



CLUB PERMIT SCHEME GUIDELINES



A00072066 ABN 73 091 008 987

GPO Box 1215 Melbourne VIC 3001 vwclub.com.au

Dear valued and valuable WVCV member

The Volkswagen Club of Victoria (WVCV) has been in existence since 1954, making it one of the oldest Volkswagen Clubs in the world. Our club is about enabling our members to obtain maximum enjoyment from their vehicles in a social atmosphere. The club has no paid officials, only enthusiasts dedicated to furthering the interests of the club and its members.

Our club now hosts over 750 members. And as our membership grows, so does the collection of wonderful vehicles, and thus the demand on the club permit scheme.

In addition to the VicRoads requirements, most car clubs have a set schedule of club requirements for members to obtain and maintain their club permits. WVCV only has ONE minimum requirement, and that is that you remain a financial member of the club at all times during the period of permit. Each member is of course welcome to attend one of the many events hosted throughout the year, as well as the monthly club meeting, held in Melbourne.

Of late, club officials have come across some challenges due to members' lack of understanding of the club permit scheme and the individual responsibility that each member has to ensure that their club permit is up to date and their membership to the club is financial at all times.

As such, to enable each member to get the most out of their vehicles; and to provide a fair and equitable system for all, we ask that you all take a few moments to read the attached guidelines in regards to the permit scheme.

If you have any queries regarding these Guidelines, please direct them via email to chplates@vwclub.com.au and one of our club officials will gladly respond.

Please note: The current Club Permit and Technical Officer is Andrew Ermel. Andrew can be contacted via email: chplates@vwclub.com.au

Regards

Michael Cronin
WVCV President

Club Permits

There are two different types of permits that can be issued for vehicles. To be eligible, the vehicle must be minimum 25 years old and be a VAG (Volkswagen Auto Group vehicle)

- Classic and Historic Plates "H" club permits – these vehicles must be UNMODIFIED;
- and
- Modified vehicles "M" club permits. These are for vehicles that have been modified outside the factory-set specifications of the vehicle. These vehicles will require a VACC engineers' certificate and must be powered by a VAG engine.

In addition to the modified vehicles requirements, it must be noted that any vehicle that has been imported privately into Australia after 1968 will also require a VACC engineers' certificate.

Permit Applicant's Responsibilities

The applicant is responsible for ensuring that the vehicle is up to the minimum standard before booking in for an inspection. The eligibility inspection fee of \$200 must be paid in advance prior to presenting the vehicle for inspection. All documentation and supporting materials must be presented at the time of inspection. This includes a current WVCV membership card, a roadworthy certificate (this certificate cannot be more than 28 days old at time of inspection); any associated VACC engineers' certificate as required; and of course the vehicle to be inspected.

The applicant is responsible for maintaining their current financial membership and the registration of vehicle to ensure a smooth transaction at time of renewal. Apply/renew your membership online.

The applicant must contact the Club Permit and Technical Officer to arrange for inspection and discuss associated costs. **It is advisable to contact the Club Permit and Technical Officer before you obtain a RWC in order to insure a smooth application process.**

If the members WVCV membership has lapsed, but registration of vehicle is still current, then the permit cannot be renewed until such time as membership has been renewed.

If membership and vehicle registration have both lapsed then a renewal cannot take place – a full inspection of vehicle is once again required along with associated costs. Permit renewal applications received by VicRoads more than three months (90 days) after the expiry of the previous club permit will not be accepted and a full inspection of vehicle is once again required along with associated costs.

A Vehicle temporary permit is to be valid for a minimum of 30 days to allow for timelines required to process paperwork at time of renewal.

Club Permit Officer and Permit Processing Periods

The position of VWCV Club Permit Officer is accredited by VicRoads to perform Vehicle Inspections and maintain the Register of Photographs of each vehicle the application forms from the time that they are presented for the permit approval.

Opportunities for applications/renewals throughout the year include the monthly club meetings, coffee meets and club events with a prior arrangement, or a predetermined meeting location from the permit officer.

This position of club permit officer is a voluntary role. As such there will be times throughout the year when vehicle inspections and/or applications/renewals will not be processed. Wherever possible though, an alternative accredited Office Bearer shall be sought.

Inspections/applications/renewals will not be processed during the following periods:

- The week leading up to Day of the Volkswagen (this event is held in November each year)
- The week leading up to Christmas day and the period between the Christmas and the New Year.

Obtaining a Club Permit

The following process must be followed for members to gain approval for a car to be accepted on the Club Permit Scheme. This process is mandatory, and is also required again if the vehicle registration has expired, thus rendering the vehicle unroadworthy.

1. Each applicant must be a financial member of the club at least 30 days before application to the permit scheme. The applicant must then remain a financial member of club for the Club Permit Registration to be valid.
2. The vehicle must be a recognized "Volkswagen Auto Group Vehicle" all Vehicles must be 25 years or older, well presented and the car must be mechanically sound.
3. Each vehicle must be covered by a current Victorian Roadworthy Certificate (this certificate cannot be more than 28 days old at time of inspection) <https://www.vicroads.vic.gov.au/registration/roadworthiness/get-a-certificate-of-roadworthiness>
4. The eligible inspection fee of \$200 must be paid prior to the inspection being carried out. Payment can be made to Volkswagen Club of Victoria BSB 083-266 Account 03-678-0395 NAB Bank.
5. Modifications not requiring a VASS certificate to the vehicle are limited to VicRoads VSI 8 Guidelines.
6. The Applicant is to contact Club Permit Officer to organize for the vehicle inspection to be carried out at least a week prior to the scheduled inspection day.
7. The applicant member must personal lodge the approved paperwork to VicRoads to obtain number plates and a logbook.
8. A Club Permit can be revoked if the member's financial status with the club has lapsed or if, in the opinion of the Club permit officer, the vehicle, or its use, no longer complies with the intent of the Club Permit Scheme.



Renewing a Club Permit

1. VicRoads will send a renewal in the mail about two months ahead of the expiry date.
2. The renewal should be then signed and approved by the club permit officer as soon as practical to do so.
3. Applicants for permit renewals must be financial members of the club and have a membership paid up for at least the ensuing twelve months. If the membership is not financial then the club permit renewal will not be signed.
4. Applicant to request Club Permit Officer to sign the renewal at either a club meeting upon presentation of their current valid club membership card, by post or by other arrangements. Renewals will not be signed or processed at times other than the regular club meetings or at the scheduled club permit days.
5. If posting a renewal for signing by the club permit officer, the renewal should be sent with a **stamped self-addressed envelope to:**

Volkswagen Club of Victoria
Club Permit Officer
GPO Box 1215
Melbourne VIC 3001

Basic Vehicle Requirements under "H" Club Permits

All vehicle modifications must conform to satisfactory standards as expected by VicRoads and meet with the guidelines of VSI 8.

Engine modifications must only be mild, engine swaps are acceptable where manufacturer, number of cylinders and capacity is not significantly greater than standard. In the case of a significantly larger engine swap an Engineer's Report would be accepted as per normal registration requirements. Exhaust noise must be at a level suitable for road use.

Wheel, brake and suspension upgrades should be sensible, the ride height must be such that no component of the undercarriage would contact the road if a tire was flat, generally 100mm clearance as per roadworthy laws, tires must be road legal type and not protrude past the body work.

Completely stripped interiors are not acceptable. This means that the dashboard down to steering column height has to remain in place, two front seats must be in place, all door trims must be in place, roll cages are acceptable as long as they are well padded, CAMS Approved and in accordance with VicRoads regulations, racing harness are acceptable in place of regular seat belts if they are ADR approved.

The body work should be in good condition with no rust or damage and the paint a uniform colour, spoiler and wheel arch flares should not be excessive, in general the car should be well presented and safe to be driven on the roads and reflect that the owner is an enthusiast.

Any Modified cars will need an Engineers Certificate as well as a Roadworthy Certificate and will be issued with "M" plates instead of "H" Plates.

Any modifications made to the vehicle after it has been accepted into the scheme will need to be cleared by the Club Permit and Technical Officer. The vehicle may need to be presented for an additional Vehicle Inspection and you may need to obtain an Engineer's Report and Roadworthy Certificate and change to "M" plates.

For any questions on modifications and what has to be 'engineered' please contact the Club Permit and Technical Officers.

Guidelines cited and approved by Volkswagen Club of Victoria Committee: 01-03-2018

Michael Cronin VWCV President