PLEASE READ THIS GUIDE CAREFULLY BEFORE APPLYING FOR THE CVS

YOU

1. You must be a resident of NSW and hold a NSW drivers or riders licence.

2. The vehicle to be registered on CVS must be garaged in NSW.

3. You must be a financial member of a club which is affiliated with one of the ACMC member associations (see attached list below). The Club must also be financial with their ACMC Group.

   You must complete Section 2 of the 1835 form provided by the RMS (Link below). Section 3 is filled out by the ACMC. This form must be stamped (in the box provided on the form) by your primary club. By stamping this form your club is attesting to the fact that you are a financial member of your primary club and therefore the vehicle is eligible for registration under the RMS CVS rules.

   On receipt of the documents by the ACMC NSW Ltd, Section 3 of the 1835 form will be completed and signed by a representative of the ACMC NSW Ltd (as per the example on page 4 of this document) For the first registration, a copy (not the original) of the Blue Slip must accompany the 1835 form. For subsequent renewals a Pink Slip is required. The vehicle must be registered within 42 days from the date of issue of the Blue Slip, otherwise a new Blue Slip will need to be sought.


4. The form, together with a copy of the Blue Slip, must then be scanned and emailed to acmccvs@gmail.com OR posted to ACMC NSW Ltd at PO Box 419 Bexley NSW 2207, (for further verification and a stamp) with a payment of $25 processing fee. Do not post an original Blue Slip. You may pay the administration fee by cheque, money order or EFT. If you wish to take advantage of EFT to pay the administration fee please ensure you adequately identify who the payment comes from. Either a mobile phone number, or surname and club ID would be ideal. e.g. Jones TOCA. Please DO NOT put cash in the envelope. It is against the law. (See attached page for banking details).

5. The forms must be posted back to you (the RMS wants to see an original signature from the ACMC) and must then be taken to an RMS or Service NSW office for processing

NOTE: 1

It is understood that applicants will complete the life cycle of current registration prior to transferring to CVS.

NOTE: 2

If you are mailing your documents and require a quick turnaround, we would recommend that you post them via Express Post and include a self-addressed Express Post envelope with your documents.

Note: 3

When sending your documents to the ACMC NSW Ltd for endorsement please add a covering note with the name of which ACMC affiliated organisation your club is a member of, ACMC Inc member groups are listed on page 3, your club must be affiliated with one of them.
YOUR VEHICLE

1. Your vehicle MUST be 30 years old, or older. Replicas, if they are acceptable to your club, MUST also be 30 years old or older.

2. If the vehicle has been modified it must fit within the guidelines of VSI-6 (Link below) or have an engineering certificate from a RTA or RMS licensed Engineer.
   A blue slip MUST be obtained for certification of the vehicle for the initial application for CVS. This applies regardless of whether the vehicle is currently registered or not. On subsequent renewal of your CVS registration a pink slip is sufficient. The vehicle must be registered within 42 days from the date of issue of the Blue Slip, otherwise a new Blue Slip will need to be sought.

3. THE FORMS

   When the form has been returned to you:

   1. You must fill in the 4-page RMS Application for Conditional Registration, form 1246. (Link below).

   2. Plus a separate form 1021 Change of Records to apply for inclusion in the 60-day log book trial. Your club is automatically included due to its affiliation with one of the ACMC member associations. (Link below).

   3. Take the 1835 & 1021 forms plus the Application for Conditional Registration (form 1246), and blue slip to an RMS or Service NSW office for processing. You will also need to produce your licence for ID.

   4. The 1021 form will require your new registration number noted on it before the RMS can process it and give you your log book.

   5. The cost of registration appears below. New number plates are mandatory. Conditional registration cannot use ordinary number plates or personalised plates. The new plates should have 5 numbers followed by a ‘D’. They are green numbers and letters on white background.

      In the case of Motorcycle Registration the plate will be 4 digits followed by an ‘M’ or a ‘C’

      $22 Conditional Registration administration fee
      $29 CTP insurance premium
      $44 Number plate fee (one-off)
      $95 Total

      These figures may change from time to time.

   6. You should notify your comprehensive insurer of the new registration details or establish an insurance policy if you do not already have one for the vehicle.

   7. Read your club’s rules and by laws, to understand the club event process for trips which do not require an entry in the 60-day log book.

   8. A log book entry is required for all service trips such as to the service station or mechanic.
Banking Details for $25 Administration Fee

You can: **Pay by cheque or Money Order** made out to ACMC and post to PO Box 419 Bexley NSW 2207.  **OR**

**EFT** funds to:
Bendigo Bank, Bexley Branch
A/C Name: ACMC NSW Ltd
BSB: 633-108
Acct Number: 157374299

*Please ensure your EFT payment is adequately identified by using your Surname.*

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**ACMC INC. MEMBER ASSOCIATIONS**

![Australian National Street Machine Association Inc](image1)

![Australian Street Rod Federation](image2)

![Council of Motor Clubs Inc.](image3)

![Council of ACT Motor Clubs Inc.](image4)

![Drag Ens Hot Rod Club](image5)

![Motorcycle Council of NSW Inc.](image6)

![4WD NSW & ACT Inc.](image7)

![NSW Southern Motoring Ass’n Inc.](image8)
# Forms Required for CVS + Log Book (Modified Vehicles)

1. **1835** - Classic Vehicle Declaration (1 page)
2. **1246B** - Application for Conditional Registration (4 pages)
3. **E1021** - Change of Records (Application for Log Book) (2 pages)

## Classic Vehicle Declaration

- **Applicant details**
  - NSW Drivers License/Customer number
  - Surname
  - Given names
  - Address
  - Club membership details (nominate primary club first)

- **Vehicle details**
  - Plate number (if known)
  - VIN or chassis/frame or serial number
  - Engine number
  - Make
  - Model year
  - Model (in full - name, letters and/or numbers, variant)
  - Shape
  - Vehicle type: Car/Station Wagon □, Motorcycle □, Other □ (please specify below)

- **Section 1 & 2** of this form (1835) are to be filled in and taken or forwarded to the Primary Club Registrar, who will apply the Primary Club’s Stamp.

- The form and the Blue Slip are then to be emailed or posted to ACMC NSW Ltd., for endorsement.

- ACMC will fill out Section 3 and return Certified forms to the vehicle’s owner for presentation to the RMS, together with all other forms and Blue Slip, for registration. (See section on The Forms Pages 1 & 2 for more information.)
This form (1246) is to be filled out by the owner and taken to the RMS once the 1835 form has been endorsed by the Club Registrar and the ACMC NSW Ltd, and returned to you.

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
- 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 1706) is required for Rally Vehicles.
- A Classic Vehicle Declaration (Form 1835) is required for Classic Vehicles.
- A Vehicle Suitable for Safe Use Declaration (Form 1245) is required for items of plant and all other vehicles not mentioned above.

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 [ ]
   - 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 Identity.
   NSW Driver licence/Customer number
   Surname
   Given names
   Residential address
   State Postcode
   Mailing address
   State Postcode
   Please provide your email address if you would like to register for an online service account, go to service.nsw.gov.au/online-services 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
   Gender
   day / month / year
   Male [ ] 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 filled in. For a company, the Director or an authorised delegate must sign. 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
   ABN (if applicable)
   ACN, ABN or other (Evidence of incorporation required see page 4)

4. Was the vehicle last registered in NSW?
   no [ ] yes [ ]
   Last registration number (if known)

   (if possible present a previous Certificate of Registration with this form)

Catalogue No. 45070939  Form No. 1246 (12/2016)
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 (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 1300)
   ☐ Rally Vehicle (Rally Vehicle Declaration required. See form 1705)
   ☐ Classic Vehicle (Classic Vehicle Declaration required. See form 1835)
   ☐ Purpose built vehicle - golf buggy and vehicles of a similar type
   ☐ Lawn Mower - over 250 kg

   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
   ☐ Oversnow 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
   ☐ 'Quad bike' type 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

   RECL
   ☐ Recreational 2 or 3 wheel motor cycles with engine capacity less than 100ml used on Stockton Beach Recreation Vehicle Area

   PLNT
   ☐ Items of plant not operated on a farm

   TRLR
   ☐ Historic trailer
   (Historic Vehicle Declaration required. See form 1259)
   ☐ Oversnow trailer
   ☐ Trackless train carriages

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 licensing 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 20-44 Ennis Rd, Millsons Point NSW 2061 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
Applying to Conditionally register a vehicle

Vehicle Registration
When you attend the registry or service centre, 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 any registry or service centre or call us on 13 22 13 or by visiting the website at rms.nsw.gov.au.

Hearing or speech impaired? Call us on the National Relay Service: TTY users phone 13 66 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 originals and must include your signature and your residential address.

Corporations 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;
- Certificate of Registration on 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 (ARBN) for companies incorporated overseas.

Government authorities or organisations 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 authorised to check your identification on behalf of Roads and Maritime. Show proof of your identity to the dealer.

Vehicle identification
You must enter the vehicle's VIN, chassis/frame or serial number in the Vehicle Identification section on page 3. If the vehicle does not have an identification number, you will need to get it identified. Call us 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 Service 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 rms.nsw.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 by primary producers may receive a reduced Compulsory Third Party insurance premium. You will be asked to complete a 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 operator of the vehicle, you must be a member of an Roads and Maritime recognised Historic 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 1940 model vehicles or a replica. As the registered operator 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 7075).

Classic Vehicles
To be eligible for conditional registration, Classic Vehicles must have a Classic Vehicle Declaration (Form 1835).

Representative's Authority
Complete this to authorise 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 centre in person and provide Proof of Identity.

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

Signature

Date

Representative's details

NSW Driver's licence/Customer number

Surname

Given names

Address

State

Postcode

Date of birth

Gender

Male

Female

Representative's signature

Date

Information shown is current at time of printing but may change without notice
In order to obtain your Log Book this form is to be completed AFTER registration has been achieved with this notation added to the form.

**EXAMPLE ONLY**
5 Representative's Authority (changes to organisation and vehicle details only)
This section must be completed if you send someone else to conduct business on your behalf. I declare that the person below is my authorised representative.

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<thead>
<tr>
<th>Signature</th>
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<tr>
<td>Date</td>
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<td>day / month / year</td>
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Representative's details
NSW driver licence / customer number

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>Postcode</td>
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</table>

Date of birth
| day / month / year | Gender | Male | Female |

Representative's signature

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Authorised Examiner's use

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<tr>
<th>Registration plate number</th>
<th>Inspection report number</th>
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VIN or chassis/frame number - ensure all characters are recorded

<table>
<thead>
<tr>
<th>Engine number</th>
<th>Engine make</th>
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<table>
<thead>
<tr>
<th>Engine capacity</th>
<th>Motive power</th>
<th>No cylinders or rotors</th>
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<tr>
<th>Gross vehicle mass</th>
<th>Gross combination mass</th>
<th>Overall axle space</th>
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<tr>
<th>Tare weight</th>
<th>Axle code</th>
<th>Wheelbase</th>
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<td></td>
<td></td>
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Vehicle fittings

<table>
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<tr>
<th>Other (specify changes)</th>
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Conditions / endorsements

<table>
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<th>Station name, address and number</th>
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I certify I have examined the vehicle and the changed details comply in all respects with the Rules for Authorised Inspection Stations.

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<tr>
<th>Name</th>
<th>Authorised examiner</th>
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Examiner's number

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<th>Examiner's signature</th>
<th>Date</th>
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