

# ROVER OWNERS CLUB Inc

## CHECKLIST FOR MEMBERS REGISTERING MODIFIED VEHICLES ON CVS CONDITIONAL REGISTRATION

The following information is designed to assist ROC members register their vehicle under the NSW Classic Vehicle Scheme (CVS) for modified vehicles. You need to

1. Identify what modifications have been done to your car, and what certification your car needs for registration, then get the appropriate certification. Refer to the RMS document VSI No.6. This document lists typical modifications and identifies when an engineer's certificate is required.
2. Obtain a blue slip identification and roadworthiness inspection report for the vehicle. A manual form will be required for unregistered or interstate vehicles, an electronic blue slip will be possible for a vehicle which is changing from full NSW registration to CVS registration. Note: Renewing vehicles will only require a pink slip inspection (manual form).
3. Complete the RMS Application for Conditional Registration (Form 1246), ensure that the AIS (blue slip) provider completes and signs the "vehicle identified by" section on page 3.
4. Complete the RMS Classic Vehicle Declaration (CVD - Form 1835). Include any recognised secondary car clubs where you are a financial member. Provide two copies of the CVD to the club plates registrar (CPR), either at a meeting, by post or by email. One copy will be stamped to confirm your primary club, and returned to you in person, by post or email. The second copy will be retained by the CPR for club records. The most convenient and fastest method is to email your CVD form to the club plates registrar, for email return.
5. Complete and sign the ROC Member Declaration and Vehicle Eligibility form and send it (at a meeting, by post or email) with the CVD to the club plates registrar to file with the club records. See address options below.
6. Complete the RMS Change of Records document (Form 1021) if you want to take up the RMS 60 day log book trial. Put "Take up 60 day log book option" at "What registration details are to be changed" section on the form.
7. Please ensure you are a financial member of the ROC, and remain a financial member of the ROC, and any secondary clubs. This is a mandatory prerequisite for using the CVS.
8. Once you have the CVD form stamped by the ROC CPR, confirming your primary club, then
  - a. post the stamped CVD and a copy of the blue slip (not the original) to the ACMC,
  - b. post or EFT your \$30 fee (\$25 admin fee + \$5 return post fee) to the ACMC – use your "Surname - Rover" as the EFT reference, otherwise your payment may not be able to be matched up with your CVD form. Including "Rover" confirms the ROC as your primary club. If you email your payment remittance advice to the ACMC it may speed things up.

- c. the ACMC will then **“post”** your ACMC endorsed (signed & stamped) CVD form back to you. NB: RMS require an original signature on the ACMC endorsed copy.

Postal address for documents and \$30 administration / return post fee.  
Cheques to be made out to,  
ACMC NSW Ltd  
PO Box 419 Bexley NSW 2207

If you require a quick turnaround, use an Express Post envelope to send your documents, the ACMC will return your documents via Express Post for security.

EFT banking details,  
ACMC NSW Ltd  
Bank: Bendigo Bank Bexley  
BSB: 633-108  
Acct: 157374299

ACMC email address  
E: [acmccvs@gmail.com](mailto:acmccvs@gmail.com)

9. Once you have your ACMC endorsed CVD form back, you can go to the RMS with your completed and signed documents, including
  - a. Application for Conditional Registration (Form 1246)
  - b. Classic Vehicle Declaration (CVD - Form 1835)
  - c. Change of Records (Form 1021) – not all RMS offices require this.
  - d. Blue slip and all certifications
  - e. If you are cancelling or ending a full registration, there is an RMS form required for handing in the old number plates - remember to take the old plates with you.
10. The RMS will issue you with a registration form, new D plates, a certificate of approved operations, CTP tax invoice (receipt) and an RMS 60 day log sheet.
11. Once you have your new CVS D plates, please notify the ROC club plates registrar and the ACMC, the D-plate number that has been issued to you by the RMS. This completes the process.

Please note that the CVS is a privilege extended to the classic car movement, and that the operation of the system will be under regular review by the RMS and the ACMC. ROC members taking part in the scheme are reminded to comply with the spirit of the scheme at all times, to ensure that it remains available to all members into the future.

Postal Address and contact details for the Club Plates Registrar.  
Steven Williams  
ROC - Club Plates Registrar  
18 Daley Street Pendle Hill NSW 2145  
P: 02 9896 5650 M: 0450 706 519  
E: [clubplatesnsw@roverownersclub.com.au](mailto:clubplatesnsw@roverownersclub.com.au)

If Steven is not available, or to have your paperwork stamped at a meeting, please contact,

Richard Dalziel

ROC - Treasurer & Public Officer

P: 02 9489 3553 M: 0412 709 228

E: [treasurer@roverownersclub.com.au](mailto:treasurer@roverownersclub.com.au)

Please note, this Checklist has been prepared by the ROC to assist members.

Information is also available from the Council of Motor Clubs website,  
[www.councilofmotorclubs.org.au](http://www.councilofmotorclubs.org.au)

Please go to HVS Documents, then CVS Documents, and click on the following documents.

- Guideline for Application (prepared by the ACMC for initial applications),
- CVS Renewal Procedures (prepared by the ACMC for CVS renewals).

(Update Sep 2019)