Connecting our communities

Machinery 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, without the need for a VicRoads inspection.

This Pack shouldn’t be used to register motor vehicles and trailers that 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.).

Important information

The Road Safety (Vehicles) Regulations 2009 allows vehicles that do not meet the standards for registration to be registered subject to conditions of use. However, VicRoads needs to ensure that these vehicles 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).

Correspondence should be sent to:

VicRoads
R&L Practice Standards and Solutions
Locked Bag 7000
Kew Vic 3101

How do I know if a vehicle meets the Standards for Registration?

Normally a vehicle that meets the standards for registration is fitted with a compliance plate.

How to complete your Machinery Pack

Listed below is all the information that needs to be completed. It can be used as a checklist before you submit the Machinery Pack.

Forms to be completed are available on the VicRoads website:

- Vehicle registration form (Required)

Conditional registration nomination form (Required)

- Yes
- No

Colour photos of vehicle (Required)

- Yes
- No

Registration concession form (Only required if you are a primary producer)

- Yes
- No

Proof of vehicle tare mass (Required)

- Yes
- No

Approval for a Mass and dimension permit or Access permit for a heavy vehicle (Only required if vehicle is overdimensional or overmass - see information next page)

- Yes
- No

Book appointment for registration (Required)

- Yes
- No

Authority to act as an agent form (if vehicle is being registered in a company or another persons name)

- Yes
- No

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

If your vehicle is a non-goods carrying machine that does not meet the standards for registration and it is not being used by an approved operator group, you will need to write to VicRoads for approval with details of the vehicle body type and its proposed use before completing this Pack.

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How to complete your Machinery Pack

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Forms to be completed are available on the VicRoads website:

- Vehicle registration form (Required)

Conditional registration nomination form (Required)

- Yes
- No

Colour photos of vehicle (Required)

- Yes
- No

Registration concession form (Only required if you are a primary producer)

- Yes
- No

Proof of vehicle tare mass (Required)

- Yes
- No

Approval for a Mass and dimension permit or Access permit for a heavy vehicle (Only required if vehicle is overdimensional or overmass - see information next page)

- Yes
- No

Book appointment for registration (Required)

- Yes
- No

Authority to act as an agent form (if vehicle is being registered in a company or another persons name)

- Yes
- No

vicroads.vic.gov.au
Tips for completing your application

- Chassis numbers 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.

- 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 number or refer to ‘Evidence of identify’ 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.

- Individual colour printed photos clearly displaying the front, rear, side view and chassis number will be required. Photos must show the vehicle in “ready to register” form, i.e. with all required equipment fitted, including lights and signage.

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 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 Mass and dimension 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 and 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,
- evidence of the vehicle’s tare mass,
- evidence of the vehicles intended use,
- evidence of identity,
- colour vehicle photographs, and
- 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.
Please complete the white sections, print in ink using BLOCK letters, show us your evidence of identity, and sign below. The vehicle register records the identification details of each vehicle and the name and address of the registered operator of the vehicle. The register is not a register of vehicle ownership (title).

### What type of registration are you applying for? (please cross where applicable)

- [ ] Light vehicle
- [ ] Heavy vehicle
- [ ] Motorcycle
- [ ] Recreational
- [ ] Trailer
- [ ] Farm bike
- [ ] Bus
- [ ] Taxi
- [ ] Hire
- [ ] Tow truck
- [ ] Concessional Primary producer
- [ ] Pensioner/DVA card
- [ ] Health Care card
  
  *You must complete the Registration concessions form.*

### Privacy statement

Personal information VicRoads collects from you may be used by VicRoads, as permitted by the Road Safety Act 1986 and the Marine Safety Act 2010. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the Road Safety Act 1986. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information.

You are required to provide this personal information. Failure to provide the information may result in the form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure Protecting your privacy or contact VicRoads on 13 11 71.

Providing false and/or misleading information or documents is a serious offence under the Road Safety Act 1986 and/or Marine Safety Act 2010 and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.

### Declaration

By signing, the applicant or agent declares that:
- the information in this form and related supporting documents is true, correct and complete, and the applicant understands the privacy statement
- the applicant is entitled to be recorded as the registered operator because the applicant owns or is legally entitled to manage this vehicle
- the applicant takes full responsibility for any loss, damage or claim caused by any false statement or misrepresentation made on this declaration, and the applicant indemnifies VicRoads and holds it harmless in respect of any such loss, damage or claim.

### Authority to act as agent

This section must be completed if the vehicle is being registered by an agent.

<table>
<thead>
<tr>
<th>Full name of agent</th>
<th>Agent’s licence no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent’s signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

I authorise the person whose signature and details appear above to act as my agent for the registration of this vehicle.

### Vehicle details

For a trailer, non-standard vehicle or vehicle over 4.5 tonnes GVM, also complete the Trailer and heavy vehicle specifications section overleaf.

| Year manufactured | Make | Model | Body type | Colour | Seating capacity | Outside wheels | VIN (or chassis number if no VIN) | Engine number | Tare (kg) | Manufacturer GVM/GCM (kg) | Engine cap. | Previous registration number | RWC no. | Test licence no. | Issue date | Stolen check performed | Date | Time
|-------------------|------|-------|-----------|--------|------------------|---------------|---------------------------------|---------------|---------|--------------------------|------------|--------------------------|--------|----------------|-----------|----------------------|------|------

### OFFICE USE ONLY

<table>
<thead>
<tr>
<th>NEVDIS check printed?</th>
<th>Vehicle inspection required?</th>
<th>Vehicle inspector name</th>
<th>Vehicle inspector signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td></td>
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<tr>
<td>No</td>
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<tr>
<th>OFFICE USE ONLY</th>
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<tbody>
<tr>
<td>Stolen check performed</td>
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<tr>
<td>Yes</td>
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<tr>
<td>No</td>
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</tbody>
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<th>OFFICE USE ONLY</th>
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<tbody>
<tr>
<td>Date</td>
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<tr>
<td>D D M M Y Y Y Y</td>
</tr>
<tr>
<td>Vehicle inspector signature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agent’s evidence of identity sighted (office use)</th>
</tr>
</thead>
</table>
Trailer and heavy vehicle specifications

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCV</td>
<td>Rigid truck and trailer (short combination truck)</td>
</tr>
<tr>
<td>MCV</td>
<td>Rigid truck and trailer (medium combination truck)</td>
</tr>
<tr>
<td>LCV</td>
<td>Rigid truck towing 2 trailers (long combination truck)</td>
</tr>
</tbody>
</table>

GVM estimate (if manufacturer’s GVM unavailable)

<table>
<thead>
<tr>
<th>Number of axles</th>
<th>Number of axles adjusted for charging</th>
<th>Overall length (m)</th>
<th>Overall width (m)</th>
<th>Overall height (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Forward projection (m) (SPV only)^ |

Rear overhang (m) †

Modified/Non-standard vehicles/Written-off vehicles

Yes | No Has the vehicle been modified?
Yes | No Has a VASS approval certificate been supplied?
Yes | No Has a VIV certificate been supplied?
Yes | No Is the vehicle to be conditionally registered?

VASS approval certificate number

VIV certificate number

Approved operator group

Conditional registration level

WA/CIN/045 number

Modified/Non-standard vehicles/Written-off vehicles

Yes | No Has the vehicle been modified?
Yes | No Has a VASS approval certificate been supplied?
Yes | No Has a VIV certificate been supplied?
Yes | No Is the vehicle to be conditionally registered?

VASS approval certificate number

VIV certificate number

Approved operator group

Conditional registration level

WA/CIN/045 number

Yes | No Has the vehicle been modified?
Yes | No Has a VASS approval certificate been supplied?
Yes | No Has a VIV certificate been supplied?
Yes | No Is the vehicle to be conditionally registered?

VASS approval certificate number

VIV certificate number

Approved operator group

Conditional registration level

WA/CIN/045 number

If a vehicle exceeds the regulated mass and/or dimension limits, its eligibility for registration must be assessed by VicRoads. Where applicable, an overdimension or overmass permit may be required.

Yes | No Do the tyres meet the manufacturer’s GVM specification?
Yes | No Does the vehicle satisfy dimensional requirements for registration?

Nominated configuration

Rigid truck (no trailer)

SCV – Rigid truck and trailer (short combination truck)

Up to 6 axles in combination and operating at 42.5 tonnes GVM or less OR
Prime mover and trailer (short combination prime mover)

MCV – Rigid truck and trailer (medium combination truck)

More than 6 axles in combination or a truck/trailer combination with 6 or less axles, operating over 42.5 tonnes GVM OR B double (medium combination prime mover)

LCV – Rigid truck towing 2 trailers (long combination truck)*

More than 6 axles OR Road train (long combination prime mover)*

* You should check with VicRoads before operating these combinations in Victoria as they may not be permitted.
Conditional registration nomination

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

Regulation 30 of the Road Safety (Vehicles) Regulations 2009 requires that 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

<table>
<thead>
<tr>
<th>Surname</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name(s)</td>
<td></td>
</tr>
<tr>
<td>Company name and ACN (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Victorian driver licence/Client number</td>
<td></td>
</tr>
<tr>
<td>Home address</td>
<td>Postcode</td>
</tr>
<tr>
<td>Postal address (if different from above)</td>
<td>Postcode</td>
</tr>
<tr>
<td>Phone (mobile preferred)</td>
<td></td>
</tr>
<tr>
<td>Email (optional)</td>
<td></td>
</tr>
</tbody>
</table>

Registration and vehicle details

<table>
<thead>
<tr>
<th>Registration number (if a transfer of registration)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration expiry date (if the vehicle is registered)</td>
<td></td>
</tr>
<tr>
<td>Make</td>
<td>Model</td>
</tr>
<tr>
<td>Body type</td>
<td>Year manufactured</td>
</tr>
<tr>
<td>VIN (chassis or frame number if no VIN)</td>
<td></td>
</tr>
<tr>
<td>Engine number</td>
<td></td>
</tr>
</tbody>
</table>

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

Please cross the appropriate circle:

- Primary producer
- Municipal council or government agency
- Utility agencies (i.e. gas, electricity, water)
- Life saving club
- Cemetery or crematorium
- University or other educational institution
- Hospital or medical institutions
- Golf club
- Caravan park
- Businesses operating in Alpine area
- Contracted service providers to any of the above mentioned operator groups

Specify group
Conditional registration nomination

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
Personal information VicRoads collects from you may be used by VicRoads, as permitted by the Road Safety Act 1986 and the Marine Safety Act 2010. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the Road Safety Act 1986. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information.

You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure Protecting your privacy or contact VicRoads on 13 11 71.

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By signing, I declare that the information in this form and related supporting documents is true, correct and complete, and I understand the privacy statement. I also declare that I am entitled to be recorded as the registered operator as I own or am legally entitled to manage this vehicle.

Signature of applicant

Signature of authorised officer (Office use only)

Date

User ID

Date
Section 1 – Registered operator’s details

Surname
First given name
Second given name
Home address
Postal address
Postcode
Contact phone number (mobile preferred)
Date of birth

Section 2 – Entitlement details

CRN, Entitlement no. or File no.

Pension type
Vehicle make

Do you want your registration renewal issued six monthly? Yes No

I understand that:
• one vehicle per card may be registered at the concession rate at any one time. Either the card holder or his/her spouse or domestic partner must be the registered operator of the vehicle for which the concession is claimed;
(If you are entitled to an appropriate disability pension under the Veterans’ Entitlements Act, or the appropriate Pensioner Concession cards, you are eligible for a Registration and TAC concession for one motor vehicle.)
• the concession is granted for vehicles used only for social, domestic or pleasure purposes;
• I authorise the appropriate departments to confirm my pensioner status and/or that I am receiving fringe benefits.

Section 3 – Primary producer details

Vehicle make
Vehicle type

The vehicle is engaged solely in the business of the owner as a primary producer.
The vehicle is a motor vehicle certified by the CFA to be a motor vehicle specifically equipped for and exclusively used for combating outbreaks of fire.
I am a commercial fisherman and the holder of a licence to take fish for sale.

Section 4 – Your signature

(To be signed in the presence of an Authorised Officer)

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I consent to this information supplied by me being used to verify evidence of identity and concession entitlements. My information supplied may be verified with Centrelink, Department of Veterans’ Affairs, Registry of Births, Deaths and Marriages and the Department of Foreign Affairs and Trade.

Providing false and/or misleading information or documents is a serious offence under the Road Safety Act 1986 and/or Marine Safety Act 2010 and can result in you being fined or imprisoned. 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.