



# Personalised Transport Security Camera Program Download Station Application

Applicants seeking to establish a download station must apply to the Department of Transport and Main Roads for authorisation. This form must be completed in full and submitted to:

Personalised Transport Security Camera Program  
Personalised Transport Policy  
Department of Transport and Main Roads  
GPO Box 50  
BRISBANE QLD 4001  
Email: personalised.transport@tmr.qld.gov.au

## 1. Applicant details

Full name	Authorised Booking Entity number
<input type="text"/>	<input type="text"/>
Telephone number	Mobile number
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
Company name (if applicable)	
<input type="text"/>	
Business postal address	
<input type="text"/>	

## 2. Proposed download station information

Address of download station (if different from business address)

  

Download station telephone number (if applicable)	Fax number (if applicable)
<input type="text"/>	<input type="text"/>

Name and proximity of nearest existing download stations

  

Rationale for proposed download station (**Note:** if there are any issues accessing existing download stations)

  

Proposed download station hours of operation	Number of personalised transport vehicles with access to the download station
<input type="text"/>	<input type="text"/>

Access procedure for downloading outside hours of operation (if not accessible 24/7)

  

Camera systems the download station will provide facilities for

  

Cloud based storage system the download station will utilise (if applicable)

## 3. Security/Disposal

Full name of proposed download station supervisor

  

Full name of download officer	Full name of download officer
<input type="text"/>	<input type="text"/>

**Note:** If additional download officers, please provide their full names in an attachment.

**Personalised Transport Security Camera Program Download Station Application ... continued page 2 of 2**

Please note any potential conflict of interest for download station personnel  
(e.g. a driver or another person who might have a vested interest in an investigation)

Procedures to ensure relevant personnel maintain the security and confidentiality of recordings (e.g. training etc.)

  

Authorisation process for downloading recordings

  

Storage arrangements for downloaded security recordings

  

Disposal procedure for downloaded security recordings (e.g. process to ensure legislative requirements are met)

  

**4. Complaints procedure**

Detail your complaints procedure, or enclose a copy (including how complaints will be investigated and confidentiality maintained)

  

**5. Additional information**

Use this space for any additional information

  

**6. Declaration**

I state that the information provided in this application is complete, true and correct.

Signature

Date (dd/mm/yyyy)

**Privacy Statement:** The department is collecting this information for the purposes of assessing your Personalised Transport Security Camera Program Download Station Application, as authorised by the *Transport Operations (Passenger Transport) Act 1994*. This information will be included in a register of download stations that will be held by the department and may be used for auditing purposes. Relevant download information on this form, including location and contact details, may be disclosed to the Queensland Police Service and relevant industry members upon request. The department will not disclose your personal details, excepting those relevant to accessing a download station, to any other third party without your consent unless authorised or required by law.