

# Tow Truck Scrap Metal Exemption Certificate Renewal Application



Fair  
Trading

## **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 by Fair Trading to assess eligibility for a scrap metals exemption certificate 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 certificate holder. Before your application can be processed you **MUST** supply all the requested documentation (see page 5) and it must be current and in the name of the applicant. If you need help with this application, please contact Fair Trading on 13 32 20.

### **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](mailto: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.

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.*



\*TT0619R\*

July 2020 - BR

## 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

  
 Postcode

f. Postal address (if different from above)

  
 Postcode

g. Phone

i. Mobile

j. Email

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 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 a national criminal history record check issued from the relevant police or an Australian Criminal Intelligence Commission (ACIC) accredited body 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 or an ACIC accredited body.**

### Section 4. Tow Truck Drivers

All scrap metal exemption certificate 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.

Full name (1)

Driver licence number      Date of birth

Full name (2)

Driver licence number      Date of birth

Full name (3)

Driver licence number      Date of birth

Full name (4)

Driver licence number      Date of birth

Full name (5)

Driver licence number      Date of birth

Full name (6)

Driver licence number      Date of birth

Full name (7)

Driver licence number      Date of birth

Full name (8)

Driver licence number      Date of birth

### Section 5. Vehicles

You must provide details of vehicles that you either (a) currently operate, or (b) intend to operate, under the exemption certificate. 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 showing registration number and crane.**

Vehicle registration number

Make and type

Vehicle registration number

Make and type

Vehicle registration number

Make and type

Vehicle registration number

Make & type

Vehicle registration number

Make and type

Vehicle registration number

Make and type

**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 10 years before the application was made been found guilty of any offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	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/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 certificate and in the administration of that exemption certificate.

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.

I/we declare that all tow trucks operated under the certificate 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.

**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.**

**Name (1)**

Signature

Date

**Name (2)**

Signature

Date

**Name (3)**

Signature

Date

**Name (4)**

Signature

Date

**Your certificate 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.  
*(Vehicle must be registered in the name of the applicant for the exemption certificate)*
- Clear photos of vehicles showing registration number and crane.

**Section 6.**

- Disclosure must be read by each person listed in section 2. Further details must be provided for items marked yes.

**Section 7.**

- Declaration must be signed by each person listed in section 2.

## EXEMPTION FEES

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:

**Metro certificate:**

\$544 + \$91 plate fee per tow truck permit, **Includes \$242 non-refundable application fee**

**Country certificate:**

\$423 + \$60 plate fee per tow truck permit, **Includes \$242 non-refundable application fee**

**TOTAL:** \$ \_\_\_\_\_

Fair Trading accepts the following forms of payment:

- MasterCard & Visa – Credit card slip can be found on following page. (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.

**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

**When paying by credit or debit card a processing fee surcharge will be applied**

Card number  
[ ][ ][ ][ ] - [ ][ ][ ][ ] - [ ][ ][ ][ ][ ] - [ ][ ][ ][ ][ ]

Expiry date  
[ ][ ] / [ ][ ]

Name on card: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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	/ /