



1. Booking Entity details

(a) Booking entity name

(b) Provide the booking entity's Department of Transport and Main Roads (TMR) Customer Reference Number (CRN)

The CRN is the TMR issued reference number for your organisation.

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2. Individual details and Eligibility

This section is to be completed by an individual applicant, or if the applicant is an organisation, by each director/management committee member, partner or trustee (or directors/executives if the trustee is a company).

(a) Do you have a departmental CRN?

The CRN is your Queensland Driver Licence number, Adult Proof of Age Card number or Industry Authority number (e.g. Driver Authorisation (DA)).

Note: this CRN is your individual CRN and not your organisational CRN.

If you have already provided your CRN at question 1(b), please go to question 2(b).

Yes Please quote your 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 an *Evidence of Identity Requirements for Individuals and Organisations* (form F4362).

(b) Personal details

Family name

Given name/s

Residential address

Postcode

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

Postcode

Email address

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

Business telephone number

Mobile telephone number

continued next column...

Date of birth

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Town/City of birth

State of birth

Country of birth

(c) Do you wish to advise TMR of a change of personal details? (e.g. change of name)

No

Yes You are required to complete a *Change of Customer Details* (form F4214) and show a Change of Name document (refer to *Evidence of Identity Requirements for Individuals and Organisations* (form F4362)).

(d) Are you a local nominee for a foreign person? (This includes an individual or a director of a corporation that is a local nominee)

No

Yes Please complete a *Booking Entity Authorisation - Local Nominee Consent* (form F5196) instead of this form.

(e) Do you hold, or have you applied for, a DA to drive a vehicle to provide a public passenger service?

No If you intend to drive a public passenger vehicle you need to complete a *Driver Authorisation Application* (form F2978).

Yes Please quote your DA number

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If you hold current DA, a criminal history check is not required, and the criminal history check fee is not payable.

Or provide details of your DA application.

Lodgement date

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Lodgement centre

(f) Have you ever been known by any other name?

No

Yes Provide full details of other name.

If your name has changed from what is recorded on your CRN you will need to complete a *Change of Customer Details (Individual)* (form F4214) and submit it with this application.

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(g) Have you lived in New Zealand?

No

Yes

(h) Have you lived outside Australia for more than 12 months in the last 10 years and been aged at least 18 years of age for any period during this time?

No

Yes Provide full details

Where

When (years)

New application

You must provide a current clearance form or criminal offence record from the relevant law enforcement authority in each country where you lived.

Renewal application

If you were listed on the initial application for the BEA and you have not travelled outside of Australia in the period between the approval of the initial BEA and the date of the renewal application, you must provide one of the following documents:

- a record of international travel movement from the [Commonwealth Department of Home Affairs](#), for the period between the approval of the initial BEA and the date of the renewal application as evidence that you have not travelled outside of Australia during the period

or

- a current clearance form or criminal offence record from the relevant law enforcement authority in each country where you lived.

(i) Have you ever been convicted of a criminal, drug or weapons offence, or have you been charged with any of these offences and the charge has not been finally disposed of?

No

Yes Provide full details

(j) Have you had another BEA cancelled or suspended within the previous year?

No

Yes Provide full details

(k) Have you, within the previous 12 months, committed an offence against a provision of relevant transport legislation relating to providing a booked hire service, a booking service for a booked hire service or a taxi service, or using a motor vehicle to provide a booked hire service or taxi service?

Note: the relevant transport legislation means Transport Operations (Passenger Transport) Act (TOPTA), the *Transport Operations (Road Use Management) Act 1995*, the *Motor Accident Insurance Act 1994*.

No

Yes Provide full details

(l) Have you been convicted of a disqualifying offence or charged with a disqualifying offence and the charge has not been finally disposed of?

Note: a disqualifying offence is defined in TOPTA, Schedule 3 (Dictionary).

No

Yes Provide full details

3. Applicant's Statement

By signing this form, I acknowledge and agree to the following statements:

- I state the information provided in this application is complete, true and correct
- I understand that providing a false statement will attract a penalty
- I confirm that the applicant will be responsible for providing the booking services for this BEA
- I consent to TMR carrying out such enquiries it deems necessary to determine if I meet the suitability requirements for a BEA and to conduct further enquiries during the period of the authorisation to assess my ongoing suitability to hold the authorisation
- I consent to the email address provided in this application to be used for sending information, notices, reminders or updates on TMR products and services.

Signature of applicant/s

Name

Signature

Date

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Privacy statement: TMR is collecting the information on this form under the authority of the TOPTA for the purposes of assessing your suitability to hold a booking entity authorisation and to maintain a register of booking entity authorisations. This information is used for the generation of correspondence and the monitoring of authorisations. Information such as the authorised booking entity's name and business name, the name and business name of the entity's local nominee (if any), and the identifying number of a booking entity authorisation may be published on TMR's website. Some of the information may also be disclosed to relevant government agencies including the Queensland Police Service and interstate licencing authorities. Your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law.