretary

14th May 2018



**CLUB PLATE RENEWAL DECLARATION**

I advise that the Motorcycle ..... (manufacturer and type)  
Club Permit No ..... is fully maintained, not modified (ref. VIC  
Roads VSI 33), and is in a Roadworthy Condition.

If sold in the Permit Period I will advise the club and VICROADS of any change  
of ownership.

Signed .....

NAME .....

Date .....