

As a nominated office bearer of the

Club name:

I am authorised to sign this agreement on behalf of the club, and I understand that through my signature, the club agrees to:

**1. Provide VicRoads with a list of nominated office bearers.**

Office bearers are elected individuals who perform specific administrative roles within the club; for example President, Treasurer, Secretary and Membership Officer. These individuals are authorised to endorse initial applications for Club Permits, endorse renewals, advise VicRoads of matters concerning modifications to Club Permit vehicles whose operator is a club member and advise on club membership details.

**2. Provide VicRoads with a sample signature and driver licence number of each authorised office bearer.**

Signatures of authorised office bearers are used to verify signatures on Club Permit applications and eligibility declarations presented to VicRoads are valid.

Driver licence numbers are requested so that any signature can be further verified.

Whenever an authorised office bearer changes, a new list of all authorised office bearers and their sample signatures and driver licence numbers must be provided to VicRoads within 14 days.

**3. Maintain a register of Club Permit holders and Club Permit vehicles operated by club members.**

Clubs are required to provide a current copy of their register within 14 days of receipt of a written request from VicRoads. Additionally, clubs may be requested to cross-check their register against records provided by VicRoads to identify any discrepancies.

**4. Maintain a register of dated photographs for all vehicles for which an initial Club Permit is sought.**

Dated photographs must include images of the front, driver's side, rear, driving position (side on with the driver's door open) and, where possible, any identifiers such as chassis number and engine number. Where a Club Permit application for a motor cycle is made, the club must take photographs of both sides of the motor cycle, a photograph of the rear, and where possible, of identifiers such as engine and frame numbers. Clubs are required to provide photographs to VicRoads within seven days of receipt of a written request from VicRoads.

**5. Provide endorsement of Club Permit applications.**

Club endorsement declares the following to be true and correct:

- The permit applicant is a current member of the above club.
- The vehicle is an eligible vehicle.
- The vehicle meets the vehicle standards as declared on the *Vehicle eligibility and standards declaration* form provided with the Club Permit application.
- The items listed on the *Vehicle eligibility and standards declaration* form (for example, certificate of roadworthiness etc.) under the indicated eligible vehicle category are provided in accordance with the declaration.
- The club is in possession of photographs of the vehicle.

**6. Endorse Club Permit renewals to confirm that renewal applicants are current members of the club.**

**7. Promptly notify VicRoads of modifications outside of vehicle standards or modification guidelines or safety issues for any Club Permit vehicles endorsed by the club.**

Clubs must promptly notify members of suspected safety issues or non-compliance with the Vehicle Standards and/or modification guidelines and require that these issues are rectified within 14 days. If issues are not resolved by the member within 14 days, the club must notify VicRoads.

**8. Notify VicRoads in writing within 7 days if a 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 hire or reward to provide a freight service or a commercial passenger vehicle service as defined by the *Commercial Passenger Vehicle Industry Act 2017*.
- A club member has failed to restore a vehicle to safe condition or has failed to prove compliance with Vehicle Standards and/or appropriate modification guidelines following a notification from the club under paragraph 7 in accordance with the terms of that notification.
- A vehicle operated by one of its members 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 one of its members 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).
- A club member is using their vehicle in contravention with any conditions imposed on their permit by VicRoads.

**9. Comply with any conditions determined by VicRoads.**

I am aware that if the club does not conform with the requirements of the agreement, wholly or in part, VicRoads may revoke its approval of the club.

Clubs have a right to appeal a VicRoads decision to revoke the approval of a club. For further information visit [vicroads.vic.gov.au](http://vicroads.vic.gov.au).

Name (printed):	Signature
Office held:	

Date

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Personal information VicRoads collects from you may be used by VicRoads, as permitted by the *Road Safety Act 1986* and the *Marine Safety Act 2010*. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the *Road Safety Act 1986*. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information.

You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

Providing false and/or misleading information or documents is a serious offence under the *Road Safety Act 1986* and/or *Marine Safety Act 2010* and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.

By signing this form, I declare that the information in this form and related supporting documents is true, correct and complete, and I understand the privacy statement.