



Booking Entity Authorisation - Local Nominee Consent

Transport Operations (Passenger Transport) Act 1994

Applicants for a Booking Entity Authorisation (BEA) who are a foreign person must nominate one person to be its representative (the entity's 'local nominee') for the purposes of the *Transport Operations (Passenger Transport) Act (TOPTA)*. The nominated person must be either -

- (a) an individual who usually lives in Australia
- (b) a corporation incorporated in Australia.

This form is to be used to nominate a local nominee and provide their signed written consent to the nomination.

Privacy statement: The department is collecting the information on this form under the authority of the *Transport Operations (Passenger Transport) Act* for the purposes of assessing suitability to be a local nominee for an authorised booking entity and to maintain a register of booking entity authorisations. This information is used for the generation of correspondence and the monitoring of authorisations. Information such as the authorised booking entity's name and business name, the name and business name of the entity's local nominee (if any), and the identifying number of a booking entity authorisation may be published on the department's website. Some of the 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.

1. Booking entity details

- (a) Name of the booking entity that you are consenting to represent as its local nominee

- (b) Provide the booking entity's departmental Customer Reference Number (CRN). The CRN is a Department of Transport and Main Roads issued reference number.

2. Local nominee details

- (a) Are you an individual who usually lives in Australia?

No ☐ Go to question 2(b)

Yes ☐ Provide evidence that you usually live in Australia (refer to the information on page 1 of the *Booking Entity Authorisation Application/Renewal* (form F5188) for details about the required evidence), and then go to question 2(c).

- (b) Are you a corporation incorporated in Australia?

No ☐ If you have answered 'No' to question 2(a) and this question, you do not meet the local nominee criteria

Yes ☐ Provide all of the following information:

☐ A copy of a Certificate of Registration of a Company and a Company Extract identifying the current directors (available from ASIC)

☐ Details of the corporation structure and the responsibility for the provision of the booking services under TOPTA, including the organisational structure based in Australia

☐ Personal details for each director of the corporation in question 4.

- (c) Details of local nominee

– For an individual

Family name

Given name/s

Provide your departmental CRN

– For an organisation

Name of organisation

Name of organisation contact person

continued next column...

Contact person's organisation position (e.g. Director)

Provide the organisation's departmental CRN

Entity number of local nominee's organisation - ACN or ABN

- (d) Local nominee's street address (this must be the principal place of business and must not be a postal address)

Postcode

- (e) Local nominee's postal address (if the same as street address, write 'as above')

Postcode

- (f) Local nominee's email address

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

Business telephone number

Mobile telephone number

3. Related body corporate details

Do you, as the nominee have a related body corporate? For example, if you are a majority shareholder or director of a company. **Note:** a related body corporate is defined in the *Transport Operations (Passenger Transport) Regulation 2018*, Schedule 9. Refer also to the information about applying for a BEA.

No ☐ Yes ☐ Related body corporate details

Name	Registration number (ACN, ABN, etc.)

4. Individual details and Eligibility

The section on page 2 is to be completed by an individual local nominee or if the local nominee is a corporation, by each director/executive of the corporation.

If there is more than one individual associated with this application, please complete and attach another copy of page 2 for each person.

Note: The department will recognise the first person in this question as the contact person for all correspondence and telephone enquiries.

continued page 2...

(a) Personal details

Family name

Given name/s

Male ☐

Female ☐

Please quote your CRN

Date of birth

 / /

Town/City of birth

State of birth

Country of birth

(b) Do you hold, or have you applied for, a DA to drive a public passenger service?

No ☐ If you intend to drive a public passenger vehicle you need to complete a *Driver Authorisation Application* (form F2978).

Yes ☐ Please quote your DA number

Or provide details of your DA application.

Lodgement date

 / /

Lodgement centre

If you hold current DA, a criminal history check is not required, and the criminal history check fee is not payable.

(c) Have you ever been known by any other name?

No ☐ Go to (d) Yes ☐ Provide other name

If your name has changed from what is recorded on your CRN you will need to complete a *Change of Customer Details* (form F4214) and submit it with this application/renewal.

(d) Have you lived in New Zealand?

No ☐ Yes ☐

(e) Have you lived outside Australia for more than 12 months in the last 10 years and been aged at least 18 years of age for any period during this time?

No ☐ Yes ☐ Provide full details

Where/When (years)

You must provide a clearance form or criminal offence record from the relevant law enforcement authority in each country.

(f) Have you or a related body corporate ever been convicted of a criminal, drug or weapons offence, or been charged with any of these offences and the charge has not been finally disposed of?

No ☐ Yes ☐ Provide full details

(g) Have you or a related body corporate had another booking entity authorisation cancelled or suspended within the previous year?

No ☐ Yes ☐ Provide full details, including the BEA number (if known)

(h) Have you or a related body corporate, within the previous 12 months, committed an offence against a provision of relevant transport legislation relating to providing a booked hire service, a booking service for a booked hire service or a taxi service, or using a motor vehicle to provide a booked hire service or taxi service?

Note: The relevant transport legislation means TOPTA, the *Transport Operations (Road Use Management) Act 1995* and the *Motor Accident Insurance Act 1994*.

No ☐ Yes ☐ Provide full details

(i) Have you or a related body corporate ever been convicted of a disqualifying offence or charged with a disqualifying offence and the charge has not been finally disposed of? **Note:** A disqualifying offence is defined in TOPTA, Schedule 3 (Dictionary).

No ☐ Yes ☐ Provide full details

5. Local nominee consent

The nominee must tick (✓) to indicate their agreement and sign their consent to the nomination.

Note: Where the local nominee is a corporation, each director/executive officer of the corporation must provide their signed written consent to the nomination.

- I consent to the nomination as a local nominee for the specified booking entity for the purposes of the TOPTA ☐
- I understand and accept that, as a local nominee -
- If the authorised booking entity I represent commits an offence against the TOPTA, it will be taken that I have also committed the offence ☐
- If the authorised booking entity is a corporation, on conviction of an offence under the TOPTA, I will be liable to the penalty that applies for a corporation convicted of the offence ☐
- I may be proceeded against for, and convicted of, the offence whether or not the authorised booking entity has been proceeded against for, or convicted of, the offence. ☐

6. Local nominee/s statement

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

- I state the information provided in this application is complete, true and correct. ☐
- I understand that providing a false statement will attract a penalty. ☐
- I consent to the department carrying out such enquiries it deems necessary to determine if I meet the suitability requirements and to conduct further enquiries during the period of the authorisation to assess my ongoing suitability. ☐
- I consent to the email address provided in this application to be used for sending information, notices, reminders or updates on departmental products and services. ☐

Name

Signature

Date

 / /

If there is insufficient space for all local nominee's signatures, please attach another copy of this page.

Is a separate form attached? Yes ☐ No ☐