



QUEENSLAND POLICE SERVICE

APPLICATION FOR SPECIAL SERVICES

Financial Management Practice Manual

Division 4



QP 0023A
07/25
A1

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

Section 1	APPLICANT AND BUSINESS CONTACT DETAILS	
* If same as business address write 'as above'.	Family name: _____ Given name(s): _____	
	Company/Organisation: _____ ABN: _____	
	Position held: _____ Order/Contract no.: _____	
	Business address: _____	
	Suburb/Town: _____ State: _____ Postcode: _____	
	*Postal address: _____	
	Suburb/Town: _____ State: _____ Postcode: _____	
	Phone: _____ Fax: _____	
	Email: _____	
Section 2	DETAILS OF SPECIAL SERVICE REQUIRED	
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.	Type of service: _____	
	From: _____ (Date) _____ (Time) To: _____ (Date) _____ (Time)	
	No. of police officers requested: _____ No. of hours per police officer: _____	
	Location commencing from: _____	
	Location terminating at: _____	
	Contact person: _____	
	Contact no.: _____	
	Description of service required: _____	
	Does the activity requiring QPS Special Service assistance present any hazards (i.e. chemicals, unusual environment etc)? If so, please list: _____	
	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: _____	
Section 3	PROVISIONS FOR PAYMENT	
Payment terms.	Type of payment: EFTPOS <input type="checkbox"/> EFT <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/>	
	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 \$206.25 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.	

Section 4	APPLICANT'S CHECKLIST	
	Checklist	
	4.1 I have completed Sections 1 to 5 of this application.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	4.2 I have read the provisions for payment as outlined in Sections 3.1 to 3.4 above.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	4.3 I have read the forwarding instructions outlined in Section 6 below.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5 <i>This section must be completed by the applicant.</i>	APPLICANT'S CERTIFICATION	
	<p><i>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.</i></p> <p>Signature: _____</p> <p style="text-align: right;">(Name) _____ (Date) _____</p>	

Section 6	FORWARDING INSTRUCTIONS	
	6.1 Applications for wide load escorts are to be sent to:	
	<ul style="list-style-type: none"> Brisbane — EMAIL: 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.	

Section 7	SCHEDULE OF FEES AND CHARGES—Effective 01/07/2025	
	Special services	Fee
	Police escorts, wide load escorts, road works traffic direction	\$175.80 per hr, per officer
	Police escorts, wide load escorts, road works traffic direction—public holiday	\$351.60 per hr, per officer
	Cancellation fee	\$206.25
	Mileage rates	Fee
	Police vehicles – per kilometre	\$1.22 per km, per vehicle
	Motorcycles – per kilometre	\$0.45 per km, per motorcycle
	Vessels: Outboard motor—less than 15 horsepower – per hour	\$25.35 per hr
	Outboard motor—not more than 50 horsepower – per hour	\$65.05 per hr
	Outboard motor—more than 50 horsepower – per hour	\$239.20 per hr
	Diesel inboard power – per hour	\$384.80 per hr
	Horse – per hour	\$9.70 per hr, per horse
	Stationary vehicles	Fee
	Police vehicles and motorcycles – per hour	\$32.00 per hr

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.