



The following information must be read before completing this application.

Booked hire service licence

Under section 91J of the Transport Operations (Passenger Transport) Act, a booked hire service licence is a licence issued to a holder so they may provide booked hire services using the motor vehicle stated in the licence.

A service is a booked hire service if:

- it is a public passenger service
- the journey starts in Queensland
- it is provided by the hire (other than the hire on-the-spot) of a:
 - ◊ motor vehicle with up to 12 seats (including the driver)
 - ◊ a person to drive the vehicle
- it may be used by the public or a substantial part of the public.

Who can apply for a booked hire service licence?

A booked hire service licence can be held by individuals, a partnership, a company, an incorporated association or the trustee of a trust. A booked hire service licence cannot be held in a business or trading name. To have an associated business or trading name linked to the booked hire service licence, list the details of the business or trading name at question 3 (business or trading names will not be displayed on the licence).

Please read the below requirements relevant to the type of name the booked hire service licence will be held in:

Type of name	Signatures on application	Evidence of name
Individuals	All applicants must sign the application.	
Partnership	All parties who form the partnership must be named on the application (e.g. John Smith and Mary Citizen) and must sign the application.	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 must be submitted.
Company	All current directors must be listed on the application and must sign the application.	A copy of a Current Company Extract listing the directors of the company (available from the Australian Securities and Investment Commission (ASIC)) must be submitted.
Incorporated Association	All current management committee members must be listed on the application and must sign the application.	A copy of 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 submitted.
Trust	Applicants who wish to operate through a trust or superannuation fund must nominate the name/s of the trustee of the trust or superannuation fund (e.g. John Smith as trustee for The Smith Family Trust).	All trustees, including directors/executives (if the trustee is a company), must be listed on the application and must sign the application. A copy of the Deed of Trust document which outlines the trustee's powers, lists all involved parties and proves the validity of the trusteeship must be submitted.

Note - Documents obtained from ASIC and the Queensland Office of Fair Trading must be current documents - that is, **less than three months old**.

Related Body Corporate

'Related body corporate' means -

(a) for an individual -

- (i) a corporation of which the individual is a majority shareholder, director or secretary or in which the individual has an interest of 50% or more
- or

- (ii) a body corporate that is a related body corporate, within the meaning of the *Corporations Act 2001*, section 50, to a corporation mentioned in subparagraph (i)
- or

(b) for a corporation - a body corporate that is a related body corporate within the meaning of the Corporations Act, section 50.

Passenger transport history

Passenger transport history checks are part of the process of assessing the eligibility of a person to be issued a booked hire service licence. The Department of Transport and Main Roads (TMR) will be verifying the relevant history of all the people listed on the *Booked Hire Service Licence Application* (form F5189) before deciding the application.

For example, TMR may refuse to issue a booked hire service licence to an applicant if:

- a booked hire service licence, limousine licence or taxi service licence held by the applicant (or related body corporate) was cancelled or suspended within the previous year
- the applicant (or related body corporate) has, within the previous year, committed an offence against a provision of relevant transport legislation relating to—
 - ◊ providing a booked hire service or taxi service
 - ◊ using a motor vehicle to provide a booked hire service or taxi service.
- the chief executive is satisfied it is necessary in the public interest to do so.

If you intend to drive a booked hire vehicle to provide booked hire services you need to hold the appropriate category of Driver Authorisation. To find out the requirements to obtain a Driver Authorisation, or to apply, please refer to the *Driver Authorisation Application* (form F2978).

Vehicle requirements

For a vehicle to be stated in a booked hire service licence, it must:

- be a passenger vehicle, or a utility vehicle with a gross vehicle mass not exceeding 4.5t
- have not more than 12 seating positions, including the driver's position
- be the subject of a current Certificate of Inspection, unless exempt
- be registered in Queensland with the appropriate purpose of use
- have the appropriate Compulsory Third Party (CTP) insurance class for the vehicle.

Please note: Left hand drive vehicles, dual control vehicles (such as driver trainer vehicles), vehicles fitted with an alcohol interlock and vehicles with a Special Interest concession are prohibited from providing booked hire services and other public passenger services.

If, at any time, the vehicle does not comply with the above requirements, the booked hire service licence may be immediately suspended.

Chain of Responsibility

Obligations in relation to safety and fatigue management apply to all persons in the chain of responsibility for booked hire services. Persons in the chain of responsibility include operators, booked hire service licence holders, drivers, and registered operators of vehicles being used to provide the service.

Specific obligations related to safety also apply to the provision of booked hire services under relevant transport legislation. These include requirements relating to Driver Authorisation, vehicle maintenance and safety inspections.

TMR can audit any person in the chain of responsibility to assess a person's compliance with relevant transport legislation and verify information given to TMR.

Legislation and further information

Booked hire service licences are issued in accordance with and subject to the Transport Operations (Passenger Transport) Act. The Act and subordinate legislation can be viewed on the Office of the Queensland Parliamentary Counsel website at www.legislation.qld.gov.au.

It is recommended that you assess your individual circumstances and hold appropriate insurances including, but not limited to, public liability insurance, personal injury and accident insurance; and comprehensive vehicle insurance.

For more information about booked hire service licences, please refer to www.tmr.qld.gov.au/business-industry/Taxi-and-limousine/Industry-information.

TransLink Regional Offices (TRO)

Administration of booked hire service licences is managed by TMR's TransLink Regional Operations Toowoomba office. Any enquiries regarding booked hire service licences may be directed to 1300 404 221. For a list of offices, please refer to www.translink.com.au/contact-us.



Important

The information shown on pages 1 and 2 of this application will assist with the completion of this form. Please read this information before completing this application. Failure to complete all relevant questions, or to provide information as directed, may result in a delay in processing.

1. Do you currently hold a booked hire service licence that has expired or is expiring in the next six weeks? If not current or expired, select 'No'.

No ☐

Yes ☒ Current or expired booked hire service licence reference number

Note: If you provide the booked hire service licence reference number and your application is granted, your new booked hire service licence will commence after the expiry date of your current booked hire service licence. You will receive a new booked hire service licence reference number and written notice.

2. Is the applicant a —

- company ☒ Go to question 3.
incorporated association ☒ Go to question 3.
partnership ☒ Go to question 3.
trustee of a trust ☒ Go to question 3.
individual ☒ Go to question 4.

3. Organisation details

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 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.

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.

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)

Trading as (if applicable). Please provide proof of trading name such as ASIC documents.

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)

Postcode

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

Business telephone number

Mobile telephone number

Facsimile number

Please proceed to question 4 to complete Individual details.

4. 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 5.

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 number or Industry Authority number.

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

Given name/s

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Residential address

 Postcode

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

 Postcode

Email address (if email is supplied at question 3, write 'as above')

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

Business telephone number

Mobile telephone number

Date of birth

 / /

(b) 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 Individual* (form F4214) and show a Change of Name document (refer to *Evidence of Identity Requirements for Individuals and Organisations* (form F4362))

Second person's details

(a) Do you have a CRN?

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

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

Given name/s

Residential address

 Postcode

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

 Postcode

Email address (if email is supplied at question 3, write 'as above')

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

Business telephone number

Mobile telephone number

Date of birth

 / /

(b) 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 Individual* (form F4214) and show a Change of Name document (refer to *Evidence of Identity Requirements for Individuals and Organisations* (form F4362))

5. Related body corporate details

Do you have a related body corporate?

(e.g. if you are a majority shareholder or director of a company)

No ☐

Yes ☒ Related body corporate details

Name	Registration number (ACN, ABN, etc.)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

6. Vehicle

Indicate the type of vehicle nominated for operation under the booked hire service licence and complete vehicle details (where appropriate).

Queensland registration number

Make, model and body shape (e.g. Ford Falcon station wagon)

Seating capacity (including the driver)

(a) Are you the registered operator of the vehicle?

Yes ☒ Please proceed to question 7.

Note: For a booked hire service licence to be issued, the vehicle stated in the licence must meet a number of requirements, including:

- unless exempt, a current Certificate of Inspection
- the appropriate Compulsory Third Party insurance class for the vehicle

If you wish to update any of the vehicle particulars, please ensure a *Change of Vehicle Particulars Notification* (form F3524) is completed and submitted with this application.

No ☐ Please complete F5190 and proceed to question 7.

Note: The registered operator/s of the vehicle **must** provide consent for the vehicle to be stated in the booked hire service licence. Please ensure a *Registered Operator Consent for Vehicle to be stated on Booked Hire Service Licence* (form F5190) is completed by the registered operator of the vehicle and submitted with this application. Applications submitted without the registered operator's consent can not be processed.

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7. Applicant's statement

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

- 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 for a booked hire service licence and to conduct further enquiries during the period of the licence to assess my/our ongoing suitability to hold the licence.
- 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.

Note: On processing this application, TMR will check for any history of offences against relevant transport legislation. If an unsatisfactory history is found, a penalty may be incurred, or action may be taken, or you may be contacted by TMR.

Signature of applicant/s

All individuals, directors, management committee members, trustees (including the directors if the trustee is a company) or partners must sign.

Full name of applicant #1

Signature of applicant #1

Date

Full name of applicant #2

Signature of applicant #2

Date

If there insufficient space for all applicants' names and signature details, please attach a separate sheet.

Is a separate sheet attached? Yes ☐ No ☐

Privacy statement: TMR is collecting information on this form under the authority of the Transport Operations (Passenger Transport) Act and the *Transport Operations (Road Use Management) Act 1995* for the purpose of assessing your suitability to hold a booked hire service licence and to maintain a register of licences. This information is used for the generation of correspondence and the monitoring of licensing accreditation. Information, such as the licence type, licence number and details of the vehicle stated in the licence may be published on TMR'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 required or authorised to do so by law.

Office use only

Witnessing officer's document checklist - please tick (✓)

Refer to TIPPS for booked hire service licence procedures for reference material.

Yes No

- If the applicant is an organisation, have you sighted and copied (for forwarding on to BHSL Hub):
 - For companies, a copy of a Current Company Extract listing the directors of the company.
 - For incorporated associations, a copy of an official extract from the register of incorporated associations listing the current management committee members.
 - For a trustee managing a trust or superannuation fund, a copy of the Deed of Trust which outlines the trustee's powers and lists all involved parties.
 - 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.
- If the applicant/s have ticked 'No' at question 6(a), has the vehicle's registered operator provided consent for the vehicle to be stated in the *Booked Hire Service Licence Application* (form F5189).

☐ Yes ☐ No
- Does the vehicle nominated on the form have a current Certificate of Inspection (if not exempt), and the appropriate POU and CTP class recorded?

☐ Yes ☐ No

Fees received: Yes ☐ No ☐

BHSL Hub office use only

Booked hire service licence, limousine licence or taxi service licence cancelled or suspended with the previous 12 months?

No ☐

Yes ☐ Provide full details.

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 full details.

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Application decision

Is the booked hire service licence application granted?

Yes ☐ Booked hire service licence number

No ☐ Complete decision details below

Is the booked hire service licence application refused or withdrawn?

Refused ☐ Details:

Withdrawn ☐ Details:

Is a fee refund applicable?

Yes ☐ Specify amount to be refunded (annual fee minus (-) EAF)

\$

No ☐

Approving officer's signature

Date

/ /

Approving officer's name

Position title