



When blank, this form is classed as OFFICIAL, when completed, this form is classed as OFFICIAL SENSITIVE

One form must be completed for each storage yard to be registered for regulated towing purposes.

Privacy Statement

The Department of Transport and Major Infrastructure (DTMI) collects personal information on this form for the purposes of processing your towing business authorisation application and maintaining the authorisation register as required under the *Towing Services Act 2024*. Failure to provide this information may result in your application not being processed, or records not being properly maintained. DTMI may also use the information for related purposes or disclose it to third parties in circumstances required or allowed for by law. For more details on how we handle your personal information, see our Privacy Policy at transport.wa.gov.au/privacy

STORAGE YARD 1 DETAILS

Storage yard 1 address			
Contact phone number		Contact email	

Applicants for a regulated Towing Business Authorisation must consider the storage yard requirements (column 1) and the evidence type which must be provided in support of the application (column 2).

Confirmation that the storage yard meets the requirement, with the required evidence, must be made by ticking the associated check boxes (column 3).

This form must be completed and the required evidence available before a Towing Business Authorisation application is commenced through DoTDirect, as this form must be uploaded during the application process.

The Towing Governance and Regulation (TG&R) team will make contact to request the required evidence during the application assessment process, which may include a site visit.

Storage yard requirements	Evidence type required	Confirmation
Storage yards must be enclosed by a fence (including walls and buildings) at least 2.1 m in high that is structurally sound.	Photographs of fencing, walls and buildings showing that they fully enclose the storage yard.	<input type="checkbox"/>
Storage yards must have lockable gates and doors.	Photographs of gates or doors showing how entrances will be locked and secured.	<input type="checkbox"/>
Storage yards must have adequate flood lighting which should cover: <ul style="list-style-type: none"> • Areas where vehicles are stored • All entrances and exits 	Photographs of flood lighting in position and the area covered.	<input type="checkbox"/>
Storage yards must have closed-circuit television system (CCTV) cameras and / or a monitored security alarm system installed which should cover: <ul style="list-style-type: none"> • Areas where vehicles are stored • All entrances and exits • The designated vehicle release area 	Photographs of the cameras and / or security alarm system in position and the area covered.	<input type="checkbox"/>
Storage yards must include an area that can adequately accommodate vehicles towed to the premises.	Photographs and a floor plan of the storage yard displaying the vehicle storage area.	<input type="checkbox"/>
Storage yards must be constructed and located in a way that vehicles can be released within a reasonable timeframe.	Photographs and a floor plan of the storage yard displaying the vehicle release area.	<input type="checkbox"/>
Storage yards must have a designated release area where crashed vehicles can be parked for release including for secondary tows.	Photographs and a floor plan of the storage yard displaying the designated release area.	<input type="checkbox"/>
The towing business must ensure the safe and timely release of vehicles from a storage yard.	Copy of a documented standard operating process to release vehicles.	<input type="checkbox"/>
Storage yards must have signage, that is clearly visible from outside the front entrance to the storage yard, which displays the following information: <ul style="list-style-type: none"> • Towing Business / Towing Service Provider name • Towing Business Authorisation number (once provided by DTMI) • Telephone number(s) 	Photographs of the signage showing that the required information is displayed and that it is visible and readable from outside the front entrance to the storage yard.	<input type="checkbox"/>
The towing business must ensure stored vehicles with the storage yard is accessible during business hours as follows: <ul style="list-style-type: none"> • Staffed storage yard – open during business hours • Unstaffed storage yard – arrangements to allow staff to attend to release vehicles or for other reasons within 4 hours during business hours • Business hours mean the time between 8 am and 5 pm on a day that is not a Saturday, Sunday or a Public Holiday through the State 	Copy of a documented standard operating process detailing the opening times and management of access within timeframes specified.	<input type="checkbox"/>
The towing business must ensure that vehicle owners attending a storage yard to: <ul style="list-style-type: none"> • Access their vehicles • Retrieve property from that vehicle • Do so in a safe and timely manner 	Copy of a documented standard operating process detailing the procedure for vehicle owners to access their vehicles in accordance with the Towing Services Regulations 2025.	<input type="checkbox"/>
The towing business must maintain a telephone number(s) relating to the storage yard and ensure a staff member can be contacted: <ul style="list-style-type: none"> • At all times during business hours • At all times when a vehicle is being towed and for at least 30 minutes after a regulated towed vehicle arrived at the place to which it is authorised to be towed 	Phone number(s) to be provided and a photograph of the number(s) shown on the signage visible from outside the front entrance to the storage yard.	<input type="checkbox"/>

Storage yard requirements	Evidence type required	Confirmation
The towing business must hold the following required records for the storage yard: <ul style="list-style-type: none"> Record of entry and exit of regulated towed vehicles to and from the yard Register of any access to a vehicle 	Example of the record in use meets the requirements of the template provided by DTMI (as a minimum).	<input type="checkbox"/>
The towing business must retain and store their Authority to Tow (ATT) forms at an approved storage yard and make them available to authorised officers or Police on request. ATT forms should be stored in a secure container or room as they contain private information.	Photographs of the secure container or room in which the Authority to Tow forms will be stored.	<input type="checkbox"/>
The storage yard must be owned or leased by the towing business who is making this application and the business must have exclusive possession and control of the whole premises.	Copy of the ownership or leasing of the storage yard demonstrating that the towing business has exclusive possession and control of the premises.	<input type="checkbox"/>

Additional requirements

Requirements set externally	Evidence type required	Confirmation
A towing business must maintain a policy of insurance with an authorised insurer to indemnify against liability in respect of loss or theft of, or damage to vehicles stored at a storage yard and / or property kept in a vehicle at a storage yard.	Confirmation check box only.	<input type="checkbox"/>
The storage yard must comply with Local and State Government requirements appropriate to the conduct of a regulated crash towing business.	Confirmation check box only.	<input type="checkbox"/>
The storage yard must be in an appropriately zoned area (mixed use or industrial).	Evidence from the local council demonstrating that the location is appropriately zoned.	<input type="checkbox"/>

By completing this form and signing below you confirm that:

- you have read the storage yard requirements contained in this document;
- the storage yard to which the form relates meets the specified minimum standards;
- sufficient evidence supporting this claim will be made available to DTMI when requested by the Towing Governance and Regulation team;
- the information you are providing is true and correct to the best of your knowledge.

First name		Family name	
Role in the towing business			
Telephone number		Email	
Signature			

Note: If you wish to have another storage yard assessed and listed under a Towing Business Authorisation, please complete the details form on the following pages.

STORAGE YARD 2 DETAILS

Storage yard 2 address			
Contact phone number		Contact email	

Applicants for a regulated Towing Business Authorisation must consider the storage yard requirements (column 1) and the evidence type which must be provided in support of the application (column 2).

Confirmation that the storage yard meets the requirement, with the required evidence, must be made by ticking the associated check boxes (column 3).

This form must be completed and the required evidence available before a Towing Business Authorisation application is commenced through DoTDirect, as this form must be uploaded during the application process.

The Towing Governance and Regulation (TG&R) team will make contact to request the required evidence during the application assessment process, which may include a site visit.

Storage yard requirements	Evidence type required	Confirmation
Storage yards must be enclosed by a fence (including walls and buildings) at least 2.1 m in high that is structurally sound.	Photographs of fencing, walls and buildings showing that they fully enclose the storage yard.	<input type="checkbox"/>
Storage yards must have lockable gates and doors.	Photographs of gates or doors showing how entrances will be locked and secured.	<input type="checkbox"/>
Storage yards must have adequate flood lighting which should cover: <ul style="list-style-type: none"> • Areas where vehicles are stored • All entrances and exits 	Photographs of flood lighting in position and the area covered.	<input type="checkbox"/>
Storage yards must have closed-circuit television system (CCTV) cameras and / or a monitored security alarm system installed which should cover: <ul style="list-style-type: none"> • Areas where vehicles are stored • All entrances and exits • The designated vehicle release area 	Photographs of the cameras and / or security alarm system in position and the area covered.	<input type="checkbox"/>
Storage yards must include an area that can adequately accommodate vehicles towed to the premises.	Photographs and a floor plan of the storage yard displaying the vehicle storage area.	<input type="checkbox"/>
Storage yards must be constructed and located in a way that vehicles can be released within a reasonable timeframe.	Photographs and a floor plan of the storage yard displaying the vehicle release area.	<input type="checkbox"/>
Storage yards must have a designated release area where crashed vehicles can be parked for release including for secondary tows.	Photographs and a floor plan of the storage yard displaying the designated release area.	<input type="checkbox"/>
The towing business must ensure the safe and timely release of vehicles from a storage yard.	Copy of a documented standard operating process to release vehicles.	<input type="checkbox"/>
Storage yards must have signage, that is clearly visible from outside the front entrance to the storage yard, which displays the following information: <ul style="list-style-type: none"> • Towing Business / Towing Service Provider name • Towing Business Authorisation number (once provided by DTMI) • Telephone number(s) 	Photographs of the signage showing that the required information is displayed and that it is visible and readable from outside the front entrance to the storage yard.	<input type="checkbox"/>
The towing business must ensure stored vehicles with the storage yard is accessible during business hours as follows: <ul style="list-style-type: none"> • Staffed storage yard – open during business hours • Unstaffed storage yard – arrangements to allow staff to attend to release vehicles or for other reasons within 4 hours during business hours • Business hours mean the time between 8 am and 5 pm on a day that is not a Saturday, Sunday or a Public Holiday through the State 	Copy of a documented standard operating process detailing the opening times and management of access within timeframes specified.	<input type="checkbox"/>
The towing business must ensure that vehicle owners attending a storage yard to: <ul style="list-style-type: none"> • Access their vehicles • Retrieve property from that vehicle • Do so in a safe and timely manner 	Copy of a documented standard operating process detailing the procedure for vehicle owners to access their vehicles in accordance with the Towing Services Regulations 2025.	<input type="checkbox"/>
The towing business must maintain a telephone number(s) relating to the storage yard and ensure a staff member can be contacted: <ul style="list-style-type: none"> • At all times during business hours • At all times when a vehicle is being towed and for at least 30 minutes after a regulated towed vehicle arrived at the place to which it is authorised to be towed 	Phone number(s) to be provided and a photograph of the number(s) shown on the signage visible from outside the front entrance to the storage yard.	<input type="checkbox"/>
The towing business must hold the following required records for the storage yard: <ul style="list-style-type: none"> • Record of entry and exit of regulated towed vehicles to and from the yard • Register of any access to a vehicle 	Example of the record in use meets the requirements of the template provided by DTMI (as a minimum).	<input type="checkbox"/>
The towing business must retain and store their Authority to Tow (ATT) forms at an approved storage yard and make them available to authorised officers or Police on request. ATT forms should be stored in a secure container or room as they contain private information.	Photographs of the secure container or room in which the Authority to Tow forms will be stored.	<input type="checkbox"/>
The storage yard must be owned or leased by the towing business who is making this application and the business must have exclusive possession and control of the whole premises.	Copy of the ownership or leasing of the storage yard demonstrating that the towing business has exclusive possession and control of the premises.	<input type="checkbox"/>

Additional requirements

Requirements set externally	Evidence type required	Confirmation
A towing business must maintain a policy of insurance with an authorised insurer to indemnify against liability in respect of loss or theft of, or damage to vehicles stored at a storage yard and / or property kept in a vehicle at a storage yard.	Confirmation check box only.	<input type="checkbox"/>
The storage yard must comply with Local and State Government requirements appropriate to the conduct of a regulated crash towing business.	Confirmation check box only.	<input type="checkbox"/>
The storage yard must be in an appropriately zoned area (mixed use or industrial).	Evidence from the local council demonstrating that the location is appropriately zoned.	<input type="checkbox"/>

By completing this form and signing below you confirm that:

- you have read the storage yard requirements contained in this document;
- the storage yard to which the form relates meets the specified minimum standards;
- sufficient evidence supporting this claim will be made available to DTMI when requested by the Towing Governance and Regulation team;
- the information you are providing is true and correct to the best of your knowledge.

First name		Family name	
Role in the towing business			
Telephone number		Email	
Signature			

Note: If you wish to have another storage yard assessed and listed under a Towing Business Authorisation, please complete the details form on the following pages.

STORAGE YARD 3 DETAILS

Storage yard 3 address			
Contact phone number		Contact email	

Applicants for a regulated Towing Business Authorisation must consider the storage yard requirements (column 1) and the evidence type which must be provided in support of the application (column 2).

Confirmation that the storage yard meets the requirement, with the required evidence, must be made by ticking the associated check boxes (column 3).

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The Towing Governance and Regulation (TG&R) team will make contact to request the required evidence during the application assessment process, which may include a site visit.

Storage yard requirements	Evidence type required	Confirmation
Storage yards must be enclosed by a fence (including walls and buildings) at least 2.1 m in high that is structurally sound.	Photographs of fencing, walls and buildings showing that they fully enclose the storage yard.	<input type="checkbox"/>
Storage yards must have lockable gates and doors.	Photographs of gates or doors showing how entrances will be locked and secured.	<input type="checkbox"/>
Storage yards must have adequate flood lighting which should cover: <ul style="list-style-type: none"> • Areas where vehicles are stored • All entrances and exits 	Photographs of flood lighting in position and the area covered.	<input type="checkbox"/>
Storage yards must have closed-circuit television system (CCTV) cameras and / or a monitored security alarm system installed which should cover: <ul style="list-style-type: none"> • Areas where vehicles are stored • All entrances and exits • The designated vehicle release area 	Photographs of the cameras and / or security alarm system in position and the area covered.	<input type="checkbox"/>
Storage yards must include an area that can adequately accommodate vehicles towed to the premises.	Photographs and a floor plan of the storage yard displaying the vehicle storage area.	<input type="checkbox"/>
Storage yards must be constructed and located in a way that vehicles can be released within a reasonable timeframe.	Photographs and a floor plan of the storage yard displaying the vehicle release area.	<input type="checkbox"/>
Storage yards must have a designated release area where crashed vehicles can be parked for release including for secondary tows.	Photographs and a floor plan of the storage yard displaying the designated release area.	<input type="checkbox"/>
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Storage yards must have signage, that is clearly visible from outside the front entrance to the storage yard, which displays the following information: <ul style="list-style-type: none"> • Towing Business / Towing Service Provider name • Towing Business Authorisation number (once provided by DTMI) • Telephone number(s) 	Photographs of the signage showing that the required information is displayed and that it is visible and readable from outside the front entrance to the storage yard.	<input type="checkbox"/>
The towing business must ensure stored vehicles with the storage yard is accessible during business hours as follows: <ul style="list-style-type: none"> • Staffed storage yard – open during business hours • Unstaffed storage yard – arrangements to allow staff to attend to release vehicles or for other reasons within 4 hours during business hours • Business hours mean the time between 8 am and 5 pm on a day that is not a Saturday, Sunday or a Public Holiday through the State 	Copy of a documented standard operating process detailing the opening times and management of access within timeframes specified.	<input type="checkbox"/>
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Additional requirements

Requirements set externally	Evidence type required	Confirmation
A towing business must maintain a policy of insurance with an authorised insurer to indemnify against liability in respect of loss or theft of, or damage to vehicles stored at a storage yard and / or property kept in a vehicle at a storage yard.	Confirmation check box only.	<input type="checkbox"/>
The storage yard must comply with Local and State Government requirements appropriate to the conduct of a regulated crash towing business.	Confirmation check box only.	<input type="checkbox"/>
The storage yard must be in an appropriately zoned area (mixed use or industrial).	Evidence from the local council demonstrating that the location is appropriately zoned.	<input type="checkbox"/>

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- the storage yard to which the form relates meets the specified minimum standards;
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First name		Family name	
Role in the towing business			
Telephone number		Email	
Signature			

Note: If you wish to have another storage yard assessed and listed under a Towing Business Authorisation, please complete the details form on the following pages.

STORAGE YARD 4 DETAILS

Storage yard 4 address			
Contact phone number		Contact email	

Applicants for a regulated Towing Business Authorisation must consider the storage yard requirements (column 1) and the evidence type which must be provided in support of the application (column 2).

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Storage yard requirements	Evidence type required	Confirmation
Storage yards must be enclosed by a fence (including walls and buildings) at least 2.1 m in high that is structurally sound.	Photographs of fencing, walls and buildings showing that they fully enclose the storage yard.	<input type="checkbox"/>
Storage yards must have lockable gates and doors.	Photographs of gates or doors showing how entrances will be locked and secured.	<input type="checkbox"/>
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Storage yards must be constructed and located in a way that vehicles can be released within a reasonable timeframe.	Photographs and a floor plan of the storage yard displaying the vehicle release area.	<input type="checkbox"/>
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Additional requirements

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First name		Family name	
Role in the towing business			
Telephone number		Email	
Signature			

Note: If you wish to have another storage yard assessed and listed under a Towing Business Authorisation, please complete the details form on the following pages.

STORAGE YARD 5 DETAILS

Storage yard 5 address			
Contact phone number		Contact email	

Applicants for a regulated Towing Business Authorisation must consider the storage yard requirements (column 1) and the evidence type which must be provided in support of the application (column 2).

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Additional requirements

Requirements set externally	Evidence type required	Confirmation
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The storage yard must comply with Local and State Government requirements appropriate to the conduct of a regulated crash towing business.	Confirmation check box only.	<input type="checkbox"/>
The storage yard must be in an appropriately zoned area (mixed use or industrial).	Evidence from the local council demonstrating that the location is appropriately zoned.	<input type="checkbox"/>

Note: If you have more than 5 storage yards to be assessed and listed under a Towing Business Authorisation, please contact the Towing Governance and Regulation (TG&R) team at Towing@transport.wa.gov.au

By completing this form and signing below you confirm that:

- you have read the storage yard requirements contained in this document;
- the storage yard to which the form relates meets the specified minimum standards;
- sufficient evidence supporting this claim will be made available to DTMI when requested by the Towing Governance and Regulation team;
- the information you are providing is true and correct to the best of your knowledge.

First name		Family name	
Role in the towing business			
Telephone number		Email	
Signature			