

Applicant information

Allowed use of vehicle

A vehicle meeting the below requirements may be used to replace a licensed taxi to provide a booked hire service or taxi service under a taxi service licence, in the following circumstances:

- the licensed vehicle has a mechanical fault
- the licensed vehicle has been involved in an accident
- another circumstance stated in the substitute vehicle authority (for example, the licensed taxi is undergoing vehicle maintenance or inspection; the licensed taxi is being replaced; or the substitute vehicle will be used to provide a public passenger service under a contract with a government entity). If the substitute vehicle is to be used for 'another circumstance', each circumstance must be stated on the application to enable compliance with the TOPTR.

The substitute vehicle may not be used under a booked hire service licence or when the licensed taxi is unavailable due to being absent from the relevant service area while conducting regular booked hire or taxi services.

Substitute vehicle requirements

The substitute vehicle must be approved and registered by the Department of Transport and Main Roads (TMR) and must:

- a. adhere to all of the requirements of the *Transport Operations (Passenger Transport) Act 1994* (TOPTA), the *Transport Operations (Road Use Management) Act 1995* (TORUM), the conditions of the taxi service licence for the primary vehicle being replaced and the conditions of the authority
- b. be a wheelchair accessible vehicle if the licensed taxi is operated on a wheelchair accessible licence (unless the conditions of the substitute vehicle authority allow the use of a conventional vehicle)
- c. display:
 - the letters 'ST' on the rear and side panels of the substitute vehicle
 - a T-plate issued by TMR (T99, T80 or T81 series of registration plates).

Penalties apply if the substitute vehicle is found to be operating in contravention of any of the above requirements and the substitute vehicle authority may be cancelled.

Assessment of your application

In assessing your application, the circumstances of your application and the number of existing substitute vehicle authority approvals already held by the authorised booking entity detailed in the application will be considered.

Records to be kept when substitute vehicle is used in place of licensed taxi

The holder of the substitute vehicle authority must keep a written record of the following information for two years after the date of substitution. Records must include the following:

- a. the registration number of the substitute vehicle
- b. registration number and any fleet number of the licensed taxi
- c. the reason why the licensed taxi could not be used
- d. the date and time of substitution
- e. the location of the licensed taxi while the substitute vehicle was being used in its place.

Prior to use, the holder of the substitute vehicle authority must provide a copy of the above information to the operator of the service and the operator must, in turn, provide a copy to the driver of the service as well as a copy of the taxi service licence and any conditions imposed on the taxi service licence for the licensed vehicle. The driver must be able to produce the information upon request by an authorised officer of TMR (an electronic version is acceptable).

Records to be kept when a substitute vehicle is used to provide a public passenger service under a government contract

The holder of the substitute vehicle authority must keep a written record of the following information for two years after the substitute vehicle is used to provide the service:

- a. the registration number of the substitute vehicle
- b. the date and time of the use of the substitute vehicle
- c. the name and driver authorisation number of each driver who used the substitute vehicle.

When the vehicle is not being used as per the circumstances stated in the substitute vehicle authority, the registered operator of the vehicle must not stand the vehicle in a public place that implies the vehicle is available for hire and must make the vehicle available for inspection upon request.



This form is to be used by an authorised booking entity to apply for, or surrender a substitute vehicle authority for a motor vehicle that may be used under a taxi service licence. Booking entities may only apply for a substitute vehicle authority for a taxi for which they provide booking services. This form is to be lodged at a Translink Regional Office.

Note: If a substitute vehicle approved under a current substitute vehicle authority requires replacement, the current substitute vehicle authority and substitute plates must be surrendered and a new *Substitute Vehicle Authority-Apply or Surrender* (F5222) must be submitted and approved. New substitute vehicle plates will be issued.

1. Applicant's details

Customer Reference Number (CRN) Booking Entity Authorisation (BEA) Number

Name in which the BEA is held

Street address

 Postcode

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

 Postcode

Business telephone number

Mobile telephone number

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.

Name of organisation contact person

Please note: The vehicle stated in a substitute vehicle authority may only be used to provide a booked hire service or a taxi service under a taxi service licence.

2. Are you applying -

- for a new substitute vehicle authority? - go to 4.
- for a previously issued substitute vehicle authority? - go to 5.
- to surrender a current substitute vehicle authority? - go to 3.
- to surrender a current substitute vehicle authority and apply for a new authority? - continue from 3.

3. Application to surrender substitute vehicle authority

Please complete details below and if you are not reapplying for a new authority, go to 8.

Registration number

Have you surrendered your substitute vehicle number plates?

Yes No Provide reason (e.g. stolen, destroyed)

4. Application for a new substitute vehicle authority

Please complete details below:

Vehicle/s details (**Note:** The vehicle/s must be registered before a substitute vehicle can be approved)

Registration number (or if unregistered VIN)	Make/Model/Type (e.g. Toyota Prius Sedan)	Wheelchair capacity (if applicable)

If there is not enough room above to list all vehicle details, attach relevant details to the back of this application.

Reason for application

Registration number (or if unregistered VIN)	The licensed vehicle has a mechanical fault and/or been involved in an accident	Another circumstance - please provide details (refer to page 1 for examples)
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Location/s where vehicle/s will be garaged when not being used as substitute vehicle/s

Registration number	Address

If there is not enough room above to list all vehicle details, attach relevant details to the back of this application.

5. Application to reapply for a previously issued substitute vehicle authority

If seeking approval of a previously issued (expired) substitute vehicle authority, please complete the below.

Registration number (must be the same as previous approval)	Garaging address	Reason for application	
		The licensed vehicle has a mechanical fault and/or been involved in an accident	Another circumstance - please provide details (refer to page 1 for examples)
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

6. Commencement of substitute vehicle authority

Start date (cannot be a date in the past)

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7. Vehicle requirements

I/we declare that the vehicle has been inspected on the date below and the vehicle to be stated on the substitute vehicle authority has/will have the following:

- installed equipment (if any) specified in schedule 5 of the TOPTR
- the letters 'ST' on the rear and side panels of the substitute taxi
- a T-plate issued by TMR affixed
- an Approved Security Camera installed (if operating in a relevant security camera area - Schedule 4 of the TOPTR)
- a taxi meter (unless the vehicle is substituting an exempted taxi)
- an approved taxi subsidy scheme card reader (unless the vehicle is substituting an exempted taxi).

Date of inspection

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8. Applicant's statement

By signing this form, I/we acknowledge:

- the information provided in this application is complete, true and correct
- providing a false statement will attract a penalty
- that I/we will comply with the conditions of the substitute vehicle authority
- that 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.

Name	Position
<input style="width: 250px; height: 20px;" type="text"/>	<input style="width: 250px; height: 20px;" type="text"/>

Applicant's signature	Date
<input style="width: 330px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text" value="/ /"/>

Privacy statement: TMR is collecting information on this form under the authority of the TOPTA and the TORUM for the purpose of assessing your suitability to hold a Substitute Vehicle Authority. This information is used for the monitoring of taxi services. 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

- BEA status is current
- Appropriate Compulsory Third Party insurance (Class 3, 10A, 11)
- Current Certificate of Inspection
- Current registration
- Vehicle not attached to a booked hire service licence
- Vehicle has a maximum of 12 seats (including the driver)

Application decision

If surrendering a substitute vehicle authority - has the current authority been surrendered?

Yes No

If surrendering the substitute vehicle authority, have the ST plates been surrendered?

Yes No Provide reason (e.g. declared lost, stolen or destroyed)

Has a substitute vehicle authority application been granted?

Yes

No Complete decision details below

Is the substitute vehicle authority application refused or withdrawn?

Refused Details

Withdrawn Details

Approving officer's name

Approving officer's signature

Date

If refused, reason for refusal

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If refused, regulation notice issued