



ADVISORY NOTES FOR APPROVED MOTORING CLUBS ON C404/C4C COMPLIANCE

- Ensure the Club officer details on your Club website are updated when Club officers change (eg. after the Club's AGM). This includes the Club officer(s) authorised to certify applications by Club members for concessional licensing (ie. on the CMC1 form for Code 404 and on the E116 form for C4C).
- Provide updated Club details and information to the CMC when these change, using either the Membership Annual Update form or directly through the CMC's website via Member log-in.
- Advise the Department of Transport (dvsgovernance@transport.wa.gov.au) of your Club's contact details, including postal and email addresses, if these change.
- Ensure that your Club's membership register records each member's proper legal first name and surname as listed on their driver's and vehicle licences (eg. James, not Jim; Robert, not Bob etc).
- Ensure that the actual vehicle owner's details are recorded (eg. that the vehicle is not licensed in the name of the member's partner).
- Ensure that the number plate of each club member's concessionally licensed vehicle is accurately recorded (eg. that the number '1' is not recorded as the letter 'l' etc) and that a number plate change (eg. to an 'optional' plate) is recorded.
- Maintain a register or listing of past Club events for at least 2 years.
- Advise the Department of Transport of the details of any Club members with C404 or C4C licensed vehicles who become unfinancial, by email to both concessions@transport.wa.gov.au and dvsgovernance@transport.wa.gov.au.

This advice is to include the:

- name of the approved motoring club
- full name of the unfinancial member
- plate number of the concessionally licenced vehicle/s
- make & model of the concessionally licenced vehicle/s
- date that the member became unfinancial

Note that in this respect there is no 'grace period' for Club members with C404/C4C vehicles to pay their annual Club membership fees.

If a Club member is no longer a financial member of an approved motoring club, the member is therefore not entitled to a reduction of vehicle licence charges. Unless and until the full vehicle licence charge, or the difference between the full vehicle licence charge and the reduced vehicle licence charge, has been paid, the vehicle licence is deemed to be invalid and penalties may be incurred if the vehicle is used on a public road. The advice to the Department of Transport should therefore be provided as soon as possible after the member becomes unfinancial.

- Where a new Club member requests your Club to include on your vehicle register an already concessionally licensed vehicle, new E81 and CMC1 forms (for Code 404 licensed vehicles) **or** a new E116 form (for C4C licensed vehicles) are required to be completed and lodged with the Department of Transport by scanning and emailing these documents to both concessions@transport.wa.gov.au and dvsgovernance@transport.wa.gov.au. Clubs should also identify the approved motoring club that the vehicle was previously registered with and notify this club's vehicle registrar of the new Club member's requested change in registration.
- If your Club fails to maintain a minimum of 30 members, as a requirement of an approved motoring club, you must advise the Department of Transport.