

Machinery registration 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; or
- vehicles that are manufactured on a truck-based chassis (e.g. garbage compactors, sweepers, truck based cranes etc.);
- without the need for a VicRoads inspection.

Important information

Vehicles that do not meet the standards for registration may be eligible for conditional registration. However, these vehicles need to be assessed to ensure they 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 may be eligible for conditional registration.

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

If the vehicle is not being used by an approved operator group, or the operator wants to use the vehicle outside the standard conditions, a written application is required. This must include:

- the applicant's name and licence/client number
- the vehicle's make, model, year of manufacture and serial/chassis number
- colour photos of the vehicle
- annotated maps showing where the vehicle will be used
- the intended use of the vehicle, and
- any other special consideration that VicRoads should be aware of.

Applications may be emailed to: RLOperationalPolicy@vicroads.com.au or posted to: VicRoads Operational Policy PO Box 632 Collins St West, VIC 8007.

If the vehicle is a heavy vehicle that is not an Agricultural or a Special Purpose Vehicle (non-load carrying) a HVSEP from the National Heavy Vehicle Regulator (NHVR) must be obtained prior to requesting a special application.

How to complete your Machinery Pack

Listed below is the information you must provide before you submit the Machinery Pack. Forms are available on VicRoads website.

- Vehicle registration form (Required)
- Conditional registration nomination form (Required)
- Colour photos of vehicle (Required. See *Tips for completing your application overleaf*)
- Registration concession form (Only required if you are a primary producer)
- Proof of vehicle tare mass (Required)
- Heavy Vehicle Standards Exemption permit (Required for a load-carrying heavy vehicle that does not comply with the Standards of Registration. Obtained from the National Heavy Vehicle Regulator at nhvr.gov.au)
- Book appointment for registration (Required)
- Authority to act as an agent form (if vehicle is being registered in a company or another person's name)

Note: If the vehicle is oversize or overmass, refer information next page

Tips for completing your application

- Individual colour printed photos clearly displaying:
 - the front, rear and side positions of the vehicle, and
 - the chassis number or Vehicle Identification Number (VIN)*

**Note: if the vehicle is on the Register of Approved Vehicles the vehicle must have a VIN.*

- Chassis numbers/vehicle identification numbers (VIN) 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.
- Special purpose vehicles recorded on the Register of Approved Vehicles will have a VIN that needs to be stamped on the vehicle.
- 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/customer number or refer to 'Evidence of identity' 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.

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 by completing the *Primary Producer concession application* form included in this pack 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 Class O 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 number/VIN and where required, 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,
- the *Conditional registration nomination* form,
- *Primary Producer concession application* form, if applicable,
- evidence of the vehicle's tare mass,
- evidence of the vehicles intended use,
- evidence of identity,
- colour vehicle photos,

If applicable:

- Class O permit (light vehicle)
- access permit (heavy vehicle)
- heavy vehicle exemption permit
- 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.

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

In accordance with the Road Safety (Vehicles) Regulations 2021, 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		D	D	M	M	Y	Y	Y	Y
First given name		Second given name				Third initial (if any)					
Company name and ACN/ARBN (if applicable)											
Licence/Customer number											
Residential (or company) address											
								Postcode			
Postal address (if different from above)											
								Postcode			
Mobile phone no. (or other if not applicable)											
Email											

Registration and vehicle details

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

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

Please tick the appropriate circle:

☐ 1. Government/local council/emergency services

☐ 2. Primary producer

☐ 3. Construction/maintenance/service

☐ 4. Manufacturing/production

☐ 5. Tourism/accommodation (caravan park, business operating in Alpine area)

☐ 6. Utilities (electricity/gas/water/waste)

☐ 7. Health care (hospital/aged care/rehabilitation)

☐ 8. Education or training faculty

☐ 9. Entertainment/recreational (e.g. life saving club, golf club)

☐ 10. Contracted service providers to any of the above mentioned operator groups (specify group)

☐ 11. Other (specify) (VicRoads Approval required)

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

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.

We may disclose the personal information we collect from you to various organisations and persons as permitted or required by applicable laws, particularly by the *Road Safety Act 1986*. This includes disclosing the information 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 personal information.

You are required to provide this personal 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.

Providing false or misleading information or documents is a serious 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.

Signature of applicant										Signature of Delegate of Secretary									
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									

Primary producer discount application



This form is to be used to apply for registration and motor vehicle duty discount for a vehicle to be registered in the name of a primary producer and used solely in the business of the primary producer.

Refer to page 2 for additional information and instructions. All fields are mandatory and should be filled in using BLOCK letters.

Applicant details

Surname or company name

Given name(s) or ACN/ARBN

Victorian licence/customer number

Residential or company address

Postcode

Postal address (if different to residential or company address)

Postcode

Garage address (if different to residential or company address)

Postcode

Mobile phone no. (or other if not applicable)

Email

Vehicle details

To obtain a primary producer discount the vehicle must be an eligible vehicle (refer to page 2) and used solely in the business of the applicant as a primary producer.

Registration number

Make

Model

Year

Body type

Is the vehicle a specifically equipped motor vehicle certified by the Country Fire Authority for fighting fires?

No ☐ Yes ☐

Primary production details

What are the key farming activities of this business? (tick all that apply)

Dairy ☐

Eggs ☐

Nursery ☐

Sheep ☐

Pigs ☐

Flowers ☐

Beef ☐

Horticulture ☐

Mixed farming ☐

Chicken meat ☐

Broadacre cropping ☐

Fishing ☐ Fishing licence number

Other ☐ Please describe

Declaration

WARNING: Providing false or misleading information or documents is a serious 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.

Declaration

By signing this form, the applicant or agent declares that:

- The applicant acknowledges that the vehicle will be used **solely** for the purpose of the primary production business activity detailed above.
- If a change is made to a vehicle, or to its use the applicant will ensure the vehicle is not used until they notify VicRoads of the change and pay any additional pro rata fee.
- The applicant must inform VicRoads if they cease to be a Primary producer.
- The applicant understands VicRoads has the right to require that you provide evidence that you are eligible for the discount and that failure to provide the required evidence may result in additional fees being paid by you; or the registration being suspended or cancelled.
- The information in this form and related supporting documents is true, correct and complete, and the applicant understands the privacy statement.

Signature

Date (dd/mm/yyyy)

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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. We may disclose the personal information we collect from you to various organisations and persons as permitted or required by applicable laws, particularly by the *Road Safety Act 1986*. This includes disclosing the information 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 personal information.

You are required to provide this personal 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.

When does a primary producer registration discount apply?

Schedule 2 of the Road Safety (Vehicles) Regulations 2021 provides a discount on the base registration fee for an eligible vehicle used or to be solely used in the business of the registered operator as a primary producer at:

- registration when a vehicle is to be registered in the name of a primary producer; or
- renewal when a vehicle is already registered in the name of a primary producer.

What is a primary producer?

A primary producer means a person or company:

- engaged solely or substantially in agricultural, horticultural, viticultural, dairying, pastoral or other like activities, or
- who is the holder of a licence under the *Fisheries Act 1995* to take fish for sale.

What is primary production?

Primary production includes:

- Cultivating crops for the purposes of selling the produce, including in a processed or converted state.
- Maintaining animals or poultry for the purposes of selling them, their offspring or bodily produce.
- Commercial fishing, including preparing for such fishing or storing or preserving fish or fishing gear.
- Cultivating or propagating plants, seedlings, mushrooms or orchids for sale. Maintaining animals or growing crops for personal benefit only is not primary production. There must be a sale of the products resulting from the primary production activity.

When does a primary producer motor vehicle duty concession apply?

Passenger vehicles used in the primary production business of the registered operator may qualify for a duty discount, if the market value of the vehicle is above the Luxury Car Tax (LCT) threshold. For the current LCT threshold, refer to ato.gov.au/Rates/Luxury-car-tax-rate-and-thresholds/

Why do I need to provide evidence of my Primary producer status?

VicRoads requests evidence of primary producer eligibility to ensure that discounted registration is available only to vehicles operated by genuine primary producers for vehicles used solely in primary production.

Vehicles eligible for the primary producer registration discount

Fee payable

(1) A vehicle registered or to be registered in the name of a primary producer used or to be used solely in the business of the registered operator as a primary producer, being:	
(a) a prime mover that is:	
(i) a light motor vehicle	50% base fee
(ii) a 2 axle prime mover nominated as a short combination prime mover	50% base fee
(iii) a heavy vehicle with 4 axles that is registered as a single unit with an MRC exceeding 20 tonnes	20% base fee
(iv) a 2 axle prime mover nominated as a medium combination prime mover or a long combination prime mover	20% base fee
(v) a prime mover with 3 or more axles	20% base fee
(b) a vehicle that is constructed for carrying a load, being:	
(i) a light motor vehicle	50% base fee
(ii) a light trailer	nil
(iii) a heavy vehicle that is a 2 axle or 3 axle rigid truck registered as a single unit or as a 2 axle truck nominated as a short combination truck	50% base fee
(iv) a heavy vehicle that is a 4 axle rigid truck registered as a single unit with an MRC not exceeding 20 tonnes	44.44% base fee
(v) a heavy vehicle with 4 axles registered as a single unit with an MRC exceeding 20 tonnes	20% base fee
(vi) a rigid truck with 3 or more axles nominated as any combination	20% base fee
(vii) a 2 axle rigid truck nominated as a medium combination or a long combination truck	20% base fee
(viii) a heavy trailer	20% base fee
(2) A vehicle registered or to be registered in the name of a primary producer used or to be used solely in the business of the applicant for registration or the registered operator as a primary producer, being:	
(a) a motor vehicle:	
(i) so constructed that its engine is used to drive or operate an agricultural implement forming an integral part of the vehicle, and	
(ii) the primary purpose of which is not to carry a load, or	
(b) a tractor with an MRC of 4 × 5 tonnes or less, or	
(c) a special work vehicle.	
This also applies if the vehicle is to be used for travelling within a radius of 25 kilometres from the registered operator's residence or residential address for the purpose of working the land of another primary producer.	nil
(3) A special purpose vehicle (type O) as defined in Schedule 4 that is:	
(a) conditionally registered or to be registered in the name of a primary producer to operate on a highway at any distance from the registered operator's residence or residential address, and	
(b) used or to be used solely in the business of the registered operator as a primary producer.	20% base fee
(4) A motor vehicle registered or to be registered in the name of a primary producer that is certified by the Country Fire Authority to be a motor vehicle specifically equipped for and exclusively used for combating outbreaks of fire.	nil