

Tow Truck Licence Application

Tow Truck Act 1973



Queensland
Government

This form may be used to apply for any of the following:

Please tick appropriate box

- Apply for a tow truck licence in a business or company name
- Apply for a tow truck licence in an individual's name
- Renew a tow truck licence
- Amend details to a current tow truck licence
- Replacement of a tow truck licence

Evidence of Identity

You must produce a current Australian driver licence and identity card (if applicable) or proof of identity documentation (please refer to the Evidence of Identity Information Sheet (form F4362) or www.transport.qld.gov.au for requirements).

This application and fees must be lodged in person to your local Department of Transport and Main Roads Customer Service Centre. These fees are non-refundable if the application is unsuccessful. Renewal applications should be lodged 28 days prior to the current expiry date.

1. Business/Company/Individual's details

Business/company/individual's name

Trading name (if applicable)

Business/residential address

Postcode

Postal address (if same as business/residential write 'AS ABOVE')

Postcode

Telephone number

Does the business/company/individual have a CRN?

No Proceed to a New Customer Application (form F3503)

Yes CRN

Please insert business (BN)/company (ACN)

2. Are you applying for a replacement Tow Truck Licence?

No

Yes Proceed to Q8

3. Where a firm or partnership is the holder of a tow truck licence, every member of the firm/partnership/business/company shall be deemed to be a holder of that licence. Every member is required to produce evidence of identity and sign this form. You will need to provide business/company identification. Evidence of Identity (EOI) Information Sheet (form F4362) explains the requirements for the business/company and individuals.

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3a. Has there been a change in the members or directors of the business or company?

No

Yes A copy of the Queensland Business Name Extract must be submitted with this application.

- State names, dates and places of birth of each new registered member of the business or company.

Name	Sex (M/F)
Date of Birth	Place of Birth
Driver Licence Number	

Name	Sex (M/F)
Date of Birth	Place of Birth
Driver Licence Number	

Name	Sex (M/F)
Date of Birth	Place of Birth
Driver Licence Number	

If insufficient space, please complete a separate form for remaining applicants.

4. Do you want to change your address?

No Proceed to Q5

Yes give details

Business/residential/postal address

Postcode

5. Do you want to change your holding yard address?

No Proceed to Q6

Yes give details

Holding yard address

Postcode

6. Do you want to change your personal name?

No Proceed to Q7

Yes give details then proceed to Q8

- Refer to EOI Information Sheet (form F4362). Evidence of your change of name is required.

Family name

Given name/s

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10. Fitness to perform industry authority role

Note: this section is only to be completed for an application in an individual or individual's name.

Do you have any known medical condition or physical or mental incapacity that will prevent you from satisfactorily performing the activities authorised under a licence or certificate?

No

Yes You are required to have your treating doctor complete section 11 Medical Practitioner Certification.

11. Medical Practitioner Certification

Tow Truck Licence holder

A tow truck licence holder is responsible for the administration/management of a tow truck business. A tow truck business primarily allocates tow trucks to accidents and vehicle seizures to ensure a clear road network and subsequent handling and storage of those vehicles.

Therefore, medical certification is required to ensure that the applicant has the physical and mental capacity to perform the role.

I personally examined the applicant knowing the person to be an applicant.

Date of the examination

/ /

In my opinion, having regard to the health and safety of the public generally, the applicant:

is mentally and physically an appropriate person to hold an approval

is **not** mentally and physically an appropriate person to hold an approval

Doctor's name (please PRINT)

Address or stamp

Telephone number

Doctor's signature

Date

/ /

12. Applicant's Declaration

I, (name and signature inserted below) in making this application, agree to the department carrying out those enquiries it deems necessary to determine if I meet the suitability requirements for a Tow Truck Licence.

I consent for the department, its employees and agents to conduct such enquiries as necessary to assess this application and to conduct further enquiries during the period of my licence to assess my ongoing suitability to hold the licence. Such enquiries include, but are not necessarily limited to:

- a national criminal history check (charges including those yet to be determined, convictions and certain investigative and disciplinary information) through the Queensland Police Service
- further enquiries with the courts, police, prosecuting authorities other relevant bodies or entities to enable the department to make a full and informed assessment of my suitability for a Tow Truck Licence.

Consent for the release of information

I authorise the release of that information by Queensland Police Service and the Australian Police Service to the department, its employees and agents. I understand that the release of my criminal history by those authorities is subject to relevant legislation.

It is an offence under the *Tow Truck Act* to knowingly make any false statement in any application. A penalty may apply.

I state that I have read the above statement and the information provided in this application is complete, true and correct in every detail.

Name

Signature

Date

/ /

Name

Signature

Date

/ /

Name

Signature

Date

/ /

Privacy statement: The department collects the information on this form for the purpose of licensing tow trucks. This information is authorised by the *Tow Truck Act*. The department usually gives some or all of this information to its agents and contractors, authorised departmental officers, the Queensland Police Service, other Queensland state government agencies, and federal and interstate government agencies. The department will not disclose your personal information to any other third parties without your consent unless authorised or required by law.

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Office Use Only

(a) Has the application fee been paid?

Receipt Receipt number

(b) Has the Queensland business/Australian company certificate been sighted? (if applicable)

Yes No This application cannot proceed

(c) Has all individual identification been sighted?

Yes No This application cannot proceed

(d) Is the inspection form for holding yards attached? (or confirmation from Compliance)? (if applicable)

Yes No This application cannot proceed

(e) Is the inspection sheet for each tow truck attached?

Yes No This application cannot proceed

(f) Is the applicant's offence history satisfactory for grant/renewal of licence?

Yes No Not applicable

(g) Is the person mentally and physically an appropriate person to hold or be issued a tow truck licence?

Note: only applicable for application in an individual or individual's name.

Yes No Not applicable

(h) Do you recommend that this application be approved?

Yes No Please give reason/s below

Licence/Permit number issued

Comments

Application recommended by: Customer Service Officer's name

Customer Service Officer's signature

Date

Application approved by: SASM's/Manager's name

SASM's/Manager's signature

Date

Towing Authority number/s issued

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