

These regulations have been put together to assist affiliated motorcycle clubs and the 4,000+ licence holders in Victoria and to give them a greater understanding of the regulations and requirements when applying for a national licence.

1. APPLYING FOR A LICENCE

1.1. Licence Application Forms

1.1.1. To apply for a national licence you must obtain the relevant licence application form. The application forms, and what type of licence they are valid for, are as follows:

1.1.1.1. **2007 Motorcycle Sport Membership / Licence Application**

- a) Senior National Licence
- b) Junior National Licence
- c) Restricted National Licence
- d) Senior Club
- e) Junior Club
- f) Recreation
- g) Nipper
- h) One Event National Licence
- i) Speedway Mechanic
- j) Entrant

1.1.1.2. **Officials Licence Application Form**

- a) Level 2 & Level 3 Officials Licence

1.1.1.3. **Level 1 Coaching Accreditation/Licence Application**

- a) Level 1 Coaching Licence

1.1.2. To obtain one of the above application forms, please contact your Club Secretary who will be able to provide a copy. Alternatively, all application forms can be found on the Motorcycling Victoria (MV) website (www.motorcyclingvic.com.au). **Note:** You will need [Adobe Reader](#) to download application forms from the MV website.

1.1.3. The licence application form must be signed and stamped by the Secretary of the club you:

- a) Are a financial member of; and
- b) Wish to be placed on your licence card.

1.1.4. A first time licence application must be accompanied by:

- a) Two (2) passport photos (see Section 2);
- b) A copy of your birth certificate or extract; and
 - i. If Birth Certificate or extract cannot be located, a photocopy of a passport or VicRoads drivers licence will suffice.
- c) Payment of the relevant licence fee.

1.1.5. A renewal licence application must be accompanied by:

- a) Two (2) passport photos (for information on photos, see Section 2); and
- b) Payment of the relevant licence fee.

1.1.6. If any or all of these (as listed in 1.1.3., 1.1.4. and 1.1.5.) are not received, the licence application will not be processed and a letter will be sent to the licence applicant informing the applicant that they are required to send in the missing documents before the licence will be processed.

1.1.7. To allow sufficient time for processing, the licence application form should be received at the MV Office a minimum of ten (10) days before the licence is required.

1.2. Processing the Licence Application

1.2.1. The licence application will be processed (entered onto the iMIS database system) within two working (2) days of arrival at the MV Office, unless:

- a) The existing expiry date which, with the addition of one (1) year will become the new expiry date, is more than ten (10) days after the date of receipt at the MV Office (*e.g. If an applicants current licence expires on 23rd June 2007 and their licence application is received at the MV Office on 6th June 2007, then the licence will not be processed until 13th June 2007 at the earliest.*)

1.2.2. The payment for the licence application will be processed within two (2) working days of arrival at the MV Office, regardless of:

- a) When their current licence expires; and
- b) When their licence application will be processed (*e.g. If an applicants current licence expires on 23rd June 2007 and their licence application is received at the MV Office on 6th June 2007, then the licence will not be processed until 13th Jun 2007e at the earliest, however the payment will still be processed within two (2) working days of arrival at the MV Office.*)

1.3. Printing the Licence Card

1.3.1. Printing of the licence cards is done by Motorcycling Australia (MA), not MV.

1.3.2. Once sufficient licence applications have been received by MV, the photos from each licence application will be scanned and sent by email to MA who will print the licence cards and return to MV within two (2) working days.

1.4. Sending the Licence Card

1.4.1. The licence card will be sent to the licence applicant on the day the cards are received by MV from MA.

1.4.2. Once the cards have been sent from MV, please allow three (3) working days for delivery (dependant upon where the applicant resides).

1.4.3. Motorcycling Victoria is not responsible for the licence card once it has been posted.

2. PHOTOS

2.1. What type of photograph is required?

2.1.1. MV requires that you send in two (2) good quality passport size (45mm x 35mm) photographs with your licence application.

2.1.2. MV has the right to refuse any photographs they deem to be inappropriate, too small or of poor quality.

2.1.3. If a photograph is refused by MV, the applicant will be notified by mail and asked to send in appropriate photographs.

2.1.4. School photos are permitted.

2.1.5. No hats or caps may be worn in the photograph.

2.1.6. Only the licence applicant can be in the photo (i.e. no group photos)

2.1.7. There may be some initial leniency, however it is still expected that licence applicants send in the appropriate photographs. Despite some leniency, MV will still refuse those photographs it deems unsuitable / inappropriate.

3. UPGRADING A LICENCE

3.1. Upgrading a licence from Junior National to Senior National

3.1.1. A Junior National licence (JNA) must be upgraded to a Senior National licence (SNA) when the licence holder turns 16 years of age.

3.1.2. An application for licence upgrade may be sent to MV a maximum of ten (10) days before the licence holder turns 16 years of age.

3.1.3. To upgrade a licence from a JNA to a SNA follow the steps outlined in:

- a) 1.1.1
- b) 1.1.1.1.

- c) 1.1.2.
- d) 1.1.3.
- e) 1.1.5.
- f) 1.1.7.

3.1.3.2. The cost of an upgrade from JNA to SNA is \$31.00.

3.1.3.3. Any application for a licence upgrade that is received with payment for a full licence (i.e. \$270.00) will be processed for a period of 12 months, with the expiry date set at the date of processing. **(e.g. If a current JNA licence holder, whose licence expires on 30th June 2007, sends in an application for a licence upgrade to SNA on 30th April 2007 with a full payment of \$270.00, then the licence will be processed for a full 12 months with the new expiry set at 30th April 2008, effectively losing two (2) months from their previous licence)**

3.1.3.4. The same procedure, cost and regulations apply when upgrading from Junior Club to Senior Club.

3.2. Upgrading other licenses

3.2.1. A licence may be upgraded at any time.

3.2.2. The cost for an upgrade is the difference between the two licenses, plus an \$11.00 administration fee. The costs (including \$11.00 administration fee) are as follows:

a) Recreation / Nipper -> Junior National	\$165.50
b) Recreation / Nipper -> Junior Club	\$155.50
c) Recreation / Nipper -> Senior National	\$195.50
d) Recreation / Nipper -> Senior Club	\$175.50
e) Junior Club -> Senior National	\$ 51.00
f) Restricted National -> Junior National	\$ 76.00
g) Restricted National -> Senior National	\$106.00
h) Junior Club -> Junior National	\$ 21.00
i) Senior Club -> Senior National	\$ 31.00

** Costs are for the period between January 1st 2007 and December 31st 2007 only. Please see 4.3.3.*

3.2.3. When a licence is upgraded, the expiry date will stay the same, except in the case of 3.1.3.3.

3.2.4. Any application for a licence upgrade should be received at the MV Office a minimum of ten (10) days prior to when the licence is needed.

4. PAYMENT / LICENCE FEES

4.1. Method of Payment

4.1.1. MV requires that payment of the prescribed licence fee must be paid by one of the following methods.

a) Cheque

- i. All cheques are made payable to 'Motorcycling Victoria'

b) Money Order

- i. All money orders are made payable to 'Motorcycling Victoria'

c) Credit Card

- i. Mastercard
- ii. Visa

- iii. Credit Card details may be written on the application form, or can be paid by Credit Card in person at the MV Office

d) Cash

- i. Cash to be paid in person at the MV Office
- ii. MV recommends that no cash be sent by mail
- iii. MV takes no responsibility for cash that is lost in the mail

e) EFTPOS (Electronic Funds Transfer at Point of Sale)

- i. EFTPOS payments can only be made in person at the MV Office

4.1.2. MV does not accept American Express (AMEX).

4.1.3. MV does not permit the electronic transfer of funds (via internet banking) to pay for a licence.

4.2. Required Payment

4.2.1. MV requires the payment of licence in full before the licence application will be processed.

4.3. Licence Fees

- 4.3.1. The licence fees are as outlined on the respective licence application forms.
- 4.3.2. The licence fees as they appear on the respective licence application forms are for the period between January 1st 2007 and December 31st 2007 only.
- 4.3.3. The licence fees as they appear on the respective licence application forms will be reviewed in late 2007 by the MV Finance Committee.
- 4.3.4. Any licence application received during 2007 which expires in 2008, which is not a licence upgrade, may be processed with the licence fee as it appears on the licence application form submitted by the licence applicant.
- 4.3.5. Refunds will only be offered at the discretion of MV.

5. DEFINITIONS

“Licence Application Form” relates to the application forms mentioned 1.1.1.1., 1.1.1.2. and 1.1.1.3.

“MV Office” relates to the Motorcycling Victoria Office, 10 Hilton Street, Clifton Hill 3068.

“MV” relates to Motorcycling Victoria

“MA” relates to Motorcycling Australia