

Undue hardship

This form is to be used by a learner driver who is **unable to record the 120 hours of supervised driving hours due to undue hardship** and wishes to apply for an exemption.

Visit transport.vic.gov.au and search for more information about the process and requirements to apply for this exemption.

To be issued with a Victorian driver licence, the applicant must be 18 years or over.

A hardship exemption will only be granted if undue hardship can be proven and we are satisfied that road safety is not compromised. Any exemption granted may result in conditions imposed on the person's driver licence for a specified period which:

- (a) limit the carriage of passengers
- (b) limit routes of travel
- (c) restrict driving to specified times of the day
- (d) restrict driving to specified days of the week.

Note: You are unlikely to obtain an exemption from the 120 hours of supervised driving unless you have a clean driving record.

Confirmation that an exemption has been granted by us must be obtained prior to making an appointment to take a Victorian licence drive test.

Who is eligible to apply for an exemption?

To be eligible to apply for an exemption, you must have held a current and valid learner permit issued on or after 1 July 2007 and be under the age of 21 at the time of application for a probationary licence.

When should an exemption be applied for?

An application for an exemption can be made if you can demonstrate to us, by providing supporting documentation, that you or your immediate family will suffer **undue hardship** as a result of holding a permit for the minimum time a permit must be held due to the nature of your occupation, education or family circumstances.

What documentation must be provided?

To support the application, you need to provide:

- **Employment:** a letter from the employer verifying the employment and identifying the hardship
- **Education:** a letter from an educational institution or course coordinator verifying student status, dates and times of attendance and identifying the hardship
- **Family circumstances:** a letter from a relevant authority (e.g. medical practitioner, parish priest etc.) describing the impact on the family.

You also need to provide any documented evidence of existing driving experience. This must be in the form of scanned copies from the Transport Victoria Learner Log Book (interstate or overseas log book is accepted) or a statutory declaration from you and accompanying supervising drivers stating the amount of supervised driving experience you have obtained (if an interstate or overseas learner driver and your jurisdiction does not have the equivalent of a learner log book). If scanned copies from the Learner Log Book are being provided, these must be certified by a relevant authority.

Submit your application

You need to download this form and fill in the correct sections.

The form will need to be uploaded to vicroads.vic.gov.au along with the documentation to support your exemption application.

Once the application is submitted, you will receive a confirmation email from Transport Victoria.

Outcome of your application

You will be contacted within 15 business days of submitting your application.

If you have not been contacted you can call 13 11 71 with your learner permit number and the exemption application number for more information.

If your driver licence is cancelled or suspended, any exemption may be withdrawn. This will have an impact on your licence when it is reissued or the suspension ends. If we decide to withdraw the exemption, you will be notified in writing and given an opportunity to show why you should be permitted to retain the exemption. If you don't respond to the notice within the required time, the exemption will be withdrawn without further notice.

Please note it is your responsibility to make copies of your Learner Log Book as you go. You may not receive an exemption based on a lost, stolen or destroyed log book.

The Department of Transport and Planning ABN 69 981 208 782 ('Department') and R&L Services Victoria Pty Ltd ABN 28 657 005 493 (as Trustee for the Victorian R&L Services Trust ABN 96 342 123 072), known as 'VicRoads' and acting on behalf of the Secretary to the Department, ('we, us') collect personal information for registration and licensing purposes. This personal information will be handled by us as permitted or required by the applicable laws. Particularly by the *Road Safety Act 1986*. This includes the photograph and other information on your driver licence, learner permit or marine licence used for the purposes of biometric matching through the National Driver Licence Facial Recognition Solution for law enforcement, national security and other purposes.

It may also include any health information relating to your licence or registration, or sensitive information concerning any relevant criminal history. Your information may be disclosed to third parties including our contractors and agents, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), toll road operators, road safety researchers, courts and other organisations or people authorised to use the information.

Your failure to provide the information may result in this form not being processed, or your records not being properly maintained. For further information about our use of your personal information and your right of access to it, go to: dtp.vic.gov.au/privacy.

1. Learner permit details

Victorian learner permit number

2. Applicant's details

Surname *(please print)*

Given name(s) *(please print)*

Date of birth

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Residential address *(please print)*

Postal address *(if same as residential, write 'as above')*

Mobile phone number *(or other if not applicable)*

Email

3. If you have held an overseas licence or interstate learner permit or licence, please complete the following.

Note: If you have an overseas licence and it is not in English, you will be required to get an English translation from a NAATI approved translator and submit online with the other documents.

Learner permit Licence

Learner permit/licence type *(e.g. car, motorcycle, heavy vehicle)*

Country, State or Territory the learner permit/licence was issued

Learner permit/licence number

Issue date of the learner permit/licence

Have you been convicted of any driving offences? Yes No

If yes, provide offence details, including any periods of suspensions, cancellations or disqualifications.

Has there been any other period for which you were not permitted to drive? Yes No

Has your overseas licence or interstate learner permit/licence been suspended for medical reasons? Yes No

If yes, provide details of your medical condition and suspension periods.

4. Employment travel details

Complete this section if you need to drive to and from work.

Are you self-employed? Yes No

Employer's name *(business name if self-employed)*

ABN *(Australian Business Number)*

Employer's address *(business address if self-employed)*

Occupation

Please give an example of a typical working week.

Days of the week	Start am/pm	Finish am/pm

Note: A letter from your employer (or yourself if self-employed) on a business letterhead confirming these times and location must be submitted.

How many kilometres do you travel both ways to get to your place of employment? km

Could you use public transport or other means of travel as part of your employment? Yes No

What public transport or other means of travel is available to you for travelling to and from your place of employment?

5. Occupational travel details

Please complete this section if you drive as part of your employment (e.g. delivery driver, trades person).

If you are required to drive as part of your employment, explain the circumstances which need you to drive the car. Include the addresses, times and days you are required to travel.

Please give an example of a typical working week.

Days of the week	Start am/pm	Finish am/pm

Note: A letter from your employer (or yourself if self-employed) on a business letterhead confirming these times and location must be submitted.

How many kilometres do you travel both ways to get to your place of employment? km

Could you use public transport or other means of travel as part of your employment? Yes No

What public transport or other means of travel is available to you for travelling to and from your place of employment?

6. Family travel details

Please complete this section if you need to drive to and from certain locations due to family circumstances.

Please explain the family circumstance which involves you having to drive the car.

Does the circumstance require you to transport other family members? Yes No

If yes, how many other family members are you required to transport?

What is their relationship(s) to you?

Please provide your family member(s) full name(s)?

What is the address to which you need to travel?

How often are you required to travel to this location? *(Daily, weekly etc.)*

7. Affect on employment, essential activity or family circumstances and undue hardship that might be caused

Outline below:

- how the 120 hours of supervised driving would affect employment, essential activities or family circumstances
- what will happen if the exemption is not granted to you?

(Submit a separate sheet if required)

8. Educational travel details

Please complete this section if you need to drive to and from certain locations due to educational circumstances.

Educational institution and campus

Please give an example of a typical attendance week.

Days of the week	Start am/pm	Finish am/pm

9. Driving experience obtained

(Must be completed to specify the amount of driving experience you have obtained.)

How many supervised driving hours have you been able to obtain?

Please state the dates between which these supervised driving hours were obtained.

How many of these supervised driving hours were obtained at night *(in hours)*?

What supporting documentation do you have to support this supervised driving experience? *(Please select)*

Learner Log Book *(scanned copies only)*

Signed statutory declaration from **both** learner and supervising driver

Note: All Victorian drivers must provide scanned copies of their Learner Log Book. Any interstate or overseas driver who has partially completed an equivalent log book needs to provide scanned copies. The statutory declarations can only be provided by interstate or overseas applicants who are not required to complete a log book. At a minimum, the statutory declarations should state the number of hours of supervised driving experience obtained by the learner driver and the driving conditions in which these were obtained.

Please ensure that supporting documentation is uploaded along with this application form to support your driving experience. Please only upload certified scanned copies of Learner Log Book pages with this exemption form.

Certification of Learner Log Book documentation

All copied pages of the **original** Learner Log Book need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical. The person must also make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (e.g. Justice of the Peace, Australia Post employee etc.) and date. Visit justice.vic.gov.au to find a list of all authorised people.

10. Declaration

Providing false or misleading information or documents is an offence under the *Road Safety Act 1986* and *Marine Safety Act 2010*, as applicable, and can result in you being fined or imprisoned. Further, 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.

I authorise the department to make any enquiries considered necessary for the purpose of this application, including by contacting the writers of any letters submitted. I authorise the department to contact me using any contact details I submit in connection with this application.

Applicant's signature

Date

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