



Obligations

Under section 91ZG of TOPTA, authorised booking entities have obligations to keep and report certain information about the booking services they provide and the booked hire services for which they provide booking services.

The information keeping and reporting requirements are prescribed under Division 4 of the Transport Operations (Passenger Transport) Regulation 2018 (TOPTR).

Who should use this form?

Booking Entity Authorisation holders with a personalised transport fleet size of 1 to 10 vehicles (including all licensed Taxis, Limousines and Booked Hire Service Licence (BHSL) Vehicles).

When do I report?

The annual reporting period is the same period as a financial year: From 1 July to 30 June the following year. Reports are due 28 days after the end of the reporting period: 28 July.

How do I complete this form?

This PDF form can be completed by typing directly in the text fields. To save the completed form, select File > Save As and save the completed form to your computer, then attach it to an email to the Department of Transport and Main Roads (TMR).

Alternatively, you can print the form, complete it by hand, scan and email it to TMR.

Please send your completed form to PT_Data_Reporting@tmr.qld.gov.au

Information about the data required is provided on each page of the form. Further information regarding your obligations can be found on the TMR website:

https://www.tmr.qld.gov.au/business-industry/Taxi-and-limousine/Industry-information/Industry-regulations/Data-keeping-and-reporting

Section 1: All Booking Entity Authority (BEA) holders must complete and sign the declaration

Name of the authorised booking entity (the name on your BEA)

Text input field for BEA name

Trading name (if applicable)

Text input field for trading name

Booking Entity Authority number

Grid input field for BEA number

Contact person/person completing this form

Text input field for contact person

Contact phone number

Text input field for contact phone number

Contact email address

Text input field for contact email address

Declaration

continued next column...

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

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

Table with 4 columns: Name, Signature, Date, Office use only - Customer Reference Number (CRN)

Having trouble signing the form electronically? You may tick this box to agree to the declaration instead. []

Return the completed form to TMR by email to: PT_Data_Reporting@tmr.qld.gov.au

By providing an email address on this form, you agree for TMR to contact you in relation to this data report via this email address. Please note that TMR will not use this form to update the email contact details for your BEA.

Which reporting period/financial year are you submitting this data for?

Table with 5 columns: From, Enter year, To, Enter year, Due to TMR

Note: The annual report covers the whole financial year period. If you only operated for part of the reporting period, you must complete an annual report for the part of the period that you operated.

Start date of operations: Ongoing [] or, insert date / /

End date of operations: Ongoing [] or, insert date / /

During the reporting period selected (answer every question):

1. Did you provide any booking services and/or booked hire services in personalised transport vehicles (licensed Taxis, Limousines, and BHSL Vehicles)?

Yes [] You must complete Section 2 below.

No []

2. For BEA holders that have licensed taxis in their fleet: Did you provide any rank and/or hail services in taxi vehicles?

Yes [] You must also complete Section 3.

No []

Complete the required sections of the report and sign the declaration.

Declaration

Based on your answers above, please select one option:

[] I did provide booking services and/or booked hire services in personalised transport vehicles (including all licensed Taxis, Limousines and BHSL Vehicles).

You must complete section 2 of this form, and section 3 if you have taxis in your fleet which provided rank and hail trips, and sign the declaration.

[] I did not provide booking services and/or booked hire services in personalised transport vehicles (including all licensed Taxis, Limousines and BHSL Vehicles).

The quarterly reports that I submitted throughout this annual reporting period confirm that I did not operate.

Read and sign the declaration - you do not need to complete any other sections of this form.

Section 2: Booked Hire Trips

Authorised booking entities are required to report information about the number of booked hire trips they arrange each financial year, broken down by the suburb or locality where the trips started.

Suburb/Locality in which trips started

Enter the suburbs or localities where trips started (please use separate rows for each suburb or locality and the number of trips).

Suburbs or localities only need to be included in the report once, regardless of the number of trips that start in the suburb or locality. For example, Chermside is to be reported once whether 1 or 1000 trips start in the suburb during the reporting period.

Suburbs and localities may be searched at: <https://www.tmr.qld.gov.au/business-industry/taxi-and-limousine/industry-information/industry-regulations/data-keeping-and-reporting>

Number of booked hire trips

Information is required about all booked hire trips provided using a taxi, limousine or booked hire vehicle.

Booked hire trips do not include rank and hail trips.

Suburb/Locality in which trips started	Number of booked hire trips	Suburb/Locality in which trips started	Number of booked hire trips

Section 3: Taxi rank and/or hail trips

This section is only to be completed by BEA holders that have licensed taxis in their fleet.

Taxi service operators are required to report information about the number of rank and hail trips provided in taxis for each financial year, broken down by the service area in which the trips started.

Service areas in which trips start

Enter the service area of the locations where trips started (please use separate rows form each taxi service area and the number of trips).

Service areas only need to be included in the report once, regardless of the number of trips that start in the area. For example, the Brisbane service area is to be reported once whether 1 or 1000 trips start in the area during the reporting period.

TMR uses gazetted Taxi Service Areas to monitor service performance, demand and changes in the personalised transport industry throughout Queensland. Taxi service area maps and descriptions are provided on the TMR website at: <https://www.tmr.qld.gov.au/business-industry/Taxi-and-limousine/Industry-information/Taxi/Taxi-fares-service-areas-and-maps>

Number of trips

Include all trips that passengers did not make a booking for. That is, the trip started at a taxi rank, or the passenger hailed a taxi driver to pick them up.

Section 3 continued...

Enter the number of taxi rank and hail trips that apply per Service Area:

Region	Service area	No. of trips	Region	Service area	No. of trips
South East Queensland	Boonah		Central	Barcaldine	
	Bribie Island			Biloela	
	Brisbane			Blackwater	
	Gatton			Bowen	
	Glasshouse Beerwah			Clermont	
	Ipswich			Collinsville	
	Kilcoy			Dysart	
	Laidley			Emerald	
	Lowood			Gladstone	
	Maleny			Longreach	
	Moreton Island (Bulwer)			Mackay	
	Redcliffe			Moranbah	
	Sunshine Coast			Mount Morgan	
	Toogoolawah			Moura	
Woodford		Rockhampton			
Gold Coast	Beaudesert		Town of 1770		
	Gold Coast		Winton		
	Macleay Island		Yeppoon		
	North Stradbroke		Bundaberg		
	Russell Island		Charleville		
	Tamborine Canungra		Childers		
Northern	Atherton		Southern	Chinchilla	
	Ayr			Crows Nest	
	Bamaga			Cunnamulla	
	Blackall			Dalby	
	Cairns			Gayndah	
	Cardwell			Goondiwindi	
	Charters Towers			Gympie	
	Cloncurry			Hervey Bay	
	Cooktown			K'gari	
	Gordonvale Yarrabah			Kingaroy	
	Horn Island			Kumbia Taxi Service Area	
	Hughenden			Maryborough	
	Ingham			Mitchell	
	Innisfail			Monto	
	Karumba			Mundubbera	
	Kuranda			Murgon	
	Magnetic Island			Nanango	
	Mareeba			Oakey	
	Mission Beach			Pittsworth	
	Mossman			Rainbow Beach	
	Mount Isa			Roma	
	Normanton			Saint George	
	Port Douglas			Stanthorpe	
	Ravenshoe			Tara	
	Thursday Island			Tin Can Bay	
	Townsville Thuringowa			Toowoomba	
Tully		Warwick			
Weipa		Wondai			

For more information about BEA operational procedures, please contact your local TransLink Regional Office.

TransLink Regional Offices

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

Privacy statement

TMR is collecting information on this form under the authority of the TOPTA and the TOPTR. TMR is collecting the information for the purposes of: monitoring service performance, demand and changes in the personalised transport industry; undertaking evidence-based analysis of industry performance and sustainability; monitoring the effects of the personalised transport reform framework; and assisting the Chief Executive to comply with obligations relating to the development, operation and funding of public passenger transport. Aggregated industry information may be published on TMR's website. Some of this information may also be disclosed to relevant government agencies. Entity specific information will not be disclosed to any other third party without your consent unless the disclosure is authorised or required by law.