



Use this form for any of the following:

- apply for a Tow Truck Licence
- renew a Tow Truck Licence
- add/remove vehicles
- add/remove holding yards
- notify a Tow Truck Licence change of details (e.g. add a director, change of name etc.).

The following information must be read before completing this application.

A Tow Truck Licence holder may operate a business that employs accredited tow truck drivers and tow truck assistants to perform towing of vehicles in regulated areas:

- from the scene of an incident
- seized by Police under the *Police Power and Responsibilities Act 2000*
- parked on private property when a contract is in place with the property owner.

### Regulated areas

The tow truck licensing scheme applies to the following regulated areas:

1. The shires of - Beaudesert, Boonah, Caboolture, Esk, Gatton, Kilcoy, Laidley, Maroochy, Noosa, Pine Rivers and Redland
2. The cities of - Brisbane, Bundaberg, Cairns, Caloundra, Gold Coast, Hervey Bay, Ipswich, Logan, Mackay, Maryborough, Redcliffe, Rockhampton and Toowoomba
3. The areas made up of the parishes of:
  - a. Clement and Hinchinbrook in the county of Gray
  - b. Beor, Bohle, Coonambelah, Ettrick, Halifax, Hervey, Lansdowne, Magnetic, Margenta, Rokeby, Ross, Stuart and Wyoming in the county of Elphinstone.

### Applying for or renewal of a Tow Truck Licence

A Tow Truck Licence can be issued in an individual person's name or a company or business name. Where a licence is issued in a company or business name all executive officers of the company or business are deemed to be the licence holder.

For applications made by:

- **An individual** - The applicant must provide Evidence of Identity (EOI).
- **A company** - All directors must be listed on the application. A current company extract, listing all current directors, from the Australian Securities and Investment Commission (ASIC) must be provided with the application. All directors must provide EOI.
- **A business** - All business proprietors must be listed on the application. A current Certificate of Registration of a Business Name from the ASIC that lists the business proprietors must be provided. All proprietors must sign the application and provide EOI.

### Suitability checks

The Department of Transport and Main Roads (TMR) will verify the criminal history of all applicants listed on the application. A Tow Truck Licence application may be refused if an applicant has been charged or convicted of a disqualifying offence.

All criminal history must be declared regardless of time elapsed; criminal history includes a charge or conviction to which sections 5 or 6 of the *Criminal Law (Rehabilitation of Offenders) Act 1986* applies.

An applicant's traffic history will also be taken into consideration when assessing their suitability to hold a Tow Truck Licence.

# Tow Truck Licence Application

Tow Truck Act 1973

## Business premises and holding yards

Tow Truck Licence applicants must have suitable business premises and a holding yard. These addresses must be located in Queensland (Qld). An applicant's business premises and all holding yards must be inspected by a TMR Transport Inspector before this application can be processed.

## Tow truck vehicles listed on a Tow Truck Licence

Vehicles that provide crash towing or police seizure towing or towing from private property must be listed against a Tow Truck Licence.

A licensed tow truck must have markings on both sides of the tow truck that display the:

- name, business address and telephone number of the licence holder
- classification of the tow truck
- licence number of the tow truck
- tow truck number (issued by TMR).

For further information on tow truck specifications, requirements and markings to be placed on a tow truck see Schedule 1 of the *Tow Truck Regulation 2009*.

Each vehicle to be attached to the licence must be inspected by a TMR Transport Inspector before this application can be processed.

A licensed tow truck may also be used for other types of towing, such as attending breakdowns and general transporting of motor vehicles.

## To apply for a Tow Truck Licence

- Complete the application form and lodge it in person at a TMR customer service centre or QGAP office
- Provide EOI documentation for each person listed on the application. Information about EOI for individuals/organisations is available at [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) (search evidence of identity)
- Pay the required licence and criminal history fees
- After you lodge this form a TMR Transport Inspector will contact you to arrange inspection of the business premises, holding yards and tow trucks.

### 1. Please indicate the transaction you wish to undertake

- new Tow Truck Licence (complete 2, 4, 5, 9 and 10) ☐
- renew a Tow Truck Licence (complete 2, 3, 4, 5, 9 and 10) ☐
- add/remove vehicles (complete 2, 9 and 10) ☐
- add/remove holding yards (complete 2, 5 and 10) ☐
- notify change of licence details (complete 2, 4, 6 or 7 or 8 and 10). ☐

### 2. Business/Company details

Business/company name

Trading name (if applicable)

continued next page...

Business/company address

Postcode

Postal address (if same as business/company write 'as above')

Postcode

Telephone number

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**Does the business/company have a Customer Reference Number (CRN)?** (Your CRN is your Qld Driver Licence, industry accreditation number, Adult Proof of Age or Photo Identification Card number).

No ☐ Complete a *New Customer Application* (form F3503)Yes ☐ Please quote your CRN

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Please insert Business Number (BN)/  
Australian Company Number(ACN)

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**Note:** A current Business/Company Extract must be submitted with this application.

**3. Choose a renewal term**1 year ☐ 2 years ☐ 3 years ☐4 years ☐ 5 years ☐ Go to question 4**Note:** New applications are granted for one year only.**4. Licence holder details** (new or renewal applications only)

Where a business or company is the holder of a Tow Truck Licence every business owner or company director is deemed to be the holder of that licence, and is required to produce EOI and sign this form.

An attachment may be used if more than two business owners/directors.

**Applicant 1 – Business owner/company director details**

Family name (please print in block letters)

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Given name/s

--

CRN

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If you do not have a CRN please complete a *New Customer Application* (form F3503).

Residential address

Postcode

Postal address (if the same as residential write 'as above')

Postcode

Daytime telephone or mobile number

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Email address (optional)

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State/Territory of birth

Country of birth

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**Have you ever been, or are you known by any other name?**No ☐Yes ☐ Provide details of any other names you have been known by (add a separate sheet if required)

Family/Given name/s

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**4.1 Previous industry authority information**

Have you ever had an authority/licence/accreditation/certificate (in Qld or elsewhere) suspended, cancelled or refused?

No ☐Yes ☐ You are required to give full details


If insufficient room - attach separate sheet

**4.2 Traffic history**

Traffic history checks are conducted on all applicants to assess their suitability to be issued a Tow Truck Licence.

a. Have you ever had your driver licence amended, suspended or cancelled or been disqualified from holding or obtaining a driver licence?

No ☐ Yes ☐

b. In the last three years, have you received any traffic infringement notices (e.g. speeding, failing to give way)? Do not include parking infringements.

No ☐ Yes ☐

c. In the last 12 months, have you been charged with unlicensed driving?

No ☐ Yes ☐**4.3 Have you ever been convicted of a criminal offence or been charged with any offence and the charge has not yet been finalised?**

Conviction includes a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction was recorded.

No ☐ Yes ☐**Applicant 2 – Business owner/company director details**

Family name (please print in block letters)

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Given name/s

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CRN

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If you do not have a CRN please complete a *New Customer Application* (form F3503).

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Residential address

Postcode

Postal address (if the same as residential write 'as above')

Postcode

Daytime telephone or mobile number

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Email address (optional)

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Date of birth

Town or city of birth

/ /	
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State/Territory of birth

Country of birth

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**Have you ever been, or are you known by any other name?**No ☐Yes ☐ Provide details of any other names you have been known by (add a separate sheet if required)

Family/Given name/s


**4.4 Previous Industry Authority information**

Have you ever had an authority/licence/accreditation/certificate (in Qld or elsewhere) suspended, cancelled or refused?

No ☐Yes ☐ You are required to give full details


If insufficient room - attach separate sheet

**4.5 Traffic history**

Traffic history checks are conducted on all applicants to assess their suitability to be issued a Tow Truck Licence.

a. Have you ever had your driver licence amended, suspended or cancelled or been disqualified from holding or obtaining a driver licence?

No ☐ Yes ☐

b. In the last three years, have you received any traffic infringement notices (e.g. speeding, failing to give way)? Do not include parking infringements.

No ☐ Yes ☐

c. In the last 12 months, have you been charged with unlicensed driving?

No ☐ Yes ☐**4.6 Have you ever been convicted of a criminal offence or been charged with any offence and the charge has not yet been finalised?**

Conviction includes a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction was recorded.

No ☐ Yes ☐**5. Holding yard details**

Holding yard address (add a separate sheet if required)

Postcode

When this application is lodged a TMR Transport Inspector will contact you to arrange inspection of the holding yard/s.

**Remove holding yard**

Holding yard address (add a separate sheet if required)

Postcode

**6. Have you changed your business/company name?**No ☐Yes ☐ Give details of the new name - current Business/Company Extract must be sighted.

Business/company name

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'Trading As' name (if applicable)

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**7. Have you changed your business/company address?**No ☐Yes ☐ Give details

Business/residential/postal address

Postcode

**8. Are you notifying a change of business owner/company director?**

New business owners/company directors must complete and sign this form, provide full EOI and undergo a full Criminal History Check.

Family name (please print in block letters)

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Given name/s

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CRN

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If you do not have a CRN please complete a *New Customer Application* (form F3503).

Residential address

Postcode

Postal address (if the same as residential write 'as above')

Postcode

Daytime telephone or mobile number

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Email address (optional)

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**continued next page...**

Date of birth / /	Town or city of birth
State/Territory of birth	Country of birth

**Have you ever been, or are you known by any other name?**

No ☐

Yes ☐ Provide details of any other names you have been known by (add a separate sheet if required)

Family/Given name/s

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## 9. Vehicle details

All vehicles used for crash, police seizure or private property towing must be listed below. Only vehicles currently registered in Queensland can be added to a Tow Truck Licence. All vehicles being removed from the licence must have the four digit number removed.

Do the tow truck/s listed below comply with *Tow Truck Regulation* Schedule 1?

Yes ☐ No ☐ This application cannot proceed.

Is the crane or hoist attached to the tow trucks maintained according to the manufacturer's requirements?

Yes ☐ No ☐ This application cannot proceed.

Once this form is lodged a TMR Transport Inspector will contact you to arrange inspection of the vehicles.

If insufficient space, please provide a separate list.

Registration number	Registered operator of vehicle (name that the vehicle is registered in)	Tow Truck number (issued by TMR)	Please tick box	
			Remove	Add

## 10. Applicant's declaration

I consent to TMR verifying my EOI information and using my personal information, digital photo and digitised signature for the purposes associated with my application for a Tow Truck Licence.

I declare that I have read the above statement and that the answers given by me are complete, true and correct in every detail.

I understand that any false misleading or incorrect information provided by me may result in the immediate cancellation of the Tow Truck Licence, and may lead to further prosecution.

### Consent to conduct enquiries

In making this application, I agree to TMR carrying out those enquiries it deems necessary to determine if I meet the suitability requirements for a Tow Truck Licence. I give my consent for TMR to conduct such enquiries during the period of my accreditation to assess my ongoing suitability to hold the licence. Such enquiries include, but are not limited to:

- a driving/traffic history check in all states and territories of Australia
- a national Criminal History Check (charges including those yet to be determined, convictions and certain investigative and disciplinary information) through the Queensland Police Service (QPS) and a New Zealand criminal history check through New Zealand Police if required. I authorise the release of information by QPS, the Australian Police Services and New Zealand Police to TMR.
- enquiries with the courts, police, prosecuting authorities or other such relevant bodies or entities necessary to enable TMR to make a full and informed assessment of my suitability for a Tow Truck Licence. I authorise TMR to use this information to maintain a database which is used to prepare correspondence, monitor transactions and to provide other government agencies with information relating to my Tow Truck Licence. I give consent to TMR taking, keeping and using personal information for the issue of a Tow Truck Licence under the *Transport Operations (Road Use Management) Act 1995* or otherwise authorised by law.

Name of business owner/company director

Signature

Date

Name of business owner/company director

Signature

Date

All directors/business proprietors must sign this form. If insufficient space for signatories, please complete a separate form and attach to this application.

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

**Office use only**

(a) Application for:

New licence ☐ 1 year only (refer to Q3)Renewal licence ☐ 1 year ☐ 2 years ☐ 3 years ☐ 4 years ☐Amend licence ☐ Add/remove vehicles ☐5 years ☐ (refer to Q3)Add/remove holding yards ☐

(b) Fee paid:

Amount paid

Receipt number

(c) Has the current Business/Company Extract been sighted? (if applicable)

Yes ☐ No ☐ This application cannot proceed

(d) Have all individual details been recorded on this application form?

Yes ☐ No ☐ This application cannot proceed

(e) Has evidence of identification been sighted for all business/company directors/partners/executives?

Yes ☐ No ☐ This application cannot proceed(f) Is the *Tow Truck Licence vehicle inspection* form (F5212) approved and attached? (if applicable)Yes ☐ No ☐ This application cannot proceed(g) Is the *Tow Truck Licence Premises/Holding yard/s* form (F5213) approved and attached? (if applicable)Yes ☐ No ☐ This application cannot proceed

(h) Are all the individuals' criminal history satisfactory for grant/renewal of licence?

Yes ☐ No ☐

(i) Are all the individuals' traffic history satisfactory for the grant/renewal of licence?

Yes ☐ No ☐

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

Yes ☐Yes ☐ with conditions (attach a copy of the condition letter with this application)No ☐ (attach a copy of the refusal letter with this application)

Recommended by

Date

Approved by

Date

Refused by

Date

Comments

Licence number issued

Towing Authority number/s issued