



An Australian Government Initiative

AusIndustry

LPG Vehicle Scheme

CUSTOMER GUIDELINES

ABOUT THE *LPG VEHICLE SCHEME*

The objective of the Scheme is to capitalise on Australia's LPG resources by encouraging people using vehicles for private use to buy new LPG vehicles or convert existing vehicles to LPG.

Before deciding to participate in the Scheme, you should consider the costs and benefits of using LPG, these include:

- The cost of converting your vehicle to LPG, or, the purchase cost of an LPG vehicle
- The longer term prospects for LPG prices compared with the costs and benefits of the purchase and operation of a petrol or diesel vehicle.

Please read these Guidelines along with the *LPG Vehicle Scheme Frequently Asked Questions* before submitting your application.

GRANT ASSISTANCE AVAILABLE

There are different grants available, subject to eligibility criteria:

1. a grant of \$2,000:
 - a. for the LPG conversion of a new or used petrol or diesel motor vehicle (this includes new or used vehicles where the conversion occurs after the vehicle is registered; and new vehicles where the LPG unit is fitted after manufacture but before the vehicle is registered for the first time); or
 - b. for the purchase of a new motor vehicle with an LPG unit fitted at the time of manufacture, for vehicles purchased on or after 10 November 2008
2. a grant of \$1,000 for the purchase of a new motor vehicle with an LPG unit fitted at the time of manufacture, for vehicles purchased before 10 November 2008.

We will determine which grant you are entitled to on the basis of your application information.

WHO CAN APPLY FOR A GRANT

Applicant Eligibility

You are eligible for a grant if:

- you have not received a grant under the Scheme in the previous three years. Three years are calculated from:
 - for a new or used vehicle converted after registration, the date of LPG conversion that was the subject of the previous grant; or
 - for any other new vehicle, the date of purchase of the new vehicle that was the subject of the previous grant
- you have converted a registered vehicle to LPG and the conversion is complete and paid for
 - you will need to show proof that you have paid for the parts AND installation of the LPG conversion kit
- you have purchased a new vehicle with the LPG unit fitted before the vehicle is registered and the vehicle purchase is complete and paid for
 - you will need to show proof that you have paid for a new LPG vehicle.

If you have, or will, receive assistance for LPG conversions under State or Territory Government assistance programs, you are eligible to receive assistance under the Scheme.

Vehicle Eligibility

A vehicle is eligible if:

- the vehicle was converted to LPG or the new LPG vehicle was purchased on or after 14 August 2006
- the vehicle is less than 3.5 tonnes Gross Vehicle Mass (GVM)
- for new or used vehicles registered at the time of LPG conversion
 - the vehicle is registered in your name at the date of LPG conversion, and
 - the vehicle is for private use at that time
- for new vehicles fitted with an LPG unit before being registered
 - you are the first registered owner of the vehicle, and
 - the vehicle is registered in your name at the time of purchase and is a vehicle for private use at that time.

Note that only new vehicles can be unregistered at the time of LPG conversion.

A vehicle for private use is:

- a vehicle which is registered under the laws of a State or Territory for private use; or family use; or otherwise for the private purposes of an individual; or
- if the laws of the State or Territory under which the vehicle is registered do not differentiate between private use and other kinds of use, such as business use – a vehicle which the registered owner has declared, on the application form for the Scheme, is for private use.

This **does not include** a vehicle which is authorised to travel on public roads in limited specified circumstances only, such as classic cars.

A vehicle is NOT eligible if:

- the vehicle is subject to a novated lease at the date of LPG conversion or the purchase of the new LPG vehicle
- the vehicle is financed through a salary sacrifice arrangement at the date of LPG conversion or the purchase of the new LPG vehicle
- the vehicle is a demonstration or second-hand vehicle that was registered to a dealership, or other person, at the time of LPG conversion
- the vehicle is a motor scooter, tricycle or boat
- it is a vehicle which is authorised to travel on public roads in limited specified circumstances only, such as classic cars.

Repairs, maintenance or upgrades to an existing LPG system are not eligible for a grant.

FAMILIES WITH MORE THAN ONE CAR

If you and your partner are joint registered owners of a vehicle then only one of you can apply for the grant for that vehicle. If your partner is also the registered owner of another vehicle, your partner may apply for the grant for that vehicle.

If children are the registered owners of other vehicles, then each of those children are eligible to claim the grant for their vehicle.

APPLYING FOR A GRANT

You must submit your application form within **12 months** from:

- the date of LPG conversion where you convert a registered vehicle; or
- the date of purchase of a new vehicle.

The application form is available from:

- AusIndustry Hotline on 13 28 46
- www.ausindustry.gov.au; or
- any Medicare Office or Centrelink Customer Service Centre.

You **must** lodge your application on a **September 2008** or subsequent application form version.

Do not provide application forms from State or Territory Government assistance programs.

The Application Form (*September 2008 or subsequent form version*)

Claims can only be processed if **all sections** of the application form have been completed correctly and all certified copies of **supporting documents** are included.

Section 1: Must be completed by **you** and include the following:

- ✓ Your name and contact details
- ✓ Your date of birth

Section 2: Must be completed by **you** and include the following:

- ✓ Your motor vehicle details
- ✓ Your motor vehicle registration number and VIN/Chassis number

Section 3: Must be completed by **you** and include the following

- ✓ Bank account details that must be in your name (payments will not be made to credit card accounts, commercial or third party accounts). Joint personal accounts are accepted. Failure to supply your correct account details will delay payment.

Section 4: You need to attach the following certified copies of **supporting documents**

- ✓ Vehicle registration papers
- ✓ Proof of payment
- ✓ Current driver's licence (from 1 February 2009)

Section 5: You must sign and date the Applicant Declaration

Section 6: Must be completed by the **motor vehicle dealer** or **auto gas installer** and include the following:

- ✓ Business name and contact details
- ✓ ABN
- ✓ Vehicle registration number and VIN/Chassis number
- ✓ Motor vehicle dealer licence number **OR** LPG auto gas installer accreditation number
- ✓ Date of LPG conversion or new vehicle purchase

Section 7: The **motor vehicle dealer** or **auto gas installer** must sign and date the installer or dealer declaration

Supporting Documents

Complete applications must include certified copies of the following supporting documents:

- **Vehicle registration papers** that show:

- you were the registered owner of the vehicle at the time of LPG conversion (for vehicles that were registered at the time of LPG conversion)

If your registration has been renewed since the time of LPG conversion and you cannot provide that registration document, you can provide your current registration documents that show that the vehicle is registered in your name

- you are the registered owner of a new vehicle fitted with LPG (for vehicles fitted with LPG before being registered for the first time).

If you are a WA or VIC resident and have recently purchased a vehicle and the registration has been transferred to you, you may not have registration papers in your name.

- If you live in WA, you can contact the WA Department of Planning and Infrastructure (DPI) and request a duplicate certificate of registration. This document will incur a fee.
- If you live in VIC, you can contact VicRoads and request a duplicate certificate of registration or a confirmation of registration ownership. Both these documents will incur a fee.

- **Proof that you have paid** for the LPG conversion of your vehicle **OR** proof that you have paid for the new vehicle fitted with an LPG unit. For LPG conversions, you need to provide proof that you have paid for both parts AND installation. Proof of payment must be a tax invoice or equivalent and should include the following details:

- the words 'tax invoice' or equivalent, stated prominently
- the name of the applicant
- the Business name and ABN of the installer/dealer
- the date of issue of the tax invoice
- a brief description of the goods or services sold
- the total price of the sales (including GST)

- evidence that payment has been made in full (e.g. stamped or marked paid in full or have \$0.00 balance owing).

Proof of payment for a new LPG vehicle could be a contract of sale. The document must specify that the vehicle has been fitted with an LPG unit. The contract must show the signatures of both the applicant and dealer.

- **Current Driver's Licence** (from 1 February 2009)

For over the counter applications, You will need to provide a completed application form including supporting documents. All supporting documents will be copied and certified by Medicare Office staff or Centrelink Customer Service Centre staff and originals returned to you.

For postal applications do not provide original documents. Certified copies of the supporting documents must be provided.

Original documents may be certified by a Commonwealth, State or Local Government Official, a Commissioner for Declarations or a Justice of the Peace. This person must certify the documents with his/her name and signature as well as sufficient information such as his/her authority to certify, address or telephone number to enable his/her credentials to be checked if necessary.

If you are unsure who can certify, please contact the relevant agency in your State or Territory. Contact details can be found on page 9 of these Guidelines.

Application Forms can be posted to:

LPG Claim Processing Unit

GPO Box 1536

Adelaide SA 5001

Please **retain a copy** of your application form for your records.

GRANT PAYMENT ARRANGEMENTS

You will be advised of the outcome of your grant application by letter. If you are eligible for the grant, payment will be made to your personal account within 10 working days of submitting a complete and eligible application form.

The account must be in your name as payments will not be made into credit card accounts, commercial or third party accounts. Joint personal accounts are accepted.

Please ensure that your account details are complete and correct. You will need to provide:

- the account name/s
- BSB number
- account number

Please note that grant payments cannot be made over the counter at a Medicare Office or a Centrelink Customer Service Centre.

INCOMPLETE APPLICATIONS

If your application is incomplete payment will be delayed. The LPG Claim Processing Unit will write to you within 10 working days advising you of the additional information required.

You will have 14 days, from receipt of the letter, to provide the additional information. If the required information is not received in 14 days, your application will be rejected.

RIGHT OF REVIEW OF GRANT DECISIONS

If you disagree with a decision made on your application you may apply for reconsideration of that decision.

You have **13 weeks** from the day on which you are notified of the decision to request a review. The request can be made in person at any Medicare Office, Centrelink Customer Service Centre, by calling the AusIndustry Hotline or by writing to:

LPG Claim Processing Unit

GPO Box 1536

Adelaide SA 5001

Upon receiving a request for review, the LPG Claim Processing Unit will arrange for the matter to be reconsidered. This may include further contact with you.

COMPLIANCE ARRANGEMENTS FOR THE LPG VEHICLE SCHEME

A number of compliance activities will be undertaken. These may include:

- checking that the applicant's name is on the registration papers for the vehicle and on the invoice for the LPG conversion or new vehicle purchase
- checking State or Territory motor registry records to ensure that the registration details are correct
- checking payment details correlate with the registered vehicle owner. The account must be in the name of the applicant as payments will not be made to commercial or third party accounts
- checking that the ABN and business name on the proof of payment provided by the new car dealer or LPG installer are valid
- confirmation of the installation date of LPG conversion
- checking installers' business records that relate to the application

Please be aware that providing false or misleading information is a serious offence and may result in a requirement to repay the grant.

GRANT IMPACT ON TAX ARRANGEMENTS

The grant will not be assessable for income tax purposes where the vehicle is for private use. This means that you will not have to pay income tax on the grant or declare it on your income tax return.

If your vehicle is registered or declared for private use and sometimes used for business purposes the grant may be assessable for income tax purposes.

Driving your private use vehicle to and from your place of employment is not considered business use.

If you are unsure of your tax circumstances you should seek advice from the Australian Tax Office on 132 861.

The grant is not subject to GST.

The grant will not be assessed as income for social security purposes.

FACTORS TO CONSIDER BEFORE CONVERTING YOUR VEHICLE TO LPG

Many types of vehicles are suitable for conversion to LPG. Almost all unleaded petrol fuelled vehicles can (subject to space limitations) be converted to LPG operation. However, you should contact your motoring association for specific advice on the suitability of your vehicle. Contact details can be found on page 8 of these Guidelines.

In considering an LPG conversion or purchase of a vehicle with an LPG unit fitted, you should discuss the implications, if any, for warranties provided by the vehicle manufacturer, dealer and/or the LPG installer.

Systems typically range in price from about \$2,000 to \$4,000 installed depending on the type of vehicle, type of system and operation.

Please ensure that your installer is properly accredited. Each State/Territory has its own accreditation system. You should ask your installer for their accreditation/registration/certification details and check these against your State/Territory agency. Contact details can be found on page 9 of these Guidelines.

TELL ME MORE ABOUT LPG COSTS

LPG is currently excise free but it will become subject to excise in the future. No excise will be applied to LPG until 1 July 2011. The full rate of excise to apply to LPG used in vehicles will be 12.5 cents per litre. This rate will apply from 1 July 2015. The planned excise rates for LPG are as follows:

1 July 2011	2.5 cpl
1 July 2012	5.0 cpl
1 July 2013	7.5 cpl
1 July 2014	10.0 cpl
1 July 2015	12.5 cpl

CONFIDENTIALITY

Applications for the LPG Vehicle Scheme are treated as 'commercial-in-confidence'. Applicant information is used to process applications and will only be publicly disclosed if the Commonwealth is required or permitted by law to make such a disclosure, or where it has the applicant's consent to do so. The Commonwealth may make limited disclosures to individuals, businesses or other organisations to verify claims made in applications. The Commonwealth may use any information received in applications in any other legitimate governmental business, including disclosure of any information to Commonwealth or State or Territory Government agencies, or to contractors engaged by the Commonwealth in connection with the program. The Commonwealth may make public the broad details of successful applications.

The information provided on the application form is passed to Centrelink to allow them to administer the payment of the LPG Vehicle Scheme grant. Limited relevant information may be disclosed to third parties to verify the accuracy of the information

provided in the application for the grant and to assess eligibility for payment and to ensure LPG regulatory requirements are met.

WHERE TO GO FOR MORE INFORMATION

AusIndustry Hotline	132 846	Email: hotline@ausindustry.gov.au
AusIndustry	132 846	www.ausindustry.gov.au
Centrelink	1800 050 004	www.centrelink.gov.au
Medicare	132 011	www.medicareaustralia.gov.au
ATO	132 861	www.ato.gov.au

VEHICLE REGISTRATION INFORMATION

For information regarding the registration of your vehicle, please contact the relevant agency in your State or Territory.

NSW	Roads and Traffic Authority, NSW	132 213	www.rta.nsw.gov.au
VIC	VicRoads	131 171	www.vicroads.vic.gov.au
QLD	Licensing & Registration	132 380	www.transport.qld.gov.au
WA	Licensing Services	131 156	www.dpi.wa.gov.au
SA	Transport	131 084	www.transport.sa.gov.au
TAS	Transport, DIER	1300 851 225	www.transport.tas.gov.au
NT	Motor Vehicle Registry (MVR)	1300 654 628	www.nt.gov.au/transport/mvr/
ACT	ACT Road Transport Authority	132 281	www.rego.act.gov.au

ENSURING YOUR VEHICLE IS SUITABLE FOR LPG CONVERSION

State or Territory based motoring associations and other groups provide information that can help you make the decision about LPG conversion for your vehicle. Contact details for some of these groups are listed below.

	LPG Association	(02) 9319 4733	www.lpgaaustralia.com.au
NSW	NRMA	131 122	www.mynrma.com.au
VIC	RACV	131 955	www.racv.com.au
QLD	RACQ	131 905	www.racq.com.au
WA	RAC	131 703	www.rac.com.au
SA	RAASA	1800 818 385	www.raa.net
TAS	RACT	132 722	www.ract.com.au
NT	AANT	(08) 8981 3837	www.aant.com.au
ACT	NRMA	131 122	www.mynrma.com.au

ENSURING YOUR INSTALLER IS PROPERLY ACCREDITED

Please ensure that your installer is properly accredited.

Each State or Territory has its own accreditation system. In all States or Territories the installer is required to fit an LPG compliance plate to your vehicle as part of the installation process and may require you to provide a certificate or report to your State or Territory transport agency. You should ask your installer their accreditation, registration or certification details.

The table below is a guide of State or Territory agencies that may assist you in ensuring your installer is accredited.

NSW	Motor Vehicle Repair Industry Authority (MVRIA)	(02) 9895 0111	www.fairtrading.nsw.gov.au/Consumers/Motor_vehicles.html
VIC	Automotive Alternative Fuels Association (AAFRB)	(03) 9862 6700	www.aafrib.com.au
QLD	Department of Mines and Energy	(07) 3898 0375	www.dme.qld.gov.au
WA	Department of Commerce - Energy Safety	(08) 9422 5200	http://www.commerce.wa.gov.au/EnergySafety/
SA	Office of Consumer and Business Affairs (OCBA)	(08) 8204 9696	http://www.ocba.sa.gov.au/licensing
TAS	Workplace Standards Tasmania	1300 366 322	www.wst.tas.gov.au
NT	NT WorkSafe	1800 019 115	www.worksafe.nt.gov.au
ACT	ACT Planning & Land Authority	(02) 6207 1923	www.actpla.act.gov.au

Please note: Motor vehicle regulations in your State or Territory may require that a converted vehicle be presented for inspection to an authorised inspection station within 14 days of fitting the LPG unit.

CERTIFYING YOUR DOCUMENTS

Staff at any Medicare Office or Centrelink Customer Service Centre can certify your documents over the counter. A Justice of the Peace and/or Commissioner for Declarations can be found in each State and Territory:

NSW	Attorney General's Department	(02) 8688 7487	www.lawlink.nsw.gov.au
VIC	Department of Justice	(03) 9603 9090	www.justice.vic.gov.au
QLD	Department of Justice & Attorney-General	1300 301 147	www.justice.qld.gov.au
WA	Department of Attorney General	(08) 9425 2897	www.justice.wa.gov.au
SA	Attorney General's Department - Justice Portfolio	(08) 8207 1725	www.justice.sa.gov.au
TAS	Department of Justice	1300 366 611	www.justice.tas.gov.au
NT	Department of Justice	(08) 8935 7777	www.nt.gov.au/justice/
ACT	Department of Justice & Community Safety	(02) 6205 3073	www.jcs.act.gov.au/eLibrary/jps.html