



# Assessment for a Charitable or Community Service Concession Application

Transport Operations (Road Use Management) Act 1995

It is an offence to give false or misleading information under the Transport Operations (Road Use Management) Act. Maximum penalty may exceed \$7000.

## 1. Applicant details

Organisation's name (as it appears on the legal entity document)	Customer Reference Number
<input type="text"/>	<input type="text"/>
Organisation's business address	
<input type="text"/>	
Postcode	
Organisation's postal address (if same as above write 'as above')	
<input type="text"/>	
Postcode	
Email address	
<input type="text"/>	
Contact person	Contact person's phone number
<input type="text"/>	<input type="text"/>

## 2. Eligibility requirement

### Charitable concession

A charitable concession can only be granted to an organisation that is established solely for a charitable purpose within the meaning of the *Collections Act 1966* and supplies direct help, relief or support to, or the education or instruction (whether spiritual, mental, physical, technical, social, or otherwise) of, or the care, housing or assistance otherwise of, any persons in distress.

### Community service concession

A community service concession can only be granted to an organisation established for the purpose of providing help to persons in distress. Help includes care, relief, support, housing, education or instruction.

**Persons in distress** is defined as any person in distress as a result of:

- death or disability of another person on whom they were wholly or partly dependent
- disease, sickness, age, physical or mental infirmity, destitution, unemployment
- fire, flood, cyclone, drought, war or other emergency or catastrophe.

**For your application to be assessed, you must provide the following:**

- Your organisation's constitution which clearly outlines the organisation's objectives to provide a charitable or community service purpose to assist persons in distress. To be assessed for a charitable concession, all objectives must be to solely assist persons in distress. If all objectives are not to solely assist persons in distress, only a community service concession can be considered.
- A copy of your organisation's Australian Business Number lookup summary (visit [www.abr.business.gov.au](http://www.abr.business.gov.au)) which shows your organisation is:
  - a legal entity
  - registered as a charity under the Australian Charities and Not-for-profits Commission
  - a public benevolent institution with tax deductible gift recipient status.

**Note:** The Department of Transport and Main Roads (TMR) uses all information and materials as provided by you as well as information on the organisation's website to make a determination on concession eligibility.

## 3. What are you applying for?

Charitable concession  Go to 4

Community service concession  Go to 4

Adding a vehicle/s\*  Go to 5

\*Only for organisations already approved for a concession. You do not have to provide full documentation if you are only adding the concession to a vehicle/s.

**4. Proposed vehicle use** (Please provide a statement advising how eligible vehicles will be used to solely provide help to persons in distress)


**5. List of eligible vehicles** (if your organisation has more than six eligible vehicles please attach a separate list)

Registration number	Make and model	Registration number	Make and model

**6. Conditions of Use**

- The vehicle must be registered to the organisation approved for the concession.
- The vehicle is to be used solely in the charitable or community service work of the organisation in providing help to persons in distress.
- The vehicle cannot be used for private purposes. A vehicle on concession can be garaged at an employee's home provided the employee is not authorised to use the vehicle for private purposes.
- The vehicle cannot be used as part of a salary contract or other similar agreement.
- The vehicle cannot be used for commercial purposes or for hire for profit.
- The vehicle can be used as a transport service for a fee or donation provided the vehicle is not used for profit and only the organisation's clients (persons in distress) are utilising the service and the reason for travel is consistent with the objects of the organisation.
- The purpose of use of the vehicle will be changed to non-profit on the Queensland vehicle register (unless the existing purpose of use is Public Passenger Service).
- If a circumstance relating to whether the organisation is eligible for the concession changes, the organisation must notify TMR in writing within 14 days of the change.

**7. Certification/Vehicle Usage Statement**

I hereby certify that the information shown on this application is true and correct. I agree to inform TMR of any change which may affect the organisation's eligibility to retain the concession.

I declare that the objectives of the organisation have not changed since the concession was granted and continues to provide the charitable or community service work in providing help to persons in distress.

I agree to use the vehicle/s in accordance with the above Conditions of Use. If a vehicle is operated outside the conditions of the concession, a penalty infringement notice may be issued and the concession may be removed.

Name of applicant

Applicant's position in the organisation

Applicant's signature

Date

**8. Lodgement information**

**For organisations making initial application for concessions, send your application and supporting documents to:**

Department of Transport and Main Roads  
 Registration Policy Unit  
 PO Box 673  
 FORTITUDE VALLEY QLD 4006

**or email your new application to:**

lavr@tmr.qld.gov.au

**For organisations already approved for a concession and are adding additional vehicle/s:**

Please visit a Customer Service Centre or nearest Queensland Government Agent office for processing

**Privacy statement** - TMR is collecting the information on this form for the purposes of maintaining TMR's vehicle registration register, as required under the Transport Operations (Road Use Management) Act. Where required, TMR or its agents/contractors may give some or all of this information to vehicle insurers, statutory entities, insolvency entities, lawyers, persons involved in vehicle incidents/accidents, vehicle manufacturers, third parties who are involved in or intend to commence various legal proceedings, tolling entities, law enforcement agencies and to or through interstate registering authorities. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required to do so by law.