

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:

- Individual/s - the application must be signed by the applicant/s.
- Partnership - all parties who form the partnership must be named on the application (e.g. John Smith and Mary Citizen). A formal Deed of Partnership document which lists all involved parties and proves the validity of the partnership must be submitted. All partners must sign the application.
- Company - all current directors must be listed on the application. A copy of the Certificate of the Registration of a Company and a Current Company Extract listing the directors of the company (available from the Australian Securities and Investment Commission (ASIC)) must be submitted. All directors must sign the application.
- Incorporated Association - all current management committee members must be listed on the application. A copy of the Certificate of Incorporation and an official extract from the register of incorporated associations listing the current management committee members (issued by the Queensland Office of Fair Trading) must be submitted. All management committee members must sign the application.
- Trustee of a trust - applicants who wish to operate through a trust must nominate the name of the trustee of the trust (e.g. John Smith as trustee for The Smith Family Trust). The names of all trustees must be listed on the application form. 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. All trustees including the directors/executives if the trustee is a company, must sign the application.

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 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, the department 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.

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.

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

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 the department's TransLink Regional Operations Branch. Any enquiries regarding booked hire service licences may be directed to your local regional office. 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?

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 the Certificate of the Registration of a Company and a Current Company Extract listing the directors of the company (available from ASIC) must be attached.

For 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 (issued by the Queensland Office of Fair Trading) must be attached.

For a partnership, a copy of the Deed of Partnership listing all involved parties must be attached.

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)

[]

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: 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

[]

Have you, 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, 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:

[]

Please proceed to question 4.

continued page 4...

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: The department 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

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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 Male Female

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: 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.

(b) Do you wish to advise the department 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)

(c) Have you, 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:

(d) Have you, 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

(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

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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 Male Female

Given name/s

Residential address
Postcode

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

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.

(b) Do you wish to advise the department 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))

(c) Have you, 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:

(d) Have you, 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 question 5.

Is a separate sheet attached? Yes No

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.)

6. Vehicle details

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)

Vehicle Identification Number (VIN) or chassis number

Seating capacity (including the driver)

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

Yes Please proceed to question 8

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
- the appropriate purpose of use.

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 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.

7. Registered operator's details

Note: If registered in joint names, all registered operators' details must be completed below.

(a) First registered operator's details

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

Family name

Given name/s

(b) Second registered operator's details (if applicable)

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

Family name

Given name/s

The registered operator/s of the vehicle must provide consent for the vehicle to be stated in the booked hire service licence.

Has the registered operator/s completed and signed the *Registered Operator Consent for Vehicle to be stated on Booked Hire Service Licence* (form F5190)

Yes Please proceed to question 8

No You must submit the *Registered Operator Consent for Vehicle to be stated on Booked Hire Service Licence* (form F5190) with this application.

8. Applicant's statement

Please tick (✓) the following sections to indicate your agreement:

- 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 the department 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.

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: The department is collecting information on this form under the authority of the *Transport Operations (Passenger Transport) Act* (TOPTA) and the *Transport Operations (Road Use Management) Act* (TORUM) 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 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 required or authorised to do so by law.

Office use only

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

Refer to Doabase or the PTD Database booked hire service licence procedures for reference material.

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. If the applicant is an organisation, have you sighted and copied (for forwarding on to TRO): | <input type="checkbox"/> | <input type="checkbox"/> |
| a. For companies, a copy of the Certificate of the Registration of a Company and a Current Company Extract listing the directors of the company. | | |
| b. For 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. | | |
| c. 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. | | |
| d. For a partnership, a copy of the Deed of Partnership listing all involved parties must be attached. | | |
| 2. 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 <i>Booked Hire Service Licence Application</i> (form F5189). | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the vehicle nominated on the form have a current Certificate of Inspection (if not exempt), and the appropriate POU and CTP class recorded? | <input type="checkbox"/> | <input type="checkbox"/> |

Fees received: Yes No

TRO 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

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