



Roads &  
Maritime

# **CLASSIC VEHICLE SCHEME**

## **Memorandum of Understanding**

### **December 2016**

## Document Control

Version	Date	Reason and Changes Made	Author
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# **1 Intent of the MOU**

The intent of this Memorandum of Understanding (MOU) is to have in place a policy and procedure to enable the Conditional Registration of Classic Vehicles. This MOU does not delegate any legislative or regulatory functions to any person or body outside of Roads and Maritime Services (RMS). The Conditional Registration of Classic Vehicles is referred to as the Classic Vehicle Scheme (CVS).

## **2 Definitions and general information**

### **Applicant**

The proposed registered operator of the Classic Vehicle, either a natural person or corporation.

All Applicants must be a current, financial member of a club affiliated with an Approved Organisation.

### **Application for Conditional Registration**

The RMS form to be completed by the Applicant to apply for Conditional Registration in accordance with the provisions of road transport law and the CVS. Refer to sample in Section 7 – *Appendices*.

The Application for Conditional Registration, Classic Vehicle Declaration and Inspection report must be submitted together at a service centre by the Applicant or their authorised representative.

### **Approved Organisation**

An organisation approved by RMS to participate in the CVS.

For an organisation to be considered for approval it must demonstrate to the satisfaction of RMS that it has the capacity to meet an appropriate level of professional and safety standards to provide sufficient administrative controls over the various aspects of the CVS.

### **Authorised Examiner**

A person authorised by RMS to inspect vehicles at an Authorised Inspection Station (AIS).

### **Certificate of Approved Operations**

The RMS document issued to the Applicant advising the Classic Vehicle's conditions of operation. Refer to sample in Section 7 – *Appendices*.

The Certificate of Approved Operations must be carried in the Classic Vehicle.

### **Certificate of Conditional Registration**

The RMS document issued to the Applicant certifying that the Classic Vehicle is Conditionally Registered. Refer to sample in Section 7 – *Appendices*.

The Conditional Registration Label is attached to this document.

### **Classic Vehicle Agreement**

The Approved Organisation's document, containing the CVS conditions and eligibility requirements and which form the agreement between the Approved Organisation and the Applicant.

## Classic Vehicle

A vehicle:

- 30 years of age or older
- up to 3.5 tonnes Gross Vehicle Mass
- not being a plant vehicle or trailer, and
- complying with the relevant NSW vehicle standards.

**Note:** A replica vehicle or an Individually Constructed Vehicle (ICV) that is 30 years of age or older (based on the build completion date) are included. A significantly modified replica vehicle or an ICV must have a Compliance Certificate.

## Classic Vehicle Declaration

The RMS form to be completed by the Responsible Person, declaring that:

- the vehicle is a Classic Vehicle, and
- the Applicant is a current, financial member of a club affiliated with an Approved Organisation.

See sample in Section 7 – *Appendices*.

The Classic Vehicle Declaration, not greater than 42 days old, must be submitted at a service centre by the Applicant or their authorised representative when establishing or renewing Conditional Registration.

## Compliance Certificate

A Compliance Certificate issued by a Licensed Certifier on the RMS Vehicle Safety Compliance Certification Scheme (VSCCS), certifying that the Classic Vehicle complies with the relevant NSW vehicle standards.

If required, a Compliance Certificate must be provided with the Classic Vehicle Declaration to establish registration.

**Important:** It is the Applicant's responsibility to obtain a Compliance Certificate if the vehicle has been significantly modified.

**Note:** An Engineering Certification Scheme (ECS) certificate may be accepted instead of a Compliance Certificate if issued before 31 January 2012 and verified by RMS.

## Conditional Registration

The RMS scheme that enables the registration of limited access vehicles under road transport law.

Vehicles approved under the CVS are eligible for Conditional Registration.

## **Conditional Registration Label**

The RMS label issued to Conditionally Registered Classic Vehicles. Refer to sample in Section 7 – *Appendices*.

The Conditional Registration Label must be affixed to the lower left portion of the front windscreen, or to any fixed window on the left side of the Classic Vehicle.

## **Eligibility Committee**

A committee established by an Approved Organisation comprising relevant and knowledgeable people, reporting to and chaired by the Responsible Person, to oversee the Approved Organisation's responsibilities within the CVS and ensure the eligibility of vehicles entering the CVS.

## **Industry Committee**

A committee established, where there is more than one Approved Organisation, comprising each Responsible Person with a chair nominated from their number to act as Industry Representative, to ensure the CVS is properly applied throughout the industry.

Where an Industry Committee is established, individual Responsible Persons should bring issues to the Industry Committee to seek a resolution.

Where Industry Committee consensus cannot be reached on an issue or a particular matter cannot be brought before the Industry Committee for reasons of propriety, the Industry Representative may then escalate the issue to RMS if required and the individual Responsible Persons may liaise directly with RMS.

## **Industry Representative**

The Industry Committee's nominated chair and Industry liaison with RMS.

## **Inspection**

Classic Vehicles must be inspected by an Authorised Examiner and be issued a passed Inspection report to confirm that the vehicle is suitable for safe use and complies with the relevant NSW vehicle standards (including the permissible modifications as detailed in *Vehicle Standards Information No. 6 Light vehicle modifications* or the Compliance Certificate, if required).

- To **establish** a conditional registration, an Authorised Unregistered Vehicle Inspection report must be presented. This will consist of a Safety Check, Identity Check and Design Check.
- To **renew** a conditional registration, a Safety Check report must be presented.

The passed Inspection report, not greater than 42 days old, must be provided with the Classic Vehicle Declaration when establishing or renewing Conditional Registration.

## **Number-plate**

Conditional Registration Number-plates, with the format of five numerals followed by a letter, eg '12345C' for vehicles; or four numerals followed by a letter, eg '1234C' for motorcycles.

Number-plates remain the property of RMS and must be surrendered to RMS within 14 days from when the registration is cancelled, or notification from RMS, or sale or disposal of the Classic Vehicle.

A Conditional Registration Number-plate must be permanently affixed to the front and rear of Classic Vehicles (rear only for motorcycles) so that the Number-plate is:

- in an upright position that is substantially parallel to the vehicle's axles, and
- not more than 1.3 metres above ground level, and
- not obscured, defaced or otherwise not legible, and
- the numbers on Number-plates must be clearly visible from any point that is up to 20 metres from the Number-plate, and within an arc of 45 degrees from the surface of the Number-plate above or to either side of the vehicle, and
- any cover on the Number-plate is clear, clean, untinted and flat over its entire surface, and has no reflective or other characteristics that would prevent the successful operation of a device approved for use under a law relating to the detection of traffic offences.

## **Responsible Person**

The person nominated by an Approved Organisation to oversee the Approved Organisation's responsibilities within the CVS, liaise with RMS, and approve eligible Classic Vehicles.

## **RMS**

Roads and Maritime Services

## 3 Responsibilities

### RMS

- Approve or disqualify organisations or persons from participating in the CVS.
- Audit and/or inspect the records of Approved Organisations in relation to the CVS.
- Conditionally register eligible Classic Vehicles in accordance with the provisions of road transport law and the CVS.
- Suspend and cancel registration if required in accordance with the provisions of road transport law and the CVS.

### Approved Organisation

- Manage the processes for ensuring that only eligible Classic Vehicles enter the CVS.
- Determine the Approved Organisation's criteria to apply to a vehicle for it to be accepted as an eligible Classic Vehicle. The Approved Organisation's vehicle criteria cannot lessen the relevant NSW vehicle standards.
- Determine the inspection process and proof of compliance requirements that will demonstrate that an eligible Classic Vehicle meets the Approved Organisation's criteria. The Approved Organisation's inspection process and proof of compliance requirements cannot lessen the relevant NSW vehicle standards.
- Ensure that only suitably qualified persons conduct the inspection and validation of compliance for eligible Classic Vehicles.
- Appoint a person to be the Responsible Person for the Approved Organisation.
- Maintain a register of approved eligible Classic Vehicles for the Approved Organisation.
- Ensure the Responsible Person has access to all necessary records and information to maintain a register of approved eligible Classic Vehicles.
- Appoint an Eligibility Committee, with appropriate representatives, which reports to and is chaired by the Responsible Person
- Provide a process for an Applicant to apply for renewal of CVS Conditional Registration.
- Advise RMS when a Classic Vehicle ceases to be eligible for the CVS.
- Determine what Approved Organisation sanctions should be applied for breaches of the Approved Organisation's CVS conditions.
- Require the Applicant to submit to the Applicant's responsibilities.
- Maintain records of the Classic Vehicles inspected and the evidence of eligibility and compliance.
- Allow RMS access and facility to inspect and/or audit the Approved Organisation's records in relation to the CVS.
- Allow RMS to remove or copy any such records for its own purposes.

## **Applicant**

- Comply with the CVS conditions as displayed on the Certificate of Approved Operations and the Classic Vehicle Agreement at all times.
- Notify the Approved Organisation in writing of any change in the ownership or eligibility matters relating to the Classic Vehicle, or eligibility matters relating to the Applicant.
- Comply with any reasonable direction given by the Responsible Person in regard to the inspection, use, maintenance, repair or aesthetic presentation of the Classic Vehicle.
- Surrender the Number-plates to RMS within 14 days of cancellation of the Conditional Registration, or notification from RMS, or sale or disposal of the Classic Vehicle.
- Maintain the Classic Vehicle in the condition current at the time of its Conditional Registration.

## **4 Conditions of operation**

Conditionally Registered Classic Vehicles operating under the CVS may be operated on roads and road related areas only under the following conditions:

- 'Registered operator must be a member of an authorised motoring club'
- 'Use only in conjunction with an authorised club event or maintenance'

The onus is at all times on the Applicant/registered operator/driver to provide evidence that the Classic Vehicle is being used in accordance with the Conditions of Operation.

## 5 Procedure

### Application to the Approved Organisation

The Applicant must make an application to the Approved Organisation to have a Classic Vehicle considered for inclusion in the CVS.

The application must include the Inspection report and any other information the Responsible Person may need to validate the legitimacy of the request.

### Review

The Eligibility Committee must review the application and advise the Responsible Person of its recommendation.

### Inspection

The Responsible Person must ensure that the Applicant has obtained a passed Inspection report for the Classic Vehicle to confirm that the vehicle is suitable for safe use and complies with the relevant NSW vehicle standards (including the permissible modifications as detailed in *Vehicle Standards Information No. 6 Light vehicle modifications*), and complies with the Approved Organisation's vehicle criteria.

The Classic Vehicle must be inspected at least annually by an Authorised Examiner to ensure that the vehicle continues to be eligible.

The Inspection cannot be greater than 42 days old to establish or renew the Conditional Registration.

### Acceptance

If the application meets all the requirements then the Responsible Person must complete the Classic Vehicle Declaration and provide this to the Applicant for submission to RMS.

### Application to RMS

The following must be presented to a service centre to establish the Conditional Registration:

- Classic Vehicle Declaration completed by the Responsible Person not greater than 42 days old.
- Authorised Unregistered Vehicle Inspection report not greater than 42 days old (consisting of a Safety Check, Identity Check and Design Check).
- Compliance Certificate (if required).
- Vehicle Import Approval (if the vehicle is imported).
- Application for Conditional Registration completed by the Applicant.
- Proof of registration entitlement (eg receipt of purchase).
- Proof of identity (eg NSW Driver Licence).
- The appropriate fee.

## **Renewal**

Annual renewal of the Conditional Registration must first be approved by the Approved Organisation and is evidenced by the Responsible Person completing a new Classic Vehicle Declaration.

The Classic Vehicle must be inspected annually by an Authorised Examiner to ensure that the vehicle continues to be eligible.

The following must be presented to a service centre to renew the Conditional Registration:

- Classic Vehicle Declaration completed by the Responsible Person and not greater than 42 days old.
- Safety Check report not greater than 42 days old.
- The appropriate fee.

## **Transferring registration**

The Conditional Registration of Classic Vehicles is not transferrable. If a Classic Vehicle is sold or disposed the Conditional Registration must be surrendered by the Applicant and the Number-plates must be surrendered to RMS. The vehicle acquirer must make a new application to the Approved Organisation and RMS as detailed above.

## **Converting to full registration**

Classic Vehicles can be fully registered. However, the Conditional Registration and Number-plates must first be surrendered, and a new application for full registration presented to a service centre.

## **Sanctions and removal from the CVS**

If it is determined that an Applicant/registered operator/driver has breached the Conditions of Operation, the Approved Organisation may determine that the Classic Vehicle and/or Applicant is no longer eligible under the CVS.

In these instances the Responsible Person may request that RMS suspend and/or cancel the Conditional Registration. Detailed information supporting the request must also be provided.

RMS may suspend and/or cancel the Conditional Registration of a Classic Vehicle if it is determined that an Applicant/registered operator/driver has breached the Conditions of Operation, or if otherwise required under road transport law.

If RMS determines that an Approved Organisation, Eligibility Committee member, Industry Committee member, Industry Representative, Responsible Person, or other Approved Organisation official or management staff member has breached the requirements of the CVS, then RMS may disqualify that Approved Organisation or person from participating in the CVS.

## 6 Agreement

This Memorandum of Understanding (MOU) does not delegate any legislative or regulatory functions to any person or body outside of Roads and Maritime Services (RMS), and is agreed to and accepted on behalf of the Approved Organisation and RMS.

When signed by both parties, this MOU will be effective from the last date indicated below until revoked by either party to the other in writing.

Signed: .....	Signed: .....
Print Name: .....	Print Name: .....
Position: .....	Enrolment Services Manager
Section: .....	Enrolment Processing Unit
	Customer and Support Services
Organisation: .....	Roads and Maritime Services
Address: .....	16-18 Wentworth Street
.....	Parramatta NSW 2150
Date: .....	Date: .....

## 7 Appendices

The following are samples of documents mentioned in this MOU, and are part of the CVS requirements. The detailed content of these documents may change from time to time as required. However, the intent and usage of these documents will remain effective during the currency of the CVS:

- Application for Conditional Registration
- Certificate of Approved Operations
- Certificate of Conditional Registration
- Classic Vehicle Declaration
- Application for an Approved Organisation

This page is left blank intentionally.

All applicants must complete the Customer details section.

Attachments

## IMPORTANT INFORMATION

- Conditionally registered vehicles can only be registered in the name of a person or a corporation.
- Only the vehicle assigned with a Conditional Registration Vehicle Sheet may be registered under the Conditional Registration Scheme. For a full list of vehicle types, go to [rms.nsw.gov.au](http://rms.nsw.gov.au)
- A Street Rod Declaration (Form 1309) and an inspection report is required for Street Rods.
- A Historic Vehicle Declaration (Form 1259) is required for Historic Vehicles.
- A Rally Vehicle Declaration (Form 1705) is required for Rally Vehicles.
- A Classic Vehicle Declaration (Form 1835) is required for Classic Vehicles.
- A Vehicle Suitable for Safe Use Declaration (Form 1245) is required for items of plant and all other vehicles not mentioned.

**Check the back page for a guide to applying to register a vehicle.**

1 Is the vehicle to be registered in the name of:

- a person
- a corporation  **▶**

**now go to 3**

2 Customer details

If you are sending someone else to apply for a conditional registration in your name you must also complete the Representative Authority on page 4 of this form. However, if you are not already recorded on the Roads and Maritime Services computer system, you must attend a registry or Service NSW centre in person and provide Proof of Identity.

NSW Driver licence/Customer number

Surname

Given names

Residential address

State	Postcode

Mailing address

State	Postcode

Please provide your email address if you would like to register for an online service account, go to [service.nsw.gov.au/online-services](http://service.nsw.gov.au/online-services) for more information.

Email address

Please provide a mobile number if you would like to receive communications from Roads and Maritime this way.

Mobile number

Date of birth

/	/	
day	month	year

Gender

- Male  Female

ABN (if applicable)

**now go to 5**

3 Corporation details

If the vehicle is being registered in the name of a corporation, the Representative's Authority must be filled in. For a company, the Director or an authorised delegate must complete and sign the Representative's section. In the case of an incorporated association, it is the public officer who must sign. In all cases, the authorised representative must provide proof of their identity.

Customer number (if issued)

Name

Business address

State	Postcode

Mailing address

State	Postcode

ABN (if applicable)

ACN, ARBN or other (Evidence of incorporation required see page 4)

4 Was the vehicle last registered in NSW?

no

yes

Last registration number (if known)

(if possible present a previous Certificate of Registration with this form)

5 Acquisition details (present a receipt with this application)

Date of acquisition

day / month / year

6 Vehicle's garage address (where the vehicle will most often be kept)

State Postcode

7 What registration term do you require?

- Annual
3 months
Date required

day / month / year

(up to 12 months)

8 Type of Vehicle

Only the vehicle assigned with a Conditional Registration Vehicle Sheet may be registered under the Conditional Registration Scheme. For a full list of vehicle types, go to rms.nsw.gov.au

Vehicle type (as displayed on the Conditional Registration Vehicle Sheet)

CTP Class SVEH

- Historic vehicle - car, truck, bus, motor cycle and plant
Street Rod
Rally Vehicle
Classic Vehicle
Purpose built vehicle - golf buggy and vehicles of a similar type
Lawn Mower - over 250 kgs

FARM

(Complete the Declaration for Eligibility for a Registration Concession. See form 1193)

- 2-3 wheel agricultural bike operated for farming purposes
All Terrain Vehicle operated for farming purposes
Plant operated for farming purposes

MVEH

- All Terrain Vehicle
Oversnow vehicle (skidoo, snow plough, snow groomer)

RECG

- Recreational 2 or 3 wheel motor cycles with engine capacity greater than 300ml used on Stockton Beach Recreation Vehicle Area
'Quad bike' type All Terrain Vehicle used on Stockton Beach Recreation Vehicle Area (Excludes dune buggy and ultra-light utility vehicles)

RECM

- Recreational 2 or 3 wheel motor cycles with engine capacity 101 - 300ml used on Stockton Beach Recreation Vehicle Area

RECL

- Recreational 2 or 3 wheel motor cycles with engine capacity less than 100ml used on Stockton Beach Recreation Vehicle Area

PLNT

- Items of plant not operated on a farm

TRLR

- Historic trailer (Historic Vehicle Declaration required. See form 1259)
Oversnow trailer
Trackless train carriages

9 Where will the vehicle be operated?

10 Do you wish to apply for a pensioner concession? (you cannot receive a concession on more than one vehicle)

- no
yes Pensioner eligibility must be verified electronically with Centrelink.

11 Privacy Statement and Declaration

Please read carefully before you sign. If you do not tell the truth you can be prosecuted.

Roads and Maritime is collecting your personal information for conditional registration of your vehicle and may retain and use it for driver licensing, motor vehicle and road transport or safety purposes.

You are required to provide your personal information under road transport legislation and we may refuse your application if you do not provide it.

We may disclose your personal information to other driver licensing and vehicle registration agencies, to assess your application or verify the information you provide, for inquiries about motor accidents, to confirm any compulsory third party (bodily injury) insurance is current, to anyone proposing to acquire an interest in your vehicle and in respect of inquiries relating to stolen or abandoned vehicles.

Otherwise we will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held by us at 20-44 Ennis Rd, Milsons Point NSW 2061 and you can contact RMS to request to access or correct it.

You declare that the information on this form is true and complete.

Under road transport legislation, it is an offence to attempt to register or renew the registration of a vehicle by a false statement or any misrepresentation or other dishonest means.

Signature

Date

day / month / year

## Vehicle identification

VIN or chassis/frame or serial number

Engine number

Make

Model year

Model (in full - name, letters and/or numbers, variant)

Body shape

Number of seats

### Vehicle Identified by:

Name (please print)

Signature

Examiner's number (if applicable)

## OFFICE USE ONLY - BUNDLE C

Dealers and service centres

Mailing address checked on DRIVES (if applicable)

Proof of identity record

Person

Stand-alone or primary proof

Document number

Secondary proof (if necessary)

Corporation organisation

ACN or ARBN verified from: (specify document)

Declaration of Eligibility for a Registration  
Concession (for primary producers) attached

Street Rod or Historic Vehicle Declaration attached

Name of Club

Rally Vehicle Declaration sighted

Classic Vehicle Declaration sighted

## Vehicle shape

(as displayed on the Conditional Registration Vehicle Sheet)

## Conditions

Record any condition codes including area where the vehicle may be used

  
  

## Inspection report details

Inspection report number

AIS number

Historic Vehicle Dec (C)

Vehicle Suitable Safe Use Dec (S)

## Proof of registration entitlement (PORE)

Proof of source - receipt, bill of sale, consignment note etc.

Proof of previous registration

## Plate issue

Plate number

Date required

Date plate issued

## Verified by:

Signature

Name

Customer service representative number or dealer number

## Office use: dealers

Give details of the charges calculated for the vehicle:

Fee
CTP Insurance Premium
<b>TOTAL</b> (includes GST if any)

# Applying to Conditionally register a vehicle

## Vehicle Registration

You must go to the registry or service centre. You may send someone else to register the vehicle in your name, but you must fill in the Representative's Authority on this page. Whoever goes to the registry or service centre must take:

- Proof of identity
- Evidence of vehicle suitable for safe use
- Proof of registration entitlement (eg an original receipt for the vehicle, which clearly shows your name, the seller's name, address and signature, the VIN or Chassis/frame or serial number and the date of acquisition)
- Evidence of concession eligibility (if applicable)

*If the vehicle has been registered before you must also bring:*

- Evidence of the vehicle's previous registration
- The old number plates or declaration.

## Proof of Identity (POI)

When you attend the registry or service centre, you need to show proof of identity (POI). You can use your current Roads and Maritime issued NSW driver photo licence or one which expired within the last 2 years.

A brochure listing other acceptable POI documents is available from any registry or service centre or call us on 13 22 13 or by visiting the website at [rms.nsw.gov.au](http://rms.nsw.gov.au)

**Hearing or speech impaired?** Call us on the National Relay Service: TTY users phone 13 36 77 then ask for 13 22 13. Speak and Listen users phone 1300 555 727 then ask for 13 22 13. Your POI documents must be originals and must include your signature and your residential address.

**Corporations** are required to provide evidence of incorporation. This can be any one of the following:

- Certificate of Registration with Australian Company Number (ACN);
- A current Extract of the Company, with ACN;
- Certificate of Registration on Change of Name with ACN;
- A printed extract from the Australian Securities Investment Commission (ASIC) website with ACN;
- Certificate of Incorporation issued by the NSW Office of Fair Trading;
- Certificate of Registration of a Foreign Company, with Australian Registered Body Number (ARBN) for companies incorporated overseas.

**Government authorities or organisations incorporated under legislation** must provide on letterhead the name of the Act under which they are incorporated.

## Registration Term

You may register your vehicle for 3 months, 12 months or until an expiry date of your choice. Thereafter, registration can only be renewed for 3 or 12 months.

## If the vehicle comes from a licensed motor dealer:

The dealer will tell you what you need to do. Most dealers are authorised to check your identification on behalf of Roads and Maritime. Show proof of your identity to the dealer.

## Vehicle Identification

You must enter the vehicle's VIN, chassis/frame or serial number in the Vehicle Identification section on page 3. If the vehicle does not have an identification number, you will need to get it identified. Call us on 13 22 13 for information.

## Conditions

Certain conditions will automatically be applied to your vehicle depending on the nominated use. Other conditions may be applied if required. The Customer Service Officer will discuss this when you register the vehicle.

For a list of mandatory operating conditions see the applicable Conditional Registration Vehicle Sheet at [rms.nsw.gov.au](http://rms.nsw.gov.au)

## Pensioner Concessions

A pensioner concession is available for a conditionally registered vehicle provided that you are not already claiming a concession on any other vehicle registered in your name. This concession entitles you to a free registration fee only. Pensioner eligibility must be verified electronically with Centrelink.

## Farm vehicles

Vehicles such as agricultural motor cycles, all terrain vehicles and items of plant that are used solely for farming purposes by primary producers may receive a reduced Compulsory Third Party insurance premium. You will be asked to complete a Declaration of Eligibility for a Registration Concession.

## Historic vehicles

To be eligible for conditional registration, historic motor vehicles must be 30 years of age or older as from the year of manufacture. As the registered operator of the vehicle, you must be a member of an Roads and Maritime recognised Historic Vehicle Club. You will be asked to provide proof of Club membership.

## Street Rods

To be eligible for conditional registration, Street Rods must be pre 1949 model vehicles or a replica. As the registered operator of the vehicle you must be a member of a Club recognised by the NSW Street Rod Committee.

## Rally Vehicles

To be eligible for conditional registration, Rally Vehicles must have a Rally Vehicle Declaration (Form 1705).

## Classic Vehicles

To be eligible for conditional registration, Classic Vehicles must have a Classic Vehicle Declaration (Form 1835).

## Representative's Authority

*Complete this to authorise another person to register a vehicle in your name. However, if you are not already recorded on the Roads and Maritime computer system, you must attend a registry or service centre in person and provide Proof of Identity.*

**I declare that the person named below is my authorised representative.**

Signature

Date

day	/	month	/	year
-----	---	-------	---	------

## Representative's details

NSW Driver's licence/Customer number

Surname

Given names

Address

State	Postcode

Date of birth

day	/	month	/	year
-----	---	-------	---	------

Gender

Male

Female

Representative's signature

Date

day	/	month	/	year
-----	---	-------	---	------

**Information shown is current at time of printing  
but may change without notice**



Transport  
Roads & Mail

# Certificate of Approved Operations

This certificate should be kept in the vehicle at all times.

[rms.nsw.gov.au](http://rms.nsw.gov.au)

**Plate Number**      **Year of Manufacture**      **Make**      **Model**      **Shape**      **CTP Area**

**VIN/Chassis/Serial Number**

**Engine Number**

**Special Conditions: *(if any)***

**Conditions: Description in full**

Issued in accordance with the *Road Transport (Vehicle Registration) Regulation 2007*.

**1234567**

Renew the registration on or before the expiry date.  
It is an offence to drive an unregistered vehicle.  
To renew the registration, attend a service centre and present:

- The applicable declaration (Vehicle Suitable for Safe Use, Historic Vehicle, Rally Vehicle, or Street Rod).
- A vehicle inspection report (for Street Rods).

**Cheques must be made payable to Roads and Maritime Services.**

## Conditional Registration

# 2017

Do not fold or bend this label, peel from rear.  
See over.

Make                      Model  
Plate No.                Conditions  
Payment Date

Internet: [rms.nsw.gov.au](http://rms.nsw.gov.au).

**Hearing or speech impaired?** Call us on the National Relay Service: TTY users phone 133 677 then ask for 13 77 88. Speak and Listen users phone 1300 555 727 then ask for 13 77 88.

Your nearest service centre for attendance is

If mailing, please mail to



Transport  
Roads & Maritime Services

## Certificate of Conditional Registration

This registration is not transferable.

Not valid until the Roads and Maritime receipt number is recorded here.

This certificate of conditional registration identifies the registered operator of this vehicle, it is not proof of vehicle ownership. If any details on this certificate or any concession eligibility have changed, you **must** notify staff at any service centre or contact Service NSW on 13 77 88 within 14 days.

Payment Details

Customer Number      Plate Number      Expiry Date

Year      Make      Model      Shape      CTP class      CTP area

VIN/Chassis/Serial Number      Engine Number

Conditions:

**See the Certificate of Approved Operations for a full description of the conditions of operation.**

## How to attach this label

Do not peel this label from the paper until you have been issued with a receipt number. Remove the old label, making sure the glass is clean and dry. Carefully peel the new label from the paper and stick it on to the inside of the windscreen or a fixed glass panel on the left hand side of the vehicle and smooth out to the edges. The details of the label are not to be obscured – DO NOT stick the label to antiglare film or the tinted section of the glass.

For motorcycles and trailers, put the label in a label holder and attach the holder on or next to your vehicle's number plate without obscuring the number plate details. For caravans and other trailers with a rear facing window, you may stick the label to the inside of the window as close to the number plate as possible.

Peel the label slowly to prevent tearing the paper backing sheet or the label. The purple cut out panel on the front must stay with the label.

← Peel here slowly

### Cancel Conditional Registration Advice.

***This registration is not transferable.***

To be completed by the registered operator and taken to any service centre to cancel the registration. A letter will be mailed to the registered operator to obtain a refund of the unused portion of their CTP insurance premium from the CTP insurer. *(if applicable)*

**Registration must be cancelled prior to disposing of the vehicle to avoid responsibility for any traffic infringements or other offences committed by the buyer. A set of number plates must be returned or advice given if the plates have been lost or stolen.**

How many plates are you handing in? Two  One  None

Have the plates been lost or stolen? Yes  No

**You must report stolen number plates to the NSW Police. This can be done over the phone. You must record the Police Event Number here.**

Event Number

**I declare that the registration label on the vehicle will be destroyed.**

Signature

Date

Day / Month / Year

### Authorisation to Cancel Conditional Registration.

To be completed by the registered operator and given to the vehicle buyer to authorise cancellation of the registration.

**This registration is not transferable. Number plates must be returned.** This authorisation may be used as Proof of Registration Entitlement by the vehicle buyer. To apply for registration, attend a service centre and present:

- A completed Application for Conditional Registration.
- The applicable declaration (Vehicle Suitable for Safe Use, Historic Vehicle, Rally Vehicle, or Street Rod).
- A vehicle inspection report (for Street Rods).
- Proof of Identity.

Sale Date

Day / Month / Year

Buyer's Date of Birth

Day / Month / Year

Buyer's driver licence number

Buyer's Name

Buyer's address

Postcode

Buyer's Signature

Date

Day / Month / Year

I declare these details to be correct and authorise the person named above to cancel the registration.

Seller's Signature

Date

Day / Month / Year

**IMPORTANT PRIVACY INFORMATION** - Roads and Maritime is collecting your personal information in relation to your cancellation of conditional registration and may retain and use it for driver licensing, motor vehicle, road transport and safety purposes. Under road transport legislation it is mandatory to provide your personal information in relation to the cancellation of conditional registration. We may disclose your personal information to other driver licensing and vehicle registration agencies, to assess your application or verify the information you provide, for inquiries about motor accidents, to confirm compulsory third party (bodily injury) insurance is current, to anyone proposing to acquire an interest in your vehicle and in respect of inquiries relating to stolen or abandoned vehicles. Otherwise we will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by us at 20-44 Ennis Road, Milsoms Point NSW 2061 and you can contact us to request to access or correct it.

**Information given is correct at time of printing but is subject to change at any time without notice.**

Roads and Maritime Services NSW

# 2017

Conditional Registration

Do not remove the label from the certificate until a receipt number has been issued by Roads and Maritime, if required.

## DRINK DRIVING IT'S A CRIME

Old labels must be removed. It is against the law to leave them on.

Do not remove the label from the certificate until a receipt number has been issued by Roads and Maritime, if required.

## SLOW DOWN AT WORKSITES

Old labels must be removed. It is against the law to leave them on.

Do not remove the label from the certificate until a receipt number has been issued by Roads and Maritime, if required.

# Watch For Cyclists

Old labels must be removed. It is against the law to leave them on.

Do not remove the label from the certificate until a receipt number has been issued by Roads and Maritime, if required.

# Watch For Pedestrians

Old labels must be removed. It is against the law to leave them on.

Do not remove the label from the certificate until a receipt number has been issued by Roads and Maritime, if required.

# Watch For Motorcycles

Old labels must be removed. It is against the law to leave them on.

- The Applicant is responsible for the vehicle to be suitable for safe use until the expiry date of the registration.
- An Inspection must be presented to Establish or Renew the registration. If required, the Compliance Certificate must also be presented.
- The Applicant must be a financial member of a club affiliated with an Approved Organisation.
- The vehicle must be 30 years of age or older and meet eligibility requirements of the Classic Vehicle Scheme.

## 1 Applicant details

NSW Drivers licence/Customer number

Surname

Given names

Address

  
  


Postcode

Club membership details (*nominate primary club first*)

  
  
  


## 2 Vehicle details

Plate number (*if known*)

GVM

VIN or chassis/frame or serial number

Engine number

Make

Model year

Model (*in full - name, letters and/or numbers, variant*)

Shape

### Vehicle type

Car/Station Wagon

Motorcycle

Other  **▶** *Please specify below*

## 3 Vehicle eligibility

*(To be completed by the Approved Organisation's Responsible Person)*

- I certify that this vehicle meets the eligibility requirements of the Classic Vehicle Scheme
- The Applicant is a financial member of a club affiliated with an Approved Organisation.

Name of Responsible Person

Approved Organisation name

Inspection report number

Compliance Certificate number (*if required*)

Signature

Date

Approved Organisation's stamp

Primary Club Stamp

# Application for an Approved Organisation Classic Vehicle Scheme

Use this form to apply as an Approved Organisation in the Classic Vehicle Scheme. The following must be attached to this application:

- Evidence of the organisation's corporate status. (eg Certificate of Registration issued by the Australian Securities and Investment Commission, or Certificate of Incorporation issued by NSW Fair Trading).
- A copy of the Approved Organisation constitution demonstrating that the organisation can meet the Classic Vehicle Scheme policy.
- A list of a minimum of 50 motoring clubs associated with the Approved Organisation.
- A list of representatives forming the organisation's proposed Eligibility Committee.
- The name and contact details of the proposed Eligibility Committee's Responsible Person.
- The criteria applied to a vehicle for it to be accepted as an eligible Classic Vehicle (if more strict than the relevant NSW vehicle standards).
- The inspection process and proof of compliance requirements used to demonstrate that an eligible Classic Vehicle meets the above criteria (if the criteria is more strict than the relevant NSW vehicle standards).
- Materials (such as policies and procedures documents, etc) that demonstrate the organisation has professional and safety standards to provide sufficient administrative controls over the following areas:
  - vehicle construction
  - vehicle logbooks

Send the completed form and attachments to:

**Enrolment Processing  
(Classic Vehicle Scheme)**  
**PO Box 122**  
**Glen Innes NSW 2370**  
**Email: ais@rms.nsw.gov.au**  
**Phone: 1300 791 186 Fax: 1300 973 865**

## 1 Organisation Details

Customer number (if issued)

Name

Evidence of incorporation

Australian Company Number (if applicable)

Australian Business Number (if applicable)

Business address

Postcode

Mailing address (if different to business address)

Postcode

## 2 Responsible Person Details

Customer number (if issued)

Surname

Given names

Residential address

Postcode

Mailing address (if different to residential address)

Postcode

Phone

Email

## 3 Declaration

**The information provided on and attached to this application is true and complete. I am authorised by the organisation to submit this application on the organisation's behalf.**

Roads and Maritime Services (Roads and Maritime) is collecting your personal information in relation to your organisation's application and may retain and use it for driver licensing, motor vehicle, road transport and safety purposes.

You are required to provide your personal information under road transport legislation and Roads and Maritime may refuse your declaration if you do not provide it.

Roads and Maritime may disclose your personal information to other driver licensing and vehicle registration agencies, to assess your organisation's application or verify the information you provide, for inquiries about motor accidents, to confirm compulsory third party (bodily injury) insurance is current, to anyone proposing to acquire an interest in the vehicle and in respect of inquiries relating to stolen or abandoned vehicles.

Otherwise Roads and Maritime will not disclose your personal information without your consent unless authorised by law.

Roads and Maritime is subject to the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*. Your personal information will be held by Roads and Maritime at 101 Miller St North Sydney NSW 2060. You have the right to access and correct the information if you believe that it is incorrect.

Under road transport legislation, it is an offence to attempt to register or renew the registration of a vehicle by false statement or any misrepresentation or other dishonest means.

Name of Responsible Person

Signature of Responsible Person

Date

day / month / year