



**Notes**

This form is to be used when one of the following circumstances apply:

- (a) You wish to convert your taxi, substitute taxi or limousine registration to standard registration.
  - or
  - (b) You wish to convert your standard registration to a taxi, substitute taxi or limousine registration.
  - or
  - (c) You wish to convert your taxi, substitute taxi or limousine to another type of licensed service registration (e.g. taxi to substitute taxi).
- Plates which are to be replaced must be surrendered at a Department of Transport and Main Roads (TMR) Customer Service Centre when lodging this application. (Personalised/customised plates are not required to be surrendered)
  - Payment of a plate fee is required before this application can be finalised. The fee may be subject to change at any time. (**Note:** There is no fee for removing taxi/limousine plates and attaching personalised/customised plates)
  - Evidence of Identity (EOI) is required at the time of making this application for the applicant and for a representative, if lodging on behalf of the applicant. An example of EOI is an original Queensland Driver's Licence.
  - *Taxi/Limousine/Booked Hire Licence Amendment Application (F2976)* must also be completed and lodged with this application.
  - If the vehicle is to be registered in the name of a company, superannuation fund, trust fund or partnership, a person authorised by the entity may sign on behalf of the entity. EOI will need to be provided along with a letter of authority.

**1. Registered operator's details**

Departmental customer reference number

Registered operator's full name (please print)

Address

Postcode

Email address

Phone number

**2. Vehicle details**

Current plate number

Make (e.g. Toyota)

Model and body shape (e.g. Camry sedan)

**3 Are you replacing taxi/limousine plates that are damaged/lost/stolen?**

No  Go to 4

Yes  Give details of the circumstances

If insufficient space please attach a separate page.

**4. What change are you making to your vehicle's number plates?**

Remove

Attach

- Taxi
- Substitute taxi
- Limousine
- Standard

If you are applying to have taxi, substitute taxi or limousine registration plates attached to the vehicle and it is currently listed on a booked hire service licence, you will need to change the vehicle (by completing *Taxi/Limousine/Booked Hire Licence Amendment Application F2976*) or surrender the booked hire service licence.

**5. Do you have a current Certificate of Inspection (COI)?**

Yes  Go to 6

No  You are required to obtain a COI or Certificate of Exemption (COE) prior to this application being processed unless the application is to change to standard plates.

**6. Is the vehicle fitted with a gas fuel system or other gas system?**

No  Go to 7

Yes  You must present the relevant gas certificate with this application, unless exempt. For a used vehicle, the issue date of the certificate must not be more than three months before the lodgement of this application. No certificate is required if the change is to standard plates.

Gas certificate number

Issue date

**7. If your vehicle is currently registered, has your Compulsory Third Party Insurance Class been upgraded or downgraded?**

- Upgraded  **Note:** Before this application can be processed, you will be required to obtain a letter from your Compulsory Third Party Insurer and present with this application to upgrade your insurance class.
- Downgraded  **Note:** Where the vehicle is to be used for private/commercial use, the Compulsory Third Party Insurance will be downgraded. This will not require a letter from your insurer.

**8. Is someone lodging this application on your behalf?**

Your representative will need to bring EOI as well as your EOI.

No

Yes  Representative's name (in full)

Representative's signature

Issue date





**9. Registered operator declaration**

I state that the information in this application is complete, true and correct. In the case of joint registered operator names, at least one must sign. I understand that providing a false statement will attract a penalty.

I consent to the email address provided in this application to be used for sending information, notices, reminders or updates on departmental products and services.

Signature

Date



**Privacy statement:** TMR is collecting information on this form under the authority of the *Transport Operations (Passenger Transport) Act 1994* (TOPTA) and the *Transport Operations (Road Use Management) Act 1995* (TORUM) for the purpose of amending your taxi/limousine number plate details and to maintain the register of licences. This information is used for the generation of renewal notices, correspondence and the monitoring of licensing accreditation. Information, such as licence type, licence area, issue date and most recent sale/transfer price and date, may be published on TMR's website. Some of this information may also be disclosed to relevant government agencies including the Queensland Police Service and interstate licensing authorities. Your personal information will not be disclosed to any other third party without your consent unless authorised or required to do so by law.

**Office use only**

Vehicle not listed on a booked hire service licence?

Amount paid

New plate number

How many plates returned?

Application received at

Receipt number

Plate code

COI received

CTP received

Gas certificate received (if applicable)

EOI supplied

User ID

Operator's signature