



This form is to be used to apply to lease or sublease a taxi service licence or limousine licence to another person. If you are applying to lease a licence from a person and sublease the licence to another person at the same time, a separate application must be completed for the respective lease arrangement. The application must be signed by all persons listed on this application. This form is to be lodged at a TransLink Regional Office or Department of Transport and Main Roads (TMR) Customer Service Centre.

1. Licence details

Licence number

Name on licence

Taxi

Taxi Service Area

Limousine

2. Applicant details

This section is to be completed by the licence holder or approved lessee seeking to lease or sublease the licence.

Customer Reference Number (CRN)

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

Address on licence - residential or postal

Postcode

Phone number

Email address

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

3. 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 (e.g. 6/07)

Passenger seating capacity (excluding driver)

Front		Rear	
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Is this vehicle wheelchair accessible?

No Yes Number of wheelchairs

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

No Go to section 5. Yes Complete details below

Replacement vehicle registration number

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

Month and year manufactured (e.g. 6/07)

Passenger seating capacity (excluding driver)

Front		Rear	
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Is this vehicle wheelchair accessible?

No Yes Number of wheelchairs

5. Application type

Note: If you are applying to lease a licence from a person and sublease the licence to another person at the same time, separate applications must be completed for each lease arrangement.

This application is for (choose only one option):

Lease

Note: This form must be signed by the licence owner and the proposed lessee.

Sublease

Note: This form must be signed by the approved lessee and the proposed sublessee. The approved lessee must have the authority under the lease to sublease the licence during the proposed lease period outlined in this application.

6. Proposed start and end dates

Note: A lease may be approved for up to five years - that is, a maximum of five years from the proposed start date. The proposed start and end dates for a sublease must not extend prior to the start date, or beyond the end date, of the approval for the head lease.

Proposed start date

Proposed end date

7. Details of proposed lessee or sublessee

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.

Is the proposed lessee or sublessee a –

company Go to question 8.

incorporated association Go to question 8.

partnership Go to question 8.

trustee of a trust Go to question 8.

individual Go to question 9.

8. Organisation details

Name (company, incorporated association, partnership, trust etc).

Do you have a departmental Customer Reference Number (CRN) in this name? The CRN is your Queensland Driver Licence number. Adult Proof of Age Card number or Industry Authority number.

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).

Entity number - Australian Company Number (ACN) or Australian Business Number (ABN)

Organisation street address (this must be the principal place of business and must not be a postal address)

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

Postcode

Name of organisation contact person

Organisation position (e.g. Director)

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

Would you like to have an associated business or trading name linked to the licence?
 Yes Trading as (if applicable)

Have you attached relevant organisation documentation?
Note: For companies, a copy of a Current Company Extract listing the directors of the company (available from ASIC) must be attached.
 For incorporated associations, an official extract about the incorporated association from the register of incorporated associations listing the current management committee members (issued by the Queensland Office of Fair Trading) must be attached.
 For a partnership, a signed, formal Deed of Partnership document, or another form of partnership agreement, which lists all involved parties and proves the validity of the partnership.
 For a trustee managing a trust, a copy of the Deed of Trust which outlines the trustee's powers, lists all involved parties and proves the validity of the trusteeship must be attached.
 For an associated business or trading name linked to the licence, evidence of the registration of a business name (available from the Australian Securities and Investments Commission) must be attached.

Yes No You must have relevant documentation attached for this application to be processed.

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Have you, or a related entity, within the previous 12 months, had a booked hire service licence, limousine licence or taxi service licence cancelled or suspended?

No
 Yes Provide details of cancellation/s and/or suspension/s:

Have you, or a related entity, within the previous 12 months, committed an offence against relevant transport legislation relating to providing a booked hire service or taxi service, or using a motor vehicle to provide a booked hire service or taxi service?

No
 Yes Provide details of offence/s committed:

9. Individual details

This section is to be completed by the individual applicant, or by all directors/management committee members/partners or trustees including the directors/executives if the trustee is a company. If there are more than two individuals, please attach a separate form covering the fields below before proceeding to question 10.

First person's details

Note: TMR will recognise the first person on this application as the contact person for all correspondence and telephone enquiries.

(a) Do you have a CRN?

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

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 evidence of identity as outlined in *Evidence of Identity Requirements for Individuals and Organisations* (form F4362)

Family name

Given name/s

Residential address

Postcode

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

Postcode

Email address

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

Have you, or a related entity, within the previous 12 months, had a booked hire service licence, limousine licence or taxi service licence cancelled or suspended?

No

Yes Provide details of cancellation/s and/or suspension/s:

Have you, or a related entity, within the previous 12 months, committed an offence against relevant transport legislation relating to providing a booked hire service or taxi service, or using a motor vehicle to provide a booked hire service or taxi service?

No

Yes Provide details of offence/s committed:

Second person's details

Note: TMR will recognise the first person on this application as the contact person for all correspondence and telephone enquiries.

(a) Do you have a CRN?

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

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 evidence of identity as outlined in *Evidence of Identity Requirements for Individuals and Organisations* (form F4362)

Family name

Given name/s

Residential address

Postcode

continued next column...

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

Postcode

Have you, or a related entity, within the previous 12 months, had a booked hire service licence, limousine licence or taxi service licence cancelled or suspended?

No

Yes Provide details of cancellation/s and/or suspension/s:

Have you, or a related entity, within the previous 12 months, committed an offence against relevant transport legislation relating to providing a booked hire service or taxi service, or using a motor vehicle to provide a booked hire service or taxi service?

No

Yes Provide details of offence/s committed:

If there are more individuals/directors/executives/management committee members/trustees or partners, please attach a separate sheet covering the topics above before proceeding to the next section.

Is a separate sheet attached? Yes No

10. Declaration

Proposed lessor:

**- for a head lease, this will be the licence holder
- for a sublease, this will be the approved lessee**

- I/We state 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 TMR carrying out such enquiries it deems necessary to determine if I/We meet the suitability requirements to lease or sublease a taxi service licence or limousine licence and to conduct further enquiries during the period of the lease or sublease to assess my/our ongoing suitability.
- 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.
- If this lease application is refused, I/We consent to details of the refusal to be provided to all parties to this lease application.

This declaration must be signed by all individuals, directors, management committee members, trustees (including the directors if the trustee is a company) or partners.

Name	Signature	Date	Office Use Only CRN

Proposed lessee:

- for a head lease, this will be the lessee

- for a sublease, this will be the sublessee

- I/We state 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 TMR carrying out such enquiries it deems necessary to determine if I/We meet the suitability requirements to lease or sublease a taxi service licence or limousine licence and to conduct further enquiries during the period of the lease or sublease to assess my/our ongoing suitability.
- 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.
- If this lease application is refused, I/We consent to details of the refusal to be provided to all parties to this lease application.

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: TMR is collecting your personal information under the authority of the *Transport Operations (Passenger Transport) Act 1994* (TOPTA) and the *Transport Operations (Road Use Management) Act 1995* (TORUM) to assess your application to lease a Taxi/Limousine Licence and to maintain a register of licences. This information is used for the generation of renewal notices, correspondence and the monitoring of licensing accreditation. Your personal information may be disclosed to the licence holder and other named parties to this application for verification. TMR will not disclose your personal information to any third party without your consent unless authorised or required to do so by law.

Approving officer use only

Application checklist - please tick (✓)

Refer to TIPPS for reference material.

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|--|--------------------------|--------------------------|--------------------------|
| | Yes | No | N/A |
| • Has each applicant (including associated persons of corporations) signed the Declaration? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has all relevant documentation been supplied? | Yes | No | N/A |
| • Companies - a copy of a Current Company Extract listing the directors of the company (available from ASIC) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Incorporated Associations - a copy of the Certificate of Incorporation and an official extract from the register of incorporated associations listing the current management committee members | Yes | No | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Partnership - a copy of the Deed of Partnership listing all involved parties | Yes | No | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Trust or superannuation fund - a copy of the Deed of trust which outlines the trustee's powers and lists all individual parties | Yes | No | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Business name - evidence of the registration of a business name (available form the Australian Securities Commission and Investments Commission) | Yes | No | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has the relevant documentation been supplied (other than what is listed above)? | Yes | No | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have any of the proposed lessees, or related entities declared to have had a booked hire service licence, limousine licence or taxi service licence cancelled or suspended? | Yes | No | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
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- Have any of the proposed lessees or related entities declared to have committed an offence against the relevant transport legislation? Yes No

Application decision

Is the lease application granted?

Yes

No Complete refusal reason/s below

Name of approving officer

Signature of approving officer

Date

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