



# CLUB PERMIT CHECKLIST

Please use the below checklist to help make sure your club permit application process goes as smoothly as possible. Also please keep in mind that without each and every piece of information below, VicRoads will not allow us to process a new application.

**NO MATTER WHEN YOUR CLUB PERMIT EXPIRES WITH VICROADS, IT CEASES TO BE VALID IF YOUR CLUB MEMBERSHIP EXPIRES FIRST, SO PLEASE MAKE SURE YOU DO NOT LET YOUR CLUB MEMBERSHIP LAPSE.**

**NEW PERMIT APPLICATION FOR MEMBER NUMBER: \_\_\_\_\_ NAME: \_\_\_\_\_**

MY CLUB MEMBERSHIP IS CURRENT FOR A MINIMUM OF 3 MONTHS. **EXPIRY DATE:** \_\_\_\_\_

**I HAVE EMAILED TO LOGBOOK@MINI.ORG.AU THE FOLLOWING IMAGES:**

PHOTO 1 - FRONT / SIDE

PHOTO 2 - REAR / SIDE

PHOTO 3 - INTERIOR SHOWING DASH

PHOTO 4 - ENGINE BAY OVERALL

PHOTO 5 - BODY NUMBER (MUST BE LEGIBLE)

PHOTO 6 - ENGINE NUMBER (MUST BE LEGIBLE)

PHOTO 7 - CLUB MEMBERSHIP CARD OR MEMBERSHIP RENEWAL LETTER/EMAIL

**I HAVE COMPLETED THE FOLLOWING DOCUMENTS AND INCLUDED PRINTED COPIES:**

DOCUMENT 1 - IMAG OF CLUB MEMBERSHIP CARD OR MEMBERSHIP RENEWAL LETTER/EMAIL

DOCUMENT 2 - VICROADS CLUB PERMIT APPLICATION FORM, **COMPLETED AND SIGNED**

DOCUMENT 3 - VICTROADS VEHICLE ELIGIBILITY FORM, **COMPLETED AND SIGNED**

DOCUMENT 4 - COPY OF CURRENT AND VALID ROADWORTHY CERTIFICATE

DOCUMENT 5 - STAMPED SELF-ADDRESSED ENVELOPE (Required only if posting)

DOCUMENT 6 - THIS DOCUMENT, WITH ALL ITEMS CHECKED OFF WHEN COMPLETED.

**POSTAL ADDRESS:**

Do not post your application until all of the above is complete. You will need to contact a Club Permit representative to obtain the most appropriate postal address for your permit, OR to arrange an inperson signing. Please allow two weeks for return of posted documents, and remember that our volunteers will do the best job that they can, however delays do happen. We prefer in person signing for this reason.