



TRIUMPH CAR CLUB

OF VICTORIA INCORPORATED

Reg No A0003427S

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



By-Law 02

Replaces By-Law 02 2015)

1. Background.

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

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

A copy of all outwards correspondence on TCCV letterhead in relation to the Club Permit Scheme is to be copied to the Committee, with a copy retained by the Club Secretary and TCCV CPS office bearers.

2. VicRoads Conditions on TCCV.

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

1. Provide VicRoads with a list of current authorized office bearers, including a sample signature and driver licence number of each authorized 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 utilize 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 for the purposes of the VicRoads CPS.

Responsibilities of club permit holders

VicRoads requires 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 stamped by VicRoads and 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 or public road. (Nb. It is a TCCV recommendation that for security reasons the log book be removed from the vehicle when the vehicle is unattended.)
 - 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. A journey in excess of 100 metres commencing before midnight and concluding after midnight is a two-day journey and must be logged as such. Journey days cannot be logged in advance.
2. A club permit holder 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 or public road. The vehicle must be made available for scrutiny by VicRoads or a Club Permit Officer 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 and a Club Permit Officer of:
 - A change to the vehicle’s garaged address. Notification of a change of address of the owner of the vehicle is also required.
 - A change to the vehicle’s description (e.g. colour).
 - Modifications to the vehicle that may affect its compliance with Vehicle Standards and/or modification guidelines.
 - Transfer of the owner and the vehicle 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.

3. 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 a TCCV supported Club Permit.

- Financial membership for owners of CPS vehicles lapses annually on 30 June, or upon notification of resignation of the member. To remain a financial member, the TCCV Treasurer must receive a member's subscription payment 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. There is no period of grace in relation to this requirement. Life members are continually financial unless resignation is advised. Members applying for renewal of a club permit are expected to have demonstrated a support for, and participation in club activities and events. In the event that doubt exists regarding the meeting of this requirement, the matter will be resolved by a Committee vote.
- All other requirements above must be met for the Club permit to be renewed.

An application may be made to the TCCV Committee to waive any of the above application or renewal requirements in extenuating or exceptional circumstances. The application is not waived unless confirmed in writing by the Club President following the deliberations of the Committee and Club Permit Officers.

4. 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 CPS 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 safe for use on a public road.
- 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 CPS Secretary, VicRoads requirements have not been complied with, the CPS Secretary will report the matter to the TCCV Committee. If a majority of the TCCV Committee agrees with the CPS 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 a roadworthy inspection or requesting a member/s to undertake remedial actions as considered appropriate by the Committee.

5. 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 authorized 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 authorized signatory.

To apply for a Club Permit the applicant must provide the following to one of the TCCV authorized 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 authorized signatory.

The TCCV authorized 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 authorized 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 authorized signatory.

For successful applications, the TCCV authorized 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.