By-Law 02

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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 four 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 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. A pattern of incorrect use of a club permit logbook by a club member.
    b. A club permit vehicle operated by a club member is not an eligible vehicle.
    c. A club member has ceased to be a financial member of the club.
    d. A club permit vehicle is suspected of being used for commercial gain.
    e. 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.
    f. A vehicle operated by a club member under a club permit has been sold or otherwise disposed of and the club permit logbook and club permit were not destroyed on disposal and/or the club permit plates were not removed.
    g. 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 logbook can be obtained, but the previous owner continues to utilise the vehicle).
6. 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.

3. 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:
    a. Ensure that the club permit is correctly authorised by VicRoads and affixed inside the logbook of the vehicle. The Tax Invoice should also be retained as proof of payment.
    b. Always carry the club permit and logbook for the vehicle the vehicle is being used on a highway or public road.
    c. 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 Scrutineer 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. A change to the vehicle's garaged address. Notification of a change of address of the owner of the vehicle is also required.
    b. A change to the vehicle's description (e.g. colour).
    c. Modifications to the vehicle that may affect its compliance with VicRoads. Standards and/or modification guidelines. (Refer VSI 8, VSI 33 and VSB 14)
    d. Transfer of the owner and the vehicle to another approved club.
    e. The sale of a club permit vehicle, (when advised, VicRoads will cancel the permit).
    f. 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.

4. TCCV Requirements for Club Permit 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.

5. Breaches of Club Permit Requirements

This 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:

1. A club permit vehicle's condition has deteriorated such that it is no longer safe for use on a public road.
2. A club permit vehicle has been modified such that it no longer complies with vehicle standards or modification guidelines.
3. 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.

6. Club Permit Application Requirements

There are two forms that need to be lodged with VicRoads in order to apply for a Club Permit.

1. A Club Permit Application Form which requires signatures of both the applicant and one of the TCCV CPS Officers.
2. A Vehicle Eligibility & Standards Declaration Form which may be filled in by the applicant but needs to be checked and signed by a TCCV Scrutineer.

There is the possibility of a third document, a VASS Certificate, will be required if the vehicle has been modified outside the limits described in VSI 8, VSI 33 and VSB 14.

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

1. A VicRoads Club Permit Application Form.
2. A VicRoads Vehicle Eligibility and Standards Declaration Form.
3. A current Victorian Roadworthy Certificate.
4. Declaration by applicant as detailed in Section 8 Declaration by Applicant below

5. Dated photographs of the vehicle including the following images.
    a. VIN/Chassis plate
    b. Front of vehicle
    c. Full driver's side of vehicle
    d. ~~Full passenger's side of vehicle~~ – not required. Awaiting authority to delete.
    e. Rear of vehicle
    f. Driving position (taken from side with the driver's door open).
7. A stamped self-addressed envelope (if mailed return is required); and
8. Where applicable, a Vehicle Assessment Signatory Scheme (VASS) approval certificate covering modifications outside of the appropriate modification guidelines (refer VSI 33, VSI 8 and VSB 14 as applicable).

The forms listed above as (1) and (2) are available for download from the TCCV or VicRoads websites

The declaration as listed above as (4) can be downloaded from the TCCV website in the CPS area.

The photographs required in (5) above should be provided via email by the Applicant.

The TCCV CPS Officer 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 CPS Officer 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 CPS Officer.

For successful applications, the TCC Scrutineer will complete and sign the Vehicle Eligibility & Standards Declaration Form and the CPS Officer will sign the club membership section of the Clubs Permit Application Form. Both forms are then returned to the applicant for lodgement 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.

7. Club Permit Renewal Application Requirements

To apply to renew a Club Permit the applicant must provide the following to one of the TCCV CPS Officers:

1. A VicRoads Club Permit Renewal Form (this is sent to you by VicRoads).
2. Declaration by applicant as detailed in Section 8 Declaration by Applicant below.
3. A stamped self-addressed envelope (if mailed return is required).
   The form listed above is sent to you by VicRoads annually.

The declaration as listed above as (2) can be downloaded from the TCCV website in the CPS area.

The TCCV CPS Officer will review the renewal form and Declaration. The CPS Officer 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 CPS Officer.

Unless the permit status of your vehicle has changed from H to M or vice versa, the CPS Officer will sign and return your renewal form. If the status has changed from H to M, the applicant will be required to supply a VASS certificate and a new Vehicle Eligibility and Standards Declaration Form.

This will require sign off by a Scrutineer. If it has changed from M to H, only the Vehicle Eligibility and Standards Declaration Form is required.

8. Declaration by Applicant when applying for or renewing Club Permit

The TCCV requires a "CPS" Declaration form be provided at the time of CPS annual renewal and on initial application. The completed form will be supplied to the CPS Officer, along with the VicRoads "Renewal Form" or "Application for CPS Form." The declaration will be retained by the TCCV.

DECLARATION BY MEMBER
applying for or renewing Permit under the CPS

Complete either section A or B. Sign and date the application.

A. The vehicle, Permit number (or VIN Number) ……..
has not been modified outside those allowed in VSI8, VSI33 and VSB14 (as applicable).
As the applicant, I acknowledge it is my responsibility to ensure my vehicle complies with the law and to inform the TCCV Scrutineer of any modifications likely to fall outside the acceptable limits

or

B. "The vehicle, Permit number (or VIN Number) ……..
has been modified outside those allowed in VSI8, VSI33 and VSB14 (as applicable).
A copy of my VASS Inspection Report is attached (or has been previously provided). As the applicant, I acknowledge it is my responsibility to ensure my vehicle complies with the law and to inform the TCCV Scrutineer of any further modifications likely to fall outside the acceptable limits."

Name of Applicant: _____

Membership Number: _____

Signature: _____

Date: _____