



Written-off Vehicle Notifier Registration/Amendment Application

Transport Operations (Road Use Management) Act 1995

Please return the completed form with all necessary documentation to the Vehicle Identification Unit: via email viunit@tmr.qld.gov.au or post to GPO Box 1412, BRISBANE QLD 4001.

1. Business/Company details

Business/Company name

Business/Company address

Postcode

Business Number (BN) or Australian Company Number (ACN) Business proprietor/Company director's name

 and

Auto parts Dismantler Insurer Assessor Other

Customer Reference Number (CRN)

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If your business/company does not have a Department of Transport and Main Roads CRN please complete form F3503 *New Customer Application* and attach it to this form with copies of the required evidence of identification (EOI). For a full list of acceptable EOI please refer to the form F4362 *Evidence of Identity Requirements for Organisations* or visit www.qld.gov.au.

2. Application type

New notifier application Amend notifier Add/Amend nominated person/s Remove Authorised person Go to 6

3. Company representative

Company representative (contact person)

This person is to be the contact for the department in relation to any written-off vehicle information provided by your organisation.

Phone number

Facsimile number

Email address

4. How do you intend to notify the department of written-off vehicle information?

Electronic (e.g. web) If you have chosen electronic lodgement, training material will be available on the electronic interface.

Manual (e.g. facsimile) If you have chosen manual lodgement, you will receive a paper/hard copy of the training material.

5. Nominated persons authorised to submit a written-off vehicle notification

Note: If an applicant does not hold a driver licence issued from the Queensland licensing authority then the applicant must complete form F3503 *New Customer Application* and attach it to this form with copies of all required evidence of identification (EOI). For a full list of acceptable EOI please refer to form F4362 *Evidence of Identity Requirements for Individuals* or visit www.qld.gov.au.

You must attach photocopies of each nominated person's driver licence as verification of identity.

Full name	Driver licence number and Email address (both must be entered)	Signature	Office use only User IDs
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6. Removal of authorised persons to submit a written-off vehicle notification

Full name	Driver licence number	Date ceased employment

Written-off Vehicle Notifier Terms and Conditions

1. The notifier shall introduce workplace practices that do not allow unauthorised access to information contained in the Written-Off Vehicle Register (WOVR).
2. The notifier is responsible for information/documents provided to the department and ensuring that it is true and correct.
3. The notifier must ensure that the department is notified when a notifier ceases to operate or intends to cease operating. Notification is also required if there are any changes to the organisation, e.g. company merge or employee (registered as WOVR notifier) ceases notifying or working with organisation.
4. The notifier is responsible for maintaining confidentiality of information obtained through their position as a WOVR notifier.
5. The notifier agrees to retain all documents for seven years to comply with audit requirements.
6. The notifier is responsible for ensuring that employees who have access to WOVR are fit and proper persons for notifying the department.

7. Declaration

I declare that the information given on this form is true and correct. I understand if at any time the information is found to be false or misleading a penalty may result.

I understand that the department has an obligation to protect the information contained in the WOVR.

I understand and agree with the terms and conditions as stated on this form.

Company representative

Company representative/s position title

Signature

Date

Please return the completed form with all necessary documentation to viunit@tmr.qld.gov.au or mail to:

Vehicle Identification Unit
 GPO Box 1412
 BRISBANE QLD 4001

Office use only

I verify the form is complete and all necessary documentation is attached.

Training material sent for manual notifiers

Authorising officer

Signature

Date

WOVR Notifier Reference number issued

Privacy Statement: The department collects information on this form under the *Transport Operations (Road Use Management) Act* to manage the department's vehicle register. This information may be released by the department to parties such as written-off vehicle inspectors, Police and to or through interstate registering authorities. This information is accessible by authorised departmental officers and your personal information will not be disclosed to other third parties without your consent unless authorised or required to do so by law.