

Tow Truck Driver Certificate Renewal Application



Fair
Trading

IMPORTANT INFORMATION FROM NSW FAIR TRADING

To avoid delays in processing your application, please read this form carefully, and fill it in completely.

Fair Trading requires that personal information is provided as part of this application. The information is used by Fair Trading to assess your eligibility for a tow truck driver's certificate under the *Tow Truck Industry Act 1998*.

Your application will only be assessed if you provide all the required information, payment of the required fee has been made and you sign the declaration on the final page. If you need help with this application, including edibility criteria, please contact Fair Trading on 13 32 20.

In the course of assessing your application Fair Trading may need to consult/share information with other government or private sector organisations. The information you provide will be retained at Fair Trading and is available to you for inspection upon written request.

You must supply the following with your application:

- 2 photographs (passport size and quality) of the head and neck without headwear or sunglasses on a pale background that are not more than 6 months old;
- A photocopy of both sides of your current driver licence. A provisional driver licence is not acceptable;
- Interstate/ Overseas criminal history and traffic record if applicable (refer Section 4.)
- Correct payment.

If renewal is NOT RECEIVED by certificate expiry date:

- Your certificate is deemed to have expired (work performed under an expired certificate is illegal).
- Expired certificates can be restored (using this form) up to 3 months after the due date.

If the certificate is expired for a period exceeding 3 months, restoration may not be an option and you may need to reapply.

COVID-19 – lodgement of renewal

In line with the NSW Public Health Order to stay at home, and to protect the community and reduce the spread of COVID-19, we ask licence holders to lodge their renewal paperwork via email to towtrucks@customerservice.nsw.gov.au.

If email is not an option, you may return the form via post to: Fair Trading, PO Box 972 Parramatta NSW 2124.

Licence holders are not required to provide passport sized photos for renewals lodged via email. Previously supplied photos will be reused, however Fair Trading may contact you if a new photo is required.

In the event of ongoing closures across the State, receiving renewals via email will ensure your application can still be lodged and queued for processing. Please contact us on 13 32 20 if you have any questions.

**Accept only credit card payments for email lodgement.*



Section 1. Applicant details

Surname

Given names (list **all** names)

Date of birth

Residential address

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| Postcode |

Postal address (if different to residential address)

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| Postcode |

Phone

Mobile

Please provide your email address if you would like to receive communications from Fair Trading this way.

Email address

Section 2. Other Identities and Aliases

Do you now, or have you ever, used a different name or identity? (✓)

- No
 Yes. Give details:

Name used (1)

Date of birth

| | | | | |
|-----|---|-------|---|------|
| day | / | month | / | year |
|-----|---|-------|---|------|

Residential address

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| Postcode |

Name used (2)

Date of birth

| | | | | |
|-----|---|-------|---|------|
| day | / | month | / | year |
|-----|---|-------|---|------|

Residential address

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| Postcode |

Section 3. Licence Details

Failure to declare this information will delay your application

Driver licence no.

In the past 10 years, have you ever lived in another Australian State or Territory or Overseas? (✓)

- No
 Yes, please indicate where below.

Did you hold a driver licence in that place at any time during the past 3 years?

- No (if yes, refer to Section 4)

Section 4. Interstate/Overseas Criminal & Traffic History

If you have selected 'Yes in Section 3 Please note

1. Fair Trading is required to check with police regarding any criminal history for an applicant. If you have lived outside of NSW or overseas within the past 10 years you must provide a national criminal history record check issued from the relevant police or an Australian Criminal Intelligence Commission accredited body, for the period you resided in that jurisdiction.
2. If you have held a driver's licence from another Australian State or Territory or from overseas within the past 3 years you must provide an original statement of your drivers licence details and traffic history issued from the relevant licensing authority in that jurisdiction for that period.

Note: If you currently reside in another state or territory other than NSW, these documents must be dated within 6 weeks of the date of receipt of this application.

Note: Criminal history checks must be issued by Police or an Australian Criminal Intelligence Commission accredited body. Failure to declare this information will delay your application

Section 5. Employment Details

Please provide the name and licence number of your current or prospective employer;

Licensee Name

Tow Truck Operator Licence Number

Section 6 – Disclosure

If you answer Yes to any of the following questions, please provide full details on a separate sheet.

| | | | |
|----|--|------------------------------|-----------------------------|
| 1. | Has the applicant within the period of 3 years before the application was made been disqualified from holding a driver licence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | Has the applicant within the period of 3 years before the application was made had their driver licence suspended or cancelled (other than for fine default under the <i>Fines Act 1996</i> or in relation to illness, incapacity or a medical condition under clause 65(1)(b) or (7) of the <i>Road Transport (Driver Licensing) Regulation 2017</i>)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | Has the applicant within the period of 10 years before the application was made, been convicted or been found guilty (but with no conviction being recorded) of the following offences (regardless of whether the offence was committed in New South Wales): | | |
| | (a) an offence relating to the possession or use of a firearm or imitation firearm (within the meaning of the <i>Firearms Act 1996</i>) or other weapon? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (b) an offence involving the supply or possession of a prohibited drug within the meaning of the <i>Drug Misuse and Trafficking Act 1985</i> ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (c) an offence involving the cultivation (for a commercial purpose), supply or possession of a prohibited plant within the meaning of the <i>Drug Misuse and Trafficking Act 1985</i> ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (d) an offence relating to organised car, boat or trailer rebirthing activities under section 154G of the <i>Crimes Act 1900</i> ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (e) an offence of dealing with property suspected of being proceeds of crime under section 193C of the <i>Crimes Act 1900</i> ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (f) an offence involving the recruitment of another person to carry out or assist in carrying out a criminal activity within the meaning of section 351A of the <i>Crimes Act 1900</i> ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (g) an offence involving participation in a criminal group or participation in any criminal activity of a criminal group within the meaning of Division 5 of Part 3A of the <i>Crimes Act 1900</i> ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (h) the offence of contravening a serious crime prevention order under section 8 of the <i>Crimes (Serious Crime Prevention Orders) Act 2016</i> ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (i) an offence under section 74 of the <i>Firearms Act 1996</i> relating to a firearms prohibition order? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (j) an offence under section 34 of the <i>Weapons Prohibition Act 1998</i> relating to a weapons prohibition order? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (k) an offence involving an assault of any kind against a person? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (l) an offence involving fraud, dishonesty or stealing? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (m) an offence involving robbery (whether armed or otherwise)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (n) the offence of habitually consorting with convicted offenders under section 93X of the <i>Crimes Act 1900</i> ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (o) the offence of contravening a public safety order under section 87ZA of the <i>Law Enforcement (Powers and Responsibilities) Act 2002</i> ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (p) an offence of making, using or interfering with unique identifiers under section 154H of the <i>Crimes Act 1900</i> ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (q) the offence of having possession of a motor vehicle, vessel or trailer where the unique identifier has been interfered with under section 154I of the <i>Crimes Act 1900</i> ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | (r) the offence of having possession of an identification plate not attached to the motor vehicle or trailer to which it relates under section 154J of the <i>Crimes Act 1900</i> ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Does the applicant have proceedings for an offence pending against them? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Section 7 – Declaration by applicant. Must be completed by each person listed in Section 2.

I authorise Fair Trading to obtain information and/or records, including but not limited to, my driving licence records and the currency of my driver licence, criminal records, charges pending, events, transcripts of proceedings against me, from its own records or the relevant Australian and/or overseas agencies. I understand that Fair Trading may legitimately use this information to determine the outcome of this application for a tow truck driver's certificate and in the administration of that certificate.

I agree to abide by all conditions of my tow truck drivers certificate as provided to me by Fair Trading, and I acknowledge that Fair Trading may impose additional conditions upon a certificate by notifying me of those conditions in writing. I am aware that I must comply with all conditions of the certificate, and that, if I contravene these conditions, I have committed an offence.

I have attached to this application:

- A copy of my current driver licence, including the reverse side, to show any change of address
- Two passport sized photographs of myself (see page 1)
- Interstate records (see section 4) if applicable
- Further details for items marked yes in Section 6 Disclosure

I declare that the information contained in this application is true and correct in every detail. I consent to the disclosure of information needed to verify the contents of this application.

NOTE: It is an offence under the *Crimes Act 1900* to make a false or misleading statement in this document. The maximum penalty is imprisonment for two years or a fine of \$22,000 or both.

Signature: _____

Date: _____

Full Name: _____

IMPORTANT NOTE:

Fair Trading uses information including details of any criminal history, convictions and your traffic history to determine your fitness to hold a tow truck drivers certificate. If you are not sure about your eligibility to be granted a tow truck drivers certificate further information can be obtained by contacting 13 32 20.

CERTIFICATE DURATION AND FEES:

IMPORTANT Eligibility Requirements:

All applicants are eligible to apply to renew for **1 year**.

You must have held your driver certificate continuously for 3 years to be eligible to renew for **3 or 5 years**. Reasons for non-continuity include your certificate being suspended, revoked or lapsed. You must also have no more than one drivers licence suspension in 2 years.

A full list of fees and charges is available on the NSW Fair Trading website <https://www.fairtrading.nsw.gov.au/help-centre/fees2/tow-truck-fees>. The fee contains a non-refundable application fee which is retained by NSW Fair Trading if your application is refused.

Your application must be accompanied by payment of the correct fee. Please calculate your fee, and fill in the appropriate total below:

Please only select the term you are eligible for:

- 1 year - \$214. Includes non-refundable application fee: \$128.00**
- 3 year - \$387. Includes non-refundable application fee: \$128.00 (see eligibility requirements above)**
- 5 year - \$560. Includes non-refundable application fee: \$128.00 (see eligibility requirements above)**

TOTAL: \$ _____

Note - your certificate validity period may have changed since your last renewal.

Fair Trading accepts the following forms of payment:

- MasterCard & Visa – (processing fee surcharge will apply)
- Bank/Personal Cheque – all cheques made payable to Fair Trading.
- Money Order – all money orders made payable to Fair Trading.

PAYMENT:

A fee must be paid on lodgement of the application form.

Pay by credit card or PayPal using the following link:

www.fairtrading.nsw.gov.au/Towtruckspayments

Step 1 – Click on the link or type the URL into your web browser

Step 2 – Follow the instructions online to complete the payment

Step 3 – When the lodgement fee is paid online you will receive a receipt number.

Please record the receipt number below before lodging the application, not providing this information may result in delays in processing your application.

Receipt number:

Note: If you are having difficulty lodging the application please contact NSW Fair Trading on 13 32 20.

OFFICE USE ONLY:

| | | | |
|-------------|--|------|-----|
| Case number | | | |
| Officer | | Date | / / |