



Use this form for any of the following:

- apply for a Tow Truck Operator Accreditation (TTOA)
- renew a TTOA
- add/remove vehicles
- add/remove holding yards
- notify a TTOA change of details (e.g. add/remove a director, change of business premises, phone number etc.).

A TTOA holder may employ 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* from off-street regulated parking areas
- parked on private property when a contract is in place with the property owner.

Regulated areas

For information on regulated areas, please refer to www.tmr.qld.gov.au/business-industry/accreditations/tow-truck-licensing-scheme

To apply for a Tow Truck Operator Accreditation

- Complete the application form and lodge it in person at a Department of Transport and Main Roads (TMR) customer service centre or QGAP office
- Provide Evidence of Identity (EOI) documentation for the applicant and each person listed on the application. Information about EOI for individuals/organisations is available at www.tmr.qld.gov.au (search evidence of identity)
- Pay the required 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 TTOA (complete 2, 4, 5, 6, 7 and 8)
- renew a TTOA (complete 2, 3, 4, 6, 7 and 8)
- add/remove vehicles (complete 2, 5, 7 and 8)
- add/remove holding yards (complete 2, 5, 6, 7 and 8)
- notify change of TTOA details (complete 2, 4, 5 and 8).

A TTOA must be issued in the name of a legal entity such as an individual, company, partnership, trustee of a trust. The business name registered to the legal entity may also be used (but is not recognised as a legal entity). The relevant standard Evidence of Identity (EOI) must be produced for the business type and each individual (director, partner, trustee etc.).

The applicant name/s on the form must have a Customer Reference Number (CRN). If the applicant does not have a CRN, complete a *New Customer Application (Individual)* (form F3503) or *New Customer Application (Organisation)* (form F5379).

2. In what name is the TTOA to be held?

Organisation or individual name

Registered business name (if applicable)

CRN

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An applicant must have a suitable Queensland (Qld) business premises address. A business premises must be inspected by a TMR Transport Inspector before this application can be processed.

Business premises address

Postcode

Postal address (if same as business premises write 'as above')

Postcode

Telephone number

Email address

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.

Suitability checks

TMR will verify the criminal history of all applicants listed on the application.

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

All individuals (directors, trustees, etc.) applying for the Operator Accreditation must complete, sign this form and provide EOI.

An attachment may be used if more than two applicants.

4. Tow Truck Operator accreditation details (new or renewal applications only)

Individual 1

Family name (please print in block letters)

Given name/s

Relationship to applicant (e.g. director, partner, self)

CRN

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

Residential address

Postcode	

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

Postcode	

Daytime telephone or mobile number

Email address

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

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 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

Individual 2 – partnership details

Family name (please print in block letters)

Given name/s

Relationship to applicant (e.g. director, partner, self)

CRN

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

Residential address

Postcode	

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

Postcode	

Daytime telephone or mobile number

Email address

Date of birth

Town or city of birth

 / /

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

4.3 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

4.4 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. Have you changed any of your Tow Truck Operator Accreditation business details?

No

Yes Give details

Applicant name (e.g. new company extract, driver licence, trust schedule etc must be provided)

Registered business name (if applicable)

CRN

Daytime telephone or mobile number

Email address

5.1 Have you changed any of your accreditation addresses?

No

Yes Give details

Business premises/postal address

5.2 Are you notifying a change of individual for the Tow Truck Operator Accreditation?

The new individual (director, trustee, etc) must complete, sign this form and provide EOI.

An attachment may be used if more than one applicant.

Family name (please print in block letters)

Given name/s

Relationship to applicant (e.g. director, partner, self)

CRN

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

Residential address

Postcode

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

Postcode

Daytime telephone or mobile number

Email address (optional)

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

5.3 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

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5.4 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

6. Holding yards to be authorised on the Tow Truck Operator Accreditation

A holding yard is used to store vehicles and movable property resulting from crash towing, police seizure towing or towing from private property and must be listed on the tow truck operator accreditation approval document. To be authorised, a holding yard must have:

- a structurally sound fence or wall, that is at least 2.1m high (from the ground) or a barrier sufficient to prevent unauthorised entry

and

- lockable gates and doors

or

- another barrier sufficient to prevent unauthorised persons from entering the premises and the unauthorised removal of motor vehicles and property from the premises.

A TTOA holder must stop using an authorised holding yard immediately, if it no longer complies with the above requirements.

Holding yard details

6.1 Add new holding yard address

Postcode

6.2 TTOA owner/lease holder of holding yard (if the applicant is the owner/lessee, write the applicant's name)

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6.3 TTOA letter of authority (if the applicant does not own/lease the holding yard)

If the TTOA applicant does not own or lease the holding yard listed in 6.1, a letter of authority from the TTOA holder that owns or leases the holding yard must be included with this application. The letter must state that, as the owner/lease holder of the holding yard, they understand their responsibility for the ongoing compliance of the holding yard as per the requirements under the Tow Truck Act including:

- ensuring the fences, barriers, gates and doors are kept closed and locked unless a person or vehicle is passing through
- repairing any damage to the fences, barriers, gates and doors within a reasonable timeframe, even if the damage is caused by another tow truck operator accreditation holder
- preventing unauthorised persons from entering or exiting the premises
- preventing the unauthorised removal of vehicles and movable property from the premises.

Do you have the letter of authority attached?

Not applicable Yes No Application cannot proceed

6.4 Remove holding yard

TMR must be notified of removal of a holding yard from your accreditation.

Holding yard address

Postcode

Tow truck vehicles listed on a Tow Truck Operator Accreditation

Vehicles that provide crash towing, police seizure towing or towing from private property must be listed on the accreditation.

An authorised tow truck must have markings on both sides of the tow truck that display the:

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

7. Vehicle details

All vehicles used for crash, police seizure or private property towing must be listed below. Vehicles must be Qld registered. All vehicles being removed from the accreditation must have the four digit number issued by TMR removed.

If a vehicle is not registered to the applicant, the registered operator must sign in the box to authorise TMR to access the vehicle details information.

If insufficient space, please provide a separate list.

Registration number	Registered operator of vehicle (name the vehicle is registered to)	Registered operator's signature to authorise access to vehicle details	Tow Truck number (issued by TMR)	Please tick box	
				Remove	Add

8. Applicant's declaration

I give my consent to TMR taking, keeping, and using my personal information, digital photo and digitising signature for the issue of a TTOA under the Tow Truck Act, or as otherwise authorised by law.

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 TTOA, and may lead to further prosecution.

I give my consent to TMR to use my email address to contact me about this application, and any future notices or changes about the accreditation. TMR may use this address instead of the postal address to contact me.

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 TTOA. I give my consent for TMR to conduct such enquiries during the period of my accreditation to assess my ongoing suitability to hold the TTOA. Such enquiries include, but are not 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 (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 TTOA. 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 TTOA. I give consent to TMR taking, keeping and using personal information for the issue of a TTOA under the Tow Truck Act, *Transport Operations (Road Use Management) Act 1995* or otherwise authorised by law.

Name of individual 1	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>

Name of individual 2	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>

All individuals directly related to the applicant such as directors, trustee, partners etc. must sign this form. If insufficient space for signatories, please complete a separate form and attach to this application.

Privacy statement: TMR is collecting information on this form for the purposes of assessing and monitoring TTOAs and administering the tow truck scheme as authorised under the authority of the Tow Truck Act and Transport Operations (Road Use Management) Act. TMR may give some or all of this information to law enforcement agencies and federal and state government entities. TMR will not disclose your personal information to any other third party without consent unless authorised or required by law.

Office use only

a. Application for:

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

b. Fee paid:

Amount paid Receipt number
 \$

c. Has the current EOI been sighted for all applicants? e.g. Certificate of Company Registration, business name registration (issued by ASIC), trust schedule.

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 EOI been sighted for all individuals listed on EOI documents?

Yes No This application cannot proceed

f. Have the holding yard/s and vehicle/s been inspected and documents attached? (if applicable)

Yes No This application cannot proceed

g. If the holding yard is not owned or leased by the applicant, has a letter of authority been attached?

N/A Yes No This application cannot proceed

h. Are all the individuals' criminal history satisfactory for grant/renewal of accreditation?

Yes No

i. Do you recommend 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
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Refused by	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Comments

Accreditation number issued	Towing Authority number/s issued
<input type="text"/>	<input type="text"/>