



Non-accident Towing Record

(Clause 81 of the Tow Truck Industry Regulation 2020)

Licensee:		Licence no.:	
Business address:		Start / finish date:	From:
			To:
TT Rego No:		Page	for year 20

Vehicle details		Movements		Authorisations		Cost/ Charge
		Location	Date/Time	Pick up authorisation	Destination authorisation	
Rego, VIN or eng no:		From		Name	Name	
Make/ model:	Colour:	To		Contact No.	Contact No.	
Rego, VIN or eng no:		From		Name	Name	
Make/ model:	Colour:	To		Contact No.	Contact No.	
Rego, VIN or eng no:		From		Name	Name	
Make/ model:	Colour:	To		Contact No.	Contact No.	
Rego, VIN or eng no:		From		Name	Name	
Make/ model:	Colour:	To		Contact No.	Contact No.	
Rego, VIN or eng no:		From		Name	Name	
Make/ model:	Colour:	To		Contact No.	Contact No.	
Rego, VIN or eng no:		From		Name	Name	
Make/ model:	Colour:	To		Contact No.	Contact No.	
Rego, VIN or eng no:		From		Name	Name	
Make/ model:	Colour:	To		Contact No.	Contact No.	
Rego, VIN or eng no:		From		Name	Name	
Make/ model:	Colour:	To		Contact No.	Contact No.	

NOTE: See page 2 for conditions of use

Clause 81 of the Tow Truck Industry Regulation 2020

1. A licensee must make a record of the following matters in relation to each occasion on which a licensed tow truck is used or operated by a relevant tow truck driver for any towing work other than accident towing work:
 - a. the time and date on which a motor vehicle is towed,
 - b. details of where the motor vehicle is towed from and the destination of the tow,
 - c. the make, model and colour of the motor vehicle, and the following identification details:
 - i. the registration number of the motor vehicle,
 - ii. if the motor vehicle does not have a registration number-the vehicle's VIN,
 - iii. if the motor vehicle does not have a VIN-the chassis number of the engine number (if any) of the vehicle,
 - d. the name and contact details of the person who arranged for the motor vehicle to be towed,
 - e. the name and contact details of any person who takes possession of the towed motor vehicle at the destination of the tow,
 - f. details of any charges made by the licensee in relation to the tow.

Note. Section 60 of the Act also requires certain information to be recorded by a licensee on each occasion on which a licensed tow truck is used or operated by a tow truck driver for accident towing work.

2. Any such record must:
 - a. be in the approved form, and
 - b. include particulars of the name and business address of the licensee, and
 - c. be completed in the approved manner and as soon as practicable in relation to each occasion on which the licensed tow truck is used or operated.
3. The licensee must keep the record at the licensee's place of business for at least 5 years after the information is recorded.
4. If the licence is revoked or suspended or otherwise ceases to be in force, the licensee must give the Secretary any records kept in accordance with this clause.
5. The licensee must, on request by an authorised officer or police officer, give the officer the name and address of any tow truck driver whose services have been or are being used by the licensee.
6. In this clause, **relevant tow truck driver** means a tow truck driver who is employed or engaged by the licensee or whose services are otherwise used by the licensee.

Maximum penalty – 50 penalty units

Notes.

- All vehicles towed that are non-accident towing work must be recorded.
- For any subsequent tow following an accident tow an entry must be made on the non-accident towing record.