



This form may be used if you wish to **voluntarily surrender** your booked hire service licence.

How to surrender your booked hire service licence

Please return your completed form:

- by email to bookedhire@translink.com.au
- by post to PO Box 629, TOOWOOMBA QLD 4350.

Note: The date of surrender of your booked hire service licence will be the date received by the Department of Transport and Main Roads (TMR). You will be notified by email of the surrender.

You can use this form to surrender more than one booked hire service licence **provided all the licences are held in the same name.**

1. Booked hire service licence details

What is the booked hire service licence number/s and the vehicle registration number/s?

Note: If insufficient space, please attach additional pages.

Booked hire service licence number	Vehicle registration number

2. Licence holder's details

Name the booked hire service licence is held in:

Individuals - primary or additional holder

Partnerships - any partner of the partnership

Corporations - one of the nominated directors

Incorporated Associations - one nominated executive officer who is involved in the management of the booked hire service

Trustee - any trustee of the trust.

TMR Customer Reference Number of the licence holder

Daytime contact number

Postal address

Postcode

Email address

3. Why are you surrendering your booked hire service licence? (please tick a reason)

Medical condition

Other, please specify

4. What is the vehicle/s new Purpose of Use (POU)? (please tick an option). If multiple vehicles with different POU, please provide additional pages.

Private

Commercial

Other, please specify

Note: The CTP insurance class will be changed according to the type and use of the vehicle. For details visit www.maic.qld.gov.au. A change of class letter from your CTP insurer will be required for a change to a higher CTP insurance class.

5. Is anyone entitled to claim the GST component of the CTP insurance premium for the vehicle as an ITC?

No Yes **Note:** Only GST registered businesses may be able to claim an ITC - if unsure please consult your tax advisor.

6. Your declaration

I declare that the answers I have given to the questions in this notice are complete, true and correct in every detail.

I understand that I may be prosecuted for giving or stating any false or misleading information.

Family name (please print)

Given name/s (please print)

Signature

Date

Privacy statement: TMR is collecting information on this form under the authority of the TOPTA for the purpose of surrendering a booked hire service licence. Some of this information may 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.