

## ACT CRS Renewal Process



ACT's **Concessional Registration Scheme** (CRS) vehicles can be renewed on-line through Access Canberra. The process for **on-line re-registration of CRS vehicles** is as follows:

The registration papers will be sent to the vehicle owner in the usual way. This will contain advice that the vehicle registration can be renewed on line following inspection. It will also contain a client reference number in the vehicle details box - top right corner of the notice. The owner will have to input this number to commence the on line renewal.

The vehicle owner is to have an inspection completed by the club registrar (or compliance inspector for larger clubs). For this, the owner will need to produce:

- The vehicle for inspection;
- Proof of current status of relevant club membership; and
- The vehicle Log Book, for the registrar to check.

The Registrar will inspect the vehicle and documents to ensure compliance with age, modification status and mileage checks with logbook. If satisfied, the inspector will endorse the 'Application for Concessional Registration of a Motor Vehicle' form. The form must be stamped with the Council stamp and the club number inserted.

The owner (or registrar, by mutual agreement) must then:  
fax the form to 6207 7120; or  
scan the form, and email it to [lara@act.gov.au](mailto:lara@act.gov.au)

Receipt of the form by RTA staff is the trigger that enables the on-line process. The RTA will process the form within one day of its receipt. Registration will then be able to be renewed on line. The usual choice of CTP insurers will be available.

If an owner attempts to renew on-line where the CRS form has not been received or processed, an error message will be displayed advising them to submit the concessional registration form and to contact their club registrar.

Owners should allow a few days for the RTA to action the form before going on-line at <http://www.act.gov.au/accessCBR> to complete the registration renewal.

Should you have any problems with, or questions regarding, the process, call **Licence and Registration Team** on 6207 7063 or **Access Canberra** on 132281.