

Application to Alter Specified Depot

Please ensure that all sections of the application form are completed and signed, and that all supporting documentation and fees accompany the application.

Tow Truck Licence No./s			

Name of Licence Holder

Surname or company name			
Given name(s)		Second name	
Australian Company Number (ACN), where the licence holder is a company			
Address			Postcode
Contact number			

I hereby apply to alter the depot specified in the tow truck licences above

From current depot

Depot no.			
Address			Postcode
Contact number			

To proposed depot

Depot no. (if applicable)			
Address			Postcode
Contact number			

Supporting Information

Please complete every section in the space provided and attach all required documentation in support of the application.
(If there is insufficient space provided, please attach any additional supporting information.)

1. What existing tow truck services are available at or near the proposed depot location?

2. How are the present tow truck services (if any) at or near the proposed depot location inadequate to meet all reasonable public demand?

3. What are the advantages of the change of depot to the public at or near the proposed depot?

4. What impact will the service from the proposed depot have on any existing accident towing services businesses near the proposed depot?

5. What will be the effect on the public at or near the current depot, if the proposed depot change is approved?

Licence Holder's Signature/s

I/we the undersigned, declare that:

- the particulars contained herein are true and correct;
- the information supplied in support of the application is true and correct; and
- if making this application on behalf of a company, the application form is signed in accordance with the company's Memorandum and Articles of Association.

Name of Applicant <i>(please print)</i>		Signature of Applicant						
Date	D	D	M	M	Y	Y	Y	Y
Name of Applicant <i>(please print)</i>		Signature of Applicant						
Date	D	D	M	M	Y	Y	Y	Y

Supporting Documentation

Your application must be accompanied by:

1. An application fee per licence. Find the current application fee on transport.vic.gov.au. You need to download this form and fill in the correct sections. The form will need to be uploaded to transport.vic.gov.au, along with the supporting documentation to support your exemption application. You will have to pay a fee when you submit your documents. Once the application is submitted, you will receive a confirmation email.
2. A letter from the relevant municipal council supporting the application (unless a letter for the depot has been provided in the last 5 years). Also, where applicable, any additional information in support of the application.
3. Proof of ownership of the premises from where the tow truck is proposed to be operated.

Either of the following will be accepted:

- A copy of a rate notice in the name of the licence holder; or
- A copy of a leasing agreement between the licence holder and the owner of the premises; or
- A copy of a sub-leasing agreement between the licence holder and the lessee, together with written consent from the owner of the premises.

Additional Supporting Documentation

Do you have any letters or documentation from a government body, industry group, company or individual supporting your application? Yes No

If Yes, please list below and attach letters and/or documents.

Note: Failure to complete or provide the required documents may delay the processing of your application.

Privacy Statement

The Department of Transport and Planning is committed to protecting your privacy by fully meeting its responsibilities under the *Road Safety Act 1986*, *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. All personal information you provide will be handled in accordance with these requirements. The collection of information on this form is required by the *Accident Towing Services Act 2007*. Information held by the Department of Transport and Planning may be disclosed to various organisations, including the Victorian Civil and Administrative Tribunal and Victoria Police, in order to carry out their duties under the *Accident Towing Services Act 2007*. The Department of Transport and Planning privacy statement can be accessed at transport.vic.gov.au