

Tow Truck Driver Certificate APPLICATION

Tow Truck Industry Act 1998

Use this application to apply for a Tow Truck Driver Certificate.

Supporting documents

To be issued with a certificate you must prove you are a suitable person to be the driver of a tow truck.

To do this you will need to provide the following documents with your application:

- ☐ A photocopy of your current, unrestricted Australian driver licence (front and back)
- ☐ If you held a driver licence from another Australian State or Territory or from overseas within the past 3 years, you must provide an original statement of your driver licence details AND traffic history issued from the relevant licensing authority in that jurisdiction for that period
- ☐ Two recent passport size and quality photographs of your head and neck (no hat or sunglasses on a pale background). We recommend you get your photo taken at your local Australia Post Office
- ☐ Interstate/Overseas criminal history and traffic record if applicable (refer to SECTION 4)
- ☐ Your driving record will also be checked.
- ☐ Correct payment and receipt number as below

Payment

A fee must be paid on lodgement of the application form.

Pay by credit card or PayPal using the following [payment portal link](#).

Step 1 – Click on the link or type the URL into your web browser

Step 2 – Follow the instructions online to complete the payment

Step 3 – When the lodgement fee is paid online you will receive a receipt number.

Please record the receipt number below before lodging the application, not providing this information may result in delays in processing your application.

Receipt number

Important – The fee contains a non-refundable component which is retained by NSW Fair Trading if your application is refused.

How to lodge

Please email your completed application and any supporting documentation to towtrucks@customerservice.nsw.gov.au

If you are having difficulty submitting this application contact NSW Fair Trading on 13 32 20.

SECTION 1 - Applicant details

Surname

Given name/s (including any middle name/s)

Date of birth (DD/MM/YYYY)

Phone number/s

Residential address (including postcode)

Postal address (including postcode) – if different to residential address

Email

SECTION 2 – Other identities and aliases

Do you now, or have you ever, used a different name or identity?

☐ No

☐ Yes – Please provide details below

Full name used

Additional details (if required)

Please note - if more than one name used, please provide details on a separate page

SECTION 3 – Licence details

Failure to declare this information will delay your application

Driver licence number

Have you ever held a Tow Truck Driver Certificate?

☐ No

☐ Yes – if yes provide tow truck driver certificate number below

Tow truck driver certificate number (if applicable)

In the past 10 years, have you ever lived in another Australian state or territory or overseas?

☐ No

☐ Yes – Please provide details of where below and refer to **SECTION 4**

Did you hold a driver licence in that place at any time during the past 3 years?

☐ No

☐ Yes – If yes please refer to **SECTION 4**

SECTION 4 – Criminal History

1. If you have lived in another Australian State or Territory or overseas in the past 10 years please provide a National Police Check Certificate.

Important you ***must*** provide a national criminal history record if, as an applicant, you have lived outside of NSW or overseas within the past 10 years. This must be obtained from the relevant Police or an Australian Criminal Intelligence Commission accredited body for the period you resided in that jurisdiction. These documents must be no older than 6 weeks from the lodgement of this application - [apply for an NSW Police National Police check here](#)

2. If you have held a driver licence from another Australian State or Territory or from overseas within the past 3 years you must provide both:
 - a. an original statement of your driver licence details and traffic history issued from the relevant licensing authority in that jurisdiction for that period.
 - b. a National Police Check Certificate (refer to details in point 1 above)

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.

SECTION 5 – Employment details

Please provide the name and licence number of your current or prospective employer.

Employer licensee name

Employer tow truck operator licence number

SECTION 6 – Disclosure

Important - 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 3 years before the application was made been disqualified from holding a driver licence? ☐ Yes ☐ No
2. Has the applicant within the period of 3 years before the application was made had their driver licence suspended or cancelled (other than for fine default under the *Fines Act 1996* or in relation to illness, incapacity or a medical condition under clause 65(1)(b) or (7) of the Road Transport (Driver Licensing) Regulation 2017)? ☐ Yes ☐ No
3. Has the applicant within the period of 10 years before the application was made, been convicted or been found guilty (but with no conviction being recorded) of the following offences (regardless of whether the offence was committed in New South Wales):
 - a) an offence relating to the possession or use of a firearm or imitation firearm (within the meaning of the *Firearms Act 1996*) or other weapon? ☐ Yes ☐ No
 - b) an offence involving the supply or possession of a prohibited drug within the meaning of the *Drug Misuse and Trafficking Act 1985*? ☐ Yes ☐ No
 - c) an offence involving the cultivation (for a commercial purpose), supply or possession of a prohibited plant within the meaning of the *Drug Misuse and Trafficking Act 1985*? ☐ Yes ☐ No
 - d) an offence relating to organised car, boat or trailer rebirthing activities under section 154G of the *Crimes Act 1900*? ☐ Yes ☐ No

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| e) an offence of dealing with property suspected of being proceeds of crime under section 193C of the <i>Crimes Act 1900</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f) an offence involving the recruitment of another person to carry out or assist in carrying out a criminal activity within the meaning of section 351A of the <i>Crimes Act 1900</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g) an offence involving participation in a criminal group or participation in any criminal activity of a criminal group within the meaning of Division 5 of Part 3A of the <i>Crimes Act 1900</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h) the offence of contravening a serious crime prevention order under section 8 of the <i>Crimes (Serious Crime Prevention Orders) Act 2016</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i) an offence under section 74 of the <i>Firearms Act 1996</i> relating to a firearms prohibition order? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| j) an offence under section 34 of the <i>Weapons Prohibition Act 1998</i> relating to a weapons prohibition order? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| k) an offence involving an assault of any kind against a person? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| l) an offence involving fraud, dishonesty or stealing? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| m) an offence involving robbery (whether armed or otherwise)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| n) the offence of habitually consorting with convicted offenders under section 93X of the <i>Crimes Act 1900</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| o) the offence of contravening a public safety order under section 87ZA of the <i>Law Enforcement (Powers and Responsibilities) Act 2002</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| p) an offence of making, using or interfering with unique identifiers under section 154H of the <i>Crimes Act 1900</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| q) the offence of having possession of a motor vehicle, vessel or trailer where the unique identifier has been interfered with under section 154I of the <i>Crimes Act 1900</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| r) the offence of having possession of an identification plate not attached to the motor vehicle or trailer to which it relates under section 154J of the <i>Crimes Act 1900</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Does the applicant have proceedings for an offence pending against them? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

SECTION 7 – Declaration and consent by Applicant

I authorise 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, transcripts of proceedings against me, from its own records or the relevant Australian and/or overseas agencies. I understand that Fair Trading may legitimately use this information to determine the outcome of this application for a tow truck driver's certificate and in the administration of that certificate.

I agree to abide by all conditions of my tow truck driver certificate as provided to me by Fair Trading, and I acknowledge that Fair Trading may impose additional conditions upon a certificate by notifying me of those conditions in writing. I am aware that I must comply with all conditions of the certificate, and that, if I contravene these conditions, I have committed an offence.

I have attached the following to this application

- ☐ A copy of my current driver licence, including the reverse side, to show any change of address
- ☐ Two passport sized photographs of myself
- ☐ Interstate records if applicable (See **SECTION 4**)
- ☐ Further details for items marked **YES** in **SECTION 6 – Disclosure**

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

Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the *Crimes Act 1900* which may result in penalties including a fine or imprisonment.

Full name

Signature

Date

Important Note - Fair Trading uses information including details of any criminal history, convictions and your traffic history to determine your fitness to hold a tow truck driver certificate. If you are not sure about your eligibility to be granted a tow truck drivers certificate further information can be obtained by contacting 13 32 20.

Privacy Collection Notice

The Department of Customer Service on behalf of the Commissioner for Fair Trading (NSW Fair Trading), gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold person information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. For determining an application for recognition of your occupation in New South Wales in accordance with the *Tow Truck Industry Act 1998*
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW
4. As required by legislation to record information on a public register, parts of which will be published online.

The information captured by this form is provided voluntarily. The consequence of not providing it is that your application may not be able to be determined.

We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/update our customer database including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), other States and Territories, the Commonwealth and/or New Zealand for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can also find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit the [Service NSW](#) website.