



An Australian Government Initiative

AusIndustry

LPG Vehicle Scheme

CUSTOMER GUIDELINES

ABOUT THE *LPG VEHICLE SCHEME*

The objective of the Scheme is to increase the use of Liquefied Petroleum Gas (LPG) as a transport fuel.

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

Please read these Customer 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. Grants for the LPG conversion of a registered vehicle

- \$1,750 for a conversion completed between 1 July 2009 and 30 June 2010; or
- \$1,500 for a conversion completed between 1 July 2010 and 30 June 2011; or
- \$1,250 for a conversion completed between 1 July 2011 and 30 June 2012; or
- \$1,000 for a conversion completed between 1 July 2012 and 30 June 2013; or
- \$1,000 for a conversion completed between 1 July 2013 and 30 June 2014.

2. Grants for the purchase of a new vehicle fitted with LPG prior to first registration

- \$2,000 - this includes vehicles fitted with LPG at time of manufacture and vehicles fitted with LPG after manufacture but before first registration.

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 to apply for a grant if:

- you have not received a grant under the Scheme for a conversion that occurred in the previous three years. Three years are calculated:
 - from the date of the LPG conversion or new vehicle purchase that was the subject of the previous grant
 - to the date of application for the subsequent grant.
- you have either converted a registered vehicle to LPG or purchased a new vehicle fitted with LPG before first registration
 - for LPG conversions - you will need to show proof that you have paid for the parts AND installation of the LPG conversion kit.

- for new LPG vehicles - you will need to show proof that you have paid for the vehicle.

You must complete your LPG conversion or new LPG vehicle purchase before you make your application. Your application must be lodged within 12 months of your LPG Conversion or new LPG vehicle purchase.

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; and
- the vehicle is less than 3.5 tonnes Gross Vehicle Mass (GVM); and
- for registered vehicles converted to LPG:
 - it is a vehicle registered in your name at the date of LPG conversion and is for private use at that time; or
 - it is a registered vehicle purchased by you and **then** converted to LPG prior to registration transfer into your name. The vehicle **is** registered in your name at the time you make your grant application and 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:

- registered as a vehicle for private/family use or
- if registration regulations in your State/Territory don't differentiate between private use and other kinds of use, such as business use – you have declared the vehicle is for private use.

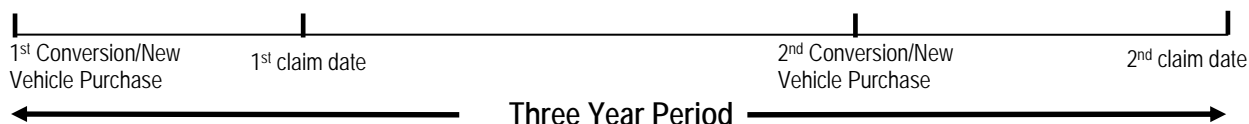
A vehicle is **NOT eligible** if:

- 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 motor scooter, tricycle or boat;
- the vehicle is authorised to travel on public roads in limited specified circumstances only, such as a classic car.

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

CLAIMING A SECOND GRANT

You may be eligible for one grant every three years. The three year period is calculated from the date of the conversion / new vehicle purchase that was the subject of the previous grant to the date of application for the second grant, as shown in the timeline below:



You can lodge an application for a second grant three years after the date of conversion / new vehicle purchase that was the subject of the previous grant. You must lodge your application within 12 months of the date of LPG conversion or the date of purchase of a new LPG vehicle. The application must meet all eligibility criteria.

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 provided your partner has not received a grant under the Scheme in the previous three years.

If children are the registered owners of other vehicles, then each of those children can claim the grant for his/her vehicle.

APPLYING FOR A GRANT

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

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

Your application **must** be provided on the **June 2010** or a subsequent application form version.

The Application Form (*June 2010 or subsequent form version*)

Claims will only be processed if **all sections** of the application form have been completed correctly and all certified copies of **supporting documents** are included. You must complete Section 1, Section 2, Section 3 and sign at Section 5 of the application form. Your installer or dealer must complete Section 6 and must sign at Section 7 of the application form.

Supporting Documents

Together with your completed application form, you will need to supply certified copies of the supporting documents. If you lodge your application at a Medicare Office or Centrelink Customer Service Centre, your supporting documents will be copied, certified and originals returned to you. If you lodge your application by post you must provide certified copies of the supporting documents.

If you have **converted a registered vehicle to LPG** you will need to provide:

- Current driver's licence
- Vehicle registration papers that show you were the registered owner at the time of conversion
 - If you purchased a registered vehicle that you converted to LPG **before** the registration was transferred into your name, you need to provide registration documents that show you are **now** the registered owner of the vehicle. You must also provide proof that you purchased the vehicle before the date of LPG conversion.
- Proof of payment for the LPG conversion (a tax invoice showing payment for both parts AND installation).

If you have **purchased a new vehicle fitted with LPG before first registration** you will need to provide:

- Current driver's licence
- Vehicle registration papers that show that you are the registered owner of the vehicle
- Proof you have paid for the vehicle
 - If the LPG conversion was not included in the purchase price of the vehicle, you must also provide a tax invoice for the LPG conversion in your name.

Registration Documents – Further Information

For Western Australian (WA) or Victorian (VIC) residents who have recently purchased a vehicle and the registration has been transferred to you, you may not have registration papers in your name.

WA applicants can contact the WA Department of Transport and request a duplicate certificate of registration. This document will incur a fee.

VIC applicants can contact VicRoads and request a duplicate certificate of registration or a confirmation of registration ownership. Both these documents will incur a fee.

Proof of Payment – Further Information

Proof of payment for an LPG conversion 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); and
- 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 vehicle could be a contract of sale/purchase. The contract must be dated and show the signatures of both the applicant and dealer. For new vehicles fitted with LPG prior to first registration, the document must specify that the vehicle has been fitted with an LPG unit or you must also provide a tax invoice for the LPG conversion in your name.

Document Certification – Further Information

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 10 of these Guidelines.

Application Forms can be lodged at any Medicare Office or Centrelink Customer Service Centre or 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

We will advise you 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 personal account must be in your name. A joint personal account is acceptable if you are also the joint account holder. Payments will not be made to credit card accounts, commercial or third party accounts.

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

- the account name/s;
- BSB number; and
- 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, the LPG Claim Processing Unit will be unable to process it unless you provide the missing information. The LPG Claim Processing Unit will write to you within 10 working days advising you of the information required.

You will have 10 working days, from receipt of the letter, to provide the additional information. If the required information is not received in 10 working 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 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; and
- 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 used for private purposes. 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 but is 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 13 28 61.

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 10 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 \$2,500 to \$4,500 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	13 28 46	Email: hotline@ausindustry.gov.au
AusIndustry	13 28 46	www.ausindustry.gov.au
Centrelink	1800 050 004	www.centrelink.gov.au
Medicare	13 20 11	www.medicareaustralia.gov.au
ATO	13 28 61	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	13 22 13	www.rta.nsw.gov.au
VIC	VicRoads	13 11 71	www.vicroads.vic.gov.au
QLD	Licensing & Registration	13 23 80	www.transport.qld.gov.au
WA	Licensing Services	13 11 56	www.transport.wa.gov.au
SA	Transport	13 10 84	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	13 22 81	www.rego.act.gov.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) 9619 8650	www.fairtrading.nsw.gov.au/Consumers/Motor_vehicles.html
VIC	Automotive Alternative Fuels Association (AAFRB)	(03) 9862 6700	www.aafrb.com.au
QLD	Department of Employment, Economic Development and Innovation	(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	SafeWork SA	1300 365 255	www.safework.sa.gov.au
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.

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	13 11 22	www.mynrma.com.au
VIC	RACV	13 19 55	www.racv.com.au
QLD	RACQ	13 19 05	www.racq.com.au
WA	RAC	13 17 03	www.rac.com.au
SA	RAA	1800 818 385	www.raa.com.au
TAS	RACT	13 27 22	www.ract.com.au
NT	AANT	(08) 8981 3837	www.aant.com.au
ACT	NRMA	13 11 22	www.mynrma.com.au

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) 8608 6018	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