



# Club Permit Renewals

## Some Helpful Advice



VicRoads generally will mail your Club Permit Renewal Notice to you five to six weeks before expiry (this has been variable in recent times). The renewal notice will be for your existing period of use (45 or 90 days).

*If you wish to change your period of use, contact VicRoads on 13 11 71 to request an updated Renewal Notice be sent to you, or change your period when paying your renewal at a VicRoads Customer Service Centre.*

### How to renew your Club Permit:

- Organise for your **Renewal Notice to be signed** by either President Alan, Vice President Damien, or Secretary/Treasurer Pam Stork
- If you're unable to organise for your Renewal Notice to be signed by one of the above, you can **request a Club Permit Endorsement Form** be completed and signed by Alan, Damien or Pam, and emailed to you instead
- **Sign your Club Permit Renewal Notice** (you must be the permit holder)
- **Submit your Renewal** (and signed Club Permit Endorsement Form if required) and **pay the renewal fee:**
  - a. Online via your myVicRoads account
  - b. Visiting any VicRoads Customer Service Centre
  - c. Mailing the Renewal with a cheque or money order to:

VicRoads  
GPO Box 1644  
MELBOURNE VIC 3001

After payment has been processed, **attach the Club Permit Certificate** stamped by VicRoads to the nominated page in the **Club Permit Logbook**. Where a myVicRoads account is used to make payment, you must keep a copy of the email receipt with you when using the vehicle as proof of payment.

**A Club Permit will be cancelled if not renewed within 90 days of the expiry date**

Continued...



# Club Permit Extensions

*Some Helpful Advice*



## Extending a Club Permit

If you purchase a 45 Day Permit, but near the expiration of the 45 days you decide you want to use the vehicle for more than the initial 45 days, **you can purchase a second 45 Day Permit** within a 12 month period.

### **To purchase a second 45 Day Permit:**

- **Contact VicRoads** on 13 11 71, or attend a VicRoads Customer Service Centre
- Organise for your **second permit to be signed** by Alan, Damien or Pam to declare that you are a current member of Classic Rides & Drives Club Inc
- **Submit your second 45 Day Permit**, and
- **Pay the Club Permit Fee** by:
  - a. Visiting any VicRoads Customer Service Centre
  - b. Mailing the Renewal with a cheque or money order to:

VicRoads  
GPO Box 1644  
MELBOURNE VIC 3001

**Club Permit holders are not able to get a permit to drive their vehicle for more than 90 days in each 12-month period**

