



# Driver Authorisation Change/ Reinstatement Application

Transport Operations (Passenger Transport) Regulation 2018

This form is to be used to:

- change a category on your driver authorisation (DA)
- upgrade your DA
- reinstate your DA after suspension.

## 1. Personal details

DA number

Family name

Given name/s

Residential address

Postcode

Postal address (if the same as residential write 'as above')

Postcode

Telephone number (daytime)

Telephone number (business)

## 2. Can you show your Queensland driver licence, industry authority, marine licence indicator, Adult Proof of Age or Photo Identification card?

Yes  Go to 3

No  You must show three evidence of identity (EOI) documents, one of which must show your signature, and one evidence of residential address document. For a list of suitable documents refer to *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) located at [www.tmr.qld.gov.au/Find-a-form](http://www.tmr.qld.gov.au/Find-a-form).

## 3. Traffic and Criminal Histories

The Department of Transport and Main Roads (TMR) will be verifying your traffic and criminal histories.

(a) Since your previous renewal of this driver authorisation, have you been convicted of a criminal, drug or weapons offence or been charged with any of these offences and the charge has not been finally disposed of?

(Note: Conviction includes a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded).

No  Yes  Please provide date, place and outcome if known

If insufficient space, attach separate sheet

(b) Since your last DA renewal, have you had your driver licence amended, suspended or cancelled or have you been disqualified from holding or obtaining a driver licence, or have you committed a traffic offence other than parking (for example, speeding)?

No  Yes  You are required to supply full details below

If insufficient space, attach separate sheet

## 4. Are you applying to (please ✓ the appropriate box/es)

- Change a DA category. Go to Q5
- Upgrade your DA from provisional to full. Go to Q6
- Reinstate your DA after suspension. Go to Q6

## 5. Adding or removing a category of DA

From 1 September 2018, there are two categories of DA booked hire/taxi (BHTX) DA and general (Genr) DA. Drivers must hold the correct category of DA for the type of services being provided.

BHTX DA - authorises the holder to drive a vehicle being used to provide any kind of public passenger service.

General DA - authorises the holder to drive a vehicle being used to provide any public passenger service other than a taxi service or booked hire service.

If you intend to provide a taxi service or booked hire service you must hold BHTX DA.

**Note:** Under legislation that took effect from 1 September 2018, holders of scheduled (Sche) DA and motorcycle tourist (TrMc) DA are automatically deemed to hold general (Genr) DA. Holders of taxi (Taxi) DA or limousine (Limo) DA are automatically deemed to hold booked hire/taxi (BHTX) DA.

There are different requirements for each service category. For more information, refer to the DA information bulletins located at: [www.tmr.qld.gov.au/information\\_bulletins](http://www.tmr.qld.gov.au/information_bulletins)

Please ✓ which service categories do you want added/ removed

Add	Remove
<input type="checkbox"/> Booked Hire/Taxi _____	<input type="checkbox"/>
<input type="checkbox"/> General _____	<input type="checkbox"/>

**Note:**

- When adding a category the expiry date will align with any existing DA categories. The payment of fees, if applicable, will be on a pro-rata basis.
- Community and courtesy transport services can be driven with any of the above types of DA.

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**6. Applicant's declaration**

I give my consent for the department to conduct enquiries it deems necessary to assess my application and ongoing suitability to hold DA, including, but not necessarily limited to—

- a national criminal history check through the Queensland (Qld) Police Service and a New Zealand criminal history check through New Zealand police if required. I authorise the release of that information by the Queensland Police Service, the Australian Police Services and New Zealand Police to the department
- verifying evidence of identity documents, if required
- a driving history check in all states and territories of Australia and if required New Zealand
- enquiries with the courts, police, prosecuting authorities or other relevant bodies or entities to enable the department to make a full and informed assessment of my suitability for DA
- verifying that I do hold a current visa with an approved entitlement to work in Australia if required.

I authorise the department to use this information to maintain a database which is used to prepare correspondence, monitor transactions and to provide accredited operators and other relevant government agencies with information relating to my DA.

I give my consent to the department taking, keeping, and using my information, digital photo and digitised signature for the issue of DA under the *Transport Operations (Passenger Transport) Act 1994* as otherwise authorised by law.

**Statement**

I declare that—

I am aware of my duties and obligations as a passenger transport vehicle driver under the *Transport Operations (Passenger Transport) Act*; *Transport Operations (Passenger Transport) Regulation*; and the *Transport Operations (Passenger Transport) Standard 2010*; and that I will comply with the requirements of the legislation.

**Please note:**

An applicant shall in this application not—

- wilfully make or authorise the making of a statement that is misleading
- wilfully make or authorise the omission of any matter or thing without which the applicant is misleading in a material respect.

If you do not tell the truth in your application you may be prosecuted under the relevant acts or regulations.

I state that I have read the above statement and the information provided in this application is complete, true and correct in every detail.

Applicant's signature

Date

**Office Use Only - Checklist**

Lodgement date

CSC lodged at

**Further action**

Please mark with a (✓) when completed/submitted, or a (X) when not required.

EOI proof of identification (if not sighted, specify reason)

New criminal history declared \_\_\_\_\_

**DA reinstatement**

Regional Passenger Transport approval to reinstate

DA reinstated on TICA and letter issued? No  Yes  N/A

**DA upgraded from provisional to full**

DA upgrade to full on TICA? No  Yes  N/A

**DA category change**

Approved  Complete the DA category change approved section below

Refused  Complete the Refusal of DA section below

N/A

**DA category change approved**

Driver licence requirements

Fee paid if required \$(Amount paid) \_\_\_\_\_ (Receipt number) \_\_\_\_\_

Qld driving history \_\_\_\_\_

Interstate driving history \_\_\_\_\_

Medical certificate (if required) (Expire/ date) / \_\_\_\_\_

Approving officer \_\_\_\_\_

Approval entered on TICA  Interim industry authority issued

**Refusal of DA - Regional Passenger Transport office to complete**

Decision maker \_\_\_\_\_

Application refused  Issue refusal letter/notice

Comments

Is a fee refund applicable?

No  Yes  \$(Amount to be refunded)

Refusal/refund request to refund fees sent to CSC

Confirm refusal/refund processed by CSC (Date / processed) \_\_\_\_\_

**Privacy Statement:** The department is collecting the information on this form to assess your suitability for DA. The department is authorised by the *Transport Operations (Passenger Transport) Act* to collect this information and to obtain information from other government agencies relating to your criminal and driving history and by the *Migration Act 1958 (Commonwealth)* to verify your entitlement to work in Australia. The documents collected for the purpose of this application will be accessible by authorised departmental persons and some of this information may be disclosed to the Queensland Police Service and interstate licensing authorities as allowed under the acts.

If this application is approved, and an industry authority card is produced, the department's card contractor will have controlled access to your information, digital photo and digitised signature to make a card. Your information and digital photo may be accessed by authorised departmental persons or police exercising a power in relation to this act, section 328A of the *Criminal Code Act 1899* or otherwise authorised under the *Police Powers and Responsibilities Act 2000*. The department will not disclose your personal details, documents or digital photo to any other third parties without your consent unless required by law.