



# NEW Club Permit Application Form

Please complete this form, making sure all required documentation is included with your application. Print and sign the form and send it with your documentation and payment to:

**HTCAV Club Permits**  
**PO Box 4182**  
**MCKINNON VIC 3204**

If you require assistance, please email [clubplates@htcav.com.au](mailto:clubplates@htcav.com.au) or call 0419 552 875 to speak to our club permit registrar.

## Document Checklist - Your application **MUST** include:

1. HTCAV Club Permit Application Form (this form completed in full)
  2. Payment of the specified HTCAV administration fee for inclusion of a new vehicle in the HTCAV Club Plate Register. Current fee for new application \$25
  3. VicRoads **Club Permit Application form** and VicRoads **Eligibility and Standards declaration for Club Permit vehicles form**; download forms from VicRoads website: [Club Permit scheme >Get a Club Permit > Step 4: Get your application approved by your vehicle club >Forms](#))
  4. Certificate of Roadworthiness (RWC)
  5. Evidence of ownership of the vehicle
  6. **Dated colour photographs** of the vehicle. Digital copy of photos emailed to the Permit Policy officer is preferred. The 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, VIN and engine number
  7. Self-addressed stamped envelope for return of your signed application paperwork. We recommend the use of Express Post to ensure your application is received and returned in timely manner.
  8. Photocopies of item **3** forms, the **RWC** and item **5** documents required to be included with the application.
- (Failure to provide all of the above documentation will result in your application not being processed and possibly unsuccessful)

## Applicant's Details

First Name \_\_\_\_\_ Surname \_\_\_\_\_ HTCAV Member Number \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town \_\_\_\_\_ VIC \_\_\_\_\_ Postcode \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_

## Vehicle Details

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Colour \_\_\_\_\_  
Serial No. \_\_\_\_\_ Engine Capacity (cc) \_\_\_\_\_



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## Payment Details

**\$25 Application administration and processing fee**

**Credit Card**   only

☐ Visa

☐ Mastercard

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Name on card \_\_\_\_\_ Expiry Date \_\_\_\_\_ CVW No. (3 digits) \_\_\_\_\_

Cardholders Signature \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ **25.00**

Mail this with your documentation to:

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PO Box 4182  
MCKINNON VIC 3204**

## Privacy Policy

All personal information supplied to the HTCAV Inc. will be kept private. It is only shared with VicRoads for the purposes of maintaining the Club Permit Scheme

## Agreement

I hereby apply for a club permit with the Historic Touring Car Association of Victoria Inc. (HTCAV) and agree to abide by the Rules and Regulations of the VicRoads Club Permit Scheme and the Constitution of the HTCAV.

I understand that I must remain a financial member of the HTCAV at all times whilst my club permit is active and that if I fail to do so my club permit will be voided. I also understand that the HTCAV is obliged to notify VicRoads within 7 days if I cease to be a financial member.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Office Use Only

Vehicle Checker \_\_\_\_\_ Address \_\_\_\_\_

CPS Registrar \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Application approved \_\_\_\_\_