

# Australian Historic Motor Club – Blue Mountains

## Club Vehicle Presentation Form V5 “General” – Guide

### 1.0 Introduction

Under the Transport for NSW direction and the AHMC-BM Constitution, the Club Vehicle Presentation Form fulfills the requirements to be a Transport for NSW recognised Historic Vehicle club for the purpose of certifying vehicles as eligible for the Conditional Registration, by documenting the;

- a. Inspection process and proof of compliance requirements used to demonstrate that an eligible Historic Vehicle meets the Historic Vehicle Scheme policy and
- b. Materials (such as policies and procedures documents, etc) that demonstrate the AHMC-BM has professional and safety standards to provide sufficient administrative controls over the Vehicle construction.

### 2.0 Scope

This guide is to describe the process of completing the Club Vehicle Presentation Form

### 3.0 Club Vehicle Presentation Form

Two versions of the form exist

1. General – for circulation to club members for self completion
2. Certifying - for the use of the club scrutineers to be completed as per the General version although with the added feature of an electronic certification stamp.

The form may be viewed in numerous programs although for uploading the photos “Adobe Acrobat” Software may be required which can be obtained free from the internet.

### 3.1 Form Description and Completion Process

The form consists of 3 sections;

#### Details.

- Conditional Registration Plate No: To be filled when known
- Club Member No: Required for ownership identification
- Date Presented for Certification Date of photos presented to the club

#### Photos.

The form allows for six (6) Photo positions

The intent of the photos is to display the construction of the vehicle.

As a minimum pictures for a;

**Car** front (showing the number plate), rear (showing the number plate), side and engine bay.

**Motor Cycle** rear (showing the number plate), front-left, front-right

#### Uploading photos

- mouse click within a photo frame
- click on - Browse for photo (accepted formats are jpg, gif, png, tif)
- click on – the photo
- click on – open



**Note:** To ensure the photo presents as correct way up some manipulation may be required in other software prior to uploading.

A photo may be cleared by;

- mouse click within a photo frame
- click on - Clear Image

If you require more assistance with completing the Form please email Wayne Halls [cackledowns@gmail.com](mailto:cackledowns@gmail.com)

## **Certification.**

### General - Form

- For certification two copies of the form shall be printed and presented to the club. When the form is printed two watermarks will appear covering the corners of the photos.
- The club scrutineers shall review and if suitable for conditional registration stamp the form with the club stamp.
- A copy scanned, saved on the club vehicle register USB thumb drive with the file name File name (Rego No- Member No eg 12345H-228)
- One copy placed in the club "Vehicle Register" ring bound file
- One copy presented to the vehicle owner

## **4.0 References**

Transport for NSW website - <https://www.nsw.gov.au/driving-boating-and-transport/vehicle-registration/how-to/historic-vehicles/registering-and-using-a-historic-vehicle>

Adobe Acrobat - <https://get.adobe.com/reader/>

Note – Prior to installing Adobe you may **not** want to upload the optional McAfee software as it is difficult to remove once installed.