IMPORTANT INFORMATION FROM NSW FAIR TRADING

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

NSW Fair Trading requires that personal information is provided as part of this application. The information is used solely by NSW Fair Trading to assess eligibility for a tow truck operator licence 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, NSW Fair Trading may need to consult/share information with other government or private sector organisations. The information provided by you will be retained at NSW Fair Trading and may be available for inspection upon written request by the licence holder. Information contained within the application may be placed on an annual register of licensed operators that is available to the public.

If you need help with any part of this application, please contact the Tow Truck Licensing Team on 13 32 20.

Before your application can be processed you MUST;

• complete the form in full,
• pay the required fee and
• supply all the required documentation (see page 5).
  The documentation must be current and in the name of the licensee.

Please calculate your total fee payable, which is made up of an operator licence fee (metro or country) and a fee for each tow truck attached to the licence (Category A, B or C).

A full list of current fees and charges is available on the NSW Fair Trading website www.fairtrading.nsw.gov.au. 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 – see credit card slip on page 6 of this form.
• 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. Business details

a. Please specify type of business (✓)
   □ Company (Give details below)
   □ Partnership
   □ Sole Trader

b. Registered business name (1)

Business name (2)

Business name (3)

Business name (4)

c. A.C.N. (if a company)

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

e. Business address (where you store your towing records)

f. Postal address

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)

dl. Do you hold, or have you ever held a tow truck operators licence (✓)
   □ No   □ Yes - Licence Number

Section 2. Director’s / Partner’s / Sole Trader’s / Shareholder’s / Close Associate’s Details

(Copy of photo ID required)

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 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 any person has ever used another name or identity please include these details as requested.

If insufficient space, please attach another sheet

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
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 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 directly and failure to declare this information will delay your application

Section 4. Towing Category
For all new applications please specify the type of towing work that the vehicles on this licence will undertake (√)

- Category A – Accident Towing (4 digit plates)
- Category B – Trade/Breakdown (3 digit plates)

Please nominate the Motor Registry/Service Centre in NSW from which you would like to collect your new tow truck number plates.

Section 5. Council Requirements
Note: All applicants must have council approval for their place of business. Additionally, for category A towing, holding yards must also have council approval You have an obligation to comply with local government requirements. Those obligations exist in addition to the requirements to hold this licence and non-compliance may result in you being prosecuted by your council. Fair Trading may require proof of council approval.

a) Business Address - Does your business address have current local council approval that allows you to conduct the business to which this application relates OR have you been advised by your local council that approval is not required for you to conduct your proposed business (eg under home occupation guidelines)?

☐ Yes  ☐ No

If you are applying to conduct Category B towing ONLY go to section 6.

b) Holding Yard(s) – (Complete this section for Category A accident towing ONLY)
Note: You must have one holding yard within 10 km of your place of business that complies with Fair Trading’s Holding Yard Policy, for the secure storage of towed motor vehicles. If each of the tow trucks listed on your application has a GCM of 25 tonnes or more you are exempt from the requirement to have a holding yard. Your holding yard must have current local council approval for the storage of crash damaged vehicles, and approved for access to operators, drivers, police and authorized officers 24 hours a day seven days a week.

Does your holding yard(s) have current local council approval?

☐ Yes  ☐ No

Holding yard 1. ☐ Owned  ☐ Leased

Address

Postcode

Holding yard 2. ☐ Owned  ☐ Leased

Address

Postcode

Holding yard 3. ☐ Owned  ☐ Leased

Address

Postcode

Section 6. Vehicles
You must provide details of vehicles that you either currently operate or intend to operate, under the authority of your licence. If insufficient space, please attach additional vehicle details on a separate sheet.

NOTE: All tow trucks operated by the licensee must be registered and insured in the name of the licensee and have a minimum load capacity of 1200kg (load capacity = GVM – Tare)

If one or more of your tow trucks is leased from another person or company (not a financial institution) you must provide a copy of the current lease for that vehicle.

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<tr>
<th>Vehicle rego no.</th>
<th>Make &amp; type (eg Ford tilt tray)</th>
<th>Owner/Lease</th>
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If leased – name of lessor:
Section 7. Tow Truck Drivers

Under section 17(2) (g) of the Act all tow truck operator licence applicants must provide details of all tow truck drivers that are employed or engaged by the applicant to use or operate tow trucks as part of the applicant's business. If insufficient space, please attach additional details on a separate sheet.

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<tr>
<th>Full name (1)</th>
<th>DC number</th>
<th>Commencement date</th>
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Section 8. 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 «OrgTheName» to obtain information and/or records, including but not limited to my/our driving licence records and the currency of my/our driver licence, criminal records, charges pending, events, transcripts of proceedings against any of the persons listed in Section 2, from its own records or the relevant Australian and/or overseas agencies.

I/we understand that NSW Fair Trading may legitimately use this information to determine the outcome of this application for a tow truck operator's licence and in the administration of that licence.

I / we acknowledge that information may be placed on an annual register open to the public.

I / we declare that the 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.

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Important Information
The following documents MUST be supplied with your application.
All insurance, vehicle registration and business name documents must be current and in the name of the applicant/licensee.

Section 1.
- Record of Registration of Business Name – required if the certificate has expired since the last application (sole traders, partnerships & companies)
- Certificate of Currency for public liability insurance for your place of business

Section 2.
- Copy of photo ID required for all directors and shareholders e.g. [Drivers licence/proof of age card (front and back), Passport]

Section 3.
- National criminal history record check (if applicable) – Required if a person in section 2 has lived interstate or overseas in the 10 years preceding the application. If the person currently lives interstate this document is required from the Police in the state of residence with each application and must be dated within 6 weeks of the date of the receipt of this application.

Section 5b. (Accident towing ONLY – Category A - unless exempt)
- Certificate of Currency for public liability insurance for your holding yard(s)
- Proof of ownership of the holding yard – this would be either
  - A copy of a current rates notice if the licensee / applicant owns the property, or
  - A valid commercial lease agreement between the owner of the property and the licensee / applicant
  - A copy of a current rates notice for the property combined with a signed and dated letter of permission from the owner of the property, confirming that the licensee / applicant has permission to use the property as a tow truck holding yard for the storage of damaged vehicles.
  
  A property lease it is not required again until it is renewed for a further term.

- Provide clear colour photographs of the nominated holding yard/s showing:
  - View of the premises from the road/street
  - View of adjoining premises
  - All vehicular and pedestrian access including locks
  - Perimeter fencing showing it is 2m in height
  - Floodlighting (for external yard/s)
  - Vehicle storage area/space
  - Security systems including sensors, cameras, alarm etc
  - Any other access points

Section 6.
- Certificate of Currency for on hook (towed vehicle) insurance for each vehicle to be operated under licence OR a completed exemption form for licences operating solely under clause 12 of the Regulation**
- Copy of current vehicle registration papers or on hold receipts/ plates surrendered receipts
- Copy of lease for tow trucks not owned by applicant (if applicable) – also required when the lease is renewed for a further term.

** Exemption policy and form available from the NSW Fair Trading website. www.fairtrading.nsw.gov.au

Section 7
- All current tow truck driver details to be provided

Section 8
- Declaration must be signed by each person listed in section 2
CREDIT CARD PAYMENT VOUCHER:

Please charge my credit card for the 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:

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