



TRIUMPH CAR CLUB

OF VICTORIA INCORPORATED

Reg No A0003427S

Triumph Car Club. PO Box 336, Malvern, Victoria. 3144



CLUB BY-LAW No. 2

VicRoads Club Permit Scheme

(Last updated 18 February 2015)

1. Background

The Triumph Car Club of Victoria (TCCV) is an Approved Club for the purposes of the VicRoads Club Permit (CP) Scheme.

TCCV nominated office bearers pursuant to the CP Scheme include the appointed Club President, Club Secretary, Club Treasurer, Club Permit Secretary, and up to two Club Permit Officers.

All outwards correspondence on TCCV Letterhead in relation to the Club Permit Scheme is to be sent by the Club Secretary.

2. VicRoads Conditions on TCCV

TCCV has entered into a Club Permit Agreement with VicRoads which requires the Club to:

1. Provide VicRoads with a list of nominated (authorised) office bearers, including a sample signature and driver licence number of each authorised office bearer;
2. Maintain a register of club permit holders and vehicles, including dated photographs for all club permit vehicles;
3. Provide endorsement of club permit applications and renewals;
4. Promptly notify VicRoads of modifications outside of vehicle standards or modification guidelines or safety issues for any club permit vehicles endorsed by the club; and
5. Notify VicRoads in writing within 7 days if the club becomes aware or reasonably suspects any of the following:
 - A pattern of incorrect use of a club permit log book by a club member;
 - A club permit vehicle operated by a club member is not an eligible vehicle;
 - A club member has ceased to be a financial member of the club;
 - A club permit vehicle is suspected of being used for commercial gain;
 - A club member has failed to restore a club permit vehicle to safe condition or has failed to prove compliance with Vehicle Standards and/or appropriate modification guidelines following a notification from the club (per point 4 above) in accordance with the terms of that notification;
 - A vehicle operated by a club member under a club permit has been sold or otherwise disposed of and the club permit log book and club permit were not destroyed on disposal and/or the club permit plates were not removed;
 - A vehicle operated by a club member under a club permit has been disposed of with the intention of undermining the club permit scheme (for example, a club permit vehicle has

been sold to a “friend” so that a new log book can be obtained, but the previous owner continues to utilise the vehicle).

If the TCCV does not conform, wholly or in part, with the requirements of the agreement with VicRoads, as outlined above, VicRoads may revoke its approval of the club.

3. Responsibilities of club permit holders

VicRoads require all club permit holders to comply with the following responsibilities:

1. When driving a club permit vehicle, a permit holder must:
 - Ensure that the club permit is correctly affixed inside the log book for the vehicle;
 - Carry the club permit and log book for the vehicle at all times the vehicle is being used on a highway;
 - On each day that the vehicle is driven more than a 100 metre radius from the entrance of the vehicle’s garage address, the driver must fully complete the next entry into the log book before commencing the journey;
2. Club permit holders must remain a current financial member of an approved club;
3. Vehicles operated on a club permit must be safe for use on a highway. The vehicle must be made available for audit by VicRoads upon request;
4. Club permit vehicles must display the club permit label and club permit number plate/s issued in respect of the vehicle;
5. Club permit vehicles cannot be used for commercial gain;
6. Club permit holders must inform VicRoads of:
 - A change to the vehicle’s residential, postal or garaged address;
 - A change to the vehicle’s description (i.e. colour);
 - Modifications to the vehicle that may affect its compliance with Vehicle Standards and/or modification guidelines;
 - Transfer to another approved club;
 - The sale of a club permit vehicle (when advised, VicRoads will cancel the permit);
 - The surrender of a club permit.

The above responsibilities of club permit holders are included on the Club Permit Application Form. For any difference between the Club Permit Application Form requirements and the above, the Club Permit Application Form takes precedence.

In addition to the above, TCCV club permit holders are also required to inform the TCCV Club Permit Secretary (as well as VicRoads) of all those matters referenced in point 6 above, with the exception of a change in a vehicle’s residential, postal or garaged address.

4. TCCV Requirements for CP Eligibility

All Financial Members of the TCCV are eligible to apply for a club permit for a vehicle of the Triumph marque (Life Members are deemed Financial Members even though annual subscriptions are not payable).

A Financial Member may also apply for a TCCV sponsored Club Permit for a non-Triumph vehicle providing that the member maintains, at all times, at least one Triumph on either full registration or TCCV supported Club Permit.

Financial membership lapses annually on 30 June, or upon notification of resignation of a member. To remain a continuous Financial Member, the TCCV Treasurer must receive a member's subscription renewal prior to 30 June for the following year, otherwise the member becomes un-financial from 1 July and is not entitled to the rights and privileges of a TCCV sponsored Club Permit. Life members are continually financial unless resignation is advised.

Members applying for renewal of existing TCCV supported Club Permits must attain a minimum of 4 club points per year, that is, the registration year immediately preceding the Club Permit renewal date. Refer the TCCV website as to how club points can be attained.

Should a member renewing a Club Permit not have attained the required number of club points, application may be made to the Committee to waive this requirement provided that:

- This requirement was not waived for the previous Club Permit renewal of the same vehicle. Club Permits will NOT be renewed if the minimum number of club points are not achieved two years in a row.
- All other conditions are met such that the applicant would otherwise qualify for Club Permit renewal;
- The member, in the opinion of the Committee, demonstrates a desire to protect and preserve the Triumph marque.

An application may be made to the TCCV Committee to waive any of the above application requirements in extenuating or exceptional circumstances.

5. Breaches of Club Permit Requirements

The section relates to the conduct of TCCV members that own or operate TCCV endorsed club permit vehicles and the maintenance or modification to those vehicles.

The CP Secretary is to be advised if any club member becomes aware of or reasonably suspects any of the following:

- A club permit vehicle's condition has deteriorated such that it is no longer roadworthy;
- A club permit vehicle has been modified such that it no longer complies with vehicle standards or modification guidelines; or
- A club permit holder, or the operator of a club permit vehicle, is in breach of their club permit responsibilities.

If, in the opinion of the CP Secretary, VicRoads requirements have not been complied with, the CP Secretary will report the matter to the TCCV Committee. If a majority of the TCCV Committee agrees with the CP Secretary's assessment, the TCCV Committee will instruct the Club Secretary to issue notices as appropriate. Such notices may include, but are not limited to, advising VicRoads of the matter, requesting further information from a member/s, requesting a club permit vehicle to be presented for inspection, or requesting a member/s to undertake remedial actions as considered appropriate by the Committee.

6. Club Permit Application Requirements

There are two forms that need to be lodged with VicRoads in order to apply for a Club Permit. One is a Club Permit Application Form which requires signatures of both the applicant and a TCCV authorised signatory. The second is a Vehicle Eligibility & Standards Declaration form which may be filled in by the applicant, but needs to be checked and signed by a TCCV authorised signatory.

To apply for a Club Permit the applicant must provide the following to one of the TCCV authorised signatories:

1. A VicRoads Club Permit Application Form;
2. A VicRoads Vehicle Eligibility and Standards Declaration Form;
3. A current Victorian Roadworthy Certificate;
4. Dated photographs of the vehicle including the following images:
 - VIN/Chassis plate;
 - Front of vehicle;
 - Full driver's side of vehicle;
 - Rear of vehicle;
 - Driving position (taken from side with the driver's door open).
5. A stamped self-addressed envelope (if mailed return is required); and
6. Where applicable, a Vehicle Assessment Signatory Scheme (VASS) approval certificate covering modifications outside of the appropriate modification guidelines (refer VSI 33).

The forms listed above as (1) and (2) are available for download from the VicRoads website. Alternatively, these forms can be completed for you if required.

Similarly, the photographs required in (4) above may be either provided via email by the applicant or taken for you by arrangement with a TCCV authorised signatory.

The TCCV authorised signatory will review the vehicle information contained on the Victorian Roadworthy Certificate and the VASS Certificate/s (if applicable) as evidence that the vehicle is eligible and roadworthy. The authorised signatory will also confirm the members' financial status with the TCCV Membership Secretary. Please note that the applicants' personal information, such as drivers licence details and garaged address, and the previous registration details of the vehicle are not required to be confirmed by the TCCV authorised signatory.

For successful applications, the TCCV authorised signatory will complete and sign the Vehicle Eligibility & Standards Declaration Form and also sign the club membership section of the Club Permit Application Form. Both forms are then returned to the applicant for lodgment with VicRoads.

Within 7 days of receipt of CP plates from VicRoads the applicant must advise the CP Secretary in writing (via email or post) of both the vehicle CP number (e.g. CH1234, or 1234H) and the expiry date of the permit.