



This form is to be lodged at your nearest TransLink Regional Office or Transport and Motoring Service Centre that provides industry licensing services when applying to make the following changes to a Booking Entity Authorisation (BEA):

- change organisation name (only when company/association number remains the same)
- add/remove associated personnel details
- remove a foreign person
- change to a local nominee (add or remove)
- change fleet details
- change address or contact details.

Please note that a criminal history check fee may apply if you add a new associated person or local nominee.

The following changes require a new Booking Entity Authorisation (BEA) application and can not be made using this form:

- add/remove the primary holder (applicant) attached to the BEA
- change the term of an existing BEA
- change an organisation name if the company/association number has changed
- change personal details of an individual who is a holder or associated person of a BEA (complete a *Change of Customer Details* (form F4214)).

1. Booking entity details

BEA number

Name on BEA

Department of Transport and Main Roads (TMR) Customer Reference Number (CRN) for the name on the BEA

Only complete the questions where changes are required.

2. Change BEA details

(a) Change of company/association name

New company or association name

The company/association registration number must be the same to use this form.

For corporations, a copy of a Current Company Extract listing the directors of the company (available from the [Australian Securities and Investments Commission \(ASIC\)](#)) must be attached.

For Incorporated Associations, 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 attached.

3. Change of business/trading name

New business/trading name

A Business Name Certificate which includes a list of proprietors must be attached to this application (available from the [ASIC](#)).

4. Change organisation/BEA holder contact details (complete new details only)

New street address

Postcode

New postal address

Postcode

New business phone number

New mobile phone number

New contact person's name

New contact person's position (e.g. Director)

New email for contact person

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

5. Change of local nominee or foreign person status

I am no longer a foreign person. You must provide evidence of your Australian address.

Remove a local nominee. If you are still a foreign person, you must appoint a new local nominee. Complete a *Booking Entity Authorisation – Local Nominee Consent* (form F5196)

6. Add or remove associated person

To add or remove an associated person, you must attach one of the following:-

- a Current Company Extract from [ASIC](#)
- or
- a copy of an official extract about the incorporated association from the register of incorporated associations (issued by the [Queensland Office of Fair Trading](#))

that identifies the current directors/executive officers/ members.

When adding a new associated person a fee may apply for a criminal history check to be undertaken. If a person holds a current Driver Authorisation (DA), the criminal history check fee is waived.

Remove person Provide name then go to 9 (if applicable) or question 10.

Family name

Given name/s

Add person Provide name then go to 7.

Family name

Given name/s

Please note: If you wish to remove or add more 'persons', please attach a separate sheet.

7. Details of person being added

(a) Do you have a departmental CRN?

The CRN is the number on your Queensland Driver Licence, Industry Authority, Adult Proof of Age or Photo Identification Card or TMR issued reference number. **Note:** This CRN is your individual CRN and not your organisational CRN.

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 refer to the *Evidence of Identity Requirements for Individuals and Organisations* (form F4362).

(b) Personal details

Residential address

 Postcode

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

 Postcode

Email address

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

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Business telephone number

Mobile telephone number

Date of birth

 / /

Town/City of birth

State of birth

Country of birth

(c) 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.

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

Or provide details of your DA application.

Lodgement date

 / /

Lodgement centre

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

No

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 (Individual)* (form F4214) and submit with this application/renewal.

(e) Have you lived in New Zealand?

No

Yes

(f) 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.

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(g) Have you, or a related body corporate, ever been convicted of a criminal, drug or weapons offence, or have you been charged with any of these offences and the charge has not been finally disposed of? **Note:** A related body corporate is defined in the *Transport Operations (Passenger Transport) Regulation 2018*, Schedule 9.

No

Yes Provide full details.

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(h) Have you, or a related body corporate, had another BEA cancelled or suspended within the previous year? **Note:** A related body corporate is defined in the *Transport Operations (Passenger Transport) Regulation*, Schedule 9.

No

Yes Provide full details.

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(i) 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:** A related body corporate is defined in the *Transport Operations (Passenger Transport) Regulation*, Schedule 9.

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

No

Yes Provide full details.

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(j) Have you, or a related body corporate, been convicted of a disqualifying offence or charged with a disqualifying offence and the charge has not been finally disposed of?

Note: A related body corporate is defined in the *Transport Operations (Passenger Transport) Regulation*, Schedule 9.

Note: A disqualifying offence is defined in TOPTA, Schedule 3 (Dictionary).

No

Yes Provide full details.

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8. Change of related body corporate details

Do you, or any person associated with the BEA, 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*, Schedule 9.

No

Yes Related body corporate details

Name	Registration number (ACN, ABN, etc.)

9. Change of Fleet details

Provide details of how your fleet has changed – for example, increase in fleet size (including specific vehicle types). A change in your vehicle fleet may affect the annual fee payable for the BEA and additional fees may apply. Please advise of the following.

Note: if there is insufficient space, please attach a copy of the *Booking Entity Authorisation – Fleet Details* (form F5206).

Are you: increasing fleet size decreasing fleet size Current fleet size New fleet size

	Service area of operation	A. Number of affiliated licence holders	B. Number of affiliated drivers	C. Number of wheelchair accessible vehicles	D. Number of substitute vehicles (taxi only)	Number of affiliated vehicles not including substitute vehicles (but including wheelchair accessible vehicles)
Booking services - taxis Provide details						
Booking services - limousines Provide details						
Booking services - booked hire vehicles Provide details						
Booking services provided for other service providers (e.g. bureau or subcontract services). Please list the number of affiliated licence holders, drivers and vehicles for the subcontracted area.						
Total number of affiliated vehicles						

10. 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 BEA and to conduct further enquiries during the period of the authorisation to assess my/our ongoing suitability to hold the authorisation
- I/We consent to the email address provided in this application to be used for sending information, notices, reminders or updates on TMR products and services.

Privacy statement: TMR is collecting the information on this form under the authority of the TOPTA for the purposes of assessing your suitability to hold a booking entity authorisation 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 TMR website. Some of the information may also be disclosed to relevant government agencies including the Queensland Police Service and interstate licencing 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.

Signature of applicant/s

All individuals, or if the applicant is an organisation, each director, management committee member, trustee (or directors/executives if the trustee is a company) or partners must sign the application.

If there is insufficient space for all applicants' or associated persons' signatures, please attach a *Booking Entity Authorisation - Associated Person's Statement* (form F5197).

Name of first person

Signature of first person

Date

 / /

Name of second person

Signature of second person

Date

 / /

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Office use only - Customer Services Branch

CSC received at

User ID

1. Relevant support documents sighted/provided?

Yes No N/A

2. Fees paid if applicable.

Yes No

Receipt number

Office use only - TransLink Regional Operations

TransLink Regional Operations office

Approving officer's signature

Approving officer's name

Position title

Date