



Department of  
Transport

# Concessions for Classics Code of Conduct



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## 1. Introduction

The Concessions for Classics (C4C) scheme is designed to support and encourage West Australian vehicle enthusiasts to maintain classic vehicles, including street rods allowing them to have limited road use in exchange for a reduced rate of vehicle licence and motor injury insurance.

Generally, due to their age, cultural significance, historic or monetary value, rarity, and/or individual specific construction and design, a vehicle owner has made a conscious decision not to use the vehicle for daily use. The scheme recognises this decision together with the social, community and cultural benefits that come from a motoring club.

This document sets out specific rules and operational conditions for owners, drivers and the Department of Transport (DoT) approved motoring clubs which participate in and/or have motor vehicles registered within the Scheme.

The Code of Conduct should be read in conjunction with any relevant road law legislation including the *Road Traffic (Vehicles) Act 2012* and subsidiary regulations, the *Road Traffic Act 1974* and the *Associations Incorporation Act 2015* and subsidiary regulations.

DoT reserves the right to amend the rules and guidelines associated with the Scheme at any time. Any changes to this document will be published on the Departments website.

## 2. Scheme Overview

The Concession for Classics scheme (C4C) is a voluntary concession which will be available to owners of eligible street rods and all vehicles manufactured prior to 1990.

The scheme will provide a:

- 75% reduction on the licence fee component of the vehicle licence and motor injury insurance policy (renewal);
- significant reduction in motor injury insurance premiums;
- maximum of 90 days vehicle use per calendar year, being
  - 60 days to participate in approved motoring club sanctioned events; and
  - 30 days for personal use (includes road testing, repair and maintenance);
- requirement for vehicle owners to record vehicle use prior to commencing each journey in a log book (paper based or electronic);
- requirement to display the identifier of 'Restricted Use' affixed above or below the vehicle's number plate(s) identifying that the vehicle has restricted road use.

Note: Dutiable value is payable when a vehicle is licensed or its licence is transferred.

### Eligibility requirements

#### 2.0.1 To be eligible for the scheme the following criteria must be met:

- The vehicle must be a light vehicle e.g. GVM equal to or less than 4,500 kg and must be:
  - a street rod as defined in the National Guidelines for the Construction and Modification of Street Rods in Australia; or
  - a vehicle manufactured prior to 1990
- The vehicle licence holder must be a financial member of a DoT approved motoring club, in their own right.
- Vehicles licensed in the name of a DoT approved motoring club or association are also entitled to the concession.

All vehicle types complying with the weight limit are eligible for concession including cars, motorbikes, trailers and caravans and street rods.

## 3. DoT Approved Car Clubs

### 3.1 How to become a DoT approved car club

Clubs or associations must make a written application to the Department to become a DoT approved car club. Applications must be submitted on the organisation's letterhead.

### 3.1.1 The application must include:

- either a copy of the 'Incorporated Body Certificate' from the Australian Securities and Investments Commission (therefore issued an ACN), or proof that the club or association is an incorporated body i.e. a certificate of incorporation issued by the Western Australian Department of Commerce;
- a copy of the organisation's constitution; and
- the organisation's current membership list (minimum of 30 financial members).

### 3.1.2 How to submit application:

- Email: [concessions@transport.wa.gov.au](mailto:concessions@transport.wa.gov.au)
- Post: Vehicle Services (Concessions), Department of Transport, GPO Box R1290, Perth WA 6844.
- In person: At a Driver and Vehicle Services (DVS) centre, DoT regional office or agent.

DoT will assess the application and the car club or association will be informed of the outcome in writing.

## 3.2 Club Responsibilities

### 3.2.1 Clubs must:

- Maintain a register of all financial members and notify DoT of any changes to membership status within 14 days.
- Maintain a register of the vehicles on concession that are owned by financial members of the club or owned by the club participating in the Scheme, which includes:
  - Vehicle plate number.
  - Vehicle make, model, body type and year.
  - Vehicle Identification Number (VIN).
  - Name of club.

**Note:** A Financial member and vehicle register template is available on the DoT website.

- Maintain incorporation status and notify DoT if the incorporation status ceases or the club disbands within 14 days.
- Maintain a register of approved club events and events sanctioned by the club.
- Authorised officers are responsible for certifying that applicant for the concession is a current financial member of the club in the motoring club declaration on the Concession for Classic Scheme Application (E116) form.
- Support the continued viability and intent of the Scheme by promoting the Code of Conduct and compliance with the Scheme amongst their members.
- Support and promote compliance with the annual vehicle usage allowance including ensuring vehicle usage records are kept.
- Retain all registers and record keeping material for a minimum period of two years.
- On a scheduled and ad-hoc basis provide DoT with records and information for auditing and compliance with the scheme requirements.
- Notify DoT should the club no longer want to be a DoT approved Car Club.
- Comply with their responsibilities as an Incorporated body in accordance with Western Australia's *Associations Incorporation Act 2015* and the *Associations Incorporation Regulations 2016*.

### **3.2.2 Clubs must notify DoT within 14 days of any of the following:**

- When the owner of a vehicle licensed on concession is no longer a financial member of the club and the date the person ceased being a financial member.
- When the club ceases to operate.
- Clubs Incorporation status is no longer valid.
- Membership list falls below 30 financial members.

### **3.2.3 Notifications can be provided to DoT by:**

- Email: [concessions@transport.wa.gov.au](mailto:concessions@transport.wa.gov.au)
- Post: Vehicle Services (Concessions), Department of Transport, GPO Box R1290, Perth WA 6844.
- Phone 1300 765 106, calls will be recorded.

## **3.3 Memberships**

Only the primary financial member is entitled to receive the concession. The concession can be applied to multiple vehicles that meet the eligibility criteria and are licensed in primary financial members name. Partners or additional family members included in club membership are not entitled to the concession.

Individuals who are financial members of multiple clubs will need to nominate one DoT approved motoring club associated with their vehicle licensed on concession. Membership of multiple DoT approved motoring clubs does not provide the vehicle owner with additional days of vehicle use.

### **3.3.1 Members Register**

Clubs must maintain a register of all financial members. The register must be updated as membership changes and within 30 days of the clubs annual general meeting. The record may take any form but needs to be kept for a minimum period of 24 months.

The Financial member register must contain the following minimum information:

- Club name.
- Member's full name.
- Member's driver's licence number or date of birth.
- Membership application date.
- Membership number.
- Date membership paid.
- Address (residential or postal).
- For members owning vehicles on concession the details of each vehicle i.e. number plate, make model and year.
- Club owned vehicles.

Individual entries are required for each Financial member and vehicle on concession. If the number plate displayed on the vehicle is changed the vehicle owner must notify the club for records to be updated.

### 3.3.2 Event Register

Club events and sanctioned events must be recorded by the Club in an event register. The record may take any form but needs to be kept for a minimum period of 24 months. The record may have any matters the Club considers necessary but must include:

- Date & Time.
- Brief description or event name e.g. club run/rally/ exhibition.
- Club event or sanctioned event i.e. run by another organisation.
- Location.
- Method of advertisement i.e. club newsletter, social media, minutes of meeting.

### 3.4 Club Events

Approved club events days must be organised and supported by the Clubs committee prior to the commencement of the event and publicly advertised to members in a forum such as their web page, social media page or club newsletter.

On a club event day, the vehicle owner may travel to and from the official club sanctioned event. When the event ends the vehicle owner is able to continue using their vehicle for the remainder of the day without having to record a separate entry for personal use.

Rallies, interstate club events and chapter weekends are permitted. Events that continue for more than one day must have each day's vehicle use recorded even if it is considered one event.

#### 3.4.1 Sanctioned events

If a club advertises and sanctions an event held by another car club or community group (e.g. a fete, rally, exhibition, charity/tourism event) as an approved club event and records it in their event register vehicle use can be recorded as a club use day. Events that are not sanctioned can still be attended, however the journey must be recorded as a personal use day.

#### 3.4.2 Recording vehicle use

Vehicle owners are required to record all vehicle use in a log book prior to the start and at the end of each and every journey.

Car clubs may choose to provide their own version of log book or develop an electronic method for recording vehicle use, such as a webform or smartphone app.

Any method produced by a club must contain the minimum data set for recording individual vehicle use:

- Vehicle owners name, address, contact number.
- Vehicle plate number.
- DoT approved car club name and membership number.
- Calendar year of log book.
- Name of driver and signature.
- Start and end time of journey.
- Vehicle use type (personal or club use).
- Journey details including number of days and event description.

#### 3.4.3 Club developed mechanisms must also be:

- Available in the vehicle when driven and be produced on request to a Police Officer or other appropriately appointed person.
- Auditable and be able to be presented to DoT on request. Electronic vehicle use records may require printing or emailing.
- Vehicle use records must be kept for a minimum of 24 months.

Club officials are encouraged to audit their members log books to ensure compliance with the Scheme. The frequency of the activity is to be determined by the Club and may be dependent on the size of the club and the number of volunteers managing club activities.

### 3.4.4 Clubs with additional branches

Larger clubs may choose to operate additional club branches throughout the metropolitan or regional area's. The Parent club with the Incorporation status is responsible for all activities contained in the Code of Conduct. Additional club branches may be formed with their own subcommittees, but it is the responsibility of the Parent club to ensure the Branch club and its members complies with the Code of Conduct.

### 3.4.5 Non Compliance

In extreme situations where an approved club is unable to do all things reasonable to ensure that its members comply with the conditions or spirit associated with the Concessions for Classics scheme, or who fail to actively encourage compliance with the Club Registration Scheme by their members, the Club's recognition status may be withdrawn.

Clubs are also advised that if any member/s of their club repeatedly fail to comply with the guidelines of the Scheme or brings the scheme into disrepute, the CEO of Transport may reconsider the recognition status issued to that club, not just the individual member.

In the event that the recognition status is withdrawn from a Club, all persons with vehicles on concession through that Club will be contacted by DoT and will need to:

- A) apply for membership with another DoT Approved Club and provide evidence of financial membership with that Club; or
- B) have the concession removed from any relevant vehicle and pay the adjustment fee required to restore the vehicle licence to full rates.

## 4. Vehicle Owners

### 4.1 Eligibility requirements

#### 4.1.1 To be eligible for the scheme the following criteria must be met:

The owner must be:

- a resident of Western Australia; and
- a primary financial member of a DoT approved motoring club.

The vehicle must be:

- a light vehicle i.e. a GVM equal to or less than 4500kg and must be:
  - a street rod as defined in the National Guidelines for the Construction and Modification of Street Rods in Australia; or
  - a vehicle manufactured prior to 1990.
- licensed in the name of the financial member; and
- garaged in Western Australia.

Vehicles licensed in the name of a DoT approved motor vehicle club or association are also eligible for the concession.

**Note:** Financial memberships that include partners or additional family members only provide the primary financial member with the concession on vehicles licensed in the primary members name.

### 4.2 Applications

Applicants must submit a Concessions for Classics scheme Application (E116) form ensuring the Motoring club declaration has been completed by an authorised officer of the club.

Applications for licensed vehicles can be submitted to DoT via:

- Email: [concessions@transport.wa.gov.au](mailto:concessions@transport.wa.gov.au)
- Post: Vehicle Services (Concessions), Department of Transport, GPO Box R1290, Perth WA 6844.
- In person: At a Driver and Vehicle Services (DVS) centre, DoT regional office or agent.

#### 4.2.1 Unlicensed vehicles

The Scheme is only available to licensed vehicles. If the vehicle is unlicensed refer to the DoT website for information on how to licence a vehicle.

#### 4.2.2 Effective date of concession

A concession is effective from the date of application. The vehicle owner is eligible for a credit adjustment on any remaining period of vehicle licence. The credit will automatically be applied to the next vehicle licence renewal or the vehicle owner may choose to apply for a refund. Refer to the DoT website for information on refund applications.

#### 4.2.3 Vehicle owner responsibilities

- Record vehicle use prior to commencing each journey in a log book.
- Maintain financial membership with a DoT approved club and notify DoT within 14 days should financial membership cease including the date the membership expired.
- Ensure that any driver of the vehicle fully understands and complies with the conditions associated with the Scheme.
- Ensure the driver of the vehicle holds a valid appropriate drivers licence.

### 4.3 Vehicle Use

The Scheme provides a reduced rate of licence for low road-use vehicles. The following conditions apply to their use:

- Can be used for a maximum of 90 days per calendar year, being:
  - 60 days to participate in motoring club sanctioned events; and
  - 30 days for personal use per calendar year (includes testing, maintenance and repair) and
- must display one identifier label stating 'restricted use', either to the front or rear of the vehicle, which is to be affixed above or below the number plate without obscuring it, to identify that the vehicle has restricted road use.
- Cannot be used for:
  - fee, hire or reward or other commercial gain; and
  - carrying loads for fee, hire or other commercial gain.

#### 4.3.1 90-day calculation

- Participants are allowed 90 days of vehicle use per calendar year commencing on 1 January and expiring on 31 December.
- 90 days are allocated per calendar year regardless of when the concession is granted. For example, if you join the Scheme in October you will have 90 days of vehicle use until 31 December.
- If you do not use all the allocated days, they will not carry over to the following year.

#### 4.3.2 Restricted Use identifier

The 'Restricted Use' identifier may be either a metal plate or a sticker. Labels on vehicles require lettering to be a minimum 25mm high on a sticker 18cms long and 4cms tall. Labels on motorcycles require lettering a minimum of 15mm high on a sticker 13cms long by 2.75cms high.

The label must not interfere with the display of the number plate on the vehicle.

This label can be downloaded from the DoT website and provided to a printing service to be produced as a sticker.

Clubs are permitted to produce their own metal labels provided it complies with the colour and size dimension.



*Example image only*



## 4.5 Date of Manufacture

For all vehicles other than street rods, the Scheme is only available to vehicles manufactured before 1990.

Vehicles manufactured in 1990 or after will not be eligible for the scheme, excluding street rods which can be constructed as a replica of an original vehicle and modified as a street rod as per the National Guidelines for the Construction and Modification of Street Rods in Australia.

Where vehicle models have been manufactured and released over a period of years e.g. 1987 to 1993, only those vehicles manufactured prior to 1990 will be eligible.

In cases where a vehicle's manufacture date is unclear or if there is a dispute as to the correct categorisation of a vehicle and any of these uncertainties affect the vehicle's eligibility for the Scheme, the CEO of DoT will be responsible for providing the final determination on the vehicle.

## 4.6 Vehicle Modifications

All vehicle modifications must comply with the National Code of Practice for Light Vehicle Construction and Modification Vehicle Standards Bulletin (VSB 14) and relevant Australian Design Rules (ADRs). Prior to any modifications being made, which alter the vehicle from the manufacturer's specifications, an application must be made and approved by the CEO of DoT.

## 4.7 Repairs

Driving the vehicle to and from a mechanic or other place of repair is a personal use day. However, the owner may elect to transport their vehicle on a car trailer or flat bed truck to avoid having the record the trip as a personal use day. If the vehicle is kept at a place of repair for more than one day and needs to be road tested a mechanic, repairer or a person associated with the business that undertakes repairs or maintenance of motor vehicles can test drive the vehicle within a 5km radius of the place of repair without the journey contributing to personal use days.

## 4.8 Towing and Loads

Vehicles can tow and carry loads for personal use provided the driver complies with all other conditions. Towing a trailer must be appropriate to the class of vehicle and carrying loads must be within the load capacity for that type of vehicle.

Vehicles cannot tow or carry loads for hire, reward or commercial gain.

## 4.9 Motoring Sport Events

The *Motor Vehicle (Catastrophic Injuries) Act 2016* (The Act) excludes cover for drivers catastrophically injured in a motor vehicle crash that involves a motor vehicle taking part in a motor sports event.

In accordance with the Act a motor sports event is:

- (a) an event that tests the speed or reliability of motor vehicles or the skill or endurance of their drivers or navigators and that:
  - (i) takes place on a race track established or adapted for the purpose of events of that kind; or
  - (ii) is an event to which an order made under the Road Traffic Act 1974 section 81C applies; and
- (b) includes a practice session for an event described in paragraph (a).

Vehicle owners whose vehicle is licensed under the Scheme should be aware that using the vehicle to compete in motor sport events is at their own risk and that any occupants in the vehicle may not be covered in the event of a serious injury or a fatality.

## 4.10 Conditions

If the vehicle is used for purposes that breach the conditions under which the concession is granted, Section 7(4) of the *Road Traffic (Vehicles) Act 2012* deems the vehicle to be unlicensed. In these circumstances the Motor Vehicle Injury Insurance will generally not cover you against claims for personal or fatal injury caused to another person. Other (private) insurances on the vehicle may also be affected.

Vehicles participating in the Scheme can also have additional licensing conditions applied. All vehicle licence conditions must be complied with, in addition to the conditions of the scheme. Refer to the vehicle licence papers for more information.

#### 4.10.1 Penalties for Breaching Conditions

In accordance with the *Road Traffic (Vehicles) Regulations 2014* vehicle use must comply with the conditions applied to the vehicle licence by the CEO.

Penalties can be issued by WA Police Force to vehicle owners who breach the conditions applied to the vehicle licence by the CEO of DoT.

Drivers of vehicles deemed to be unlicensed may also be charged with an offence under section 49 of the *Road Traffic Act 1974* and receive an infringement or be disqualified from driving.

#### 4.10.2 Non Compliance

It is the vehicle licence holders responsibility to do all things reasonable to ensure that the vehicle is operated within the rules and spirit of the Concessions for Classics scheme. Non compliance may result in the removal of the concession from the vehicle.

In extreme situations of non-compliance additional vehicles issued with a concession under this scheme owned by that person may also be affected and/or refused.

### 5. Governance

Clubs are required to provide DoT with records and information for auditing to assess compliance with the Code of Conduct and relevant legislation.

#### 5.1 Annual audits

Annually, in the first week of September each club is required to provide to DoT the register of financial members including and the vehicles owned by club members or by the club.

#### 5.2 Ad hoc audits

On an ad hoc basis DoT's may request:

- The register of financial members including the vehicles owned by club members or by the club.
- Evidence of the individual's financial membership.
- The club event register.
- Members log books or records of vehicle use.
- Information relating to compliance with the responsibilities as an Incorporated body in accordance with Western Australia's *Associations Incorporation Act 2015* and the *Associations Incorporation Regulations 2016*.
- Other club management information to ensure operations are within the rules and spirit of the Concessions for Classics scheme.

#### 5.3 Incident reporting

The Alert Us phone and email contact has been established to provide an avenue for Driver and Vehicle Services (DVS) customers and members of the community who wish to report suspicious, unethical or corrupt behaviour relating to a driver, a vehicle or a person's identity.

If an approved car club, one of its members or a member of the general public believes they have information in relation to the use of a "restricted" vehicle, contrary to the conditions of Scheme, as stated in the Code of Conduct they are encouraged to submit, the details of the incident.

Before making a report please consider the below points:

- Whether you want to remain anonymous.
- Information relating to the incident which DVS will find useful.
- Whether you have supporting documents and/or photographs.
- What DVS will do with the information you report.

## 5.4 Reporting an individual

If your allegation relates to an individual, you need to supply as much information as possible. The list below provides the types of details to provide about the individual.

- Name (including any aliases or nicknames).
- Age or date of birth.
- Gender (Male or Female).
- Nationality.
- Telephone numbers (home, work and mobile).
- Home address.
- Work address or where they work.
- Email address.
- Social media accounts (Facebook and Twitter for example).
- The reason why you believe the person is acting suspiciously or unlawfully - includes details of any incidents.
- Supporting documents and/or photographs.

## 5.5 Reporting a DoT Approved Car club

If your allegation relates to a business, employer or organisation you need to supply as much information as possible. The list below provides the types of details to provide about the business, employer or organisation.

- Car club name.
- The name of the individual or committee members
- Street address and phone number.
- Email and website addresses.
- Social media user accounts (Facebook and Twitter for example).
- The reason why you think the car club is of concern.
- Supporting documents and/or photographs.

## 5.6 How to make a report

Post: DVS Alert Us, Department of Transport, GPO Box R1290, Perth WA 6844

Phone: 1300 040 456

Email: [alertus@transport.wa.gov.au](mailto:alertus@transport.wa.gov.au)

Phone queries can also be made through the Customer Contact Centre on 13 11 56 (Australia-wide).

