

Application to Release Impounded Vehicle

Traffic Operations (Road Use Management) Act 1995

1. APPLICANT DETAILS

Applicant Type: ☐ Claim of Ownership ☐ Owner's Agent ☐ Collection of Personal Belongings

The applicant must be the owner of the vehicle. If the applicant is not the owner, a letter of authority from the owner must accompany this application.

Impounded vehicles will only be released to the rightful owner/agent. Any person claiming right of ownership must provide evidence of ownership before any vehicle will be released.

Owner's agent must present proof of owner's identification and permission when collecting the vehicle on their behalf.

Upon providing proof of ownership and payment of any fees or charges applicable, the vehicle may be released.

Applicant Name:

Address:

Telephones: H: W: M:

Email:

2. VEHICLE DETAILS

Reference No: **Make/Model:**

Colour: **Registration No:**

OFFICE USE

☐ Are all sections of the application completed and signed? ☐ Are all the supporting documents attached (see page 2)?

Receipt Type: T211	Payment: \$	Receipt No:	Date:	CSO:
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(Tear off – customer to retain this portion with receipt attached & present to Transfer Station staff)

This vehicle is approved for release:

1. APPLICANT DETAILS

Applicant Name:

2. VEHICLE DETAILS

Ref No.	Make/Model:	Colour:	Reg No:
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3. PROOF OF OWNERSHIP & IDENTIFICATION

Owner Identification (Minimum one photo form of identification)

☐ Driver's Licence ☐ Passport ☐ Other

Ownership of Vehicle (To be sighted by Council officer)

☐ Registration Papers ☐ Bill of Sale ☐ Other

Agent Identification

☐ Driver's Licence/Passport ☐ Letter of Authority Attached from Owner

4. FEE CALCULATION (see Fee Schedule attached)

Release/Administration Fee	
Vehicle Towing Costs	
TOTAL	

5. DECLARATION

I _____ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Applicant Signature:

Date:

Douglas Shire Council – Privacy Collection Notice: Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by the *Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

Impounded Vehicles

Applicable from 1 July 2026 to 30 June 2027

Fee Schedule

Release/Administration Fee	\$241.00
+ Actual Towing Costs:	
Mossman, Newell Beach & Cooya Beach areas	\$132.00
Wonga & Port Douglas areas	\$209.00
Daintree & Hartley's Creek areas	\$275.00
Forest Creek area	\$352.00
Cow Bay area	\$396.00
Cape Tribulation area	\$539.00

6. RELEASE TIME AND GUIDELINES

Release times from: Killaloe Transfer Station, Lot 170 Killaloe Dump Road, Mossman

8am - 5.30pm Monday-Saturday

9am – 5.30pm Sunday

All the above times are by prior arrangement only.

All Fees are to be paid in full at Council Administration prior to collection of the vehicle.

Guidelines for collection:

- Enclosed footwear must be worn by all persons entering the Abandoned Vehicle yard.
- Persons under sixteen years will not be admitted to the Abandoned Vehicle yard
- No mechanical work or refuelling is to be carried out on Council premises.
- Council recommends the use of a tow truck or vehicle trailer when collecting unregistered/non roadworthy vehicles.