

MMA APPROVED VEHICLE REGISTRATION, RENEWAL & TRANSFER MARKET USER GUIDE



New Registration Requirements:

- Visit the MMA website to attain a MMA Approved Vehicle Registration, Renewal Transfer User Guide - Market Operations – Forklifts and Electric Vehicles.
- Visit VicRoads to attend and complete a Machinery Pack (*you will need to ensure you take a copy of the approved VicRoads letter from MMA which is contained in this guide*).
- Once the vehicle has been registered with VicRoads, the forklift or electric vehicle must pass an MMA Vehicle Examination Checklist by a qualified repairer (*See Table 1*) and a copy of the completed examination report must be provided to the MMA.
- An Application for MMA Approved Forklift & Electric Vehicles registration must be completed - (**MMA Approved Forklift & Vehicles Registration Form**).
- Once you have completed both the VicRoads Registration and an MMA Vehicle Examination Checklist, these are required to be submitted along with your *MMA Approved Forklift & Vehicles Registration Form*, in person to the MMA Customer Service Centre.
- After all documentation is submitted, you will be contacted by Customer Service to arrange an MMA Registration plate and MMA expiry sticker.

Renewal of Vehicle Requirements:

- Your annual vehicle registration will be charged to your account automatically via your monthly invoices. Each vehicle is invoiced one month prior to the vehicles MMA expiry date (*same as VicRoads expiry date*).
- Your vehicle must undergo an annual Vehicle Examination by a Service Provider (*See Table 1*) and a copy of the completed Vehicle Examination Checklist must be provided to the MMA.
- Vehicle registration with VicRoads MUST be current. If your vehicle is identified as expired with VicRoads, MMA registration will be suspended until vehicle is fully VicRoads registered and supporting documentation provided to Customer Service.
- The invoice must be fully registered with VicRoads & MMA and paid in full for renewal of vehicle to be approved.

Transfer of Vehicle Requirements:

- If you have purchased a vehicle from another Market Business, you will need to make an appointment with VicRoads to attend and transfer the vehicle into the purchasers name by completing a Machinery Pack (*you will need to ensure you take a copy of the approved VicRoads letter from MMA*).
- Once the vehicle has been registered with VicRoads under the new business, you must complete the full MMA New Vehicle registration requirements as noted above.

Disposal Requirements:

- When a forklift or electric vehicle is sold, disposed of, or removed permanently from the Melbourne Market, the MMA must be advised and you must complete the MMA Approved QMS-FOR-80a Forklift & Vehicles Registration Form – Section 4 For Disposal Only and submit to the Customer Service Team.
- MMA registration plates must be returned to Customer Service when submitting this form.

Complying With the MMA Operating Rules:

- All vehicles must be registered with both VicRoads & the MMA – when registering at VicRoads, the correct classification for electric vehicles at the Melbourne Market is PF (*which is a VicRoads code*)
- All vehicles MUST be fitted with vehicle restraints.
- All vehicles must pass an annual MMA Vehicle Examination Checklist by a qualified repairer (*See Table 1*) and a copy of the completed examination report must be provided to the MMA to be fully registered with MMA.
- All vehicles must display a current MMA registration plate, registration expiry sticker and VicRoads registration plate.
- Vehicles must be powered by LPG or battery and be fitted with a 3-way catalytic converter and closed loop emission system. Petrol systems must be removed.
- Forklift emission levels of Carbon Monoxide (CO) must be maintained at or below:
 - 2000 ppm at idle
 - 1000 ppm at full throttle
- All vehicles must be maintained in a safe and mechanically sound condition at all times
- Any industrial vehicle brought into the Market on a hire, loan or test basis, must have MMA permission to operate and must comply with these conditions.

Note: *Posted applications will not be processed*

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NOTE: Printed copies of this document MAY NOT BE THE LATEST. The most up-to-date version is located on SharePoint QMS Document Library

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Table 1: Service Providers

Service Providers	Contact Details
Toyota	Number: 0403 183 898
East End Hire	Number: 0417 351 361
Damoli	Number: 1300 326 654
Carts & Parts	Number: 0423 724 548 / 0447 741 674
United Equipment	Number: 1300 852 740
K&C Mechanical Services	Number: 0448 197 555

In This Pack:

- MMA Approved Vehicle, Renewal & Transfer User Guide
- MMA Approved Forklift & Electric Vehicles Registration Form
- VicRoads approval letter

QMS-FOR-80A

MMA APPROVED FORKLIFT & VEHICLES REGISTRATION



INSTRUCTIONS Please **PRINT** all information clearly and correctly

1. Complete Section 1, 2, 3 or 4 (if applicable) & 5, section 6 for MMA office use only
2. Return this form via one of the following methods:
 - Deliver to the Customer Service Centre, Tenancy 80, Fruit & Vegetable Buyers' Walk, Ph: 9258-6123
 - Email to customerservice@melbournemarket.com.au

New Registration Transfer Disposal

1. MARKET BUSINESS DETAILS

Market Business Name (Owner)		Contact No
Account No (If known)		Email Address
Business Address		Suburb Postcode

2. VEHICLE DETAILS

Vehicle Type <input type="checkbox"/> Gas Forklift <input type="checkbox"/> Electric Forklift <input type="checkbox"/> Buggy <input type="checkbox"/> Taylor Dunn <input type="checkbox"/> Electric Scooter <input type="checkbox"/> Other _____		
VicRoads Registration No	VicRoads Rego Expiry	Market Plate No
Year of Manufacture	Serial No.	Frame No
Make	Model	Vin No
Engine Capacity		Fitted Restraint Yes <input type="checkbox"/> No <input type="checkbox"/>
Fuel Type		Location of Forklift
AFL Valve Fitted Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Closed Loop Emission System Fitted: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Vehicle Leased To/From (if applicable)		
Lease Type Long <input type="checkbox"/> Short <input type="checkbox"/>		

3. FOR TRANSFERS ONLY (where a vehicle is already registered with MMA)

Vehicle Purchased from (Business name):
Date of Transfer: ____/____/____
Note: <i>Current VicRoads Registration Certificate in name of purchaser and proof of payment must be submitted with this application</i>

4. FOR DISPOSAL ONLY

Has the vehicle been permanently removed from the Melbourne Markets? YES <input type="checkbox"/> NO <input type="checkbox"/>
If No = Which Business has the vehicle been sold to:
Date Vehicle Removed or To Be Removed: ____/____/____

5. ACKNOWLEDGEMENT & SIGNATURE

I have read and acknowledge the Market Operating Rules.

Signature: _____ Date: ____/____/____

Market Business Nominee: _____

Privacy Statement: The MMA is committed to protecting the privacy of your personal information. We need to collect and handle your personal information in order to be able to process your application. All the information you give us will be handled in accordance with the Privacy and Data Protection Act 2014. You can gain access to the personal information we hold about you and request that it be corrected if necessary. For further information about privacy contact privacy@melbournemarket.com.au

6. MMA USE ONLY

RWC/INSPECT REPORT OK REGISTRATION FEE PAID (Disposal) <input type="checkbox"/>	EMISSIONS TEST OK MMA PLATE ISSUED <input type="checkbox"/>	SALES INVOICE OK <input type="checkbox"/>	VICROADS REGISTRATION OK <input type="checkbox"/>
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Customer Name:
Company or trading name:
Address:
SUBURB STATE POSTCODE

R&L Operational Policy
525 Collins St
Melbourne Victoria 3000

Dear

BUGGY/FORK LIFT AT MELBOURNE FRUIT VEGETABLE AND FLOWER MARKET - EPPING

VicRoads will approve the registration of the year make model buggy/forklift (Serial No or VIN: _____) for use within the boundaries of the Melbourne Fruit, Vegetable and Flower Market located at 55 Produce Drive, Epping.

Registration has been approved on the basis that the buggy is required to carry goods through the narrow laneways within the market, and that there is no alternative vehicle that complies with the vehicle registration standards that is able to perform this task.

On that basis, VicRoads will approve registration provided that the vehicle is operated in accordance with the following conditions of use:

- A copy of the nominated conditions must be carried in the vehicle at all times
- The vehicle must not exceed designated speed limits or 15kph, whichever is the lesser
- The vehicle must be fitted with a horn or other warning device to give sufficient audible warning to others of the approach or position of the vehicle
- Must not operate or drive a Market Approved vehicle without the installation of appropriate restraints
- must comply with OH&S requirements as specified by the Melbourne Market Authority
- The vehicle is only permitted to be used on roads that are not accessible to the general public (i.e. only authorised access card holders only) within the gated confines of the Melbourne Wholesale Fruit, Vegetable and Flower market located at 55 Produce Drive, Epping
- High mounted flashing amber lights, head lights and tail lights must be fitted and in operation when the vehicle is in use
- The registration of the vehicle is not transferrable

You will need to make an appointment for registration by calling VicRoads Telephone Information Service on 13 11 71. Upon registration of the buggy, you will also need to provide a copy of this letter, evidence that you operate out of the market site (such as a copy of your market access card or MMA approval), along with a completed Machinery Pack, Vehicle Registration Application and meet VicRoads other usual registration requirements.

The Machinery Pack and Vehicle Registration Application can be downloaded from the VicRoads website www.vicroads.vic.gov.au.

VicRoads will issue a Certificate of Approved Operations which must be signed by the registered operator of the vehicle and carried in the vehicle at all times.

Yours Sincerely

VINCENT CARBONE
PRACTICE ANALYST (REGISTRATION AND LICENSING)
OPERATIONS – SERVICE DELIVERY SUPPORT
/ / 2023