



# Tow Truck Driver/Assistant Accreditation Application

Tow Truck Act 2023

Transport Planning and Coordination Act 1994

This form may be used by you to apply for:

- Tow Truck Driver Accreditation
- Tow Truck Assistant Accreditation
- Renewal of a Tow Truck Driver/Assistant Accreditation

## Tow Truck Driver Accreditation

**Note:** Tow Truck Driver Accreditation holders may operate an authorised 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 Accreditation, you must:

- (a) Currently hold an Australian open driver licence\*, or previously held an Australian open driver licence\* and currently hold a restricted or probationary driver licence\*
- (b) Have a suitable criminal and traffic history
- (c) Pay the appropriate fee

\*or New Zealand equivalent

## Tow Truck Assistant Accreditation

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

To apply for Tow Truck Assistant Accreditation you must:

- (d) Have a suitable criminal history
- (e) Pay the appropriate fee

## Additional Information

This application and fees must be lodged in person at a Department of Transport and Main Roads (TMR) 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).

If your accreditation has lapsed by three months or more from the expiry date, then you must re-apply and meet new application requirements.

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

## Evidence of Identity (EOI) Requirements

Refer to the EOI Requirements (form S5385) or the TMR website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) for a full list of EOI and change of name documents.

## Digital Photo

You may be required to allow the taking of a digital photo to confirm your connection to the most recent digital photo kept by TMR or to renew the latest digital photo.

## Mutual Recognition

Drivers may be eligible to apply under mutual recognition. Please contact TMR to find out more.

## 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

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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

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 S5385)).

## 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 ☐ If you are applying under mutual recognition, you must complete Equivalent Occupation Registration Notice (form F2672) and provide a NZ driver licence check from [driver.check@nztz.govt.nz](mailto:driver.check@nztz.govt.nz) that is no more than 6 weeks old showing the endorsement "V" for vehicle recovery.

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**3 - What are you applying for?**New Tow Truck Driver Accreditation ☐New Tow Truck Assistant Accreditation ☐Renewal of Tow Truck Driver Accreditation ☐Renewal of Tow Truck Assistant Accreditation ☐**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


**6 - Traffic history****Traffic history checks are conducted on all applicants to assess their suitability to be issued a Tow Truck Driver Accreditation.**

- (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 accreditation.

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 - Fitness to drive**

A tow truck driver with an M condition on their driver licence must be assessed under the Austroads Fitness to Drive Commercial Standards. This applies to all classes of driver licence including C and LR.

For further information refer to Medical Condition Reporting on the TMR website [www.qld.gov.au/transport/licensing/update/medical](http://www.qld.gov.au/transport/licensing/update/medical)**9 - 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 Accreditation.

I declare that I have read the above statement and 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 Accreditation, and may lead to further prosecution.

**Consent to conduct enquiries**

I give my consent to TMR to conduct enquiries it deems necessary to assess my application and ongoing suitability for a Tow Truck Driver/Assistant Accreditation. 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 and a New Zealand criminal history check through New Zealand Police if required. I authorise the release of information by the Queensland Police Service, 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 the department to make a full and informed assessment of my suitability for a Tow Truck Driver/Assistant Accreditation.

I authorise the department 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 Tow Truck Driver/Assistant Accreditation.

I give my consent to the department taking, keeping and using my personal information for the issue of a Tow Truck Driver/Assistant Accreditation under the *Tow Truck Act* or otherwise authorised by law.**Responsibilities as a Tow Truck Driver/Assistant**I understand my responsibilities as the holder of a Tow Truck Driver/Assistant Accreditation under the *Tow Truck Act*.

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

**Applicant's signature**

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**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 Use Only - Checklist****Lodging CSC to complete**

Lodgement date

CSC lodged at

 /  / 

(a) The applicant has applied for (*refer to section 3*):New Tow Truck Driver Accreditation ☐New Tow Truck Assistant Accreditation ☐Renewal of Tow Truck Driver Accreditation ☐Renewal of Tow Truck Assistant Accreditation ☐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

\$ 


No Yes

(c) Has the relevant driver licence been  
sighted and EOI verified? ☐ ☐(d) Has a 1:1 match been performed? ☐ ☐(e) Has the renewing tow truck driver applicant included  
a Medical Certificate for Motor Vehicle Driver form  
F3712? If yes, Medical Certificate for Motor Vehicle  
Driver form F3712 must be submitted to MCR Hub.  
(See section 8 on this form) ☐ ☐**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 2(c) on this form):i) completed Equivalent Occupation Registration  
Notice (form F2762) ☐ ☐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) Has the tow truck driver applicant included a  
Medical Certificate for Motor Vehicle Driver form  
F3712? If yes, Medical Certificate for Motor  
Vehicle Driver form F3712 must be submitted to  
MCR Hub (See section 8 on this form) ☐ ☐(h) Is the tow truck driver applicant's traffic history  
satisfactory for grant/renewal of accreditation?  
(See section 6 on this form) ☐ ☐(i) Is the applicant's criminal history satisfactory for  
grant/renewal of accreditation?  
(See section 7 on this form) ☐ ☐

(j) Do you recommend that this application be

 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

 /  / 

Refused by

Date

 /  / 

Office Stamp