



# CASSOWARY COAST REGIONAL COUNCIL

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## Impounded Vehicle Release Form

### Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

Transport Operations (Road Use Management) Act 1995

### IMPORTANT

**THE APPLICANT MUST CONTACT COUNCIL AND PROVIDE THE NECESSARY EVIDENCE AS DETAILED BELOW AT LEAST 48 HOURS PRIOR TO PROPOSED COLLECTION.**

The applicant must provide Council with the following to the satisfaction of CEO or delegate:-

- Impounded Vehicle Release Application Form;
- Proof of identification (photo identification if possible); and
- Proof of ownership or the applicants right to possession of the vehicle and in the case of the applicant being a person acting on behalf of the owner, furnish proof of the applicant's authority to act on behalf of the owner.

Payment must be paid prior to collection of the vehicle in accordance with Council's Policy.

### Applicant details

Note: the applicant is the person responsible for making the application. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant. The applicant may be, for example, the driver of extraordinary traffic on a local government road.

Applicant's name:	Title	First name	Surname
Applicant's phone:			
Applicant's email:			
Contact number/s:			
Email address:			
Residential address:			
Postal address:			

### Declaration of Ownership of Vehicle

I declare that I am:	The owner of the vehicle: <input type="checkbox"/>
	Acting on behalf of the owner: <input type="checkbox"/>

### Documents Required to Claim Possession

Proof of Identification:	Drivers licence/ID no:
Proof of Ownership: (Registration notice, sale receipt)	

### Application Declaration

I hereby apply for the release of impounded vehicle:	
Registration No/VIN:	
Description of vehicle:	

**Checklist:**

☐ I have attached the additional documents required to claim possession.

I/ We 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 regard to any matters relevant to this application

I acknowledge that Cassowary Coast Regional Council offers no warranties and takes no responsibility for the condition of the vehicle.

I indemnify the Cassowary Coast Regional Council against claims by another person for ownership of the said vehicle and accept possession of the vehicle in its current condition.

I declare that I will collect the said vehicle from Council's appointed storage compound within 72 hours from payment of impounding release fees.

PRINT NAME..... SIGNATURE..... DATE.....

**Prescribed Fees 2025-2026**

Abandoned Vehicle Administration Fee (plus Handling Fee)	\$238.50
Abandoned Vehicle – Handling Fee (towing costs, CITEC, PPSR, Other)	At Cost
Abandoned Vehicle Storage Fee – per day	\$10.00

**Payment options**

In person	As of 1 July 2022, Cassowary Coast Regional Council will <b>no longer accept payments by cash or cheque</b> at Customer Service Centres, and other Council run facilities. You can pay via EFTPOS at the Customer Service Centres between 8:30am to 4:30pm Monday, Tuesday, Thursday & Friday; and 9:30am to 4:30pm on Wednesdays (excluding public holidays).
Over the phone	<input type="checkbox"/> Please tick if you would like to pay by credit card and an officer will call you to take payment after your application form is received.
By BPay	<input type="checkbox"/> Please tick if you would like an invoice to be emailed so you can pay by BPay.

**Information Privacy Statement:**

Your personal information has been collected for the purpose of assessing your Application for a Permit. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission, or the disclosure is required by law.

**OFFICE USE ONLY: Application Creation: PBE → Enflmpound → Abandoned vehicle**

Application Number:	EVI: 20 __/____ CR: ____/____	Date:	____/____/____
Receipt No.:		Admin Initials:	