

**The following items are required to accompany the application form:**

1. An application fee per licence. The current application fee is detailed on the VicRoads website: [vicroads.vic.gov.au](http://vicroads.vic.gov.au)
2. A letter from the relevant municipal council supporting the application. 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.

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	Australian Company Number (ACN), where the licence holder is a company		
Given name(s)	2 <sup>nd</sup> name		
Address			
	Postcode		Phone no.

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

**From current depot**

Depot no.			
Address			
	Postcode		Phone no.

**To proposed depot**

Depot no. (if applicable)			
Address			
	Postcode		Phone no.



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?


## Supporting Documentation

Your application must be accompanied by:

1. A written statement from the municipal council in which the proposed depot would be located supporting the application.
2. Evidence that the applicant has the right to conduct an accident towing services business from the proposed depot.  
For example: A council rates notice in the name of the licence holder or a lease agreement giving the licence holder the right to conduct an accident towing services business from the proposed depot.

## 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


## 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														
Signature of Applicant						Date	D	D	M	M	Y	Y	Y	Y
Name of Applicant														
Signature of Applicant						Date	D	D	M	M	Y	Y	Y	Y

## Checklist

Before forwarding your application form, please check that:

- All sections of the form are complete and questions answered.
- You have attached a letter from relevant municipal council in support of your application.
- You have attached evidence that you have the right to conduct an accident towing services business from the proposed depot.
- Where applicable, you have attached letters or documentation from a government body, industry group, company or individual supporting your application.
- You have attached a cheque or money order made payable to VicRoads for the current application fee.

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

Please send your application to:

**VicRoads – TowTrucks**  
 Locked Bag 9000, Kew VIC 3101