



# The Council of Motor Clubs Registrar Information Seminar

Saturday 22<sup>nd</sup> May 2021



**Speakers:**

**Terry Thompson**

**Lester Gough**

**Boyd Symington**

# Responsibilities of Club Registrar

## Reasons for having Club Registrars. (Club's Responsible Person)

It is a requirement of Transport for New South Wales (TfNSW), that a car club has a nominated "Responsible Person", for completing conditional registration paperwork, on the clubs' behalf. That person is given the title/position of "Club Registrar", after being given the position, (or when changing Registrars) the Club Secretary must notify TfNSW of the new Club Registrar's (Responsible Person) details. To reduce confusion, the Responsible Person will be referred to in this paperwork as the "Club Registrar".

Remember, that you are signing a **legal document**. For HVS, you are verifying that the applicant is a financial member of a TfNSW recognized Historic Vehicle Club, and for CVS you are verifying that the applicant is a financial member of a club affiliated with an Approved Organisation. (ACMC). On behalf of your club, you are also stating that the vehicle meets all the requirements and is eligible for either the Historic Vehicle Scheme (HVS) or the Classic Vehicle Scheme (CVS).

## What do Club Registrars do?

Club Registrars are an integral part of the Conditional Registration Schemes. It is their responsibility, on behalf of their club, to assess each vehicles eligibility for inclusion in the Conditional Registration Schemes, either HVS or CVS.

You will need to guide your members through the process as needed, for both first time applicants, and those seeking renewals. You should confirm that all paperwork is completed correctly, and that for CVS - the member has the correct details for payment & the mailing address to send their form to ACMC to be stamped and returned.

Explanations on what paperwork will need to be taken to the Service NSW Centre, for both HVS or CVS registration, will help make the process go smoothly for your member. Remember that Service NSW Centre's process the conditional registrations on behalf of TfNSW, and not all staff fully understand the procedures.

(See appendix 1 & 2 for TfNSW check lists)

## Working with your Committee.

It is important that Registrars work closely with their committee, keeping them informed on the number of vehicles registered under their club, reviewing and reporting on any TfNSW changes to the conditional schemes, and any problems that may occur with vehicle eligibilities. Where possible, the Registrar should be part of the Clubs Committee, allowing for prompt exchange of information, dispute resolutions and support if needed.

The Club Registrar should be receiving regular updates on current membership lists. Prior to inspecting, or signing any paperwork, you should confirm the persons membership status, and if the member is not financial, tell them you must await membership confirmation before you can proceed.

Club Registrars should have read their club's constitution and by-laws concerning conditional registration. Some clubs have rules concerning membership.

Example rule                      -membership is considered cancelled if not renewed within 3 months of the renewal date.

In this case the member may be considered still a member of the club, but they would legally be unfinancial for purposes of conditional registration.

Or rules on car movements, left over from the Day Book days

Example rule                      - cars on HVS can be moved within 50 metres of home garage without the need for calling the Registrar.

Club by-laws are just that, club rules. They are not legal laws to be upheld by police or courts. If your member, with an HVS/ CVS vehicle listing your club as its Primary Club, becomes unfinancial, their vehicle is automatically unregistered, and if they are driving it on the road, they are considered an unregistered vehicle and therefore uninsured.

Another point to remember, is that your club is affiliated through the Council of Motor Clubs (CMC), with ACMC, and your members hold CVS registration through this affiliation. Your Club must be financial with CMC as of the 31<sup>st</sup> December each year, for their members CVS registration to be valid.

Put simply	- unfinancial members	= unregistered cars
	- unaffiliated clubs (CMC)	= unregistered CVS cars

If you are found to be driving an Unregistered Vehicle in NSW, the penalties can cost up to \$2,200 plus 4 demerit points.

Your committee should also review their constitution regarding Life Membership. Unless your constitution says, 'Life Membership means that the member is a financial member of the club for Life', a person holding Life Membership or even complimentary membership, could be considered unfinancial with their club, therefore ineligible for HVS registration. Perhaps it could be argued they are a member, therefore eligible for HVS; however, both CVS & HVS applications state the Registrar is signing that the member is financial with the club. CVS rules states they must be a financial member of the club. Better to amend the constitution to reflect the financial status.

### **Collate and maintain club records for HVS/ CVS vehicles.**

Although all information is supplied to TfNSW when vehicles are registered, you cannot assume that any of this is available if needed. Should any questions arise at a later date over vehicle eligibility, compliance, safety, etc., then if you have your own records available, it can be easily proven that the vehicle was correct at the time of inspection. If there were any alterations/changes made to the vehicle at a later date by the owner, then the Registrar and Club cannot be held at fault.

If Clubs are found to be signing off ineligible vehicles, that do not comply with HVS/ CVS criteria, then those Clubs could be permanently deregistered by TfNSW, and unable to offer conditional registrations to their members. This has happened, do not just dismiss the idea.

## Club Registrar – Paperwork.

### Signing off vs Pink Slip.

For all Veteran and some Vintage vehicles, the verifying of a HVS vehicle's road worthiness by a Club examiner is of help, as most A.I.S. (Automotive Inspection Stations) have limited knowledge of the vehicle's abilities, road handling, braking, etc. Having said this, the Club's Registrar is signing off on the vehicle's safety, effectively signing as an AIS authorized person. If any issues arise as to the vehicle's safety or road worthiness, the examiner and Club could be held responsible. We would suggest for these clubs, that they source one or more registered mechanics that know your vehicles traits and abilities, can assess the whole vehicle's safety, and would agree to offer pink slip style services to the Club's members.

For all other vehicles, Clubs should consider having their members supply a pink slip each year to assure the safety and road worthiness of their vehicle. Most Registrars are not mechanics, and do not have the ability to give a complete safety check for HVS vehicles. It also takes the responsibility away from the Registrar and Club, should the vehicle have an accident and be found unsafe.

For those members who say that their car would not pass a pink slip, or have difficulty obtaining a pink slip, then one must wonder, if it cannot pass a basic safety check, do we want to have those vehicles driving on our roads?

Note that for CVS vehicles, they require a Blue Slip for initial registration, and it is mandatory to supply a Pink Slip for yearly renewals.

### Vehicle Inspections – HVS/CVS

*You should check regularly on the TfNSW website for updates, or information on vehicle eligibility. They do not always notify clubs of additions or changes.*

Registrars where able, should inspect the vehicles at regular intervals. Where unable to view a vehicle, the member should supply detailed date stamped photos of the vehicle to the Registrar to confirm its eligibility for the HVS or CVS scheme.

### For HVS:

The vehicle must be at least 30 years of age or older from the year of manufacture (build date). The vehicle must not be modified.

The vehicle must comply with the applicable Vehicle Standards as at the date of vehicle manufacture (build date).

For eligibility on HVS, the vehicle should be as close to original condition as possible, with no alterations except for safety features (such as seat belts, turn indicators), period options and accessories, and safety items. (TfNSW has recently clarified in "DRAFT", that period options and accessories must have been available within 2 – 3 years of original build date.)

## **For CVS:**

The Classic Vehicle Scheme is for vehicles 30 years of age or older that have certain modifications.

These modifications may be owner certified if of a minor nature, or significantly modified, refer to TfNSW VSI 6, for more information. If significantly modified, it will require a Vehicle Safety Compliance Certificate (VSCCS - Engineers Certificate) issued by a licensed certifier. The vehicle must be 3.5-tonne GVM or under. That is Gross Vehicle Mass, NOT Tare Weight. For more information on modifications see TfNSW VSI 9 & VSI 53.

These vehicles would not be permitted under HVS, however vehicles that are eligible to be registered on HVS, can be registered under CVS, if so desired. A general rule would be if the vehicle is legal on standard registration, it should be eligible for CVS.

## **Marque club vs mixed marques:**

In Marque clubs, there are many knowledgeable members that can be sourced to confirm originality of specific models, or options that were available.

Mixed marque clubs have the difficulty that not all brands/models are well known. Much information can be sourced from the internet, but if unsure, there is no shame in contacting other clubs and asking for a 2<sup>nd</sup> opinion. Remember, if you are unsure, the obligation is on the owner to provide the proof of originality or acceptability of options. Documents such as catalogues from the era, may help a lot.

## **Filling out of HVS/CSV forms:**

*Both 1259 & 1835 forms can be downloaded from the TfNSW website.*

## **HVS:**

- For Clubs using their own inspectors, the Registrar will need to complete section 3- Declaration on the 1259 form. For those clubs using the recommended Safety Inspection Report, the Pink Slip number and date are to be completed in section 3. Only one option can be used, not both.
- The Registrar needs to confirm that Sections 1 & 2 are completed correctly, and the pink slip and paperwork match. After confirming the 1259 form is correct, and the vehicle is eligible for HVS, the Registrar completes section 4, signs and applies the club stamp.

## **CVS:**

- The Registrar checks that the member has filled in sections 1 & 2 correctly on the 1835 form. The Registrar is to **ONLY STAMP** the box marked Primary Club Stamp and nothing else in Section 3, prior to paperwork being sent to ACMC for completion.
- The Member or Registrar can then mail the original 1835 form, and a copy of the Blue Slip (also a copy of front page of VSCCS if required) for initial registration, or a copy of the Pink Slip if a renewal application, to ACMC for processing.
- The Member needs to pay an administration fee to ACMC, which can be paid by cheque/money order or EFT. Paperwork will be processed upon confirmation of payment. EFT payment is to be identified by using members Surname. ACMC will then return the paperwork direct to the member.

CMC recommends that Registrars supply their members with a check list of what the member needs to take to the Service NSW Centre, and what they will receive back. For CVS, also to include the steps for paperwork and payment to ACMC prior to arriving at Service NSW Centre. This will help the members confirm they have been given the correct plates and paperwork on the day. ACMC send instructions with new applications, but not for renewals.

## **Multiple Registrars:**

HVS/CVS registration have seen an increase in Car Club memberships, and club conditionally registered vehicles.

Some clubs have seen their membership swell to be too much for one Registrar to handle alone, so they have moved to multiple Registrars in different areas. This can work well, as long as all Registrars are on the same page. There needs to be a Primary Registrar/Team Leader, who will train new Registrars, and maintain all the paperwork for the Club. They are also a great source for 2<sup>nd</sup> opinions if needed. It is important to maintain a regular and open line of communication between all the Registrars.

## Record Keeping.

### Record Keeping:

It is HIGHLY recommended that registrars maintain a database on their conditionally registered vehicles, and pass this on to the new Registrar if they retire.

On change of Club Registrar, the Club Secretary must officially notify TfNSW of the new Registrars details.

As Registrar, you need to be aware that you are signing a **legal document**, stating that the member is financial with your club, and that the vehicle meets all requirements for HVS or CVS registration. Should something happen, you could be held accountable. With your own records, should there be a challenge, you have the evidence to back up your decision to sign the vehicle off. Records should include copies of the completed 1259/1835 form, pink slip or blue slip as provided, and also recommended, is to take photos of the inspected cars, this is evidence of how the vehicle was presented to you on the day.

Your Club may have its own rules for HVS/CVS eligibility within the club.

- Example 1: Some Clubs insist you must attend a number of activities each year.
- Example 2: Some that you must present your vehicle for inspection at each renewal.
- Example 3: Other Clubs have no such restrictions, and cars may not be seen for years, if at all, after initial inspection.

The first two examples will allow you to view the vehicle regularly to ensure it is still valid for HVS/CVS registration, for the 3<sup>rd</sup> example, it not so easy. A popular activity of late has been a cars 'n' coffee day, these are an easy event for the Registrar to organize for their conditional plate cars, and as they can be moved to different areas easily, there should be no excuse why a member cannot bring their vehicle to an event each year for a meet, allowing you to verify that the vehicle is still as originally presented. If there have been any changes, they can be photographed on the day, and your records updated.

Your records will also allow you to send reminders out at the end of the year, to those members who may not have paid their renewals. It is a good idea to send a reminder out explaining that if they are unfinancial, their cars are unregistered until membership has been received. If the member then decides to take their vehicle out, and they are unfortunate enough to have an accident, no blame can be put back on the club for not informing them of the risk.

### Day Books:

When HVS was first introduced, "Club Plate" vehicles were only to be used on club runs or events. If you were invited to another event, or needed to move your vehicle to a repairer, etc., you were required to notify your Registrar, who would record the date, destination and time of the drive and return, in the Club Day Book.

With the Historic & Classic Vehicle Log Books, most clubs will no longer maintain the "Day Book". If your Club opted "in" for the Log Book, allowing the members to use log books, then they automatically opted "out" of the Day Book scheme. However, recent changes to the TfNSW website now allow individual members to "opt out" of the log book choice, so Clubs may be required to maintain a Day Book for those members. Likewise, if your club opted "out" of the Log Book, then their members are unable to have a Historic & Classic Log Book, and must continue to only use their vehicles for listed club events, maintenance runs, or invited events, those trips will need to be recorded in the Club Day Book, by the Registrar or an Executive Member. If a vehicle is using the Day Book for an invitation to an event, then a copy of the invitation is to be supplied to the Registrar.

### **Club Event or Log Book Entry:**

Some members have expressed confusion on what is considered a Club Event and what should be a Log Book Entry.

Club Events are an event organized by the club for its members, or perhaps your club has been invited and are officially joining another club on their planned outing. This will be advertised in your Club Magazine, social calendar/media, or will be circulated to your clubs' members. This is considered a Club Event.

However, your member must then look at the choice they are making on how they will attend.

Example 1: Your Club has a Lunch run to Kangaroo Valley. They advertise a meet up at Heathcote McDonalds, drive south to Bowral for a coffee break, then continue on to Kangaroo Valley for Lunch. Easy enough, you drive direct from your home to Heathcote, follow the others along the route, and after lunch drive straight home. As this is your Club Event, an entry in the Log Book is not required. (remember you must take proof with you of the event)

Example 2: You drive to Heathcote, follow the run to Kangaroo Valley, but then decide to swing by and visit Aunt May on your way home. You have now deviated from the Club's advertised run, and this now becomes personal use. Therefore, you will need to fill in a day in your Log Book.

You have 60 days a year, for personal use with the Log Book, that equates to more than once a week. Very few of us will ever get near that number of uses.

#### **A Simple rule to follow: If in doubt, fill it out.**

Another point to remember, on both your HVS & CVS Registration forms you nominate your Primary Club first, and then have 4 spaces where you can nominate a 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> club on the form. For HVS this allows you to also use those clubs calendar events for your runs. However, for CVS, this rule does not apply, and you may only attend club events for your Primary Club.

Also Log Book entries are for Private or Personal Use ONLY, not for monetary gain or commercial purposes.



## Future Planning:

### Educating members to plan ahead:

We have all heard excuses on why members paperwork needs to be done today... "I want to go on the club run to ...," "But the clubs show 'n' shine is on in 2 days, and I wanted to take the ...", "I'm getting the pink slip tomorrow, if you can just sign it now, I will send you a copy, but I need to drive the vehicle this weekend." It is not your fault if a member leaves their registration to the last minute. They have usually had 4 – 6 weeks' notice from TfNSW, more than enough time to get their paperwork together, organize an inspection time that is suitable to you both, (for CVS- send to ACMC and return) and then attend a Service NSW Centre to complete the process.

Educating your members, that the responsibility is theirs to plan ahead, saving you both any hassles and frustration at renewal time. As Registrar, you should have regular availability, within reason. You can be at Club events, Club meetings, and for appointment times convenient to you both. The planning of getting everything together is the members domain, and they must recognize their role in the process. You are there to help, but remember, the more concessions you make now, the more they will expect in the future.

### Succession Planning:

So, with this in mind, who will take the job when you step down? If you were to go on an extended trip, who will fill in for you? Our Club numbers are growing, looks like we will need a 2<sup>nd</sup>, 3<sup>rd</sup> Registrar? As Primary Registrar, who would you feel comfortable handing the reigns over to? Would they keep the standards that have been set? Uphold the rules and keep the Club's best interest safe?

**Conditional Registration is a privilege, not a right.** Too many irregularities in vehicle assessments, dodgy/unsafe cars being signed off by friends, people trying to break or bend rules to suit their own purposes, all of this could lead to the HVS and CVS being revoked. This would not only be a great loss to our car/bike/truck enthusiasts, but would be devastating to the Historical Automotive Industry. With fewer people able to afford upkeep and repairs, many vehicles would eventually either have to be scrapped, or relegated to museums.

Planning should begin now, choose people who will uphold the regulations, be available to help members when needed, and have them start training with you, so they can see what it is all about.

If we can trust our Registrars and Clubs to uphold the efficacy in which Conditional Registration was founded, then the Historical Vehicle Scheme, the Classic Vehicle Scheme, and perhaps other schemes, will allow these vehicles to be driven or ridden for many more years, and will hopefully be here for future generations to enjoy.

## Historical Vehicle Scheme (HVS)

On attending a Service NSW Centre for **initial** HVS registration, the following will be needed.

- ID of owner
- Proof of ownership eg: previous rego papers, or receipt showing date of purchase, name/address of purchaser, vin number.
- Pink Slip (strongly recommended)
- Completed Application for Conditional Registration – Form No 1246
- Completed original 1259 form (signed and stamped by primary club)
- Payment
- You may also be asked for proof of current Primary Club Membership

For HVS yearly **renewals**, you will only need to take to a Service NSW Centre:

- A Completed original 1259 form signed and stamped by your Club Registrar
- Pink slip (as required)
- Payment
- You may also be asked for proof of current Primary Club Membership

You will receive from Service NSW:

- Historic Vehicle Plates (*For Initial Registration Only*)
- Certificate of Approved Operations
- Registration paper
- Tax Invoice for CTP Green slip
- Log Book if requested, and your Club has opted in.

You should keep in or with your vehicle when using:

- Certificate of Approved Operations
- Log Book
- Proof of current club membership/s (card or receipt)
- Club Magazine, or proof of club run if using vehicle under Club Event.

## Classic Vehicle Scheme (CVS)

For an initial CVS registration, your vehicle will require a blue slip, no matter what registration the vehicle is currently on. If vehicle is significantly modified it may need a Vehicle Safety Compliance Certificate (VSCC - Engineers Certificate), refer to VSI 6. For all renewal registrations, you will only require a pink slip.

You will need to have your 1835 form stamped only by your primary club Registrar, then the original 1835 form along with a copy of the blue slip/pink slip will need to be mailed to ACMC, PO Box 419, Bexley NSW 2207. You will also need to pay ACMC an administration fee of \$30, which can be paid by cheque/money order or EFT. Paperwork will be processed upon confirmation of payment.

**For EFT: A/C Name:** ACMC NSW LTD **BSB:** 633 108 **ACC Number:** 157374299

Please ensure your EFT payment is adequately identified by using your Surname plus initial if a common surname such as Smith/Jones etc.

Once paperwork is returned to the member, you can then proceed to a Service NSW Centre.

When attending a Service NSW Centre for initial CVS registration, you will need:

- ID of owner
- Proof of ownership eg: previous rego papers, or receipt showing date of purchase, name/address of purchaser, vin number.
- Original Blue Slip (*not more than 42 days old*)
- Completed Application for Conditional Registration – Form 1246
- Completed original 1835 form (stamped by Primary Club, then stamped and signed by ACMC)
- If Compliance Certificate (VSCCS) was needed, take original & a copy to give for TfNSW records.
- If vehicle is privately imported, you may need to show Vehicle Import Approval.
- You may also be asked for proof of current Primary Club Membership

For CVS yearly **renewals** -Renewals only require a pink slip. You will need your 1835 form stamped by your Primary Club, you then mail the original 1835 and copy of pink slip, to the above address, following the same payment methods.

On return of paperwork, take the original 1835 form and original pink slip to a Service NSW Centre to complete the registration.

You will receive from Service NSW:

- Conditional Registration Plates (*For Initial Registration Only*)
- Certificate of Approved Operations
- Registration paper
- Tax Invoice for CTP Green slip
- Log Book

You should keep in or with your vehicle when in use, your Certificate of Approved Operations, including your VSCCS if issued for the vehicle, Log Book, proof of current Primary Club membership (card or receipt), Club Magazine, or proof of club run if using vehicle under Club Event.