

Please ensure that all sections of the application form are completed and signed where applicable and that the appropriate documentation and fees as details on the reverse side of this form accompany the application.

|                         |  |  |  |
|-------------------------|--|--|--|
| Tow Truck Licence No./s |  |  |  |
|-------------------------|--|--|--|

## Details of Transferor (Seller)

|                          |  |                                 |  |
|--------------------------|--|---------------------------------|--|
| Surname or Company name  |  | Australian Company Number (ACN) |  |
| First name or Given name |  | 2 <sup>nd</sup> name            |  |
| Address                  |  |                                 |  |
|                          |  |                                 |  |
| Post code                |  | Phone no.                       |  |

## Details of Transferee (Purchaser)

|                          |  |                                 |  |
|--------------------------|--|---------------------------------|--|
| Surname or Company name  |  | Australian Company Number (ACN) |  |
| First name or Given name |  | 2 <sup>nd</sup> name            |  |
| Address                  |  |                                 |  |
|                          |  |                                 |  |
| Post code                |  | Phone no.                       |  |

|  |    |
|--|----|
| Purchase Price of Licence (excluding vehicle)  | \$ |
| Existing Depot Address for the above Licence/s   |    |
| Proposed Depot Address for the above Licence/s, if the same as the existing depot address write "as above" |    |

## Transferor's (Seller's) Signature/s

I/we the undersigned, declare that:

- the particulars contained herein are true and correct; and
- all individuals and/or companies with a beneficial interest in the above licence/s are listed on the reverse side of this form; 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                                    |                        |
|   |                        |
| Name of applicant <i>(please print)</i> | Signature of applicant |
| Date                                    |                        |
|   |                        |

## Transferee's (Purchaser's) Signature/s

I/we the undersigned, declare that:

- the particulars contained herein are true and correct; and
- all individuals and/or companies with a beneficial interest in the above licence/s are listed on the reverse side of this form; 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 |
| Name of applicant <i>(please print)</i> |   | Signature of applicant |   |   |   |   |   |
| Date                                    | D | D                      | M | M | Y | Y | Y |

## The following items must accompany the application form

1. You need to download this form and fill in the correct sections. The form will need to be uploaded to [vicroads.vic.gov.au/tow-trucks-upload](http://vicroads.vic.gov.au/tow-trucks-upload), 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 from VicRoads.
2. If the transferee (purchaser) is a company, a current (not more than 3 months old) Australian Securities and Investments Commission (ASIC) company extract listing all directors must be provided.
3. If the transferee (which includes all directors if it's a Company) is not the holder of a current Accident Towing Driver Authority, a current (not more than 6 months old) National Police Certificate must be provided. To obtain a certificate forward a completed "Consent to Check and Release National Police Record" form direct to Victoria Police. Wait for the "National Police Record Certificate" to be returned to you before submitting the application for the transfer of tow truck licence/s.
4. Proof of ownership of the premises from where the tow truck is proposed to be operated from.  
Either of the following will be accepted:
  - A copy of a rate notice in the name of the transferee; or
  - A copy of a leasing agreement between the transferee and the owner of the premises; or
  - A copy of a sub-leasing agreement between the transferee and the lessee, together with written consent from the owner of the premises.

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

## Change of Depot Address

If the transfer of tow truck licence/s also includes a change of depot address, an "Application for Variation of Conditions of Tow Truck Licence/s" completed by the current licence holder/s, will be required to accompany this application.

## Privacy Statement

VicRoads 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 VicRoads 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*. VicRoads privacy statement can be accessed at [vicroads.vic.gov.au](http://vicroads.vic.gov.au)