



Non-payment of fees by the due date means you will not be authorised to use the vehicle stated on the licence to provide a public passenger service and may result in the cancellation of your Taxi/Limousine Licence.

Lodge your completed application, together with renewal fee, at a Department of Transport and Main Roads (TMR) customer service centre, or if you live in a rural area, a Queensland Government Agency Program office, Magistrate Court or your local Police station that provides departmental services.

**Licence details, and licence type** (please ✓)  
(If insufficient space, attach separate sheet)

Licence number  Taxi  Exempted taxi  Limousine

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**1. Name/s licence/s (held in)**

(If insufficient space, attach separate sheet) Please indicate

First Holders/Directors/Company Name

**Note:** TMR will recognise the first person listed as an owner of the licence as the contact person for all correspondence and telephone enquiries.

Customer reference number (CRN)

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

**Note:** If the licence is held in the name of an organisation, evidence of the organisation from the relevant department must be attached to verify current associates. (e.g. a company extract from Australian Securities and Investment Commission (ASIC) or documentation from the Queensland Office of Fair Trading for an incorporated association).

Street address

Postcode

Phone number

Email address

(**Note:** TMR may use this email address to contact you about this application, and any future notices or changes about the licence. TMR may use this address instead of the postal address).

Second Holder's name

Additional holder's CRN

(If insufficient space, for any additional holders, attach separate sheet) Please indicate

**2. Have there been any changes to your licence? This includes changes to:**

- name/s on the licence - Refer Q2.
- change of director/s/executives of organisation - Refer Q4.
- change of address - Refer Q3.
- change of contact details - Refer Q3.
- change of vehicle details - Refer Q2.

No

Yes  A *Taxi/Limousine/Booked Hire Licence Amendment Application* (F2976) must be completed and provided with this application along with relevant supporting documentation as outlined on that form.

**3. Have any of the contact details (including address, phone and/or email address) of the licence owner changed?**

No  Go to next question

Yes  Complete either *Change of Customer Details (Individual)* (F4214) or *Change of Customer Details (Organisation)* (F3526). Or, for individuals, update your details, including your e-contact, online or by phone 13 23 80.

**4. For a company, an incorporated association or a trustee managing a trust: Have any of the directors or associated persons changed their name, and/or have any of the directors or associated persons changed?**

**Note:** Copies of relevant certificates, deeds or the like must be current. Current meaning: not older than three months.

No  Go to next question

Yes  If you haven't already, you must complete:

A *Taxi/Limousine/Booked Hire Licence Amendment Application* (F2976) and evidence of changes must be provided as follows:

**For a company** – A copy of a Current Company Extract listing the directors of the company (available from the Australian Securities and Investment Commission (ASIC)) must be submitted.

**For an incorporated association** – A copy of an official extract about the association from the register of incorporated associations listing the current management committee members (issued by the Queensland Office of Fair Trading) must be submitted.

**Trustee of a trust or superannuation fund** – those who operate through a trust or superannuation fund must nominate the name/s of the trustee of the trust or superannuation fund (e.g. John Smith as trustee for The Smith Family Trust). A copy of the Deed of Trust document which outlines the trustee's powers, lists all involved parties and proves the validity of the trusteeship must be submitted.

**5. Within the last 12 months, have you, or a related body corporate, had a taxi, limousine or booked hire service licence cancelled or suspended?**

No

Yes  Please provide details including who committed the offence/s.

**6. Within the last 12 months, have you, or a related body corporate, committed an offence against a provision of relevant transport legislation relating to providing a booked hire (including limousine) or taxi service, or using a motor vehicle to provide a booked hire or taxi service?**

No

Yes  Please provide details including who committed the offence/s.


**7. Do you have a lease/sublease or intend to lease/sublease your licence?**

No

Yes  If you intend to lease/sublease your licence or if your current lease/sublease agreement is due for renewal, please complete a *Taxi/Limousine Licence Lease Application* (F5185) and lodge at a TransLink Regional Office. If you have an existing lease agreement in place you do not need to complete a new form.

**Note:** The nominated end date of the lease or sublease may be approved for up to five years, however, the end date for a sublease may not extend beyond end date of the approval for the head lease.

**8. For what period do you want your licence/s renewed? (please ✓)**

The renewal fee will be determined by the period chosen.

- 1 year       3 years       5 years   
 2 years       4 years

**9. Applicant's declaration**

This declaration must be signed by an/the owner of the licence. If the owner is an organisation, at least one director, executive officer or authorised representative of the organisation must sign.

On processing this application, TMR will check for any history of offences against relevant transport legislation. If an unsatisfactory history is found, a penalty may be incurred, or action may be taken, or you may be contacted by TMR.

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

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

Applicant's name/s


Applicant's signature/s


Date

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**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 renewing your 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 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**

**Receiving officer's use only**

Change to name and/or contact details - TICA updated? Yes  No

Licence is leased - Lease application attached? Yes  No

Fees paid \$	Receipt number	Date receipt issued
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

I hereby certify that I have received required documentation:

Name

Signature

**Assessing officer's use only**

Licence renewed?

Yes  Expiry date:

No  Reason for refusal:


Approved/Refused by:

Name

Signature

For more information about renewing your licence, please contact your local TransLink Regional Office:

Ipswich	3813 8686	Toowoomba	4639 0804
Southport	5585 1856	Rockhampton	4931 1539
Carseldine	3863 9848	Roma	4622 9509
Maroochydore	5452 1800	Mackay	4951 8673
Maryborough	4122 6115	Townsville	4758 7544
		Cairns	4045 7099