



Original Taxi/Limousine Licence Transfer Application

This form is to be used to apply to transfer a licence to another person. This form is to be lodged at a TransLink Regional Office or Department of Transport and Main Roads Customer Service Centre. The application must be signed by both the holder of the licence and the proposed transferee. The licence documentation must be provided with this application.

Is this vehicle wheelchair accessible?

No Yes Number of wheelchairs

Both parties to the transfer of this licence are advised to seek independent legal and financial advice before signing this agreement.

1. Licence details

Taxi Taxi service area

Limousine

Licence number

Name on licence - personal or corporation

Address on licence - residential or postal

Postcode

Phone number

Email address

2. 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 Passenger seating capacity (excluding driver)

Front		Rear	
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Is this vehicle wheelchair accessible?

No Yes Number of wheelchairs

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

No Yes Complete details below

Replacement vehicle registration number

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

Month and year manufactured Passenger seating capacity (excluding driver)

Front		Rear	
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4. Sale/purchase details

Date of transfer

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Are you aware of any loans outstanding in relation to this licence?

Yes No

Note: The department is not responsible for the discovery or confirmation of any encumbrances for the licence. It is the responsibility of the transferee and transferor to discover and disclose any information about encumbrances for the licence.

Sale price details

The stamped transaction instrument must be submitted with this application.

Item	Value
Vehicle	\$
Shares/Base fees	\$
Equipment	\$
Licence Value	\$
Total sale price	\$

Note: Stamped transaction instrument is a document provided by the Office of State Revenue to ensure you have paid transfer duty.

Does the purchaser intend to obtain finance for this licence?

Yes Name of financial institution from which finance will be obtained:

Advice from the financial institution concerned must be submitted with this application.

No

5. Lease/Sublease

Is there a lease/sublease agreement in place for this licence?

Yes You must apply for a new lease/sublease agreement. Please complete a *Taxi/Limousine Licence Lease Application* (form F5185) and submit with your transfer application.

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6. New licence holder's details

Note: A taxi service licence or limousine licence can be held by individuals, a partnership, a company, an incorporated association or the trustee of a trust. A taxi service licence or limousine licence cannot be held in a business or trading name. To have an associated business or trading name linked to the licence, list the details of the business or trading name at the end of this question.

Corporation Business Partnership

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Corporation name (if applicable)

Australian Company Number (ACN):

Note: Evidence of corporation name (e.g. Certificate of Incorporation including a list of current directors (available from the Australian Securities and Investments Commission) must be attached.

Does the company have a departmental Customer Reference Number (CRN)?

Yes 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 the *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) and attend a departmental customer service centre to be issued with a CRN.

Business name ('trading as') (if applicable)

Note: Evidence of the Registration of a Business Name (available from the Australian Securities and Investments Commission) must be attached. You must also provide evidence of identity as outlined in the *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) for the legal entity (proprietor) behind the business name.

Address

Postcode

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

Postcode

Phone number

Fax number (if applicable)

Email address

7. Personal details

To be completed and signed by individual licence owners, partnerships, or corporate directors.

First person's details

Family name

Male

Female

Given name/s

Date of birth

Place of birth

Residential address

Postcode

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

Postcode

Phone number

Email address

Do you have a CRN?

Yes 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 the *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) and attend a departmental customer service centre to be issued with a CRN.

Second person's details - if applicable

Family name

Male

Female

Given name/s

Date of birth

Place of birth

Residential address

Postcode

Postal address

Postcode

Phone number

Email address

Do you have a CRN?

Yes 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 the *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) and attend a departmental customer service centre to be issued with a CRN.

8. Applicant declaration

On processing this application, the department will check for any history of offences against relevant transport legislation and action may be taken against the licence.

This declaration must be signed by all persons whose names appear on this application.

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.

Name	Signature	Date	Office use only - CRN
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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 assessing your application to transfer a 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 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

New licence holder has been verified as a legal entity? Yes No

Has all relevant licence documentation been supplied? Yes No

Has all relevant financial documentation been supplied by the holder of the licence? Yes No

Has all relevant financial documentation been supplied by the proposed transferees? Yes No

Application approved

Officer's name	Officer's signature	Date
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