



Taxi/Limousine Licence Lease Application

This form is to be used to apply to lease or sublease a taxi service licence or limousine licence (other than a special purpose limousine licence) to another person. If you are applying to lease a licence off a person and sublease the licence to another person at the same time, a separate application must be completed for each lease. The application must be signed by the proposed lessor (the licence owner or an approved lessee) and the proposed lessee. This form is to be lodged at a TransLink Regional Office or Department of Transport and Main Roads Customer Service Centre.

1. Licence details

Taxi ☐ Limousine ☐

Licence number and area (area only applies to taxi)

Customer Reference Number (CRN)

The CRN could be your Queensland Driver Licence number, Adult Proof of Age Card number or Industry Authority number.

Name on licence

Address on licence - residential or postal

Postcode

Phone number

Email address

2. Vehicle details

Vehicle currently operating on this licence

Vehicle registration number

Make, model and body shape (e.g. Toyota Camry sedan)

Month and year manufactured Passenger seating capacity
(e.g. 6/07) (excluding driver)

Front

Rear

Is this vehicle wheelchair accessible?

No ☐ Yes ☐ Number of wheelchairs

3. Is this vehicle to be replaced by another vehicle?

No ☐ Yes ☐ Complete details below

Replacement vehicle registration number

Make, model and body shape (e.g. Toyota Camry sedan)

Month and year manufactured Passenger seating capacity
(e.g. 6/07) (excluding driver)

Front

Rear

Is this vehicle wheelchair accessible?

No ☐ Yes ☐ Number of wheelchairs

4. Application type

This application is for a: Proposed start date

Lease ☐ Sublease ☐

Proposed end date

or ongoing ☐

Note: A lease may be approved for up to five years - the end date is to be recorded in SILAS as five years from the proposed start date. The end date for a sublease may not extend beyond the end date of the approval for the head lease.

5. Details of proposed lessee

Note: A taxi service licence or limousine licence can be leased to individuals, a partnership, a company, an incorporated association or the trustee of a trust. A taxi service licence or limousine licence cannot be leased/held in a business or trading name. To have an associated business or trading name linked to the licence, list the details of the business or trading name at the end of this question.

Individual ☐ Go to 6

Corporation ☐ Business ☐ Partnership ☐

Organisation name (if applicable)

Australian Company Number (ACN) (if applicable):

Note: Evidence of corporation name (e.g. Certificate of Incorporation including a list of current directors (available from the Australian Securities and Investments Commission)) must be attached.

Does the organisation have a CRN?

Yes ☐ CRN

No ☐ You must have a CRN in order to submit this application. Complete a *New Customer Application* (form F3503) and provide evidence of identity as outlined in *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) and attend a departmental customer service centre to be issued with a CRN.

Business name ('trading as') (if applicable)

Note: Evidence of the registration of a business name (available from the Australian Securities and Investments Commission) must be attached. You must also provide evidence of identity as outlined in *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) for the legal entity (proprietor) behind the business name.

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Address

Postcode	

Postal address (if same as above, write 'as above')

Postcode	

Phone number

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Fax number

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Email address

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6. Personal details of proposed lessee

To be completed for the proposed lessee, including all partners of a partnership or all directors of a company.

First person's details

Family name

--

Male

☐

Female

☐

Given name/s

--

Date of birth

/	/	
---	---	--

Place of birth

--

Residential address

Postcode	

Postal address (if same as above, write 'as above')

Postcode	

Phone number

--

Email address

--

Do you have a CRN?

Yes ☐ CRN

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No ☐ You must have a CRN in order to submit this application. Complete a *New Customer Application* (form F3503) and provide evidence of identity as outlined in *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) and attend a departmental customer service centre to be issued with a CRN.

Second person's details - if applicable

Family name

--

Male

☐

Female

☐

Given name/s

--

Date of birth

/	/	
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Place of birth

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Residential address

Postcode	

Postal address (if same as above, write 'as above')

Postcode	

Phone number

--

Email address

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Do you have a CRN?

Yes ☐ CRN

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No ☐ You must have a CRN in order to submit this application. Complete a *New Customer Application* (form F3503) and provide evidence of identity as outlined in *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) and attend a departmental customer service centre to be issued with a CRN.

Third person's details - if applicable

Family name

--

Male

☐

Female

☐

Given name/s

--

Date of birth

/	/	
---	---	--

Place of birth

--

Residential address

Postcode	

Postal address (if same as above, write 'as above')

Postcode	

Phone number

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Email address

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Do you have a CRN?

Yes ☐ CRN

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No ☐ You must have a CRN in order to submit this application. Complete a *New Customer Application* (form F3503) and provide evidence of identity as outlined in *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) and attend a departmental customer service centre to be issued with a CRN.

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Fourth person's details - if applicable

Family name

Male ☐ Female ☐

Given name/s

Date of birth

 / /

Place of birth

Residential address

Postcode

Postal address (if same as above, write 'as above')

Postcode

Phone number

Email address

Do you have a CRN?

Yes ☐ CRN

No ☐ You must have a CRN in order to submit this application. Complete a *New Customer Application* (form F3503) and provide evidence of identity as outlined in *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) and attend a departmental customer service centre to be issued with a CRN.

If there is insufficient space for all partners or directors, please attach a separate sheet covering the topics above before proceeding to question 7.

Is a separate sheet attached?

Yes ☐ No ☐**7. Related entity details**

Does the proposed lessee have a related body corporate (e.g. the proposed lessee is a majority shareholder or director of another company)?

No ☐Yes ☐ Please provide details below

Related body corporate name	ACN
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

8. Declaration

This declaration must be signed by the proposed lessor, including all partners of a partnership or all directors of a company, and all other persons listed at question 6.

- I/We state that the information provided in this application is complete, true and correct.
- I/We understand that providing a false statement will attract a penalty.

Proposed lessor

Name	Signature	Date	Office use only - CRN
<input type="text"/>	<input type="text"/>	/ /	
<input type="text"/>	<input type="text"/>	/ /	
<input type="text"/>	<input type="text"/>	/ /	
<input type="text"/>	<input type="text"/>	/ /	

On processing this application, the department will check for any history of offences against relevant transport legislation. If an unsatisfactory history is found, your application may be refused. If your application is refused, the details of the refusal will be provided to all parties to the lease application.

If you enter into a lease without approval, a penalty may be incurred.

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Proposed lessee

Name	Signature	Date	Office use only - CRN
		/ /	
		/ /	
		/ /	
		/ /	

If there is insufficient space for all signatures, please attach a separate sheet including the signatures and indicating whether the signatures are for the proposed lessor or proposed lessee.

Is a separate sheet attached?

Yes ☐ No ☐

Privacy Statement: The department 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 assessing your application to lease a Taxi/Limousine Licence 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 the department'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

Lessee has been verified as a legal entity? Yes ☐ No ☐

If this application is for an ongoing lease, has the end date of the approval been recorded as five years from the date of the application?

Yes ☐ No ☐

If this application is for a sublease, is the proposed end date before, or the same date as, the end date of the head lease?

Yes ☐ No ☐

Has all relevant documentation been supplied? Yes ☐ No ☐

Application approved ☐

Application refused ☐ Detail reason below:

Officer's name

Officer's signature

Date

 / /

For more information about leasing your licence, please contact your local TransLink Regional Office.

TransLink Regional Offices

Ipswich	3813 8686	Toowoomba	4639 0804
Southport	5585 1856	Rockhampton	4931 1537
Carseldine	3863 9848	Roma	4622 9509
Maroochydore	5452 1800	Mackay	4951 8673
Maryborough	4122 6112	Townsville	4758 7544
		Cairns	4045 7099