

MMA Approved Vehicle Registration Renewal Transfer Work Guide



Key Steps	Process Steps
1 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.
2 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.
3 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 purchaser's 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.
4 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 FOR-CUS-051 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.

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5 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.														
6 Service Providers	Table 1 – Service Providers <table> <tr> <th data-bbox="571 976 951 1028">Service Providers</th><th data-bbox="951 976 1430 1028">Contact Details</th></tr> <tr> <td data-bbox="571 1028 951 1079">Toyota</td><td data-bbox="951 1028 1430 1079">Number: 0403 183 898</td></tr> <tr> <td data-bbox="571 1079 951 1131">East End Hire</td><td data-bbox="951 1079 1430 1131">Number: 0417 351 361</td></tr> <tr> <td data-bbox="571 1131 951 1182">Damoli</td><td data-bbox="951 1131 1430 1182">Number: 0475 347 742</td></tr> <tr> <td data-bbox="571 1182 951 1234">Carts & Parts</td><td data-bbox="951 1182 1430 1234">Number: 0423 724 548 / 0447 741 674</td></tr> <tr> <td data-bbox="571 1234 951 1285">United Equipment</td><td data-bbox="951 1234 1430 1285">Number: 1300 852 740</td></tr> <tr> <td data-bbox="571 1285 951 1337">K&C Mechanical Services</td><td data-bbox="951 1285 1430 1337">Number: 0448 197 555</td></tr> </table>	Service Providers	Contact Details	Toyota	Number: 0403 183 898	East End Hire	Number: 0417 351 361	Damoli	Number: 0475 347 742	Carts & Parts	Number: 0423 724 548 / 0447 741 674	United Equipment	Number: 1300 852 740	K&C Mechanical Services	Number: 0448 197 555
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7 In this Pack	• MMA Approved Vehicle, Renewal & Transfer User Guide. • MMA Approved Forklift & Electric Vehicles Registration Form. • VicRoads approval letter.														