



Information for APPLICANTS for a Vehicle Passport

GENERAL INFORMATION

A vehicle passport is a record of ownership and competition. It enables competitors, officials, event organisers and sanctioning bodies to keep track of the competition car. If there is damage to or an issue with eligibility with the vehicle, the Passport is used to communicate this information to officials at future events so that they may satisfy their due diligence requirements in relation to the safety and/or eligibility of the car. For the owner, it provides some proof of ownership that may not be provided, as it may not be registered by state authorities. A Passport may also be useful in proving a competition history in future years that may increase its value. A Passport is also a legal requirement for many State Rally Registration Schemes.

A Vehicle Passport does not provide any proof nor acceptance by the AASA that a vehicle is eligible for any specific event, nor complies with any specific Group regulations.

A Passport is associated with a specific vehicle only. Whilst recognising that a vehicle is an assembly of many parts, each of which may be occasionally or routinely replaced, the AASA regards a vehicle as being the bodyshell of a monocoque vehicle, or the spaceframe containing the driver's seat of a tubular chassis. Each such monocoque or tubular chassis must have an identifying number that is permanently attached (see below). Should that part of the vehicle on which the chassis/VIN is fitted require replacing due to accident damage, a special procedure must be followed. *Contact the AASA for details before replacing the identifying component* or a new Passport will be required, and the old vehicle will be deemed to have been destroyed.

The Passport always remains the property the AASA. It is provided on loan to the vehicle owner upon payment of a fee. It may be withdrawn by the AASA at any time by notice in writing to the vehicle owner at the address held on file. The owner shall be responsible for the return of the Passport to the AASA office or designated officer. Should the Passport be withdrawn the owner may request, upon payment of a fee, to be provided with a copy of the withdrawn Passport to keep for their records.

PRIVACY

The AASA respects your privacy. Details of our Privacy Policy can be found on our web site at <http://www.aasa.com.au>

APPLICANT DETAILS

Name of Vehicle Owner:

The AASA requires to know who owns the vehicle as the owner is the bona fide Entrant of the vehicle in all events. The Entrant is responsible for all aspects of the vehicles preparation, maintenance and eligibility. The Entrant is also responsible for the behaviour of the driver and all support staff. If the owner is a natural person, we need their full name and date of birth. If the owner is a company, we need the ABN or ACN that provides all the relevant details.

Contact Details:

We require a postal address for the delivery of information and documents. It is important that the owner's contact details remain current and any change of details should be advised to the AASA assiduously.

An email address is useful for rapid communication. We would prefer a web based address (Gmail, Hotmail, Outlook etc.) that does not change should you change your internet service provider.

DETAILS OF VEHICLE:

We need to know about the vehicle. This information will assist in determining a range of safety related requirements that will be imposed on the vehicle at its initial inspection. It may also be used as a base reference should a future eligibility dispute arise. As such, we need to know the Manufacturer, the vehicle Series or Model Year, and the Variant. Please note that it is irrelevant what the vehicle started life as, only what you tell us it represents now. If your vehicle started as a 6-cylinder automatic and you tell us it is now a V8 manual we will accept what you tell us it is, and it will be scrutinised as such.

Some of this information will not be applicable to low volume or individually constructed/prototype vehicles

- **Series Production:** This means that the car has been mass-produced for the general automotive market. Minimum production numbers may be specified in certain Group vehicle regulations but in general would be of the order of several hundred or more generally identical vehicles produced by the same manufacturer.
- **Manufacturer:** This is the company (or individual) who identifies as the manufacturer at the point of sale. Whilst some models of the Holden Commodore and Toyota Lexcen may have been produced on the same line they are regarded as being from different manufacturers as that was how they were sold. Examples would be Holden,

FPV, and Dallara. If the vehicle is supplied as a kit or from plans and assembled by a third party, then the third party is the manufacturer. This would apply to many low volume sports cars such as a "Locost".

- Model: This is the identifying model name, such as Commodore, Impreza, 911
- Vehicle Series/Model Year: A series is not just a name but also a specific vehicle design that the manufacturer uses to distinguish their vehicles over the years. The term Commodore is not specific enough, but the term VT (Commodore) would be OK. Other examples would be GC8 (Subaru Impreza), AE86 (Corolla) or 997 (Porsche 911). Some manufacturers refer to their car as Model Years, such as MY08 or MY13.5 rather than as a series. The Model Year is preferred if known. *For Low Volume cars, this is not applicable, and "n/a" should be recorded on the application.*
- Variant: This is the specific trim/equipment level of the vehicle. Please be as specific as possible, such as Lancer Evo IX MR, Commodore SS-V, GTR R34 N1 V-Spec. *For Low Volume cars, this is not applicable, and "n/a" should be recorded on the application.*
- VIN/Chassis number. Please use the series VIN if available. If the original VIN has been removed or disfigured such as when the seat cross member with the VIN is modified to fit a race seat, or the vehicle never had one (prototype) a new chassis number must be created. This must be a unique number of at least 4 digits. This should be permanently attached to a part of the car that would not normally be replaced in an accident (Firewall, transmission tunnel, bar behind the driver's shoulders in a space frame). It can be stamped/engraved/welded directly into the bodyshell or onto a plate that is then welded to the shell or chassis. It may also take the form of a self-destroying sticker. Riveted plates or painted markings are not acceptable.
- Location of VIN/Chassis No.: This should describe the general location of the VIN/Chassis No., such as "Floor under driver's seat", "Left chassis rail in engine bay", or "right front suspension tower".

Type of Vehicle:

The classification of the vehicle is important, as this will determine many aspects of what competitions the in which the car will be able to compete.

- Series Touring Car. This is a conventional sedan, hatch or station wagon that has adequate provision for at least 4 adults and retains the basic production vehicle structure. Such a vehicle may have two, three, four or five doors. Coupe style vehicles with limited rear seat space and headroom may not be readily classified as Touring Cars, and those regarded as "2+2" are generally not. To assist with a decision as to whether a vehicle is a Touring Car the AASA can provide a chart of interior dimension requirements that must be met. Production vehicles with extensively modified structures or spaceframe vehicles with body panels that make the car look like a Touring Car do not fit within this classification.
- Series Sports Car. This can be a somewhat grey area but they are in general lightweight, moderately powered (circa 150kW per tonne) two seat cars. Open top cars like the Mazda MX5, Lotus Elite or MGB are easily classified as Sports Cars, as are many small two seat (non-commercial) closed vehicles. Some Coupes, such as the Alfetta GTV 2000, meet the definition of a Touring Car. However, they are often regarded by competitors as sports cars due to their "sporting" heritage. The Alfetta GTV V6 is not a Touring Car due to its larger engine requiring greater internal space. Vehicles with folding roofs such as the popular European "CC" and Cabrio cars or soft top versions of what are otherwise 4 seat Touring Cars will be treated on a case by case basis. As such, the golden rule is contact the AASA well before lodging your application if you are in doubt.
- Series GT Car: A GT car is like a Sports Car but is generally much more powerful (perhaps 200kW per tonne), and often heavier. Vehicles from the likes of Porsche, Ferrari and Lamborghini are generally regarded as GT cars, as are some US Muscle cars like the Chevrolet Corvette and Ford GT40. Again, contact the AASA well before lodging your application if you are in doubt.
- Commercial (Ute/Van/Truck): This classification includes Utility vehicles and Panel Vans, as well as delivery vehicles, large 4WDs, light and heavy trucks.
- Formula Car: A single seat competition vehicle for circuit racing, normally an open wheeler. This includes all "Formula XYZ" type vehicles
- Low Volume/Kit Car/Prototype: Any vehicle that does not fit into the above will be assigned into this classification. Examples would be karts, Off-Road buggies, kit cars, lawnmowers, Auscars, Stock Cars and roadsters.

Type of construction: (select one)

The construction of the vehicle has implications for the types of events into which it can be entered. More importantly, the construction has implications for the nature, extent and methods of repair following damage.

- Monocoque – Steel: This covers virtually all mass-produced cars where the basic structural element is a bodyshell fabricated from pressed steel panels welded or (more recently) glued together
- Monocoque – Other metal: This would apply to some specific performance vehicles manufactured from another metal, frequently aluminium alloy or aluminium honeycomb
- Monocoque – Composite: This applies to many late model Formula Cars (eg. Formula 3) where the basic structure is a composite (carbon fibre/Kevlar®) tub to which is added suspension and drivetrain components.

- Chassis with body: This applies to vehicles which have a separate full length chassis which carries the drivetrain and suspension to which is attached a separate passenger/load carrying structure. Many 4WD and commercial vehicles utilise this form of construction as well as Veteran and Vintage vehicles. Vehicles such as the HQ Holden series with a partial chassis *do not* fall within this classification.
- Tubular Space Frame (Structural): This refers to any tubular spaceframe vehicle where the spaceframe bears the vehicle loads. It would cover Off-Road buggies, most karts, Formula Fords etc. where any attached body panels have no load bearing function.
- Tubular Space Frame (Stressed panel): This refers to any tubular spaceframe vehicle where the spaceframe bears the vehicle loads in conjunction with body panels that are rigidly attached to it. This method of construction is often used in low volume or kit cars, including many of the popular "Clubman" type vehicles based on the original Lotus 7. In these vehicles, the panels attached to the spaceframe chassis add material strength and rigidity to the vehicles structure.

Drive Configuration

This is self-explanatory. It is based on what the racecar is, not what the manufacturer originally designed. If you have a FWD vehicle that has been converted to RWD, you should tick the RWD box.

DETAILS OF ENGINE:

We need this information for a variety of eligibility reasons. This is again based on what the racecar is, not what the manufacturer designed it as.

- Manufacturer: This is the manufacturer of the engine, which in the case of a retained production car engine will be the same as the vehicle manufacturer. It is only necessary to specify a different engine manufacturer if the standard engine has been replaced. As an example, it was widely known that the Holden VL Commodore was fitted with the Nissan sourced RB30 engine. However, in that case the engine manufacturer would still be listed as Holden as it was the production engine. Should the engine be replaced with an RB26, a very similar engine but one not fitted by Holden, then the engine manufacturer would be Nissan.
- Family Designation Nearly every engine will have some sort of designation, either official or colloquial. Examples of a formal engine designation would be the abovementioned Nissan RB30 and RB26 engines, along with the common Toyota 4A series, GM's LS1, L98 etc. and Mazda 12A or 13B. Some engines are known simply as SBC (Small Block Chev) or Ford Windsor or Cleveland. This designation is particularly important when the production engine has been changed.
- Engine number: This is required to comply with the terms of certain Rally Permit Schemes. It is not required for unregistered cars or those operating on Unregistered Vehicle Permit schemes.

Type

This refers to the type of engine that powers the wheels.

- Reciprocating: A conventional piston engine.
- Rotary: An engine using the Wankel patent, as used extensively by Mazda.
- Electric: This is when an electric motor(s) performs the total drive to the wheels. Some electric cars carry an on-board petrol powered generator which only charges the battery (e.g. Holden Volt) but it does not directly drive the wheels. This petrol backup does not count as a propulsion engine.
- Hybrid: This when the car has two (or maybe more at some stage) engines of a different type and both engine types drive the wheels, either separately or simultaneously. This is typical of Toyota's Hybrid Synergy Drive® found in the Prius, Camry and Corolla hybrids.
- Other: This could be gas turbine, steam etc. but must be described. Be prepared for questions from the AASA.

Nitrous Oxide

Please indicate whether it is planned for the vehicle to be used with Nitrous Oxide. The use of Nitrous Oxide is restricted to a few specific forms of motorsport and under strict controls. There are signage requirements for vehicles equipped to use nitrous oxide, regardless of whether the actual bottle is being carried at any time.

Fuel Source

You need to include all externally supplied fuel sources. Many vehicles use more than one fuel with LPG/Petrol "dual-fuel" being common; in that case both Gaseous and Petrol must be selected. A "Plug-in Hybrid" has both an on-board battery connection as well as a petrol tank so Petrol and Battery would be selected.

- Petrol: This designation includes all grades of petrol that can be legally used on public roads, and includes the ethanol blends E10 & E85.
- Diesel: A distillate fuel used in compression ignition engines.
- Gaseous: This includes Propane, Propane/Butane blends (LPG), Compressed Natural Gas (CNG) and any other fuel which is a gas at room temperatures and pressures. This also includes compressed air cylinders where used for propulsion.

- Rechargeable/replaceable battery: This refers to a battery that is either rechargeable from an external source via a plug-in fitting, or where the battery is designed to be removed and replaced quickly. The "normal" car battery and hybrid batteries are charged from the running internal combustion engine and are not regarded as a fuel source.
- Avgas: This once common motorsport fuel is now severely restricted in its availability and illegal for all road use.
- Specialist: This classification is for those fuels not legal for road use. It includes fuels blended with tertiary pentyl ether, MMT and other octane boosters. Methanol is included here, as well as those concocted fuels which may be used for specific vehicles, generally Historic.

Configuration of internal combustion engines

In this section, the AASA requires some information about the internal combustion engine (if fitted).

- Swept Volume: This is the swept volume of the engine, not including any multiplying factors, meaning that a 2L engine would be 2000cc, whether it is turbocharged or not. For Rotary engines, this is the difference between the maximum and minimum combustion chamber volumes (e.g. 13B = 1308cc etc.). We need this only to assign the vehicle to a class. The actual swept volume, including any multiplying factors, will be important under specific Group and Event regulations, but for the Passport, an indication to the nearest 100cc is adequate.
- Number of cylinders/rotors: Self-explanatory, may be needed for certain events or Group regulations
- Number of valves per cylinder: Self-explanatory, may be needed for certain events or Group regulations this of course does not apply to rotaries.
- Aspiration: We need to know whether the engine has forced induction or not (Supercharged, Turbocharged or a combination of both). This is critical for applying the correct factors for many Groups or events.
- Engine layout: (In-Line etc.) This may be important for certain Groups or events

REGISTRATION

We need to know about the registration status of the vehicle for two reasons. Firstly, there are certain general vehicle safety requirements that do not need to be applied to Road Registered vehicles. You may choose to have the Passport show your vehicle as unregistered even if it does have registration. That is your choice, but if it is not shown as registered, or no Registration Number is provided, all safety requirements will need to be met.

Secondly, if the vehicle is to be the subject of a Rally Permit Scheme, this issue of this Passport may be a requirement of that process. Please note that a Rally Permit Scheme is different to an Unregistered Vehicle Permit (UVP). A vehicle competing in a Rally under an UVP is still regarded as unregistered.

It is recognised that the Registration Number may not be available at the time of lodging the present application. If you indicate that the vehicle is to be registered, your vehicle will be issued a temporary passport until the Registration is completed and the Registration Number is advised to the AASA.

Any change to the Registration Number must be advised to the AASA within 14 days.

PHOTOGRAPHS

The photographs we require are for general identification purposes. We don't need the colour as we realise that this may change depending on sponsorship, and we also recognise that for many vehicles the wheels, and aerodynamic packages may change from event to event. The three photographs we require establish that the vehicle is real and provide a general overview of the vehicle's nature.

The shots we require should be 9cm x 12cm. For the ¾ views the vehicle should be against a simple background (a large wall is ideal) and the vehicle should take up 90% of the photograph. It should be in clear focus taken with the sun behind the photographer. Please see the examples below. The photograph of the VIN or Chassis number must be focussed, with good lighting to assist with the contrast required to clearly show the numbers. It may be beneficial to highlight the numbers. Contrasting chalk with the excess brushed off to leave the imprints can work well.

Below are some examples of the photographs we require.



Front ¾



Rear ¾



VIN or Chassis Number

Note: This example is deliberately disfigured as it is from an actual application

SAFETY CAGE

This section applies only to series production vehicles fitted with a safety cage after manufacture. This section does not need to be completed for spaceframe vehicles or those with a composite monocoque (tub).

A Safety Cage is the most significant safety system incorporated into a competition vehicle, and one that normally remains with the vehicle throughout its competition life. In many cases, it is a permanently attached, integral part of the vehicle.

- Is a safety cage fitted? Answer "a vehicle with a safety cage" if any sort of safety cage or roll hoop is fitted to the vehicle.
- Is the cage welded to the vehicle? Tick "Yes" if any part of the cage is welded to the bodyshell.
- Are there any removable members? Removable members are those held in by bolted fittings designed to allow removal so the vehicle to be used for different purposes. They can be removed without disassembling the cage.
- Does the safety cage have certification from another sanctioning body? You will need to provide proof of this certification if you answer "yes".

If the vehicle does not have certification from another sanctioning body, we will require the following additional information from you.

- Serial Number of Cage: Each Certified Cage must have a unique identifying number permanently attached to the structure (Same requirements as for the VIN/Chassis number). Please contact AASA should you not have a cage number.

- Class of safety cage: Please refer to the AASA Appendix 1 – Safety Cage Regulations to ascertain the class of your cage.
- Proceed through the remainder of the questions regarding the material of the cage.
- You will need to provide three photographs of the safety cage: one through the driver’s door, one through the passenger door, and one showing the structure in the area above the occupant’s heads.

PROCESS

Once you lodge the present application with the AASA. We immediately issue you with a Temporary Passport. Prior to the issue of the full AASA Passport, or competition at any event, you will need to have the vehicle inspected by a AASA scrutineer. To assist with this, the Temporary Passport will permit you to compete at one event only.(Allowances will be given for special circumstances should this need to be more than one event). If you intend to enter the event on the Temporary Passport you are strongly advised to contact the event organisers to check that it will be possible to have the inspection done in time. It may be possible to have the vehicle inspected at the event prior to your first session, but this is not guaranteed as events can be a very busy time for scrutineers. The scrutineers have the right to delay inspecting your car whilst they complete other inspections, and this may mean that you may miss the first session, or indeed the entire event if there are serious issues with the vehicle. If the vehicle cannot be inspected at this event, or there are issues that require correction, you must arrange to have the vehicle inspected at another time.

Once the vehicle has passed the initial inspection, the Temporary Passport form will be returned to you, signed by the scrutineer. You must then return it to the AASA office so the full Passport can be issued.

1. ***Read these instructions*** for completing the application form.
2. Complete the on-line application and upload your photos and credit card details.
3. AASA will immediately issue you with a Temporary Vehicle Passport. You can then Contact a AASA Scrutineer to arrange an inspection or Contact Event Organisers if you want to do this at an Event.
4. Hand the Temporary Passport to the Scrutineer at the start of the Inspection.
5. Scrutineer conducts the inspection.
6. The Scrutineer signs and returns to Temporary Passport to you.
7. If the automobile passes inspection, return the Temporary Passport to the AASA by either email at info@aasa.com.au or mail.
8. If the automobile fails inspection, correct the deficiencies and arrange a re-inspection
9. Upon receipt of approved Temporary Passport signed by scrutineer, AASA issues full Passport

FEES

Your Passport Fee is \$100.00 and is current for the life of the vehicle.