RALLY VEHICLE SCHEME
Memorandum of Understanding
September 2014
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<tr>
<th>Version</th>
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<th>Author</th>
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1 Intent of the MOU

The intent of this Memorandum of Understanding (MOU) is to have in place a policy and procedure to enable the Conditional Registration of dedicated Rally Vehicles. This MOU does not delegate any legislative or regulatory functions to any person or body outside of Roads and Maritime Services (RMS). The Conditional Registration of dedicated Rally Vehicles is referred to as the Rally Vehicle Scheme (RVS).
2 Definitions and general information

Applicant
The proposed registered operator of the Rally Vehicle, either a natural person or corporation.

All Applicants must be a current, financial member of an Approved Organisation.

Person Applicants must hold a current and valid Civil Driver Licence (not a learner driver licence) issued by a driver licensing authority, and hold a current and valid Competition Licence issued by an Approved Organisation.

Corporation Applicants must hold a current and valid Entrants/Competitors Licence issued by an Approved Organisation.

Application for Conditional Registration
The RMS form to be completed by the Applicant to apply for Conditional Registration in accordance with the provisions of road transport law and the RVS. See sample in Section 7 – Appendices.

The Application for Conditional Registration and Rally Vehicle Declaration must be submitted together at a registry by the Applicant or their authorised representative.

Approved Organisation
An organisation approved by RMS to participate in the RVS.

For an organisation to be considered for approval it must demonstrate to the satisfaction of RMS that it has the capacity to meet an appropriate level of professional and safety standards to provide sufficient administrative controls over the various aspects of the RVS.

Approved Organisation officials must have the following Competence:
  • a minimum 12 months officiating experience in Rally events with an Approved Organisation.

Approved Organisation management staff must have the following Competence:
  • a minimum 12 months management experience in Rally events with an Approved Organisation.
Certificate of Approved Operations
The RMS document issued to the Applicant advising the Rally Vehicle’s conditions of operation. See sample in Section 7 – Appendices.

The Certificate of Approved Operations must be carried in the Rally Vehicle.

Note: A Certificate of Approved Operations (Rally Vehicle Annexure), detailing the conditions of operation in full, will also be issued to the Applicant and must also be carried in the Rally Vehicle. Any reference to the Certificate of Approved Operations includes the annexure. See sample in Section 7 – Appendices.

Certificate of Conditional Registration
The RMS document issued to the Applicant certifying that the Rally Vehicle is Conditionally Registered. See sample in Section 7 – Appendices.

The Conditional Registration Label is attached to this document.

Civil Driver Licence
A class ‘C’ or higher NSW driver licence issued by RMS, or an equivalent driver licence issued by an Australian or overseas licensing authority, and not being a learner driver licence.

Competence
The amount of training, experience and qualifications required to do a task.

Competition Licence
A licence to drive a Rally Vehicle in competition issued by an Approved Organisation.

Rally Vehicle drivers must hold a valid Civil Driver Licence

Conditional Registration
The RMS scheme that enables the registration of non-complying or limited access vehicles under road transport law.

Vehicles used in the RVS are eligible for Conditional Registration.

Conditional Registration Label
The RMS label issued to Conditionally Registered Rally Vehicles. See sample in Section 7 – Appendices.

The Conditional Registration Label must be affixed to the lower left portion of the front windscreen, or to any fixed window on the left side of the Rally Vehicle.

CRS
Centre for Road Safety branch of Transport for NSW.
Eligibility Committee
A committee established by an Approved Organisation comprising relevant and knowledgeable people, reporting to and chaired by the Responsible Person, to oversee the Approved Organisation’s responsibilities within the RVS and ensure the suitability of vehicles entering the RVS.

Entrants/Competitors Licence
A licence to enter or compete in a Rally Vehicle competition, issued by an Approved Organisation to a corporation Applicant.

Industry Committee
A committee established, where there is more than one Approved Organisation, comprising each Responsible Person with a chair nominated from their number to act as Industry Representative, to ensure the RVS is properly applied throughout the industry.

Where an Industry Committee is established, individual Responsible Persons should bring issues to the Industry Committee to seek a resolution.

Where Industry Committee consensus cannot be reached on an issue or a particular matter cannot be brought before the Industry Committee for reasons of propriety, the Industry Representative may then escalate the issue to RMS if required and individual Responsible Persons may liaise directly with RMS.

Industry Representative
The Industry Committee’s nominated chair and industry liaison with RMS.

Inspection
A technical inspection of the vehicle performed by a Scrutineer, to confirm that the vehicle is suitable for safe use, and complies with the relevant NSW vehicle standards and the permissible modifications as detailed in the Dedicated Rally Vehicle Technical Manual.

An Inspection must be conducted within the previous 42 days to establish or renew a Rally Vehicle’s Conditional Registration.

Licensed Certifier Report
A report (not a Compliance Certificate) issued by a Licensed Certifier on the RMS Vehicle Safety Compliance Certification Scheme, reporting that the Rally Vehicle complies with the relevant NSW vehicle standards and the permissible modifications as detailed in the Dedicated Rally Vehicle Technical Manual.

A Licensed Certifier Report must be provided with the Rally Vehicle Declaration to establish registration if required in the Dedicated Rally Vehicle Technical Manual.
**Number-plate**

A Rally Vehicle specific set of Conditional Registration Number-plates, with the format of five numerals followed by the letter ‘R’ eg ‘12345R’.

Number-plates remain the property of RMS and must be surrendered to RMS within 14 days from when the registration is cancelled, or notification from RMS, or sale or disposal of the Rally Vehicle.

A Number-plate must be permanently affixed to the front and rear of Rally Vehicles so that the Number-plate is:

- in an upright position that is substantially parallel to the vehicle’s axles, and
- not more than 1.3 metres above ground level, and
- not obscured, defaced or otherwise not legible, and
- the defining characters on the Number-plate are clearly visible from a distance of 20 metres at any point within an arc of 45 degrees from the surface of the Number-plate above or to either side of the vehicle, and
- any cover on the Number-plate is clear, clean, untinted and flat over its entire surface, and has no reflective or other characteristics that would prevent the successful operation of a device approved for use under a law relating to the detection of traffic offences.

**Rally**

An event permitted as a Rally, including touring events, under the regulations of an Approved Organisation.

Rallies take place on public and/or private roads, in which competitors are required to follow prescribed routes and/or report at specific points.

A Rally may consist of different sections of road, often referred to as ‘stages’ or ‘special stages’ which are linked together by ‘transport’ or ‘liaison’ stages on open public roads.

Transport or liaison stages must be conducted under all normal road rules and speed limits.

Rally events and courses must be approved by:

- the relevant local Council
- the NSW Police Force
- any relevant public or statutory authority
- any relevant land holder, and
- an Approved Organisation.

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Rally Vehicle
A light (up to 4.5 tonnes Gross Vehicle Mass) passenger car-based vehicle (not being a three-wheeled car, motorcycle, truck, bus, plant or trailer) complying with the relevant NSW vehicle standards and the permissible modifications as detailed in the Dedicated Rally Vehicle Technical Manual.

Rally Vehicle Agreement
The Approved Organisation’s document, containing the RVS conditions and eligibility requirements and which form the agreement between the Approved Organisation and the Applicant. See sample in Section 7 – Appendices.

Rally Vehicle Declaration
The RMS form to be completed by the Responsible Person, declaring that:

- the vehicle has had an Inspection within the previous 42 days, is suitable for safe use and complies with the relevant NSW vehicle standards and the permissible modifications as detailed in the Dedicated Rally Vehicle Technical Manual
- the Applicant is a financial member of the Approved Organisation, and holds a current class ‘C’ or higher Civil Diver Licence (not being a learner licence) and a current Competition Licence (if a person), or holds a current Entrants/Competitors Licence (if a corporation).

See sample in Section 7 – Appendices.

The Rally Vehicle Declaration must be submitted at a RMS customer service centre by the Applicant or their authorised representative when establishing or renewing registration.

Responsible Person
The person nominated by an Approved Organisation to oversee the Approved Organisation’s responsibilities within the RVS, liaise with RMS, and approve eligible Rally Vehicles.

RMS
Roads and Maritime Services

Scrutineer
A person with the necessary Competence approved by the Responsible Person in consultation with the Eligibility Committee.

Scrutineers must have the following Competence:

- an examiner’s authority issued by RMS
- a minimum 12 months mechanical experience in Rally Vehicles with an Approved Organisation.
**Vehicle Log Book**

The document issued by an Approved Organisation for identifying the vehicle’s eligibility for inclusion in the RVS, and for recording the vehicle’s competition use and technical Inspection history.

Vehicle Logbooks must record the following information about the vehicle:

- identification details (Vehicle Identification Number (VIN)/chassis number, engine number, make, model, variant, year)
- eligibility for inclusion in the RVS
- acknowledgement that the vehicle is included in the RVS
- competition use
- other approved use
- technical Inspection history.
3 Responsibilities

RMS
- Approve or disqualify organisations or persons from participating in the RVS.
- Audit and/or inspect the records of Approved Organisations in relation to the RVS.
- Conditionally register eligible Rally Vehicles in accordance with the provisions of road transport law and the RVS.
- Suspend and cancel registration if required in accordance with the provisions of road transport law and the RVS.

CRS
- Determine the appropriate standards that Applicants, Approved Organisations, Approved Organisation officials and management staff members, Eligibility Committee members, Industry Committee members, Industry Representatives, Responsible Persons and Scrutineers must meet to participate in the RVS.
- Determine the minimum technical standards for the RVS, as detailed in the Dedicated Rally Vehicle Technical Manual.

Approved Organisation
- Manage the processes for ensuring that only eligible Rally Vehicles enter the RVS.
- Determine the Approved Organisation’s criteria to apply to a vehicle for it to be accepted as an eligible Rally Vehicle. The Approved Organisation’s vehicle criteria cannot lessen the minimum standards, as detailed in the Dedicated Rally Vehicle Technical Manual.
- Determine the inspection process and proof of compliance requirements that will demonstrate that an eligible Rally Vehicle meets the Approved Organisation’s criteria. The Approved Organisation’s inspection process and proof of compliance requirements cannot lessen the minimum standards, as detailed in the Dedicated Rally Vehicle Technical Manual.
- Ensure that only suitably qualified persons conduct the Inspection and validation of compliance for eligible Rally Vehicles.
- Maintain a list of approved Scrutineers able to conduct Rally Vehicle inspections.
- Maintain a list of Licensed Certifiers able to issue a Licensed Certifier Report.
- Appoint a person to be the Responsible Person for the Approved Organisation.
- Maintain a register of approved eligible Rally Vehicles for the Approved Organisation.
- Ensure the Responsible Person has access to all necessary records and information to maintain a register of approved eligible Rally Vehicles, a list of approved Scrutineers and a list of Licensed Certifiers.
- Appoint an Eligibility Committee, with appropriate representatives, which reports to and is chaired by the Responsible Person.
• Provide a process for an Applicant to apply for renewal of RVS Conditional Registration.
• Advise RMS when a Rally Vehicle ceases to be eligible for the RVS.
• Determine what Approved Organisation sanctions should be applied for breaches of the Approved Organisation’s RVS conditions.
• Require the Applicant to submit to the Applicant’s responsibilities.
• Maintain records of the Rally Vehicles inspected and the evidence of eligibility and compliance.
• Allow RMS access and facility to inspect and/or audit the Approved Organisation’s records in relation to the RVS.
• Allow RMS to remove or copy any such records for its own purposes.

Applicant
• Comply with the RVS conditions as displayed on the Certificate of Approved Operations and the Rally Vehicle Agreement at all times.
• Notify the Approved Organisation in writing of any change in the ownership or eligibility matters relating to the Rally Vehicle, or eligibility matters relating to the Applicant.
• Comply with any reasonable direction given by the Responsible Person in regard to the Inspection, use, maintenance, repair or aesthetic presentation of the Rally Vehicle.
• Surrender the Number-plates to RMS within 14 days of cancellation of the Conditional Registration, or notification from RMS, or sale or disposal of the Rally Vehicle.
• Maintain the Rally Vehicle in the condition current at the time of its Conditional Registration.
4 Conditions of operation

Conditionally Registered Rally Vehicles operating under the RVS may be operated on roads and road related areas only under the following conditions:

- During competition and liaison/transport stages of a sanctioned Rally event.
- During testing of competition stages by Approved Organisation officials for a sanctioned Rally event.
- During official training sessions for a sanctioned Rally event.
- During a sanctioned public display and/or promotional activity.
- For course checking/establishment/survey of rally route during preparation of a Rally event (except if the Rally Vehicle’s electronic stability control has been disabled or removed).
- For servicing and maintenance of the Rally Vehicle and associated testing under normal road rules and speed limits.
- Driving to and from a sanctioned Rally event and accommodation/place of residence.

The onus is at all times on the Applicant/registered operator/driver to provide evidence that the Rally Vehicle is being used in accordance with the Conditions of Operation. Details of Rally Vehicle use must be recorded in a Vehicle Log Book.
5 Procedure

Application to the Approved Organisation
The Applicant must make an application to the Approved Organisation to have a Rally Vehicle considered for inclusion in the RVS.

The application must include the proof of compliance and Inspection documents and any other information the Responsible Person may need to validate the legitimacy of the request.

Review
The Eligibility Committee must review the application and advise the Responsible Person of its recommendation.

Inspection
The Responsible Person must cause the Rally Vehicle to undergo a technical Inspection by a Scrutineer to confirm the vehicle is suitable for safe use and complies with the relevant NSW vehicle standards, the permissible modifications as detailed in the Dedicated Rally Vehicle Technical Manual, and complies with the Approved Organisation’s vehicle criteria.

The Rally Vehicle must be Inspected at least annually by a Scrutineer to ensure that the vehicle continues to be eligible.

The Inspection cannot be greater than 42 days old to establish the Conditional Registration.

Acceptance
If the application meets all the requirements then the Responsible Person must complete the Rally Vehicle Declaration and provide this to the Applicant for submission to RMS.

Application to RMS
The following must be presented to Richmond registry to establish the Conditional Registration:

- Rally Vehicle Declaration completed by the Responsible Person not greater than 42 days old.
- Vehicle Import Approval (if the vehicle is imported).
- Application for Conditional Registration completed by the Applicant.
- Proof of registration entitlement (eg receipt of purchase).
- Proof of identity (eg NSW Driver Licence).
- The appropriate fee.
Renewal

Annual renewal of the Conditional Registration must first be approved by the Approved Organisation and is evidenced by the Responsible Person completing a new Rally Vehicle Declaration.

The Rally Vehicle must be Inspected at least annually by a Scrutineer to ensure that the vehicle continues to be eligible.

The Inspection cannot be greater than 42 days old to renew the Conditional Registration.

The following must be presented to any registry to renew the Conditional Registration:
- Rally Vehicle Declaration completed by the Responsible Person not greater than 42 days old.
- The appropriate fee.

Transferring registration

The Conditional Registration of Rally Vehicles is not transferrable. If a Rally Vehicle is sold or disposed the Conditional Registration must be surrendered by the Applicant and the Number-plates must be surrendered to RMS. The vehicle acquirer must make a new application to the Approved Organisation and RMS as detailed above.

Converting to full registration

Rally Vehicles cannot be fully registered without first being restored to normal NSW vehicle standards, and evidenced as such by a Compliance Certificate issued by a Licensed Certifier.

Any compliance plate issued by the vehicle’s manufacturer must be affixed to the vehicle and in its proper position to be eligible for full registration.

Vehicles imported as a Rally Vehicle will not be considered for full registration. However, vehicles imported under the commonwealth government’s Personal Imports Scheme, Low Volume Scheme or Registered Automotive Workshop Scheme may be considered for full registration after restoration and certification as detailed above.

Any import plate or label issued under the above import schemes must be affixed to the vehicle to be eligible for full registration.
Sanctions and removal from the RVS

If it is determined that an Applicant/registered operator/driver has breached the Conditions of Operation, the Approved Organisation may determine that the Rally Vehicle and/or Applicant is no longer eligible under the RVS.

In these instances the Responsible Person may request that RMS suspend and/or cancel the Conditional Registration. Detailed information supporting the request must also be provided.

RMS may suspend and/or cancel the Conditional Registration of a Rally Vehicle if it is determined that an Applicant/registered operator/driver has breached the Conditions of Operation, or if otherwise required under road transport law.

If RMS determines that an Approved Organisation, Eligibility Committee member, Industry Committee member, Industry Representative, Responsible Person, Scrutineer, or other Approved Organisation official or management staff member has breached the requirements of the RVS, then RMS may disqualify that Approved Organisation or person from participating in the RVS.
6 Agreement

This Memorandum of Understanding (MOU) does not delegate any legislative or regulatory functions to any person or body outside of Roads and Maritime Services (RMS), and is agreed to and accepted on behalf of the Approved Organisation and RMS.

When signed by both parties, this MOU will be effective from the last date indicated below until revoked by either party to the other in writing.

Signed: ..................................  Signed: ..................................
Print Name: .................................  Print Name: .................................
Position: ................................. Senior Manager Driver and Vehicle Administration
Section: ................................. Customer and Support Services
Organisation: ................................. Roads and Maritime Services
Address: ................................. Corner Fitzroy and King Streets
 ................................. Grafton NSW 2460
Date: ..................................  Date: .................................
7 Appendices

The following are samples of documents mentioned in this MOU, and are part of the RVS requirements. The detailed content of these documents may change from time to time as required. However, the intent and usage of these documents will remain effective during the currency of the RVS:

- Application for Conditional Registration
- Certificate of Approved Operations
- Certificate of Approved Operations (Rally Vehicle Annexure)
- Certificate of Conditional Registration
- Rally Vehicle Declaration
- Application for an Approved Organisation
- Rally Vehicle Agreement
# Application for Conditional Registration

All applicants must complete the Customer details section.

## IMPORTANT INFORMATION
- Conditionally registered vehicles can only be registered in the name of a person or a corporation.
- Only the vehicle assigned with a Conditional Registration Vehicle Sheet may be registered under the Conditional Registration Scheme. For a full list of vehicle types, go to [rms.nsw.gov.au](http://rms.nsw.gov.au).
- A Street Rod Declaration (Form 1309) and an inspection report is required for Street Rods.
- A Historic Vehicle Declaration (Form 1259) is required for Historic Vehicles.
- A Rally Vehicle Declaration (Form 1705) is required for Rally Vehicles.
- A Vehicle Suitable for Safe Use Declaration (Form 1245) is required for items of plant and all other vehicles not mentioned.

Check the back page for a guide to applying to register a vehicle.

**1.** Is the vehicle to be registered in the name of:

- [ ] a person
- [x] a corporation

**2.** Customer details

If you are sending someone else to apply for a conditional registration in your name you must also complete the Representative Authority on page 4 of this form. However, if you are not already recorded on the Roads and Maritime Services computer system, you must attend a registry or Service NSW centre in person and provide proof of your identity.

**NSW Driver licence/Customer number**

**Surname**

**Given names**

**Residential address**

**State**

**Postcode**

**Mailing address**

**State**

**Postcode**

**ABN (if applicable)**

Please provide your email address if you would like to register for an online service account, go to [rms.nsw.gov.au/onlineServices](http://rms.nsw.gov.au/onlineServices) for more information.

**Email address**

Please provide a mobile number if you would like to receive communications from Roads and Maritime this way.

**Mobile number**

**Date of birth**

**Sex**

- [ ] male
- [x] female

**ABN (if applicable)**

**3.** Corporation details

If the vehicle is being registered in the name of a corporation, the Representative’s Authority must be filed in. For a company, the Director or an authorised delegate must complete and sign the Representative’s section. In the case of an incorporated association, it is the public officer who must sign. In all cases, the authorised representative must provide proof of their identity.

**Customer number (if issued)**

**Name**

**Business address**

**State**

**Postcode**

**Mailing address**

**State**

**Postcode**

**ABN (if applicable)**

**4.** Was the vehicle last registered in NSW?

- [ ] no
- [x] yes

**Last registration number (if known)**

(If possible present a previous Certificate of Registration with this form)
5 Acquisition details (present a receipt with this application)
   Date of acquisition
   day / month / year

6 Vehicle’s garage address
   (where the vehicle will most often be kept):
   State
   Postcode

7 What registration term do you require?
   ☐ Annual
   ☐ 3 months
   ☐ Date required
      day / month / year
      (up to 12 months)

8 Type of Vehicle
   Only the vehicle assigned with a Conditional Registration
   Vehicle Sheet may be registered under the Conditional
   Registration Scheme. For a full list of vehicle types, go to
   rms.nsw.gov.au.
   Vehicle type
   (as displayed on the Conditional Registration Vehicle Sheet)
   CTP Class
   SVEH
   ☐ Historic vehicle - car, truck, bus, motor cycle and plant
     Historic Vehicle Declaration required. See form 1259
   ☐ Street Rod
     (Street Rod Declaration required. See form 1309)
   ☐ Rally Vehicle
     (Rally Vehicle Declaration required. See form 1705)
   ☐ Purpose built vehicle - golf buggy and vehicles of a similar
      type
   ☐ Lawn Mower - over 260 kgs

   FARM
   (Complete the Declaration for Eligibility for a Registration
    Concession. See form 1193)
   ☐ 2-3 wheel agricultural bike operated for farming purposes
   ☐ All Terrain Vehicle operated for farming purposes
   ☐ Plant operated for farming purposes

   MVEH
   ☐ All Terrain Vehicle
   ☐ Over snow vehicle (skidoo, snow plough, snow groomer)

   RECG
   ☐ Recreational 2 or 3 wheel motor cycles with engine capacity
     greater than 300ml used on Stockton Beach Recreation
     Vehicle Area
   ☐ Quarter bike - All Terrain Vehicle used on Stockton Beach
     Recreation Vehicle Area
     (Excludes dune buggy and ultra-light utility vehicles)

   RECM
   ☐ Recreational 2 or 3 wheel motor cycles with engine capacity
     101 - 300ml used on Stockton Beach Recreation Vehicle Area

9 Where will the vehicle be operated?

10 Do you wish to apply for a pensioner concession?
   (you cannot receive a concession on more than one vehicle)
   ☐ no
   ☐ yes
      Pensioner eligibility must be verified electronically with
      Centrelink.

11 Privacy Statement and Declaration
   Please read carefully before you sign.
   If you do not tell the truth you can be prosecuted.
   Roads and Maritime is collecting your personal information
   for conditional registration of your vehicle and may retain
   and use it for driver licensing, motor vehicle and road
   transport or safety purposes.
   You are required to provide your personal information under
   road transport legislation and we may refuse your application
   if you do not provide it.
   We may disclose your personal information to other driver
   licencing and vehicle registration agencies, to assess your
   application or verify the information you provide, for inquiries
   about motor accidents, to confirm any compulsory third
   party (bodily injury) insurance is current, to anyone
   proposing to acquire an interest in your vehicle and in
   respect of inquiries relating to stolen or abandoned vehicles.
   Otherwise we will not disclose your personal information
   without your consent unless authorised by law.
   Your personal information will be held by us at 101 Miller
   Street, North Sydney NSW 2060 and you can contact RMS
   to request to access or correct it.
   You declare that the information on this form is true and
   complete.
   Under road transport legislation, it is an offence to attempt
   to register or renew the registration of a vehicle by a false
   statement or any misrepresentation or other dishonest
   means.
   Signature
   Date
   day / month / year
Vehicle Identification

VIN or chassis/frame or serial number

Engine number

Make

Model year

Model (in full - name, letters and/or numbers, variant)

Body shape

Number of seats

Vehicle identified by:

Name (please print)

Signature

Examiner’s number (if applicable)

Vehicle Type

(as displayed on the Conditional Registration Vehicle Sheet)

Conditions

Record any condition codes including area where the vehicle may be used

Inspection report details

Inspection report number

AIS number

Club Authorisation

Customer Declaration

Proof of registration entitlement (PORE)

Proof of source - receipt, bill of sale, consignment note etc.

Proof of previous registration

Plate issue

Plate number

Date required

day / month

Label number

Date plate and label issued

day / month / year

Verified by:

Signature

Name

CSO, dealer number, Service NSW centre or dealer number, or agency name

Office use: dealers and agencies

Give details of the charges calculated for the vehicle:

Fee

CTP Insurance Premium

TOTAL

(includes GST/Tax)
Applying to Conditionally register a vehicle

Vehicle Registration
You must go to the registry or Service NSW centre. You may send someone else to register the vehicle in your name, but you must fill in the Representative Authority on this page. Whoever goes to our Registry or Service NSW centre must take:
- Proof of identity
- Evidence of vehicle suitable for safe use
- Proof of registration entitlement (eg an original receipt for the vehicle, which clearly shows your name, the seller’s name, address and signature, the VIN or Chassisframe or serial number and the date of acquisition)
- Evidence of concession eligibility (if applicable)

If the vehicle has been registered before you must also bring:
- Evidence of the vehicle’s previous registration
- The old number plates or declaration.

Proof of Identity (POI)
When you attend the registry, you need to show proof of identity (POI). You can use your current Roads and Maritime issued NSW driver photo licence or one which expired within the last 2 years.

A brochure listing other acceptable POI documents is available from registrars by calling the Customer Contact on 13 22 13 or by visiting the website at rns.wn.gov.au. Hearing or speech impaired? Call us on the National Relay Service: TTY users phone 13 39 77 then ask for 13 22 13. Speak and Listen users phone 1300 555 727 then ask for 13 22 13. Your POI documents must be legible and must include your signature and your residential address.

Copies are required to provide evidence of incorporation. This can be any one of the following:
- Certificate of Registration with Australian Company Number (ACN);
- A current Extract of the Company, with ACN;
- A Certificate of Registration Change of Name with ACN.
- A printed extract from the Australian Securities Investment Commission (ASIC) website with ACN;
- Certificate of Incorporation issued by the NSW Office of Fair Trading;
- Certificate of Registration of a Foreign Company with Australian Registered Body Number (ABN) for companies incorporated overseas.

Government authorities or organizations incorporated under legislation must provide on letterhead the name of the Act under which they are incorporated.

Registration Term
You may register your vehicle for 3 months, 12 months or until an expiry date of your choice. Thereafter, registration can only be renewed for 3 or 12 months.

If the vehicle comes from a licensed motor dealer:
The dealer will tell you what you need to do. Most dealers are authorized to check your identification on behalf of Roads and Maritime. Show proof of your identity to the dealer.

Vehicle Identification
If the vehicle does not have an identification number, you will need to get it identified. Please call our Customer Contact on 13 22 13 for information.

Conditions
Certain conditions will automatically be applied to your vehicle depending on the nominated use. Other conditions may be applied if required. The Customer Services Officer will discuss this with you when you register the vehicle.

For a list of mandatory operating conditions see the applicable Conditional Registration Vehicle Sheet at rns.wn.gov.au.

Pensioner Concessions
A pensioner concession is available for a conditionally registered vehicle provided that you are not already claiming a concession on any other vehicle registered in your name. This concession entitles you to a free registration fee only. Pensioner eligibility must be verified electronically with Centrelink.

Farm vehicles
Vehicles such as agricultural motor cycles, all terrain vehicles and items of plant that are used solely for farming purposes may receive a reduced Compulsory Third Party Insurance premium. You will be asked to complete section one of the primary producer declaration or Declaration of Eligibility for a Registration Concession.

Historic vehicles
To be eligible for conditional registration, historic motor vehicles must be 30 years of age or older as from the year of manufacture. As the registered owner of the vehicle you must be a member of an Australian registered or a NSW historical vehicle club. You will be asked to provide proof of Club membership.

Street Rods
To be eligible for conditional registration, Street Rods must be pre 1949 model vehicles or a replica. As the registered owner of the vehicle you must be a member of a club recognised by the NSW Street Rod Committee.

Rally Vehicles
To be eligible for conditional registration, Rally Vehicles must have a Rally Vehicle Declaration (Form 1700).

Representative’s Authority
Complete this to authorize another person to register a vehicle in your name. However, if you are not already recorded on the Roads and Maritime computer system, you must attend a registry or Service NSW centre in person and provide Proof of Identity.

I declare that the person named below is my authorized representative.

Signature

Date

day / month / year

Representative’s details
NSW Driver’s licence/Customer number

Surname

Deceased

Given names

Address

State

Postcode

Date of birth

day / month / year

Sex
male  female

Representative’s signature

Date

day / month / year

Information shown is current at time of printing but may change without notice.
Certificate of Approved Operations

This certificate should be kept in the vehicle at all times.

<table>
<thead>
<tr>
<th>Plate Number</th>
<th>Year of Manufacture</th>
<th>Make</th>
<th>Model</th>
<th>Shape</th>
<th>CTP Area</th>
</tr>
</thead>
</table>

VIN/Chassis/Serial Number

Engine Number

Special Conditions: (if any)

Conditions: Description in full

Issued in accordance with the Road Transport (Vehicle Registration) Regulation 2007.
Certificate of Approved Operations (Rally Vehicle Annexure)

This certificate should be kept in the vehicle at all times.

Conditionally Registered Rally Vehicles operating under the Rally Vehicle Scheme may be operated on roads and road related areas only under the following conditions:

- During competition and liaison/transport stages of a sanctioned Rally event.
- During testing of competition stages by Approved Organisation officials for a sanctioned Rally event.
- During official training sessions for a sanctioned Rally event.
- During a sanctioned public display and/or promotional activity.
- For course checking/establishment/survey of rally route during preparation of a Rally event (except if the Rally Vehicle's electronic stability control has been disabled or removed).
- For servicing and maintenance of the Rally Vehicle and associated testing under normal road rules and speed limits.
- Driving to and from a sanctioned Rally event and accommodation/place of residence.

Issued in accordance with the Road Transport (Vehicle Registration) Regulation 2007.
Certificate of Conditional Registration

Important Information

Check all details including vehicle make shown under Conditions. If any details are wrong, advise the staff at your Registry, if the registration is not renewed on or before the expiry date, the vehicle will be unregistered. It is an offence to drive an unregistered vehicle on the road. All customers must ensure that they receive a receipt number from Roads and Maritime Services (RMS) for their Certificate of Conditional Registration. Information supplied in connection with registration may be disclosed to the Registrar of Motor Vehicles (MV) or any other joint registered operator of this vehicle. For the purposes of law enforcement, verification of information with registration and licensing authorities, verification of a fire and/or smoke alarm information with the Australian Federal Police, and the Australian Bureau of Statistics.

Conditional Registration Renewal Notice 2015

Do not fold or bend this label, peel from rear. See over. This registration is not valid until a RMS receipt number is issued. RMS receipt number must be recorded on the certificate of Conditional Registration below and not on the label. Cheques must be made payable to Roads and Maritime Services.

Make

Model

Plate No.

Conditions

Payment Date

To complete your registration, you must prove that the vehicle is suitable for sale. The registered operator is responsible for the vehicle to be suitable for sale until the expiry date of the registration. Persons claiming a compensation must ensure they receive a receipt number from RMS for the Certificate of Conditional Registration. Any queries, call our Contact Centre on 13 22 13. Internet: www.rms.nsw.gov.au. Hearing or speech impaired? Call us on the National Police Service: TTY users phone 133 677 then ask for 13 22 13. Speak and Listen users phone 1300 355 727 then ask for 13 22 13.

Your nearest Registry for attendance is

If mailing, please mail to

Certificate of Conditional Registration

This is to certify that the described vehicle is registered in the name of the person or organization shown until the expiry date shown. This registration is not transferable.

Customer Number

Plate Number

Expiry Date

Year

Make

Model

Shape

CTP class

CTP area

VIN/Chassis/Serial Number

Engine Number

Conditions:

See the Certificate of Approved Operations for a full description of operation.
How to attach this label

Do not peel this label from the paper until you have been issued with a receipt number. Remove the old label, making sure the glass is clean and dry. Carefully peel the new label from the paper and stick it on to the inside of the windscreen or a fixed glass panel on the left hand side of the vehicle and smooth out to the edges. The details of the label are not to be obscured – DO NOT stick the label to unpainted trim or the shaded portion of the glass.

For motorcycles and trailers, put the label in a label holder and attach the holder on or next to your vehicle’s number plate without obscuring the number plate details. For caravans and other trailers with a rear facing window, you may stick the label to the inside of the window as close to the number plate as possible.

Peel the label slowly to prevent leaving the paper backing sheet or the label. The purple cut out panel on the front must stay with the label.

Cancel Conditional Registration Advice. This registration is not transferable.

To be completed by the registered operator and taken to our registry to cancel the registration. A letter will be mailed to the registered operator to obtain a refund of the unused portion of their CTP Insurance premium from the CTP Insurer. (if applicable)

Registration must be cancelled prior to disposing of the vehicle to avoid responsibility for any traffic infringements or other offences committed by the buyer.

A set of number plates must be returned or advice given if the plates have been lost or stolen.

How many plates are you handing in? Two □ One □ None □

Have the plates been lost or stolen? Yes □ No □

I declare that the registration label on the vehicle will be destroyed.

Signature □ Date □

Event Number □

Authorisation to Cancel Conditional Registration.

To be completed by the registered operator and given to the buyer of the vehicle to authorise cancellation of the registration. Responsibility for any traffic infringements or other offences committed by the buyer remains with the registered operator until the registration is cancelled.

This registration is not transferable. Number plates must be returned.

Sale Date □ Buyer’s Date of Birth □

Buyer’s Name □

Buyer’s licence number □

Buyer’s address □

Date □

Buyer’s Signature □

Date □

I declare these details to be correct and authorise the person named above to cancel the registration.

Solicitor’s Signature □

Date □

This authority may also be used as Proof of registration entitlement (Pore) of the vehicle in lieu of a receipt or bill of sale. The buyer must complete an Application for Conditional Registration, prove that the vehicle is suitable for safe use and produce Proof of identity to register the vehicle.

Information given is correct at time of printing but is subject to change at any time without notice.
Rally Vehicle Declaration

1. Vehicle Details
   - Plate number (if known)
   - VIN/Chassis number
   - Engine number
   - Make
   - Model (in full - name, letters and/or numbers, variant)
   - Date of Manufacture (mm/yyyy)
   - Body shape
   - Licensed Certifier Report number (A copy of the Licensed Certifier Report must be attached to this application when establishing registration if required in the Dedicated Rally Vehicle Technical Manual)
   - Vehicle Import Approval number (A copy of the Vehicle Import Approval issued by the Department of Infrastructure and Regional Development must be attached to this application when establishing registration if the vehicle is an import, imported vehicles without a Vehicle Import Approval will not be accepted).

2. Registered Operator (or Applicant) details
   - Name of Registered Operator (or Applicant)
   - Civil Driver Licence number and jurisdiction (if a person)
   - Competition Licence number (if a person)
   - Entrants/Competitors Licence number (if a corporation)

3. Vehicle Eligibility and Safety Declaration (to be completed by the Approved Organisation’s Responsible Person)
   - The vehicle described in this form has had an inspection within the previous 42 days, is in a safe operating condition and complies with the Approved Organisation’s and RMS requirements for an eligible Rally Vehicle.

4. Operator Eligibility Declaration (to be completed by the Approved Organisation’s Responsible Person)
   - The Registered Operator (or Applicant) described in this form is a financial member of the Approved Organisation, and holds a class ‘C’ or higher Civil Driver Licence (not being a learner licence) and a Competition Licence (if a person), or holds an Entrants/Competitors Licence (if a corporation).

Roads and Maritime Services (RMS) is collecting your personal information in relation to your Rally Vehicle declaration and may retain and use it for driver licensing, motor vehicle, road transport and safety purposes.

You are required to provide your personal information under road transport legislation and RMS may refuse your declaration if you do not provide it. RMS may disclose your personal information to other driver licensing and vehicle registration agencies, to assess your declaration or verify the information you provide, for inquiries about motor accidents, to confirm compulsory third party (property damage) insurance is current, to anyone proposing to acquire an interest in the vehicle and in respect of inquiries relating to stolen or abandoned vehicles.

Otherwise RMS will not disclose your personal information without your consent unless authorised by law.

RMS is subject to the Privacy and Personal Information Protection Act 1998 and Health Records and Information Privacy Act 2002. Your personal information will be held by RMS at 101 Miller St North Sydney NSW 2060. You have the right to access and correct the information if you believe that it is incorrect.

You declare that the information on this form is true and complete. Under road transport legislation, it is an offence to attempt to register or renew the registration of a vehicle by false statement or any misrepresentation or other dishonest means.

Name of Approved Organisation

Name of Responsible Person

Signature of Responsible Person

Date (day / month / year)
# Application for an Approved Organisation

Use this form to apply as an Approved Organisation in the Rally Vehicle Scheme. The following information must be attached to this application:

- Evidence of the organisation’s corporate status (e.g., Certificate of Registration issued by the Australian Securities and Investments Commission, or Certificate of Incorporation issued by NSW Fair Trading)
- A list of officials with a minimum 12 months officiating experience in Rally events.
- A list of management staff with a minimum 12 months management experience in Rally events.
- A list of approved Scrutineers able to conduct Rally Vehicle inspections.
- A list of Licensed Certifiers able to issue a Licensed Certifier Report (not a Compliance Certificate).
- A list of representatives forming the organisation’s proposed Eligibility Committee.
- The criteria applied to a vehicle for it to be accepted as an eligible Rally Vehicle (different to the standards detailed in the Dedicated Rally Vehicle Technical Manual).
- The inspection process and proof of compliance requirements used to demonstrate that an eligible Rally Vehicle meets the above criteria (if the criteria is different to the standards detailed in the Dedicated Rally Vehicle Technical Manual).
- Materials (such as policies and procedures documents, etc.) that demonstrate the organisation has professional and safety standards to provide sufficient administrative controls over the following areas:
  - vehicle construction
  - vehicle logbooks
  - training and competency levels for vehicles
  - scrutineers
  - driver training and competitor licensing
  - event courses, officials and management.

Send the completed form and attachments to:
Manager Customer Administration Unit
(Rally Vehicle Scheme)
Locked Bag 14
Grafton NSW 2460

### 1 Organisation Details

<table>
<thead>
<tr>
<th>Customer number (if issued)</th>
<th>Mailing address (if different to residential address)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Postcode</td>
</tr>
<tr>
<td>Name</td>
<td>Phone</td>
</tr>
<tr>
<td></td>
<td>Email</td>
</tr>
</tbody>
</table>

### 2 Responsible Person Details

<table>
<thead>
<tr>
<th>Customer number (if issued)</th>
<th>Mailing address (if different to business address)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Postcode</td>
</tr>
</tbody>
</table>

### 3 Declaration

The information provided on and attached to this application is true and complete. I am authorised by the organisation to submit this application on the organisation’s behalf.

Roads and Maritime Services (RMS) is collecting your personal information in relation to your organisation’s application and may retain and use it for driver licensing, motor vehicle, road transport and safety purposes.

You are required to provide your personal information under road transport legislation and RMS may rely on your declaration if you do not provide it.

RMS may disclose your personal information to other driver licensing and vehicle registration agencies, to assess your organisation’s application or verify the information you provide, for insured about motor assistants, to confirm compulsory third party (bodily injury) insurance is current, to anyone proposing to acquire an interest in the vehicle and in respect of inquiries relating to stolen or abandoned vehicles.

Otherwise, RMS will not disclose your personal information without your consent unless authorised by law.

RMS is subject to the Privacy and Personal Information Protection Act 1998 and Health Records and Information Privacy Act 2002. Your personal information will be held by RMS at 131 Miller St North Sydney NSW 2060.

You have the right to access and correct the information if you believe that it is incorrect.

Under road transport legislation, it is an offence to attempt to register or renew the registration of a vehicle by false statement or any misrepresentation or other dishonest means.

<table>
<thead>
<tr>
<th>Name of Responsible Person</th>
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<table>
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<tr>
<th>Signature of Responsible Person</th>
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</table>

Date
<table>
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<th>day</th>
<th>month</th>
<th>year</th>
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Rally Vehicle Agreement

Rally Vehicle Scheme

Rally Vehicle Agreement and Conditional Registration Conditions of Operation

This document forms the agreement between the Applicant and the Approved Organisation for the inclusion of an eligible Rally Vehicle in the Rally Vehicle Scheme (RVS), and details the Rally Vehicle’s Conditional Registration Conditions of Operation.

Conditionally Registered Rally Vehicles operating under the RVS may be operated on road and road related areas only under the following conditions:

- During competition and liaison/transport stages of a sanctioned Rally event.
- During testing of competition stages by Approved Organisation officials for a sanctioned Rally event.
- During official training sessions for a sanctioned Rally event.
- During a sanctioned public display and/or promotional activity.
- For course checking/establishment/survey of rally route during preparation of a Rally Event (except if the Rally Vehicle’s electronic stability control has been disabled or removed).
- For servicing and maintenance of the Rally Vehicle
- Driving to and from a sanctioned Rally Event and accommodation/place of residence.

The onus is at all times on the Applicant/registered operator/driver to provide evidence that the Rally Vehicle is being used in accordance with the Conditions of Operation. Details of Rally Vehicle use must be recorded in a Vehicle Log Book.

When being driven on roads and road related areas, the driver of a Rally Vehicle must:

- Ensure the vehicle is Conditionally Registered with RMS, and fitted with current and valid Rally Vehicle conditional registration number plates and label,
- Hold and carry a current and valid Competition Licence,
- Hold and carry a current and valid class ‘C’ or higher Civil Driver Licence (not a learner driver licence),
- Carry a current and valid Vehicle Logbook,
- Carry a signed copy of this document,
- Carry the Certificate of Approved Operations issued by RMS,
- Provide proof of compliance with the conditions of use if requested.

Rally Vehicle drivers must carry and produce the above documents to authorised law enforcement officers, RMS officers and Approved Organisation officials upon request.

Any breach of the abovementioned conditions may result in sanctions by the Approved Organisation, and suspension and cancellation of the Rally Vehicle’s Conditional Registration by RMS, and prosecution.

I, (insert name) of (insert address)

Agree to abide by the Approved Organisation’s requirements and the Rally Vehicle Conditional Registration Conditions of Operation.

Signed: ____________ Date: ____________ Vehicle Log Book Number: ____________

Competition Licence Number: ____________ Civil Driver Licence Number: ____________

Entrants/Competitors Licence (if a corporation): ____________