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| QPSBadge | **QUEENSLAND POLICE SERVICE** **APPLICATION FOR SPECIAL SERVICES** Financial Management Practice Manual  Division 4 | Checksbmp2  QP 0023A  07/24  Δ1 |

**Applicants are to complete Sections 1 to 5 and sign this form.   
Once completed—refer to Section 6 for forwarding instructions.**

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| **Section 1** | **APPLICANT AND BUSINESS CONTACT DETAILS** | | | | | | | | | | | | | | | | | | |
|  | Family name: | | | | **Family name** | | | | Given name(s): | | | | **Given name** | | | | | | |
|  | Company/Organisation: | | | | | | | **Company/Organisation** | | | | | | ABN: | | **ABN** | | | |
|  | Position held: | | | **Position held** | | | | | | Order/Contract no.: | | | | | | **Order/Contract No.** | | | |
|  | Business address: | | | | | | **Business address** | | | | | | | | | | | | |
|  | Suburb/Town: | | **Suburb/Town** | | | | | | | | | State: | | | **State** | | Postcode: | | **Postcode** |
| **\******If same  as business address write ‘as above’.*** | \*Postal address: | | | | | **Postal address** | | | | | | | | | | | | | |
|  | Suburb/Town: | | **Suburb/Town** | | | | | | | | | State: | | | **State** | | | Postcode: | **Postcode** |
|  | Phone: | **Phone** | | | | | | | Fax: | | **Fax** | | | | | | | | |
|  | Email: | **Email** | | | | | | | | | | | | | | | | | |

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| **Section 2**  ***Wide Load, Road Closure or Special Event.***  ***Insert number of hours required per officer.***  ***Applicant to provide contact person name and details for duration of special service.*** | **DETAILS OF SPECIAL SERVICE REQUIRED** | | | | | | | | | | | | | | | | |
|  | Type of service: | | | | | **Type of service** | | | | | | | | | | | |
|  | From: | | **Date** | | | | | |  | **Time** | | | To: | **Date** |  | **Time** | |
|  |  | | (Date) | | | | | |  | (Time) | | |  | (Date) |  | (Time) | |
|  | No. of police officers requested: | | | | | | | | | | **Number** | | | No. of hours per police officer: | | | **Hours** |
|  | Location commencing from: | | | | | | | **Location commencing from** | | | | | | | | | |
|  | Location terminating at: | | | | | | **Location terminating at** | | | | | | | | | | |
|  | Contact person: | | | | **Contact person** | | | | | | | | | | | | |
|  | Contact no.: | | | **Contact number** | | | | | | | | | | | | | |
|  | Description of service required: | | | | | | | | | | |  | | | | | |
|  |  | **Description of service required** | | | | | | | | | | | | | | | |
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|  |  | Does the activity requiring QPS Special Service assistance present any hazards (i.e. chemicals, unusual environment etc)? If so, please list: **Potential hazards** | | | | | | | | | | | | | | | |
|  |  | Are there any special requirements (PPE requirements, COVID Safe Industry Plans) that the Queensland Police Service need to follow? If so, what are the requirements: **Special requirements** | | | | | | | | | | | | | | | |

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| **Section 3** | **PROVISIONS FOR PAYMENT** | | | | | | | |
|  | **Type of payment:** | | | EFTPOS | EFT | Cash | Cheque |  |
|  | **Payment terms:** | |  | | | | | |
| ***Payment  terms.*** | **3.1** | Payment in full in advance must be made prior to the commencement of the special service unless prior arrangements exist between the customer and QPS. The QPS may retain the $199.45 cancellation fee as an administrative cost recovery fee in the event of cancellation of the special service. | | | | | | |
|  | **3.2** | A late cancellation fee may also apply if the special service is not cancelled within a reasonable time prior to the commencement of the special service. The late cancellation fee shall apply in order to recover costs incurred by the QPS in circumstances where the police officer has already been deployed to commence the special service at the time of the cancellation. Notification must be given to the Officer in Charge of the police station, or establishment from **where the special service is due to commence from**. | | | | | | |
|  | **3.3** | Payment within 30 days from the date on the invoice is accepted for credit approved or established customers. | | | | | | |
|  | **3.4** | The charges for special services are determined by the actual resources deployed to perform the special service and may vary to the applicant’s estimate at Section 2. Charges include the time travelled by police officers to and from their station/establishment and the location of the special service performed. | | | | | | |
|  | **3.5** | The Officer in Charge of a police station, establishment or one stop permit shop is responsible for determining the charges levied for the special service including any cancellation fees and recall to duty provisions, if applicable. | | | | | | |

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| **Section 4** | **APPLICANT’S CHECKLIST** | | | |
|  | **Checklist** | | | |
|  | **4.1** | I have completed Sections 1 to 5 of this application. | Yes | No |
|  | **4.2** | I have read the provisions for payment as outlined in Sections 3.1 to 3.4 above. | Yes | No |
|  | **4.3** | I have read the forwarding instructions outlined in Section 6 below. | Yes | No |

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| **Section 5** | **APPLICANT’S CERTIFICATION** | | | | |
| ***This  section must be completed by the applicant.*** | *On behalf of the company/organisation recorded on this document, I hereby make application for the provision of ‘special services’ by the Queensland Police Service and undertake to pay in full all charges levied for this service in accordance with Section 3 of this application.* | | | | |
|  | Signature: |  |  | | |
|  |  | **Name** |  | **Date** |  |
|  |  | (Name) |  | (Date) |  |

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| **Section 6** | **FORWARDING INSTRUCTIONS** | |
|  | **6.1** | Applications for **wide load escorts** are to be sent to:   * **Brisbane** — Email: [HVROPO@police.qld.gov.au](mailto:HVROPO@police.qld.gov.au) |
|  | **6.2** | **All other applications** are to be forwarded to your nearest police station. |
|  | **6.3** | Following submission, it is the applicant’s responsibility to verify the application has been received by the Queensland Police Service. |
|  | **6.4** | The Queensland Police Service accepts no responsibility for applications not verified as being received by  the Service. |

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| **Section 7** | **SCHEDULE OF FEES AND CHARGES—Effective 01/07/2024** | | |
|  | **Special services** | **Fee** | |
|  | Police escorts, wide load escorts, road works traffic direction | $166.85 | per hr, per officer |
|  | Police escorts, wide load escorts, road works traffic direction—public holiday | $333.70 | per hr, per officer |
|  | Cancellation fee | $199.45 |  |
|  | **Mileage rates** | **Fee** | |
|  | Police vehicles – per kilometre | $1.18 | per km, per vehicle |
|  | Motorcycles – per kilometre | $0.43 | per km, per motocycle |
|  | Vessels: Outboard motor–less than 15 horsepower – per hour | $24.50 | per hr |
|  | Outboard motor–not more than 50 horsepower – per hour | $62.90 | per hr |
|  | Outboard motor–more than 50 horsepower – per hour | $231.35 | per hr |
|  | Diesel inboard power – per hour | $372.15 | per hr |
|  | Horse – per hour | $9.40 | per hr, per horse |
|  | **Stationary vehicles** | **Fee** | |
|  | Police vehicles and motorcycles – per hour | $30.95 | per hr |

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| **Section 8** | **QPS USE ONLY** | | | | |
|  | Lodged at: |  |  |  |  |
|  |  | (Police station) |  | (Date) |  |

**Privacy Collection Statement**

The Queensland Police Service (QPS) is collecting your information for the purpose of processing your application and recording and managing prescribed police services. The collection of this information is authorised by the *Police Service Administration Act 1990* (Qld).The information on this form will not be disclosed without your consent unless such use or disclosure is authorised or required by law, including the *Police Service Administration Act 1990* (Qld), the *Police Powers and Responsibilities Act 2000* (Qld) and the *Information Privacy Act 2009* (Qld). You have a right to access personal information that the QPS holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact Right to Information and Privacy by email at rti@police.qld.gov.au or by telephone (07) 3364 4666.