IMPORTANT INFORMATION FROM 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 solely by Fair Trading to assess eligibility for a scrap metals exemption authority under the Tow Truck Industry Act 1998. The application will only be assessed if all the required information is provided, payment of the required fee has been made and the declaration on the final page is signed by all relevant persons. In the course of assessing the application Fair Trading may need to consult/share information with other government or private sector organisations. The information provided by you will be retained at Fair Trading and may be available for inspection upon written request by the authority holder. Information contained within the application may be placed on an annual register that is available to the public.

If you need help with any part of this application, please contact Fair Trading on 13 32 20.

Before your application can be processed you MUST supply all the requested documentation (see page 4) and it must be current and in the name of the applicant.

Your application must be accompanied by payment of the correct fee.

A full list of current fees and charges is available on the NSW Fair Trading website. The fee contains a non-refundable application fee which is retained by NSW Fair Trading if your application is refused.

Fair Trading accepts the following forms of payment:

- MasterCard & Visa – Credit card slip can be found on page 5.
- Money Order
- Bank Cheque
- Personal Cheque

ALL CHEQUES/MONEY ORDERS MADE PAYABLE to: Fair Trading

Please return this form to:
Fair Trading, PO Box 972, Parramatta NSW 2124
www.fairtrading.nsw.gov.au | 13 32 20
Section 1. Applicant details

a. Please specify type of business (✔):
   - □ Company (give details below)
     Name of company
   - □ Partnership
   - □ Sole Trader

b. Registered business name (1)
   Business name (2)
   Business name (3)
   Business name (4)

c. A.C.N.

d. A.B.N. (must be registered to applicant)

e. Business address

f. Postal address (if different from above)

Residential address

Date of birth

Relationship to business

Full name (1)

Previous name used (if applicable)

Full name (2)

Postal address

Date of birth

Relationship to business

Previous name used (if applicable)

Full name (3)

Postal address

Date of birth

Relationship to business

Previous name used (if applicable)

k. Do you hold, or have you ever held a tow truck operator licence in NSW? (✔)
   - □ No
   - □ Yes, give details:
     Licence number

Section 2. Director's / Partner's / Sole Trader's Shareholder's / Close Associate's details

Please give details for each person who is a director of your company, a partner in your business, and/or a close associate of your business. If you are a sole trader you must include your personal details. A close associate is defined in section 5 of the Act to mean a person who has a ‘relevant interest’ in your business. This could include a person who has a financial interest in your business (such as a person who has invested in your business and/or is entitled to receive an income from your business), or a person who makes decisions that can impact on your business (such as a person you employ in a managerial position). If insufficient space, please attach additional details. Copy of photo ID required

Full name (1)

Residential address

Postcode

Date of birth

Relationship to business

Previous name used (if applicable)

Full name (2)

Residential address

Postcode

Date of birth

Relationship to business

Previous name used (if applicable)

Full name (3)

Residential address

Postcode

Date of birth

Relationship to business

Previous name used (if applicable)
Section 3. Criminal History

NSW Fair Trading is required to check with police regarding any criminal history for an applicant. If any of the persons listed in Section 2 have lived outside of NSW or overseas within the past 10 years, the person(s) must provide the original of a national criminal history record check issued from the relevant police for that period in that jurisdiction.

**Note:** If you currently reside in a 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.

Section 4. Tow Truck Drivers

Under section 6(3) of the Tow Truck Industry Act 1998 and clause 25C(2)(h) of the Tow Truck Industry Regulation 2008, all scrap metal exemption authority applicants must provide details of each person who is employed or engaged by the applicant to drive, use or operate tow trucks to tow motor vehicles as part of the applicant’s business.

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<th>Vehicle registration number</th>
<th>Make and type</th>
<th>Driver licence number</th>
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**Note:** Criminal history checks must be issued by police.

Section 5. Vehicles

You must provide details of vehicles that you either (a) currently operate, or (b) intend to operate, under the exemption authority. If insufficient space, please attach additional vehicle details.

**PLEASE NOTE:** To be eligible ALL trucks must be mounted with a crane. By law tilt table top tow trucks are not eligible. Photos of the trucks are required.

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Section 6. Declaration - must be completed by each person listed in Section 2.

**WARNING:**
Please read carefully before you sign. If you do not tell the truth you could be fined. Maximum penalty $5,500 or imprisonment for 6 months or both.

I/we authorise NSW 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 and transcripts of proceedings against me, from its own records or the relevant Australian and/or overseas agencies. I understand that NSW Fair Trading may legitimately use this information to determine the outcome of this application for a scrap metal exemption authority and in the administration of that exemption authority.

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

I/we declare that all tow trucks operated under the authority are crane type vehicles that solely transport motor vehicles destined for scrap metal recycling and not destined for repair, reuse or resale in their original form or as parts.

Your authority will not be issued unless you supply the following with your application:

*all documents must be current and in the name of applicant*

**Section 1.**
- Certificate of Incorporation (for a Pty Ltd company)
- Record of Registration of Business Name for Trading Name(s)
- Certificate of Currency for public liability insurance policy for your place of business

**Section 2.**
- Latest Annual Company Statement which shows current directors' and shareholders' details (for a Pty Ltd company)
- Copy of photo ID e.g. [Drivers licence/proof of age card (front and back), Passport]

**Section 3.**
- Original print-out of interstate/ overseas criminal record(s) if applicable

**Section 5.**
- Copy of current vehicle registration papers or on hold receipts/ plates surrendered receipts
*Vehicle must be registered in the name of the applicant for the exemption authority*
CREDIT CARD PAYMENT VOUCHER:

Please charge my credit card for enclosed application.

Applicant name: ________________________
(if the same as card holder please leave blank)

Address: _____________________________

Please charge the full cost of $______________ to my credit card.

Card type (tick) □ Mastercard
□ Visa

Card number

Expiry date

Name on card: ___________________________

Address: _______________________________

Signature of card holder ___________________________ Date __/__/____

PLEASE ENSURE YOUR CARD NUMBER IS QUOTED CORRECTLY. FAILURE TO PROVIDE THE CORRECT DETAILS MAY RESULT IN YOUR APPLICATION BEING REFUSED.

OFFICE USE ONLY:

Case number

Officer Date / /