

### **How to apply for a new Accident Towing Operator/Towing Depot Manager Accreditation/Renewal of Accreditation**

To be able to manage an accident towing service business from a depot, you must be accredited.

To be accredited, you must apply to VicRoads. VicRoads will assess your application in accordance with the *Accident Towing Services Act 2007* and *Accident Towing Services Regulations 2008*.

VicRoads has 90 days to assess your application. If additional information is required, this period may be extended. VicRoads will advise you in writing if this is the case.

An application for Accident Towing Operator/ Accident Towing Depot Manager Accreditation can be made by an individual or a company. To be a company the entity must be registered with the Australian Securities and Investments Commission (ASIC) and have an Australian Company Number (ACN), for example, LJNP Pty Ltd. An unincorporated body or association, including partnership, is not eligible to apply for an Accident Towing Operator/Accident Towing Depot Manager Accreditation.

If an application for Accident Towing Operator/Accident Towing Depot Manager Accreditation is being made by a Company, its nominated person will be responsible for the key duties of a depot manager. The nominated person can allocate staff or an agent to perform these key duties, provided the nominated person (as representative of the Company) retains responsibility for them.

### **Application Form**

Complete and sign the Accident Towing Operator / Accident Towing Depot Manager Accreditation Form, making sure to tick the relevant box for a new or renewal application. Please complete every question on the form thoroughly. This will help VicRoads to assess your application and process it more quickly.

### **Application Fee**

A fee is payable to VicRoads by cheque or money order. This fee is for processing your application. If you are successful, you will be issued with an Accident Towing Operator / Accident Towing Depot Manager accreditation certificate for up to five years. You can find out the current fee by going to the Tow Truck section of the VicRoads webpage and clicking on Fees, or by telephoning VicRoads on (03) 9881 8787. If VicRoads refuses your application, the application fee and any documentation that you have supplied to VicRoads will be returned to you.

### **National Police Certificate**

A current National Police Certificate issued within the last six months is required for Accident Tow Truck Operator/Depot Manager accreditations. You can go to the Victoria Police website [police.vic.gov.au](http://police.vic.gov.au) to order the National Police Certificate. It may take up to ten working days to obtain a Certificate, and the Certificate must be sent to VicRoads **with** your application.

### **Proof of Identification**

To enable VicRoads to process your application, all those named on the application as Individual or Nominated people, and/or the signatories for a Company, are required to provide a copy of their driver's licence.

### **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)

### **Further Information**

For assistance with completing this application form or for other enquiries about accident towing and Accident Towing Operator/Accident Towing Depot Manager accreditation, please:

- telephone VicRoads on (03) 9881 8787; or
- email VicRoads at [accidenttowing@roads.vic.gov.au](mailto:accidenttowing@roads.vic.gov.au); or
- visit the Tow Truck page of the VicRoads website at [vicroads.vic.gov.au](http://vicroads.vic.gov.au) (go to Business & Industry > Tow Truck Industry)w

**Section 1: Applicants Details**

- |   |  |
|---|--|
| <input type="checkbox"/> Application for Accident Towing Operator (new)     | <input type="checkbox"/> Application for Accident Towing Depot Manager (new)     |
| <input type="checkbox"/> Application for Accident Towing Operator (renewal) | <input type="checkbox"/> Application for Accident Towing Depot Manager (renewal) |

**Section 1A Tow Truck Licences Held**

List all licence nos. e.g TOW.999

**Section 1B Applicants Details - Company**

Company Name		ACN							
Registered Business Address of Company <i>(this may be your accountant's address)</i>									
					Postcode				
Depot Address					Postcode				
Postal Address <i>(if different from above)</i>					Postcode				
Telephone:	Facsimile:	Email:							

**Section 1C Applicants Details - Individual & Nominated Person for the Company**

Surname/Family Name		<input type="checkbox"/> Male		<input type="checkbox"/> Female									
First Name		Second Name											
Name at Birth <i>(if different to above)</i>				Date of Birth	D	D	M	M	Y	Y	Y	Y	
Tow Truck DA No <i>(if renewing)</i>													
Residential Address								Postcode					
Postal Address <i>(if different from above)</i>								Postcode					
Tel: <i>(Home)</i>				Tel: <i>(Business)</i>									
Tel: <i>(Mobile)</i>				Email:									

**Section 2: Eligibility to apply**

**2.1 Appropriate Character of Relevant Person (where the application is made in the name of a company)**

If this application is made by a Company, a relevant person is:

- any person who holds a share in the capital of, or an entitlement to receive income derived from, the business to which the application or accreditation relates, and by virtue of that interest, is able to exercise a significant influence over, or with respect to, the management of the activities to which the application or the accreditation relates; or
- any person who is entitled to exercise any power to participate in the management of the activities to which the application or the accreditation relate or to elect or appoint any person connected with the management of the business to which the application or accreditation relates; or
- any person who is a director, secretary, member of the committee of management, or connected with the management, of the business to which the application or accreditation relates.

- a) I believe that each relevant person is a person of good character.  Yes  No
- b) I believe that each relevant person shall provide accident towing services in a manner that is safe, timely, efficient, responsible, and law abiding.  Yes  No
- c) I believe that each relevant person noted on this application would be eligible to apply for Accident Towing Operator/Accident Towing Depot Manager accreditation.  Yes  No

**2.2 Appropriate Character (where the application is made in the name of an individual)**

- a) I believe that I am a person of good character.  Yes  No
- b) I shall provide accident towing services in a manner that is safe, timely, efficient, responsible, and law abiding.  Yes  No

**Section 3: Criminal Record Check**

VicRoads must be satisfied that an applicant is of appropriate character when determining whether to approve a new application or a renewal of Accident Towing Operator/Accident Towing Depot Manager accreditation. Any omissions or misleading information may lead to your application being refused. If you answer "Yes" to a question in this section, VicRoads may seek further information to assist in determining your application. The following questions do NOT apply to speeding fines or parking tickets. To view a list of relevant offences, please go to the Tow Truck section of the VicRoads webpage and click on *Tow Truck Publications* or telephone (03) 9881 8787.

- a) Are there any criminal charges pending against you?  Yes  No
- If yes, what is the offence or offences that you are currently charged with?

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- b) Have you been found guilty of a criminal offence?  Yes  No
- If yes, what is the offence or offences that you were found guilty of? (attach a second page if necessary)

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# Accident Towing Operator/Accident Towing Depot Manager Application for New Accreditation/Renewal of Accreditation

- c) If yes, have you told VicRoads about this finding of guilt in a previous application, or during disciplinary action taken against you by VicRoads?  Yes  No
- d) Have you ever been refused or disqualified from applying or holding an Accident Tow Truck Operator or an Accident Tow Truck Depot Manager accreditation?  Yes  No

### 3.1 Where the applicant is a Company:

- a) Has the Company ever had a receiver or receiver and manager appointed?  Yes  No
- b) Has the Company been placed in administration?  Yes  No
- c) Has a court made an order for the winding up of the Company?  Yes  No

## Section 4: Consent to Check Criminal Or Other Records Record Check

I hereby consent to the checking of criminal or other records kept by Victoria Police, other Police Authorities, and VicRoads. I authorise the release of information regarding convictions or other information recorded against my name. This includes details of any matters found proved but adjourned on a good behaviour bond, any matters still outstanding against me and any other matters, whether convicted or not, which may be deemed to be relevant to my application to hold an Accident Tow Truck Operator/Depot Manager Accreditation.

I undertake that I will at all times hereafter indemnify and keep indemnified the Chief Commissioner of Police and all employees of the Victoria Police, other Police Authorities and VicRoads against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the release of any details of any convictions or any information relating to or involving me.

Signature	Name of Applicant	Date / /
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## Section 5: Certification

So that VicRoads can be satisfied that the information in your application form is true and correct, and process your application, please sign the following certification. Applicants are warned that any person who gives false information when completing this form shall be guilty of an offence against *section 215 of the Accident Towing Services Act 2007*. If found guilty of an offence, a monetary penalty can apply.

**Please complete the certification by:**

- inserting your full name and date
- signing where indicated
- having it witnessed by an independent person.

### SECTION 5A: CERTIFICATION – COMPANY

If the applicant is a Company, then the certification is required to be signed by:

- a) two directors of the company; or
- b) a director and a company secretary of the company; or
- c) in the case of a proprietary company that has a sole director who is also the sole company secretary, then that director.

Name of Director	Signature of Director	Date / /
Name of Director/Secretary	Signature of Director/Secretary	Date / /
In the Presence of <i>(Name of Witness)</i>	Signature of Witness	Date / /

### SECTION 5B: CERTIFICATION - INDIVIDUAL & NOMINATED PERSON FOR THE COMPANY

I confirm that the information provided in this form is true and correct:

Name of Applicant	Signature of Applicant	Date / /
In the Presence of <i>(Name of Witness)</i>	Signature of Witness	Date / /

## Section 6: Important Note for all Applicants

- VicRoads will consider your application incomplete if you fail to provide all of the required information, or if you have provided incomplete or misleading information.
- If your application is incomplete, VicRoads will return your incomplete application form to you, and will reconsider your application once the required information is provided to VicRoads.
- The application fee is accepted on a conditional basis. Acceptance of payment does not mean that VicRoads has approved the application.
- If VicRoads refuses your application, we will provide a refund of the application fee and any other documentation that you have supplied to VicRoads.

## Section 7: Checklist

Prior to forwarding your application form, please check that you have completed the items listed below. Failure to complete or provide the required documents may result in your application being returned as incomplete.

**Company:** Sections 1A, 1B, 1C, 2, 3, 4, 5A and 5B

**Individual:** Sections 1A, 1C, 2, 3, 4 and 5B

- All sections relevant to your application are complete and questions answered.
- You have attached a copy of your driver's licence.
- You have attached a cheque or money order made payable to VicRoads for the current application fee.
- You have, where applicable, attached the National Police Certificate.

Once these steps have been completed, attach your payment to the completed and signed application form, and send to:

**VicRoads - Accident Towing, 12 Lakeside Drive, Burwood East Victoria 3151**