

Machinery Pack

The Machinery Pack should be used to register non-goods carrying machinery (such as a tractor, agricultural machine and mobile plant) that does not meet the normal standards for registration, without the need for a VicRoads inspection.

This Pack shouldn't be used to register motor vehicles and trailers that meet the normal Standards for Registration or vehicles that are manufactured on a truck based chassis (e.g. garbage compactors, sweepers, truck based cranes etc.).

Important information

The *Road Safety (Vehicles) Regulations 2009* allows vehicles that do not meet the standards for registration to be registered subject to conditions of use. However, VicRoads needs to ensure that these vehicles are safe to operate on the road network. This will be assessed as part of your application.

Conditions of use are imposed to:

- address the vehicle's deficiencies (lighting, braking etc.) based on the vehicle body type
- restrict the use of the vehicle on the road network (e.g. only permitted to travel on specific classes of roads or only at certain times)
- only permit registration of non-compliant vehicles to approved operator groups that VicRoads accepts have a valid occupational use for that type of vehicle
- permit registration to a contractor on behalf of an approved operator group (subject to a signed declaration).

If your vehicle meets all the requirements outlined in this pack, and the nominated operator group is one that VicRoads considers is appropriate for the vehicle body type, the vehicle is eligible for conditional registration.

Information on approved operator groups can be found on the VicRoads website at vicroads.vic.gov.au.

If your vehicle is a non-goods carrying machine that does not meet the standards for registration and it is not being used by an approved operator group, you will need to write to VicRoads for approval with details of the vehicle body type and its proposed use before completing this Pack.

Correspondence should be sent to:

VicRoads
R&L Practice Standards and Solutions
Locked Bag 7000
Kew Vic 3101

How do I know if a vehicle meets the Standards for Registration?

Normally a vehicle that meets the standards for registration is fitted with a compliance plate.

How to complete your Machinery Pack

Listed below is all the information that needs to be completed. It can be used as a checklist before you submit the Machinery Pack

Forms to be completed are available on the VicRoads website:

Vehicle registration form (Required)

- Yes
 No

Statement proof of previous registration form (Required)

- Yes
 No

Conditional registration nomination form (Required)

- Yes
 No

Colour photos of vehicle (Required)

- Yes
 No

Registration concession form (Only required if you are a primary producer)

- Yes
 No

Proof of vehicle tare mass (Required)

- Yes
 No

Approval for a Mass and dimension permit or Access permit for a heavy vehicle (Only required if vehicle is overdimensional or overmass - see information next page)

- Yes
 No

Book appointment for registration (Required)

- Yes
 No

Authority to act as an agent form (if vehicle is being registered in a company or another persons name)

- Yes
 No

Tips for completing your application

- Chassis numbers can be difficult to find as they may be placed in a difficult position. The correct number will be stamped somewhere on the vehicle's chassis or body, however the number may also be placed on the manufacturer's placard within the cabin area.
- The engine number can be found stamped on the engine block (not cast into the engine). Please write down the complete number stamped on the block.
- Be sure to provide either your driver licence number or refer to 'Evidence of identify' found on the VicRoads website at vicroads.vic.gov.au. If the vehicle is being registered in a company name, the company's ACN must be supplied along with a letter of authority to act on behalf of the company.
- You will also be required to accurately measure the vehicle's length, width and the distance between the centreline of the front and back axles (wheel base).
- A weighbridge ticket, or verification from the manufacturer of the vehicle of your vehicle's tare weight, will also be required.
- Individual colour printed photos clearly displaying the front, rear, side view and chassis number will be required. Photos must show the vehicle in "ready to register" form, i.e. with all required equipment fitted, including lights and signage.

Conditional registration nomination form

You are required to complete the *conditional registration nomination* form included in this pack.

This form is used to confirm that the proposed registered operator has an occupational use for that type of vehicle. For more information please contact VicRoads on 13 11 71.

Can I apply for a concession?

You can apply for a concession if you are a primary producer. A primary producer is a person or company:

- engaged solely or substantially in agricultural, horticultural, viticultural, dairying, pastoral or other like pursuits; or
- a commercial fisherman holding a licence to take fish for sale.

A primary producer can only obtain a registration concession if or when the vehicle is being used solely in the course of the primary producer's business.

Is your vehicle overmass or overdimensional?

If your vehicle exceeds one or more of the vehicle mass or dimension limits, the vehicle must only be operated under the terms and conditions set out in a Mass and dimension permit for a light vehicle issued by VicRoads or an Access permit issued to a heavy vehicle by the National Heavy Vehicle Regulator.

Any permit issued may require the vehicle to display certain additional warning devices when it is travelling on a road. The vehicle may also be subject to other conditions such as restricted travel times and the roads or areas of operation.

More information in relation to permits for light and heavy machinery can be found on the VicRoads website at vicroads.vic.gov.au.

Make an appointment to attend a VicRoads Customer Service Centre

Contact VicRoads on 13 11 71 to make an appointment. You must supply the vehicle's chassis and engine number at the time of booking the appointment. A fee will apply. For details on fees, please visit vicroads.vic.gov.au.

To have the vehicle registration processed and receive your number plates, take this Pack to your appointment along with:

- the completed *Vehicle registration* form,
- *Proof of previous registration* form,
- the *Conditional registration nomination* form,
- evidence of the vehicle's tare mass,
- evidence of the vehicles intended use,
- evidence of identity,
- colour vehicle photographs, and
- the appropriate fees.

When the vehicle is registered

When the vehicle has been conditionally registered you will be provided with a *Certificate of approved operations*.

The *Certificate of approved operations* must be carried in the vehicle or, in the case of motorcycles or trailers by the vehicle operator, at all times the vehicle is in use. Any signs, labels etc. required by VicRoads to indicate that the vehicle is conditionally registered must be displayed.

Please complete the **white** sections, print in ink using BLOCK letters, show us your evidence of identity, and sign below. The vehicle register records the identification details of each vehicle and the name and address of the registered operator of the vehicle. **The register is not a register of vehicle ownership (title).**

What type of registration are you applying for? (please cross where applicable)

- | | | | |
|-------------------------------------|------------------------------------|---------------------------------|---|
| <input type="radio"/> Light vehicle | <input type="radio"/> Recreational | <input type="radio"/> Bus | <input type="radio"/> Concessional |
| <input type="radio"/> Heavy vehicle | <input type="radio"/> Trailer | <input type="radio"/> Taxi | <input type="radio"/> Primary producer* |
| <input type="radio"/> Federal | <input type="radio"/> Farm bike | <input type="radio"/> Hire | <input type="radio"/> Pensioner/DVA card* |
| | <input type="radio"/> Motorcycle | <input type="radio"/> Tow truck | <input type="radio"/> Health Care Card* |

(office use) LAMS approved

*You must complete the Registration concessions form.

Dealers write reg'n no. then place VicRoads barcode here

Appointment no.

Date of issue	D	D	M	M	Y	Y	Y	Y	Date of expiry	D	D	M	M	Y	Y	Y	Y	Number of days to common expiry	<input type="text"/>
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Registered operator details (the minimum age is 17 years to register a light vehicle, 17 years 9 months for a motorcycle, and 18 years for a heavy vehicle)

Surname or company name										LMCT no.			
Given name(s) or ACN								Vic licence/client no.					
Gender	Date of birth			D	D	M	M	Y	Y	Y	Y	Health Care Card/ Pensioner concession no.	
Home (or company) address										Postcode			
Postal address (if different from above)										Postcode			
Garage address (VicRoads will only register vehicles garaged in Victoria)										Postcode			
Contact phone number (mobile preferred)						Email (optional)							

Vehicle details (for a trailer, non-standard vehicle or vehicle over 4.5 tonnes GVM, also complete the Trailer and heavy vehicle specifications section overleaf)

Year manufactured	Y	Y	Y	Y	Previous registration number	<input type="text"/>	State	<input type="text"/>	<i>Please cross one circle per category below</i>				
Make	Model			Vehicle condition <input type="radio"/> New <input type="radio"/> Second-hand		Transmission <input type="radio"/> Automatic <input type="radio"/> Manual							
Body type	Colour			Engine type <input type="radio"/> Piston (ie. has cylinders) <input type="radio"/> Rotary (ie. has rotors) <input type="radio"/> Electric <input type="radio"/> Other		Fuel type <input type="radio"/> Petrol <input type="radio"/> Diesel <input type="radio"/> Gas (eg. LPG, CNG, LNG) <input type="radio"/> Multiple (eg. Petrol/Gas, Petrol/Electric) <input type="radio"/> Electric							
Seating capacity	Outside wheels		Compliance plate date		M	M	Y	Y	Y	Y	Left hand drive <input type="radio"/> Yes <input type="radio"/> No		
VIN (or chassis number if no VIN)										No. of cylinders/rotors			
Engine number		Manufacturer GVM/GCM (kg)				Engine cap.				Hybrid <input type="radio"/> Yes <input type="radio"/> No			
Tare (kg)	Issue date			D	D	M	M	Y	Y	Y	Y	Tester licence no.	
RWC no.													

OFFICE USE ONLY NEVDIS check printed? Yes No **Vehicle inspection required?** Yes No **If Yes, completed?** Yes No

Stolen check performed		Vehicle inspector/Dealer delegate name				Vehicle inspector/Dealer delegate signature			
Date	Time								

Personal information VicRoads collects from you may be used by VicRoads, as permitted by the *Road Safety Act 1986* and the *Marine Safety Act 2010*. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the *Road Safety Act 1986*. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information. You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

Providing false and/or misleading information or documents is a serious offence under the Road Safety Act 1986 and/or Marine Safety Act 2010 and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect. By signing this form, I declare that the information in this form and related supporting documents is true, correct and complete, and I understand the privacy statement.

Signature of registered operator/agent	Date	D	D	M	M	Y	Y	Y	Y
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Authority to act as an agent

This section must be completed and signed if the vehicle is being registered by an agent.

(office use) **Agent's evidence of identity sighted**

Full name of agent																
Agent's licence/client no.																
Signature of agent					Date											
					D					D	M	M	Y	Y	Y	Y

All the information given is true and correct. I authorise the person whose signature and details appear above to act as my agent for the registration of this vehicle.

Signature of registered operator					Date											
					D					D	M	M	Y	Y	Y	Y

Payment

Rate code	<input type="text"/>
TAC code	<input type="text"/>
Concession code#	<input type="text"/>
Dutiable value* \$	<input type="text"/>
LMCT no.	<input type="text"/>

Registration fee \$	<input type="text"/>
TAC charge^ \$	<input type="text"/>
Number plate(s) \$	<input type="text"/>
Motor vehicle duty \$	<input type="text"/>
Admin. fee \$	<input type="text"/>
Other no. plate fees \$	<input type="text"/>
Total payable \$	<input type="text"/>
TAC charge^ includes GST of	<input type="text"/>

- 3 month registration
 6 month registration
 Part-year registration

Heavy vehicles only - those with GVM of more than 4.5 tonnes.

* Dutiable value is the greater of purchase price or market value.

^ The GST amount shown for the TAC charge is the only GST included in the total payable.

This document will be a Tax Invoice when payment is made.

OFFICE USE ONLY

Evidence of identity *(original documents only)*

Category A evidence Australian photo licence Australian birth certificate Passport Other *(specify document type)*

Origin <i>(state/country)</i>		Reference no.	Date of expiry	D	D	M	M	Y	Y	Y	Y								
<input type="radio"/> Category B evidence	Document type	Reference no.																	
<input type="radio"/> Evidence of residence⁺	Document type	<input type="radio"/> Victorian residence declaration completed⁺																	
Signature of VicRoads officer						Signature of manager (if required)													
Name of VicRoads officer						Name of manager (if required)													
User ID						Date						D	D	M	M	Y	Y	Y	Y

⁺ not required for a marine licence

Proof of ownership or management *(complete this section if applicant is not the previous registered operator)*

Yes No Has proof of ownership or management been sighted? *(confirmation by inspecting officer)*

Name of previous owner/ manager													
Home (or company) address													
									Postcode				
LMCT no.													

Modified/Non-standard vehicles/Written-off vehicles

- Yes No Has the vehicle been modified?
 Yes No Has a *VASS Approval Certificate* been supplied?
 Yes No Has a *VIV Certificate* been supplied?
 Yes No Is the vehicle to be conditionally registered?

VASS approval certificate number
VIV certificate number
Conditional reg'n code(s)

Trailer type *(applies to heavy trailers only)*

What type of heavy trailer registration are you applying for? *(please cross where applicable)*

- Semi trailer Lead or middle trailer Dog trailer Pig trailer Dolly trailer

Trailer and heavy vehicle specifications

Number of axles	Number of axles adjusted for charging	GVM estimate <i>(if manufacturer's GVM unavailable)</i> [#]									
Overall length (m)			Overall width (m)				Overall height (m)				
Forward projection (m) (SPV only) [^]						Rear overhang (m) [†]					

[#]Compliance plate on the vehicle must be checked. If there is no plate, attach evidence of the manufacturer's GVM/GCM (eg. manufacturer's letter or VASS Approval Certificate).

[^]Special Purpose Vehicles only - steering wheel to the front of any projection. [†]Centre line of rear axle or axle group to the end of the vehicle.

If a vehicle exceeds the regulated mass and/or dimension limits, its eligibility for registration must be assessed by VicRoads. Where applicable, an overdimension or overmass permit may be required.

- Yes No Do the tyres meet the manufacturer's GVM specification?
 Yes No Does the vehicle satisfy dimensional requirements for registration?

Nominated configuration *(applies to all heavy motor vehicles except special purpose vehicles and buses, please cross one circle only)*

- Rigid truck *(no trailer)* MCV – Rigid truck and trailer *(medium combination truck)*
 More than 6 axles in combination or a truck/trailer combination with 6 or less axles, operating over 42.5 tonnes GVM OR B double *(medium combination prime mover)*
 SCV – Rigid truck and trailer *(short combination truck)*
 Up to 6 axles in combination and operating at 42.5 tonnes GVM or less OR Prime mover and trailer *(short combination prime mover)* LCV – Rigid truck towing 2 trailers *(long combination truck)**
 More than 6 axles OR Road train *(long combination prime mover)**

* You should check with VicRoads before operating these combinations in Victoria as they may not be permitted.

Your personal details

Surname						Date of birth		D	D	M	M	Y	Y	Y	Y				
Given name(s)																			
Company name and ACN (if applicable)																			
Victorian driver licence/Client number																			
Home address																			
														Postcode					
Postal address (if different from above)																			
														Postcode					

Previous registration vehicle details

I am unable to supply proof of previous registration of the following vehicle:

Make						Model					
Body type						Year manufactured					
VIN (chassis or frame number if no VIN)											
Engine number											

Privacy statement

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By signing, I declare that the information in this form and related supporting documents is true, correct and complete, and I understand the privacy statement. I also declare that I am entitled to be recorded as the registered operator as I own or am legally entitled to manage this vehicle.

Signature of applicant						Signature of authorised officer (Office use only)									
Date		D	D	M	M	Y	Y	Y	Y	User ID					
						Date		D	D	M	M	Y	Y	Y	Y

This form is to be completed and provided to VicRoads when registering or transferring a vehicle that does not meet the Standards for Registration.

Regulation 30 of the *Road Safety (Vehicles) Regulations 2009* requires that any vehicle approved for registration that does not meet the Standards for Registration must be subject to conditions of use. Conditions of use are applied to address a vehicle's deficiencies and/or to restrict the vehicle's use on the road network. The registered operator is responsible for ensuring that the vehicle is used in accordance with conditions imposed at the time of registration.

VicRoads will only register or transfer a vehicle that does not meet the Standards for Registration where it is satisfied that a valid occupational use exists.

Once this form has been completed it will provide VicRoads with information in relation to the type of vehicle, the operator of the vehicle and the intended use of the vehicle.

This information will be used to determine if registration or transfer of registration should proceed and if so, the appropriate conditions of use that should be applied.

On payment of the applicable fees, a *Certificate of approved operations* specifying the conditions of use that the vehicle is required to be operated under will be issued.

Please complete the white sections of this form and sign below. Print clearly in ink using BLOCK letters.

Your personal details

Surname		Date of birth	
Given name(s)			
Company name and ACN <i>(if applicable)</i>			
Victorian driver licence/Client number			
Home address			
		Postcode	
Postal address <i>(if different from above)</i>			
		Postcode	
Phone <i>(mobile preferred)</i>			
Email <i>(optional)</i>			

Registration and vehicle details

Registration number <i>(if a transfer of registration)</i>	
Registration expiry date <i>(if the vehicle is registered)</i>	
Make	Model
Body type	Year manufactured
VIN <i>(chassis or frame number if no VIN)</i>	
Engine number	

In what type of industry will the vehicle be mainly used?

Please cross the appropriate circle:

- | | |
|---|--|
| <input type="radio"/> Primary producer | <input type="radio"/> Hospital or medical institutions |
| <input type="radio"/> Municipal council or government agency | <input type="radio"/> Golf club |
| <input type="radio"/> Utility agencies (i.e. gas, electricity, water) | <input type="radio"/> Caravan park |
| <input type="radio"/> Life saving club | <input type="radio"/> Businesses operating in Alpine area |
| <input type="radio"/> Cemetery or crematorium | <input type="radio"/> Contracted service providers to any of the above mentioned operator groups |
| <input type="radio"/> University or other educational institution | Specify group |

Conditional registration nomination

Equipment details

Vehicles that do not comply with the Standards for Registration must be fitted with a minimum level of equipment to ensure safe road use. The level of equipment required is based on the vehicle body type. To confirm that this vehicle meets VicRoads minimum equipment requirements, please check VicRoads website at vicroads.vic.gov.au

Privacy statement

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You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

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By signing, I declare that the information in this form and related supporting documents is true, correct and complete, and I understand the privacy statement. I also declare that I am entitled to be recorded as the registered operator as I own or am legally entitled to manage this vehicle.

Signature of applicant								Signature of authorised officer (<i>Office use only</i>)							
Date								User ID							
D D M M Y Y Y Y								Date							
D D M M Y Y Y Y								D D M M Y Y Y Y							

Please complete this form and sign in *Section 4*. Please print clearly in ink using BLOCK letters.

Vehicle registration number										
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What type of concession are you applying for? *(please cross one circle only)*

- Centrelink Health Care Card
- Centrelink Pensioner Concession Card
- Department of Veterans' Affairs Pensioner Concession Card (including war widow)
- Department of Veterans' Affairs Gold Card for incapacitated war veteran unless issued to a dependant or a child
- Primary Producer *(please complete sections 1, 3 and 4)*

If applying for a concession by mail, you must attach a photocopy of your entitlement card (primary producers exempt), complete and sign this form and forward it to the address given below.

Section 1 – Registered operator's details

Surname		Driver licence number												
First given name		Second given name												
Home address														
Postcode														
Postal address <i>(if different from above)</i>														
Postcode														
Contact phone number <i>(mobile preferred)</i>				Date of birth	D	D	M	M	Y	Y	Y	Y		

Section 2 – Entitlement details

CRN, Entitlement no. or File no.		Date of effect	D	D	M	M	Y	Y	Y	Y
Pension type	Vehicle make	Vehicle type								

Do you want your registration renewal issued six monthly? Yes No

I understand that:

- one vehicle per card may be registered at the concession rate at any one time. Either the card holder or his/her spouse or domestic partner must be the registered operator of the vehicle for which the concession is claimed; (If you are entitled to an appropriate disability pension under the *Veterans' Entitlements Act*, or the appropriate Pensioner Concession cards, you are eligible for a Registration and TAC concession for one motor vehicle.)
- the concession is granted for vehicles used only for social, domestic or pleasure purposes;
- I authorise the appropriate departments to confirm my pensioner status and/or that I am receiving fringe benefits.

Section 3 – Primary producer details *(please cross one circle only)*

Vehicle make	Vehicle type
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- The vehicle is engaged solely in the business of the owner as a primary producer.
- The vehicle is a motor vehicle certified by the CFA to be a motor vehicle specifically equipped for and exclusively used for combating outbreaks of fire.
- I am a commercial fisherman and the holder of a licence to take fish for sale.

Section 4 – Your signature *(to be signed in the presence of an Authorised Officer)*

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You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

I consent to this information supplied by me being used to verify evidence of identity and concession entitlements. My information supplied may be verified with Centrelink, Department of Veterans' Affairs, Registry of Births, Deaths and Marriages and the Department of Foreign Affairs and Trade.

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Signature of applicant	Date	D	D	M	M	Y	Y	Y	Y
	Office								