



# Driver Authorisation Change/Reinstate Application

This form is to be used to:

- add, remove or change a service category on your driver authorisation
- upgrade your driver authorisation
- reinstate your driver authorisation after suspension.

## 1 Personal details

Driver Authorisation number

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Family name

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Given name/s

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Residential address

Postcode

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

Postcode

Telephone (daytime)

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Telephone (business)

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

Yes ☐ Go to 3

No ☐ You must show three 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) or go to [www.qld.gov.au](http://www.qld.gov.au).

## 3 Traffic and Criminal Histories

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

**Since your previous renewal of this driver authorisation—**

### (a) 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 (as defined in the *Transport Operations (Passenger Transport) Act 1994*).

No ☐ Yes ☐ You are required to supply full details below (include date, place, offence and outcome)


If insufficient space, attach separate sheet

### (b) Have you had your driver licence amended, suspended or cancelled or have you been disqualified from holding or obtaining a driver licence?

No ☐ Yes ☐ You are required to supply full details below


If insufficient space, attach separate sheet

### (c) Have you received a notice in relation to any traffic offence other than parking? (for example: speeding offence)

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)

- ☐ Add/Remove/Change a service category. Go to Q5
- ☐ Upgrade your driver authorisation from provisional to full. Go to Q7
- ☐ Reinstate your driver authorisation after suspension. Go to Q7

## 5 Categories of Driver Authorisation

Drivers of taxi, booked hire and limousine services are required to hold booked hire/taxi (BHTX) driver authorisation.

Existing limousine or taxi driver authorisation holders will be considered authorised to provide booked hire/taxi services. These existing holders will be transitioned over time to booked hire/taxi (BHTX) driver authorisation.

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

### Which service categories do you want added/removed? (please ✓)

#### Add

- ☐ Booked Hire/Taxi [includes taxi, booked hire and limousine services]
- ☐ General [includes charter bus, tourist, accommodation transfer services, tourist transfer services, unscheduled long distance services and any service not falling under another category]
- ☐ Scheduled
- ☐ Motorcycle Tour

#### Remove

#### Note:

- When adding a category the expiry date will align with any existing driver authorisation 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 driver authorisation.

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**7 Applicant's declaration**

I, \_\_\_\_\_, in making this application, agree to the department carrying out those enquiries it deems necessary to determine if I meet the suitability requirements for driver authorisation.

I give my consent for the department, its employees and agents to conduct such enquiries as considered necessary to assess my application, including, but not necessarily limited to—

- a national criminal history check (charges including those yet to be determined, convictions and certain investigative and disciplinary information) through the Queensland Police Service. I authorise the release of that information by the Queensland Police Service and the Australian Police Services to the department, its employees and agents. I understand that the release of my criminal history by those authorities is subject to relevant legislation
- verifying the evidence of identity documents, if required
- a driving history check in all States and Territories of Australia
- 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 driver authorisation
- 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 driver authorisation.

I give my consent to the department taking, keeping, and using my information, a digital photo and digitised signature for the issue of driver authorisation under the *Transport Operations (Passenger Transport) Act* 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 2005*; and the *Transport Operations (Passenger Transport) Standard*; 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

**Privacy Statement:** The department is collecting the information on this form to assess your suitability for driver authorisation. 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.

**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)

☐ 1:1 match performed

☐ New criminal history declared

**DA reinstatement**

☐ PT approval to reinstate

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

**DA upgraded from Provisional to Full**

DA upgraded to Full on TICA? No ☐ Yes ☐ N/A ☐

**DA category removed or changed**

Entered on TICA? No ☐ Yes ☐ N/A ☐

**DA category addition**

Approved ☐ Complete the **DA category addition approved** section below

Refused ☐ Complete the **Refusal of DA** section below

N/A ☐

**DA category addition approved**

☐ Driver licence requirements

☐ Fee paid \$ \_\_\_\_\_  
(Amount paid) (Receipt number)

☐ Fee exemption \_\_\_\_\_  
(Signed)

☐ Qld driving history \_\_\_\_\_

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

☐ Medical certificate (if required) \_\_\_\_\_  
(Expiry date)

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

☐ Approval entered on TICA

☐ Interim industry authority issued

**Refusal of DA - PT 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)