



Use this form for any of the following:

- apply for a tow truck licence
- renew a tow truck licence
- replace a tow truck licence
- notify a tow truck licence change of details.

The following information must be read before completing this application.

A tow truck licence holder may operate a business that employs accredited tow truck drivers and tow truck assistants to perform towing of vehicles in regulated areas:

- from the area of an incident
- seized by Police under the *Police Power and Responsibilities Act 2000*
- parked on private property when a contract is in place with the property owner.

Regulated areas

The tow truck licensing scheme applies to the following regulated areas:

1. The shires of - Beaudesert, Boonah, Caboolture, Esk, Gatton, Kilcoy, Laidley, Maroochy, Noosa, Pine Rivers and Redland.
2. The cities of - Brisbane, Bundaberg, Cairns, Caloundra, Gold Coast, Hervey Bay, Ipswich, Logan, Mackay, Maryborough, Redcliffe, Rockhampton and Toowoomba.
3. The areas made up of the parishes of:
 - a. Clement and Hinchinbrook in the county of Gray
 - b. Beor, Bohle, Coonambelah, Ettrick, Halifax, Hervey, Lansdowne, Magnetic, Margenta, Rokeby, Ross, Stuart and Wyoming in the county of Elphinstone.

Applying for a tow truck licence

A tow truck licence can be issued in an individual person's name or a company or business name. Where a licence is issued in a company or business name all executive officers of the company or business are deemed to be the licence holder.

For applications made by:

- **An individual**
The application must be signed and the applicant must provide Evidence of Identity (EOI).
- **A company**
All directors must be listed on the application. A current company extract, listing all current directors, from the Australian Securities and Investment Commission (ASIC) must be provided with the application. All directors must sign the application and provide EOI of the authorised person/representative of the company.
- **A business**
All business proprietors must be listed on the application. A current Certificate of Registration of a Business Name from the Australian Securities and Investments Commission that lists the business proprietors must be provided. All proprietors must sign the application and provide EOI of the authorised person/representative of the business.

Suitability checks

The Department of Transport and Main Roads will verify the criminal history of all applicants listed on the application. A tow truck licence application may be refused if an applicant has been charged or convicted of a disqualifying offence.

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.

A criminal history check fee is payable by each applicant on new Tow Truck licence applications.

An applicant's traffic history will also be taken into consideration when assessing their suitability to hold a tow truck licence.

Business premises and holding yards

Tow truck licence applicants must have suitable business premises and a holding yard. Holding yards must be located in Queensland. An applicant's business premises and all holding yards must be inspected by a departmental Transport Inspector

before this application can be finalised.

Information on how to arrange these inspections will be provided when lodging your application at your local customer service centre.

Tow truck vehicles listed on a tow truck licence

Vehicles that provide crash towing or police seizure towing or towing from private property must be listed against a tow truck licence. The tow truck licence holder pays a tow truck licence fee for each vehicle listed on the licence.

A licensed tow truck must have markings on both sides of the tow truck that display the:

- name, business address and telephone number of the licence holder
- classification of the tow truck
- licence or permit number of the tow truck
- tow truck number (issued by the department on approval of the application).

For further information on tow truck specifications, requirements and markings to be placed on a tow truck see Schedule 1 of the *Tow Truck Regulation 2009*.

A licensed tow truck may also be used for other types of towing, such as attending breakdowns and general transporting of motor vehicles.

To apply for a Tow Truck Licence

- Complete the application form and lodge it in person at a departmental customer service centre or QGAP office.
- Provide EOI documentation for 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. Information about the Tow Truck Licence fees is available at www.tmr.qld.gov.au (search Fees).

1. Business/Company details

Business/company name

Trading name (if applicable)

Business/company address

Postcode

Postal address (if same as business/company write 'as above')

Postcode

Telephone number

Does the business/company have a Customer Reference Number (CRN)? (Your CRN is your Queensland Driver Licence, industry accreditation number, Adult Proof of Age Card number).

No ☐ Complete a *New Customer Application* (form F3503)

Yes ☐ Please quote your CRN

Please insert business (BN)/company (ACN)

Note: A current Business/Company Extract must be submitted with this application.

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2. Are you applying for a new Tow Truck Licence?No ☐Yes ☐ **Go to question 5****Note:** New applications are granted for 1 year only.**3. Are you applying to renew your Tow Truck Licence?**No ☐Yes ☐ 1 year ☐ 2 years ☐ 3 years ☐4 years ☐ 5 years ☐ **Go to question 5****4. Are you applying for a replacement Tow Truck Licence?**No ☐Yes ☐ Reason for replacement

If insufficient space, please provide a separate page.

Go to question 8**5. Licence holder details** (new or renewal applications only)

Where a business or company is the holder of a tow truck licence every business owner or company director is deemed to be the holder of that licence, and is required to produce EOI and sign this form.

Applicant 1 – Business owner/company director details

Family name (please print in block letters)

Given name/s

Customer Reference Number (CRN)

If you do not have a CRN please complete a *New Customer Application* (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 know by (add a separate sheet if required)
Family/Given name/s

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 ☐**continued next column...****Applicant 2 – Business owner/company director details**

Family name (please print in block letters)

Given name/s

Customer Reference Number (CRN)

If you do not have a CRN please complete a *New Customer Application* (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 know by (add a separate sheet if required)
Family/Given name/s

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 ☐**Applicant 3 – Business owner/company director details**

Family name (please print in block letters)

Given name/s

Customer Reference Number (CRN)

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

Residential address

Postcode

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

Postcode

Daytime telephone or mobile number

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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 know by (add a separate sheet if required)

Family/Given name/s

If insufficient space for all business owners/company directors please attach a separate sheet if required.

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 yard details**

(Only required for new applications or when adding a new holding yard)

Holding yard address (add a separate sheet if required)

Postcode

Do you have a Premises/Holding Yard Inspection signed by a departmental Transport Inspector?

No ☐ Inspection to be arranged on lodgement at customer service centreYes ☐**7. Are you notifying a change of tow truck licence details?**No ☐ **Go to question 11**Yes ☐**8. Have you changed your business/company name?**No ☐Yes ☐ Give details of the new name - current Business/ Company Extract must be sighted.

Business/company name

'Trading As' name (if applicable)

9. Have you changed your business/company or holding yard address?No ☐Yes ☐ Give details

Business/residential/postal address

Postcode

Holding yard address

Postcode

Do you have a Premises/Holding Yard Inspection signed by a departmental Transport Inspector?

No ☐ Inspection to be arranged on lodgement at customer service centreYes ☐**continued next column...****10. Are you notifying a change of business owner/company director?**

New business owners/company directors must complete and sign this form, provide full EOI and undergo a full Criminal History Check.

Family name (please print in block letters)

Given name/s

Customer Reference Number (CRN)

If you do not have a CRN please complete a *New Customer Application* (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 know by (add a separate sheet if required)

Family/Given name/s

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11. Vehicle registration details—these must be Queensland registered vehicles

A Tow Truck Licence cannot be issued/renewed unless the tow truck/s are registered as required under the *Transport Operations (Road Use Management) Act 1995*.

The tow truck/s listed below comply with Schedule 1 of the Tow Trucks Regulation 2009.

Yes ☐ No ☒ This application cannot proceed.

The crane or hoist attached to the tow truck is maintained according to the manufactures requirements.

Yes ☐ No ☒ This application cannot proceed.

You must provide a Tow Truck Licence - Vehicle Inspection form signed by a departmental Transport Inspector for each vehicle you are adding. Vehicles that have not been inspected cannot be added to the licence.

Please note—All vehicles being used for crash, police seizure or private property towing must be listed.

If insufficient space, please provide separate list.

[illegible]

12. 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 Licence.

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 Licence, and may lead to further prosecution.

Consent to conduct enquiries

In making this application, I agree to the department carrying out those enquiries it deems necessary to determine if I meet the suitability requirements for a Tow Truck Licence. I 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 QPS
- 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 Licence.

Consent for the release of information

I consent to the release of that information by the QPS 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.

Name of business owner/company director

Signature

Date

Name of business owner/business director

Signature

Date

Name of business owner/company director

Signature

Date

If insufficient space for signatories, please complete a separate form and attach to this application.

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

Lodgement date

CSC lodged at

(a) Application for:

New licence ☐ 1 year only (refer to Q2)

Renewal licence ☐ 1 year ☐ 2 years ☐ 3 years ☐
4 years ☐ 5 years ☐ (refer to Q3)

Amend licence ☐

Replacement licence ☐

(b) Fee paid

Amount paid

Receipt number

(c) Have all individual details been recorded on this application form?

Yes ☐ No ☐ This application cannot proceed

(d) Has a business certificate of registration or business name summary issued by ASIC, displaying the proprietor's name/s been attached?

Yes ☐ No ☐ This application cannot proceed

(e) Has a certificate of registration of a company with all company directors listed been attached?

Yes ☐ No ☐ This application cannot proceed

(f) Have you scanned and emailed a copy of this application to the relevant Compliance office for holding yard and business premises inspections to be arranged?

Yes ☐ No ☐

Further Action

(g) Is the inspection sheet for each tow truck attached? (only applies to new applications or if a new Tow Truck is being added to the Tow Truck Licence)

Yes ☐ No ☐

(h) Is the person's criminal history satisfactory for grant/renewal of licence?

Yes ☐ No ☐

(i) Has the POU of the vehicle/s been changed (if applicable)?

Yes ☐ No ☐

(j) 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

Approved by

Date

Refused by

Date

Comments

Licence number issued

Towing Authority number/s issued

Privacy statement: The department collects the information on this form for the purpose of licensing tow trucks. This information is authorised by the *Tow Truck Act*. The department usually gives some or all of this information to its agents and contractors, authorised departmental officers, the Queensland Police Service, other Queensland state government agencies, and federal and interstate government agencies. The department will not disclose your personal information to any other third parties without your consent unless authorised or required by law.