



## INFORMATION NOTICE

### **Removal of a Vehicle from an Approved Restricted Area Moreton Bay Island (Cleveland Customer Service Centre)**

1. Notification of intention to remove a vehicle from a restricted area is to be made **in writing** by the registered operator.
2. Requests must be received by Department of Transport and Main Roads (TMR) Cleveland Customer Service Centre (CSC) at least one (1) business day **prior to** the vehicle being removed from the restricted area.
3. Written requests can be lodged **in person** at the Cleveland CSC, Cnr Bloomfield Street and Ross Court, by fax to **3821 2232** or by email to [islandpermits@tmr.qld.gov.au](mailto:islandpermits@tmr.qld.gov.au).

*Note: Faxed requests must state a return fax number.*

4. All requests must state the following details:
  - a. Name, address and signature of registration operator,
  - b. Vehicle registration number,
  - c. Make and model of vehicle,
  - d. Vehicle Identification Number (VIN) or chassis number, and
  - e. All dates the request is for.
5. Any vehicle removed from a restricted area for more than seven (7) days will require a pro-rata payment of the registration fee to be paid. This fee must be made at a TMR CSC or Queensland Government Agency Program (QGAP) **prior to** the issue of the *Letter of Authority*.

**Note:** The minimum pro-rata fee charged is \$20.00.
6. More than one (1) Letter of Authority to remove a vehicle from a restricted area issued back-to-back that exceeds seven (7) days in entirety, will require a pro-rata payment of the registration fee to be paid. This fee must be made at a TMR CSC or QGAP **prior to** the issue of the *Letter of Authority*.

**Note:** The minimum pro-rata fee charged is \$20.00.
7. If the vehicle registration expires during the time that the *Letter of Authority* to remove a vehicle from a restricted area is granted, the *Letter of Authority* will only be valid up until the expiry date of registration.
8. The *Letter of Authority* to remove a vehicle from a restricted area must remain in the vehicle at all times.
9. The *Letter of Authority* to remove a vehicle from a restricted area must not be altered by any persons other than an authorised TMR representative.
10. Suspected abuse of the concession, such as continued requests for a *Letter of Authority* to remove a vehicle from a restricted area, may result in the concession being withdrawn. Restricted area concessions are granted based on that the vehicle will be solely used in a restricted area/zone.