

# Application to Change Operator Licence Business Address

## 1. Licensee details

Licensee name *(in full)*

Operator licence number

Phone

Mobile

## 2. Change details

I wish to change my operator licence business address:

**From - Current address** *(to be removed)*

  
  


Postcode

**To - New business address**

  
  


Postcode

Postal address *(if different from above)*

  
  


Postcode

## 3. Council requirements

All applicants must have council approval for their business address. You have an obligation to comply with local government requirements. Those obligations exist in addition to the requirements to hold a tow truck operator licence and non-compliance may result in you being prosecuted by your council. NSW Fair Trading may require proof of council approval.

(a) 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 undertake accident towing (Category A) please answer (b)**

*continued*

(b) Is this business address within 10km of your holding yard, as already shown on your operator licence?

- Yes *(if applicable)*  
 No - more than 10km from business address.  
 If you have answered 'No' to this question you must seek separate approval from the Director, Investigations, Compliance and Enforcement to have a holding yard more than 10km from your place of business. In seeking this approval you must explain the reasons why you need a holding yard more than 10km from your place of business and state how you will ensure that this will not be detrimental to your customers.

## 4. Declaration

**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.**

I/We declare that the information contained in this application to change a business address on my/our tow truck operator licence is true and correct in every detail. I/We consent to the disclosure of information needed to verify the contents of this application.

I understand that the licensee is required to keep the records and documents specified under the *Tow Truck Industry Act* and Regulation at the place of business nominated on this form.

**I/We enclose the following documents with this application:**

- Evidence of public liability insurance on the business address
- Licence amendment fee.

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

Name

Relationship to licensee

Signature

Date

/	/	
day	month	year

### Tow Truck Licensing office use only

New business address approved?

- Yes  
 No

Signature

**Please return this form to:**

Mail to: NSW Fair Trading, PO Box 972 Parramatta NSW 2124

www.fairtrading.nsw.gov.au | T 13 32 20

| E towtrucks@customerservice.nsw.gov.au