

On-line Process to renew an existing Club Permit

Note: this new process may look more complicated but once you use it you will find it easier and quicker than the old manual process!

1. When you receive your Club Permit Renewal through the post from Vicroads, download and save this [Club Permit Endorsement Form](#).
2. Open the Endorsement form and fill in the fields. The information must match that in the Renewal sent to you by Vicroads.

Note: The Endorsement Form allows you to enter the information directly into the form using the keyboard of your smart phone, tablet, PC or Mac. If you have trouble entering the data using a smart phone or tablet and don't have a computer, print out the form and fill in using a pen. Then take a good quality picture of the entire form for emailing to the club.

3. Here is an explanation of how to fill in the Endorsement Form. DO NOT put your signature in the "Signature" field - that is where the Club Permit officer signs.

The image shows a screenshot of the Vicroads 'Club permit endorsement' form. The form is titled 'Club permit endorsement' and includes the Vicroads logo and ABN 61 760 960 480. The form is to be completed by either the Club secretary or a person authorised by the Club. It contains several text input fields and a date field. Annotations with red arrows point to specific fields:

- An arrow points to the 'I, (Full name of secretary or person authorised by the Club)' field, which contains the text 'Reece Baines'. The annotation says 'Type your name in here'.
- An arrow points to the 'hereby declare that (insert full name of member)' field, which is empty. The annotation says 'Type in your car details here as listed on your renewal form'.
- An arrow points to the 'Signature' field, which is empty. The annotation says 'Leave blank – Club Plate officer will sign & date here'.

The form also includes a section for 'Vehicle details' which is highlighted with a red rounded rectangle. This section contains fields for 'Year manufactured', 'Permit number', 'Make', 'Model', 'Body type', 'Colour', 'Engine number', and 'VIN*'. A note below the VIN field states '*or chassis number if no VIN'.

4. Email **these 2 documents** to club-permits@monaroclubvic.com.au;
 - a. the filled out Club Permit Endorsement Form AND
 - b. a photo or scan of your Renewal Form
5. The Club Permit Officer will sign, file these documents in our records and email only the Endorsement form back to you.
6. If you already have a Vicroads account, log into your profile, select your Club plated car and go through their on-line Registration renewal process. You will need to upload the signed, Club Permit Endorsement Form. (I have not been able to test this full process as yet as my renewal is not due for a few months)

Note: if you don't have a Vicroads account, it is very simple to open one on-line from the Vicroads website. You can then see all of your registered vehicles, their registration renewal dates, etc. [Here is the link to their sign-up page.](#)

7. If you don't choose to have a Vicroads account, you will need to take your Renewal Form AND the signed Endorsement Form into Vicroads service centre and pay the registration fee.
8. Put your Club Permit sticker on your windscreen and stick the car details label (from the Renewal Form) into the new log book supplied by Vicroads.
9. Go cruising !!

Caution - private use only for cars on Club Permit registration.

Members must ensure that their Club Plated vehicle is only used for private use and is not used for commercial use. One example of commercial use would be hiring out your vehicle as a wedding car.

Contact the Club Permit Officer:

If you have any other questions call the Club Permit Officer on 0487 327 308 or email clubpermits@monaroclubvic.com.au