



PRIVATE-PLATED VEHICLE – CERTIFICATION

Returning your completed form Scan and Email to: MPSVIP@sgfleet.com	Enquiries: M&PS VIP Manager Email: MPSVIP@sgfleet.com Phone: (03) 6242 2102
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PPV HOLDER	▶ Name of PPV holder	<input type="text"/>
	▶ If PPV holder is a MOP(S) Act employee	
	Name of relevant Senator or Member	<input type="text"/>
	▶ Electorate office address	<input type="text"/>
		Postcode

Private-plated vehicles (PPV) are provided subject to the conditions set out in the *Guidelines on Provision of Private-Plated Vehicles* which are summarised as follows:

Car washing services	Fuel cards may be used to pay for standard car-washing services connected to a petrol station. There is no provision for valet car-washing services.
Damage	You must report all damage to your PPV to sgfleet regardless of how minor.
Fuel	Included with the delivery of your new PPV will be fuel cards. Please note that each fuel card is only programmed for the purchase of LPG, diesel, or regular unleaded petrol (ULP) as appropriate for your type of vehicle, with the lowest research octane number that your car can run on. Fuel cards cannot be used for the purchase of premium unleaded petrol (unless specified by manufacturer) or for any store purchases. The odometer reading must be entered every time the car is refuelled.
Lease term	It is expected that you will take over the PPV of the previous incumbent, and will retain the vehicle until the end of the lease. sgfleet will contact you regarding replacement in advance of the lease end.
Permitted drivers	There is no requirement to notify M&PS or sgfleet of those nominated to drive your PPV, but it is your responsibility to ensure that those driving have an appropriate licence and do not use the vehicle for commercial purposes.
PPV Driver's Card	Please make sure all drivers are aware of the PPV Driver's Card which is left in every vehicle by sgfleet. The PPV Driver's Card includes full details of what to do following an accident, as well as information about maintenance, fuel cards, repairs and servicing.
Reporting of costs	Please note that all PPV costs will be included in reports which detail parliamentarians' expenditure.
Service	It is your responsibility to service the vehicle regularly in line with the manufacturer's recommendations.
Toll costs	SENATOR/MEMBER – You are personally responsible for the payment of toll road charges incurred in respect of a PPV. To avoid toll infringements and admin fees, please supply a personal e-tag for your PPV. Electronic toll tags (ie. e-tags and equivalent) are not provided by M&PS. EMPLOYEE – Toll costs can only be met for MOP(S) Act employees when travelling on official business. When travelling for private reasons, including travelling to and from your normal place of work, you are personally responsible for the payment of toll road charges.
Traffic, parking and toll infringements	The PPV holder is responsible for payment of any fine specified on the infringement notice, other than where a statutory declaration has been returned to the issuing authority identifying another person as the driver of the vehicle at the time of the infringement. Where an administrative charge for processing an infringement notice is levied, M&PS will obtain reimbursement from the relevant Senator or Member or MOP(S) Act employee.

SIGNATURE

- ▶ I certify that I understand my obligations in relation to my PPV.
- ▶ By signing this form, I acknowledge that:
 - I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
 - I have read and understood the Privacy Collection Notice (see below).

**Signature of Senator,
Member or MOP(S) Act
Employee**

Date