



This form is to be lodged at your nearest TransLink Regional Office or Department of Transport and Main Roads 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 provide departmental services when applying to:

- change name/address details
- change director/executive names for an organisation
- update plate details
- change the licensed motor vehicle

### 1. Licence owner's details

Taxi  Limousine  Booked Hire  Special Purpose Limousine (SPL)

Licence number

Name on licence - personal or corporation

Address on licence - business/residential or postal

Postcode

### 2. Applicant's details

Applicant's name

Licence holder

Lessee  Not applicable for SPL or Booked Hire Service Licence (BHSL)

Other  Please specify

### 3. Have you changed the name on the licence?

No

Yes  You are required to show a change of name document.

**Note:** For an individual, examples of acceptable documents include an original Australian Marriage Certificate or Change of Name Certificate issued by Births, Deaths and Marriages. For a company, an original Change of Name Certificate issued by ASIC is required. For a trust, written advice from the trust stating the new name and confirming that the trustee/s of the trust remain the same.

Old name

New name

### 4. Have you added/changed director/executive names for the organisation that holds the licence?

No

Yes  Name/s to be removed

Details of director/executive to be added.

**Note:** Current original documentation such as an ASIC Certificate or a certificate identifying executives must be attached.

### First person's details

Do you have a Customer Reference Number (CRN)? (The CRN is your Qld Driver Licence number, Adult Proof of Age card number or your reference number issued by the department).

Yes  Please quote your 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).

Family name

Male

Female

Given name/s

Residential address

Postcode

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

Postcode

Email address

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

Business telephone number

Mobile telephone number

Facsimile number

Date of birth

Town/City of birth\*

State of birth\*

Country of birth

\*Town/City and State of birth details must be supplied if born in Australia

### Second person's details

Do you have a Customer Reference Number (CRN)?

Yes  Please quote your 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).

Family name

Male

Female

Given name/s

continued next column...

Residential address  
  
 Postcode

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

Email address

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

Business telephone number  Mobile telephone number

Facsimile number

Date of birth  /  /  Town/City of birth\*

State of birth\*  Country of birth

\*Town/City and State of birth details must be supplied if born in Australia

**5. Have you changed your contact details?**

No   
 Yes  Give details

New residential address  
  
 Postcode

New postal address (if same as above, write 'as above')  
  
 Postcode

New phone number

New email address

**6. Are you replacing a motor vehicle?**

No   
 Yes  **Note:** The replacement vehicle must comply with the vehicle requirements outlined in the *Transport Operations (Passenger Transport) Regulation 2018*.

Previous vehicle registration number

**Replacement vehicle details**

**Note:** For a taxi or limousine – if the replacement vehicle is currently attached to a BHSL, it will have to be removed from the BHSL before being issued with taxi ('T') plates or limousine ('L') plates.

Vehicle registration number

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

Month and year manufactured (e.g. 06/07)  
 /

Passenger seating capacity (excluding driver)

Front	<input type="text"/>	Rear	<input type="text"/>
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Is this vehicle wheelchair accessible?

No   
 Yes  Number of wheelchairs

For a BHSL – are you the registered operator of the vehicle?

Yes   
 No  A completed *Registered Operator Consent for Vehicle to be stated on Booked Hire Service Licence* (form F5190) must be attached.

**7. Have you replaced your number plates?**

No   
 Yes  Give details.  
 Previous registration number

New registration number

**Note:** You will need to provide evidence of the previous number plate surrender.

**8. Applicant declaration**

This declaration must be signed by all persons whose names appear on the licence or for an organisation, all directors/ executives.

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.

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

Applicant/s' signature/s

  


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**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 amending your Taxi/Limousine/Special Purpose Limousine/Booked Hire 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**

- Customer Services Branch are only authorised to amend a BHSL.

**Checklist to be completed**

For a change to the name the licence is held in, has acceptable documentation been provided?

Yes  No

Is the licence current?

Yes  No

For a BHSL – if the licence holder is not the registered operator of the vehicle, is the registered operator’s consent (form F5190) attached?

Yes  No

Does the replacement vehicle have a current COI?

Yes  No  N/A  Reason

Does the replacement vehicle have the correct class of CTP?

Yes  No

(For Taxi Class 3, 10A or 11. For Booked Hire Class 4, 10A or 11 or 26. For Limousines Class 26, 10A or 11)

Does the replacement vehicle comply with the vehicle requirements?

Yes  No

- For taxis and limousines – replacement vehicle is not listed on a BHSL
- For taxis - a passenger vehicle registered in Queensland that has no more than 12 seats including the driver
- For limousines - a passenger vehicle registered in Queensland with minimum wheelbase of 2800mm or aged at least 30 years from date of manufacture
- For a booked hire vehicle - a passenger or utility vehicle registered in Queensland with a GVM of 4.5t or less and no more than 12 seats including the driver.

Approving officer’s name

Approving officer’s signature

Date