

## APPLICATION FOR VEHICLE STORAGE

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**REASON STORAGE SOUGHT (please tick):**

RELINQUISHING RENTAL ACCOMMODATION       NO SAFE STORAGE AT RESIDENCE

OTHER (please detail): \_\_\_\_\_

**DETAILS OF VEHICLE**

MAKE/MODEL: \_\_\_\_\_

COLOUR: \_\_\_\_\_ REGISTRATION No: \_\_\_\_\_

CURRENT MARKET VALUE: \$ \_\_\_\_\_ DATE STORAGE REQUIRED FROM: \_\_\_\_\_

**I agree to storage under the terms and conditions set out in the Expeditioner Information sheet**

**NOTE:** If your vehicle is currently insured it is recommended that you verify that coverage will continue during the storage period. If not, and if the vehicle is uninsured, we recommended that separate cover is obtained as neither the AAD nor Grace provide indemnity for damage incurred. Costs for this cover will not be met. Please talk to your Grace Coordinator for further information.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE**

Station: \_\_\_\_\_ Departure Voyage / Flight No.: \_\_\_\_\_

Summer       Winter       Round Trip

**Application meets requirements**       Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Where application does not meet normal requirements:**

I recommend this application be APPROVED/NOT APPROVED for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This recommendation is APPROVED/NOT APPROVED**

Delegate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Expeditioner Notified: YES      NO      Date: \_\_\_\_\_

**Expeditioner Information Sheet on VEHICLE STORAGE – BRIGHTON**  
(For storage arranged outside Tasmania, check conditions of storage directly with the provider)  
Vehicles are stored at Grace Removals, 63 Greenbanks Road, Brighton.  
Contact: Ms Sam Wright Telephone: 6234 9499

To have your vehicle stored you need to complete the *Application for Vehicle Storage* form and forward it to the Personnel Services Group. The application must be completed as soon as possible and no less than 5 working days prior to storage.

Hours for storage or collection of cars are **BETWEEN 8:00am and 4:00pm**, Monday to Friday.

The contract with Grace specifically prohibits the storage of personal effects regardless of size or nature in your car. Grace can offer separate personal effects storage as an alternative.

Whilst in storage the vehicle needs to be operational with the keys left in the ignition. On arrival at the Grace premises you are required to inspect the vehicle with a member of Grace staff to note any existing damages. You will be required to sign off on a condition report, please note it is important that you fully agree with the report before signing.

Activities undertaken on receipt of vehicle are;

- Release of handbrake
- Disconnection and removal of battery except on later model cars requiring permanent connection of battery
- Tyre pressure adjustment
- Fitting of a complimentary car cover

Monthly checks include;

- Oil, water, petrol, battery (and charge), brake and clutch fluids, and automatic transmission fluid and top up if necessary
- Start and run engine
- Operate clutch and work all gears
- Revolve all wheels

Preparation for collection includes;

- Check tyres and inflate
- Check all fluids, oil, water, battery and top up if necessary
- Clean battery terminals and charge battery if required
- Clean exterior of vehicle

**NOTE:** Batteries occasionally fail during storage – you will be responsible for the cost of a replacement if this occurs.

Car registration should be kept current by a family member or friend. If registration expires during the storage period it is possible for you to arrange temporary "in transit" registration through Service Tasmania in Hobart. You must make, and pay for these arrangements personally on RTA.

The Contractor requires a minimum of 5 days notice for release of any vehicle, and so you must notify the Personnel Services area before RTA to ensure that we can make arrangements to make your vehicle available.

**NOTE:** In the event of expeditioners 'Returning to Australia' outside of Grace Removals operating hours (e.g. weekend or holiday period) vehicles may be collected by special arrangement (*Refer to the Australian Antarctic Division – Personnel Services Officer*).

If you have any queries, please contact Personnel Services on 1800 030 755.