



CLUB PERMIT SCHEME - CODE OF PRACTICE

The Morris Car Club (Victoria) Inc. ("MCCV") has implemented the following Code of Practice with respect to the Club Permit Scheme, effective from **31st January 2015**. This Code remains in force until such time as it is formally modified or withdrawn by the committee.

The MCCV Code of Practice is in line with the [VicRoads Club Permit Agreement](#), State Laws and Affiliated Association By-Laws wherever practicable and is effective of **31st January 2015**.

The MCCV Code of Practice is as follows:

1. Initial and transferring Club Permit Scheme Applicants ("Applicants") must be current financial members of MCCV.
2. Renewing Applicants must be current financial members of MCCV.
3. Life members of MCCV are exempt from points 1 and 2.
4. Initial Club Permit Scheme applications ("Application") cannot be attached to a MCCV membership application.
5. All Club Permit Scheme vehicles must comply with [VicRoads Safety and Modification Standards](#).
6. The Applicant must complete the Club Permit Scheme Applicant Pre-Approval Request ("Pre-Approval Request") for each vehicle.
7. The Pre-Approval Request must be accompanied by a series of photographs of the vehicle to be placed on the Club Permit Scheme. The images of the Front, Rear, Driver's Side, Driving Position (side-on with the driver's door open) and, where possible, any Identifiers such as Chassis Number and Engine Number (Note 1).
8. Upon receipt of the Pre-Approval Request, MCCV will determine whether to grant the Pre-Approval Request.
9. Being Pre-Approved does not guarantee that MCCV will endorse the Application - that will be determined at a vehicle inspection (if required by MCCV) and presentation of all the required documents in the relevant [Club Permit Scheme Application Pack](#).
10. All initial Applications for vehicles produced before January 01, 1949, must be accompanied by a [Club Permit Scheme Application Pack](#) consisting of:
 - a [VicRoads Vehicle Safety Inspection checklist](#)
 - b [VicRoads Vehicle Eligibility and Standards Declaration for Club Permit Vehicles](#)
 - c [Club Permit Application](#)
 - d Proof of Ownership by the Applicant of the proposed Club Permit Scheme Vehicle
11. All initial Applications for vehicles produced after December 31, 1948, must be accompanied by a [Club Permit Scheme Application Pack](#) consisting of:
 - a Current VicRoads Certificate of Roadworthiness
 - b [VicRoads Vehicle Eligibility and Standards Declaration for Club Permit Vehicles](#)
 - c [Club Permit Application](#)
 - d Proof of Ownership by the Applicant of the proposed Club Permit Scheme Vehicle
12. A transferring Club Permit Application must be accompanied by a [Club Permit Scheme Application Pack](#) consisting of:

- e [Signed and Dated Letter from the Applicant](#) advising of the change of club and listing any Club Permit Scheme vehicles that they wish to Transfer to MCCV
 - f [VicRoads Vehicle Eligibility and Standards Declaration for Club Permit Vehicles](#) for each Club Permit Scheme vehicle
 - g [Club Permit Application](#) for each Club Permit Scheme vehicle
13. Initial and transferring [Club Permit Scheme Application Packs](#), [Club Permit Scheme Renewals](#) can only be signed by the Secretary or CPS Officer of MCCV
 14. [VicRoads Vehicle Safety Inspection checklist](#), [VicRoads Vehicle Eligibility and Standards Declaration for Club Permit Vehicles](#) and [Club Permit Application](#) can only be signed by the Club Scrutineer of MCCV.
 15. [Club Permit Scheme Renewal Applications](#) can be mailed to the MCCV postal address or emailed to the MCCV email address.
 16. Whilst participating in the Club Permit Scheme the Applicant must comply fully with VicRoads and MCCV Rules and Regulations ([by laws](#) and the [model rules](#)).
 17. Should the MCCV member with Club Permit Scheme vehicles cease to become a financial member of MCCV they will no longer be eligible for the Club Permit Scheme.
 18. Should a Club Permit Scheme vehicle be unfit, removed from road use or sold, its log book must be retained by the vehicle owner as per the VicRoads rules.
 19. MCCV will notify VicRoads within seven (7) days of being informed of any of the above to coincide with our Club Permit Agreement.
 20. Should a MCCV member make a modification to a Club Permit Vehicle within VicRoads Standards for allowable modifications, that member must provide updated photos of the vehicle and must have a [VicRoads Vehicle Eligibility and Standards Declaration for Club Permit Vehicles](#) completed.
 21. Failure to adhere to MCCV Club Permit Code of Practice will mean MCCV will NOT endorse the MCCV member's next [Club Permit Scheme Renewal Application](#) for all the Club Permit Vehicles owned by the MCCV member. The MCCV member may also face disciplinary action under the Incorporated Associations Reform Act 2012.

NOTES:

- 1 MCCV will keep the photographs on record as we may be required to provide them to VicRoads within seven (7) days of a receipt of written request from VicRoads.