



# Tow Truck Driver/Assistant Certificate Application

Tow Truck Act 1973

Transport Planning and Coordination act 1994

This form may be used by you to apply for:

- Tow Truck Driver Certificate
- Tow Truck Assistant Certificate
- Renewal of a Tow Truck Driver/Assistant Certificate
- Upgrade class of a Tow Truck Driver Certificate.

## Tow Truck Driver Certificate

**Note:** Tow Truck Driver Certificate holders may operate a licensed tow truck within regulated areas to perform crash and police seizure towing or remove a vehicle from private property when a written contract and towing consent is in place.

To apply for a Tow Truck Driver Certificate, you must:

- Be at least 18 years old
- Currently hold an Australian driver licence for the class of tow truck you wish to drive and
  - Have continuously held the licence for at least three years immediately prior to the date of this application; or
  - Successfully pass a Q-SAFE tow truck operational test in a vehicle of the class you are applying for.
- Have a suitable criminal and traffic history

## Tow Truck Assistant

**Note:** Tow Truck Assistant Certificate holders may assist in the operation of a licensed tow truck within regulated areas to perform crash and police seizure towing or to remove a vehicle from private property when a written contact and towing consent is in place.

To apply for Tow Truck Assistant Certificate you must:

- Be at least 16 years old.
- Have a suitable criminal history and traffic history

## Additional Information

This application and fees must be lodged in person at a Department of Transport and Main Roads Customer Service Centre or QGAP Office. If you have an existing industry authority card, you must bring this with you.

Upon approval of your application, you can use an Interim Industry Authority as evidence that you are authorised to perform the role until your industry authority card arrives in the mail. To obtain your interim industry authority by email ask to sign up for TMR's e-reminders when submitting your application. For more information on e-reminders please refer to [www.qld.gov.au/transport/enotice](http://www.qld.gov.au/transport/enotice).

New tow truck driver or assistant certificates are issued for 1 year only. Upon renewal they may be issued for 1-5 years.

**Fees are not refundable if the application is unsuccessful.**

## Evidence of Identity (EOI) Requirements

You must give evidence of your identity. You may do so by presenting your Queensland (Qld) driver licence. If you are unable to present your driver licence, your Qld industry authority, marine licence indicator or adult proof of age (APA) card may be accepted (conditions apply\*).

If you are unable to present any of these documents you will need to present three EOI documents.

These documents must include at least one Category A document and one Category B document. The third document may be from either category however, one of these documents must include your signature.

\* Please refer to the EOI Requirements (form F4362) or the department's website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) for a full list of EOI, evidence of Qld residential address and change of name documents.

**Note:** all documents must be current or expired less than two years.

## 1 - Applicant's details (please tick appropriate box)

(a) Do you have a Customer Reference Number (CRN)? (The CRN is your Qld driver licence number, Adult Proof of Age Card or Industry Authority number)

No  Please complete a New Customer Application form (F3503)

Yes  Please quote your CRN

Family name (please PRINT in block letters)

Given name/s

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

(b) Do you wish to advise a change of personal details (for example, change of name)?

No

Yes  You are required to complete Change of Customer Details (form F4214) and show a Change of Name document (refer to EOI Requirements (form F4362)).

## 2 - Current industry authority information

(a) Do you have an existing industry authority? (for example, Driver Authorisation, Dangerous Goods Driver Licence etc)

No

Yes  Do you wish to surrender any of these authorities?

No

Yes  You must complete Replacement Industry Authority (form F4729)

(b) Do you have other industry authority applications which have been lodged but are not yet finalised?

No

Yes  Please provide details

(c) Do you have a NZ driver licence with a Vehicle Recovery endorsement?

No

Yes  You may be eligible to apply under mutual recognition

**continued next page...**

### 3 - What are you applying for?

- New Tow Truck Driver Certificate
- New Tow Truck Assistant Certificate
- Upgrade Tow Truck Driver Certificate
- Renewal of Tow Truck Driver Certificate
- Renewal of Tow Truck Assistant Certificate

#### What term are you applying for?

- 1 Year  2 Years  3 Years
- 4 Years  5 Years

### 4 - Background information

(a) Have you ever been known, or are you known by, any other name?

No  Yes  You are required to give full details  
If insufficient room – attach separate sheet

What name/s?	Period
	/ /
	/ /

(b) Have you lived in any other state, territory or country in the last 10 years?

No  Yes  You are required to give full details  
If insufficient room – attach separate sheet

Town/State/Country	Period
	/ /
	/ /

### 5 - 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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### 6 - Traffic history

Traffic history checks are conducted on all applicants to assess their suitability to be issued a Tow Truck Driver or Assistant certificate.

(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

### 7 - Criminal history

Criminal history checks are conducted on all applicants to assess their suitability to be issued a Tow Truck Driver or Assistant certificate.

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.

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

### 8 - Competency requirements

(For new and upgrading tow truck drivers only)

(a) What class of tow truck are you applying to hold a certificate for? (Please only tick the highest class being applied for)

C  (CL1)

LR  MR  HR  HC  (CL2)

(b) Have you held an Australian driver licence for that class of tow truck (or a higher class) for a continuous period of three years immediately before making this application?

No  Go to 8(c)

Yes  Go to 9

(c) Have you passed a Q-SAFE Tow truck operational test for the class of tow truck that you are applying for?

No  You will need to pass a Q-SAFE Tow truck operational test in a vehicle of the class you are applying for before proceeding with this application.

Yes  Go to 9

(d) Are you applying for mutual recognition of a NZ driver licence with a Vehicle Recovery endorsement?

No

Yes  You must complete Equivalent Occupation Registration Notice (form F2672) and provide a NZ driver licence check from driver.check@nztz.govt.nz that is no more than 6 weeks old showing the endorsement "V" for vehicle recovery. Go to 9

### 9 - Fitness to perform industry authority role

(a) Do you have any medical condition that may affect your ability to perform the role?

No

Yes  You are required to have your treating doctor complete section 10 Medical Practitioner Certification.

### 10 - Medical Practitioner Certification

#### Tow Truck Driver

A tow truck driver is required to safely prepare and load a vehicle onto a tow truck. They may also be required to clear debris at crash scenes.

#### Tow Truck Assistant

A tow truck assistant is responsible for assisting the tow truck driver to prepare and load a vehicle for towing. They may also be required to clear debris at crash scenes.

I have examined the applicant and confirm that the applicant:

is medically fit and capable of performing the duties of a tow truck driver or assistant

is not medically fit and capable of performing the duties of a tow truck driver or assistant.

Doctor's name (please PRINT)

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Address or stamp

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Telephone number

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Doctor's signature

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Date of examination

/ /
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continued next page...

**11 - Applicant's declaration**

I consent to the department 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 Driver/Assistant Certificate.

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 Driver/Assistant Certificate, and may lead to further prosecution.

**Consent to conduct enquiries**

I give my consent to the department carrying out those enquiries it deems necessary to determine if I meet the suitability requirements for a Tow Truck Driver/Assistant Certificate. I also give my consent for the department 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 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
- enquiries with the courts, police, prosecuting authorities or other such relevant bodies or entities necessary to enable the department to make a full and informed assessment of my suitability for a Tow Truck Driver/Assistant Certificate.

**Consent for the release of information**

I consent to the release of that information by Queensland Police Service and the Australian Police Service to the department.

I understand that the release of my criminal history by those authorities is subject to relevant legislation.

**Responsibilities as a Tow Truck Driver/Assistant**

I understand my responsibilities as the holder of a Tow Truck Driver/Assistant Certificate under the *Tow Truck Act*.

I understand that failure to comply with the relevant legislation and conditions may result in the suspension or cancellation of my certificate.

Applicant's signature

Date

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**Privacy statement:** The department collects the information on this form under the *Tow Truck Act* for the purpose of managing the Tow Truck Driver and Tow Truck Assistant Accreditation Scheme. Where required, the department usually discloses some or all of this information, to its agents and contractors, the Queensland Police Service and other Queensland, interstate and federal government agencies. In the event that you apply for a product of another government agency, your digital photo and digitised signature may be used by this department to issue you with the prescribed authority. The department will not disclose your personal information to any other third party without your consent unless authorised or required to by law.

**Office Stamp**

**Office Use Only - Checklist**

**Lodging CSC to complete**

Lodgement date	CSC lodged at
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

(a) The applicant has applied for (*refer to section 3*):

- New Tow Truck Driver Certificate
- New Tow Truck Assistant Certificate
- Upgrade Tow Truck Driver Certificate
- Renewal of Tow Truck Driver Certificate
- Renewal of Tow Truck Assistant Certificate
- Mutual recognition of NZ Licence with Vehicle Recovery endorsement

**What term did the applicant apply for?**

- 1 Year  2 Years  3 Years
- 4 Years  5 Years

(b) Fee paid

Amount paid	Receipt number
\$ <input type="text"/>	<input type="text"/>

- |   | No                       | Yes                      |
|---|--------------------------|--------------------------|
| (c) Has the relevant driver licence been sighted and EOI verified?          | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Has a 1:1 match been performed?   | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Is applicant for Tow Truck Driver Certificate at least 18 years of age? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is applicant for Tow Truck Assistant Certificate at least 16 years of age?  | <input type="checkbox"/> | <input type="checkbox"/> |

**IL Hub to complete the following for NEW applications only**

- (f) If the applicant is applying for mutual recognition of NZ Vehicle Recovery licence has the applicant provided (see section 8d on this form):
  - i) completed Equivalent Occupation Registration Notice (form F2672)
  - ii) a NZ driver licence check from driver.check@nztz.govt.nz that is no more than 6 weeks old carrying the endorsement "V" for vehicle recovery
- (g) Have the competency requirements been met? (Only applies to Tow Truck Driver - see section 8 a, b & c on this form)
- (h) Is the person medically fit to perform the duties of a tow truck driver or assistant? (See section 9 & 10 on this form)
- (i) Is the applicant's traffic history satisfactory for grant/renewal/upgrade of certificate? (See section 6 on this form)
- (j) Is the applicant's criminal history satisfactory for grant/renewal/upgrade of certificate? (See section 7 on this form)
- (k) 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
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Approved by	Date
<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"/>