



Licensee:		Licence No.:	
Holding yard address:		Start / finish date:	From:
			To:

Vehicle details				Movements				
Rego No. or VIN :	Towing Auth. No.:	IN	Date	Time	Driver	TT Rego	Operator licence No.	Release authorised by*
Make:	Model/ type:	Colour:	OUT					Contact No.
Rego No. or VIN :	Towing Auth. No.:	IN						Name
Make:	Model/ type:	Colour:	OUT					Contact No.
Rego No. or VIN :	Towing Auth. No.:	IN						Name
Make:	Model/ type:	Colour:	OUT					Contact No.
Rego No. or VIN :	Towing Auth. No.:	IN						Name
Make:	Model/ type:	Colour:	OUT					Contact No.
Rego No. or VIN :	Towing Auth. No.:	IN						Name
Make:	Model/ type:	Colour:	OUT					Contact No.
Rego No. or VIN :	Towing Auth. No.:	IN						Name
Make:	Model/ type:	Colour:	OUT					Contact No.

Green Sticker Removal (if applicable)

Towing Authority No.	Authorised by	Removed by	Date	Time	Signed

NOTE: Entries in the holding yard register must be in chronological order and be made at the time and date the vehicle enters or leaves the holding yard
See page 2 for conditions of use

* Hard copy authorisations for the release of stored vehicles must be attached to the relevant page of the holding yard register

Part 4 - Tow Truck Industry Regulation 2020

41 Holding Yard Register

- (1) It is a condition of a licence that the licensee must keep a register (the **holding yard register**) in the approved form and manner, and in accordance with this clause, in relation to a holding yard of the licensee.
- (2) The licensee must keep a separate holding yard register for each holding yard listed on a licence.
- (3) The following particulars are to be recorded in a holding yard register-
 - (a) the time and date on which each motor vehicle is towed into and out of the holding yard,
 - (b) the name of the tow truck driver who towed the motor vehicle to the holding yard,
 - (c) the name and contact details of the person who authorised the release of the motor vehicle from the holding yard,
 - (d) a copy of a written authorisation for the release of a motor vehicle from the holding yard,
 - (e) the particulars in paragraphs (a)-(d) that relate to the moving of a motor vehicle between approved holding yards of a licensee,
 - (f) the make, model, type and colour of the motor vehicle, and the following identification details-
 - i. the registration number of the motor vehicle,
 - ii. if the vehicle does not have a registration number-the vehicle's VIN
 - iii. if the vehicle does not have a VIN-the chassis number or the engine number (if any) of the vehicle,
 - (g) the serial number of the towing authorisation obtained in relation to the motor vehicle.
- (4) The licensee must update the holding yard register with the particulars under subclause (3) within 24 hours of each occasion on which a motor vehicle is towed into or out of the holding yard.

Notes.

- Under Part 3, Clause 35(6) of the *Tow Truck Industry Regulation 2020* it states a person must not remove a towing notice (green sticker) attached to a motor vehicle unless:
 - (a) the person is the insurer of the motor vehicle, or
 - (b) in any case where the motor vehicle is not insured-the person is the owner or the driver of the motor vehicle, or
 - (c) the person is acting under the written authority of a person referred to in paragraph (a) or (b).
- The section titled "Green sticker removal" on the approved holding yard register must be used to record details of any accident damaged vehicle within the holding yard that does not have a green sticker attached.
- Entries in the holding yard register must be in chronological order and be made at the time and date the vehicle enters or leaves the holding yard.
- The holding yard register may be maintained electronically, however hard copies must be printed on a weekly basis and stored at the licensees' place of business.