



Application for an Omnibus Licence

Please ensure the following items have been completed/attached before submitting your application

- ABN or ACN
- Certificate of Business Registration (*issued by Australian Securities & Investments Commission: ASIC*)
- MDL (Drivers' Licence) number of all applicants provided
- Accountable person has been named
- All people named on the application hold a current F or T Extension **or** have submitted a National Police Certificate, no more than 3 months old
- Shuttle Service applicants have completed Section 7 of the application
- Safari Tour & Charter applicants have completed Section 8
- Tourism Transfer applicants have completed Section 6
- Regular Passenger Transport applicants have completed Section 5
- Wheelchair Accessible applicants have completed Section 9
- Applicants who are applying with a School Bus have submitted a copy of their School Bus Contract
- All applicants (excluding Small Charter Vehicle) have completed and attached the Vehicle Maintenance Program and Fatigue Management Program
- All applicants named on the application have signed and dated the back page Declaration

If the applicant is a COMPANY

- Recent Company Extract (*available from the ASIC*)

If the applicant is a TRUST

- Trust Deed supplied (original or certified copy)



These are the standard conditions that would be imposed on your Tour & Charter licence if your application is successful.

The Licensee shall return the vehicle number plates to the Department of Transport within 14 days of the vehicle ceasing to be licensed under the Transport Co-ordination Act 1966.

The Licensee shall inform the Director General for the Department of Transport and the Passenger Services Business Unit within 14 days of the transfer, sale, disposal or plate change on the vehicle that is the subject of this licence.

The vehicle shall not operate from taxi ranks or be used to ply for hire, street market, tout or cruise on roads or other public places for the purpose of attracting customers or passengers.

The Department of Transport stickers relating to the licensed vehicle shall be prominently displayed on the vehicle at all times and the Licensee shall promptly replace any such stickers that may become damaged or unreadable.

The vehicle must not carry luggage, baggage or other goods to the exclusion or inconvenience of passengers.

Whenever requested by an officer authorised by the Director General for the Department of Transport, the Licensee shall make available for inspection all documents which are required to be kept under the conditions of this licence.

The following records shall be kept by the Licensee and made available to officers authorised by the Director General for the Department of Transport upon demand:

- . the time and date of commencement and completion of each journey;
- . the make and licence plate number of each vehicle used;
- . the identity of the driver of the vehicle for each journey, including times and dates;
- . the picking up and setting down location(s);
- . a lost property register;
- . a record of passengers names and addresses (tours only);
- . such other records as are prescribed in the approved vehicle maintenance and fatigue management programs;
- . the financial records and receipts required to support claims for subsidies under the Act; and
- . a record of the charge for each journey and proof of payment.

The Licensee shall include the number of this licence in all marketing material relating to the operations of the vehicle.

Except for Regular Passenger Transport and Transfer Services, the Licensee shall at the time of offering the licensed vehicle for hire or reward, advise the hirer or charterer of the:

- . type of vehicle that will be used;
- . schedule of tour cost (where applicable);
- . day(s) of operation, commencement time and approximate duration; and
- . cancellation policy and any special provisions.

This licence is not transferable.

The Licensee shall make the vehicle available upon request for inspection by an officer authorised by the Director General of the Department of Transport.

Unless exempted in writing by the Director General for the Department of Transport, the vehicle shall display at all times the Department of Transport supplied number plates with red characters on a white background and prefixed with the letters "TC".

Unless exempted in writing by the Director General for the Department of Transport, the vehicle shall be properly maintained in accordance with a Department of Transport approved Vehicle Maintenance Program (VMP) at all times.

The Licensee shall ensure that the driver (and crew) of the vehicle shall manage fatigue in accordance with a Department of Transport approved Fatigue Management Program (FMP).

The vehicle must not be operated as or for the purpose of a Regular Passenger Transport service.

The vehicle shall not be used for off-road tours or charters in remote areas.

Where the vehicle capacity is less than 12 passengers and is operating wholly or partly within the metropolitan area (as defined in the Taxi Act) or in any country town where taxi services operate:

- passengers shall not be charged individual fares except on a scheduled tour;
- where chartered, each carriage of passengers from one location to another shall be treated as a separate charter trip;
- when chartered, the Licensee shall charge the hirer no less than either:
 - For a vehicle with 5 or less passenger seats:
 - (i) an hourly rate of \$60.00 with a minimum charge of \$60.00 per charter trip; or
 - For a vehicle with more than 5 passenger seats:
 - (ii) an hourly rate of \$85.00 for the first two hours and \$60.00 for each additional hour with a minimum charge of \$85.00 per charter trip;
- the statistical records required to be kept shall include a record of charge for each trip or hiring and proof of payment.

The vehicle is licensed to operate in Western Australia on Tours and Charters.

Any driver of this vehicle, whilst being used for the purposes for which the licence has been issued pursuant to section 29 of the Transport Co-ordination Act 1966, must have a class "F" or "T" extension on their motor driver's licence pursuant to the Road Traffic (Driver's Licence) Regulations.

The vehicle(s) shall not display identification, which shall present it in a manner resembling a taxi (eg roof signs etc). In the case of Peak Period Restricted Taxis, which may also be the subject of this licence, the operators will ensure that the signage presenting the vehicle as a taxi is appropriately covered (with the exception of the plate) while it is being operated for charter



These are the standard conditions that would be imposed on your Small Charter Vehicle licence if your application is successful.

The Licensee shall return the vehicle number plates to the Department of Transport within 14 days of the vehicle ceasing to be licensed under the Transport Co-ordination Act 1966.

The Licensee shall inform the Director General for the Department of Transport and the Passenger Services Business Unit within 14 days of the transfer, sale, disposal or plate change on the vehicle that is the subject of this licence.

The vehicle must not carry luggage, baggage or other goods to the exclusion or inconvenience of passengers.

Whenever requested by an officer authorised by the Director General for the Department of Transport, the Licensee shall make available for inspection all documents which are required to be kept under the conditions of this licence.

The Licensee shall include the number of this licence in all marketing material relating to the operations of the vehicle.

Except for Regular Passenger Transport and Transfer Services, the Licensee shall at the time of offering the licensed vehicle for hire or reward, advise the hirer or charterer of the:

- type of vehicle that will be used;
- schedule of tour cost (where applicable);
- day(s) of operation, commencement time and approximate duration; and
- cancellation policy and any special provisions.

This licence is not transferable.

The vehicle shall not be used for off-road tours or charters in remote areas.

The Licensee shall make the vehicle available upon request for inspection by an officer authorised by the Director General of the Department of Transport. The vehicle must not be operated as or for the purpose of a Regular Passenger Transport service.

This licence shall authorise the operation of the public vehicle(s) in respect of which it is issued solely for the conduct of charter trips.

A "charter trip" is one which has not been publicly advertised, announced, notified or otherwise made known with a view to securing the patronage of the general public.

This condition shall not prohibit the licensee advertising that the licensed vehicle(s) is available for hire generally.

Passengers shall not be charged individual fares. Each carriage of passengers from one location to another is a separate charter trip.

- when chartered, the Licensee shall charge the hirer no less than either:
 - For a vehicle with 5 or less passenger seats:
 - (i) an hourly rate of \$60.00 with a minimum charge of \$60.00 per charter trip; or
 - For a vehicle with more than 5 passenger seats:
 - (ii) an hourly rate of \$85.00 for the first two hours and \$60.00 for each additional hour with a minimum charge of \$85.00 per charter trip;
 - the statistical records required to be kept shall include a record of charge for each trip or hiring and proof of payment.
- For the purpose of this licence, the "defined Perth metropolitan area" shall mean that area prescribed as per the Taxi Act 1994.

The Licensee or driver (or any person) shall not:

- operate from taxi ranks, ply for hire, street market, tout or cruise on roads or other public places for the purpose of hiring; or
- operate in the style of a Regular Passenger Transport service (which is defined as operating to prescribed routes, timetables, set fares and stopping places along the routes for the picking up and setting down of passengers).

No smoking shall be permitted in the vehicle(s).

The Licensee is required to maintain statistical records of all licensed charter operations and supply details of such records to the Minister as may be required from time to time.

The statistical records shall contain the following:

- the time and date for the beginning and end of the trip or hiring;
- make and registration of the vehicle used;
- driver of vehicle for each trip or hiring;
- pick up and set down locations; and
- record of charge for each trip or hiring and proof of payment.

The vehicle(s) the subject of this licence must display at all times, number plates with characters in the colours of British Racing Green on a white background with the wording SMALL CHARTER VEHICLE on it. This excludes PT, Peak Period Taxi and TC plated vehicles, which must display the current SCV identification sticker front windscreen of the vehicle(s).

The vehicle(s) shall not display identification, which shall present it in a manner resembling a taxi (eg roof signs etc). In the case of Peak Period Restricted Taxis, which may also be the subject of this licence, the operators will ensure that signage presenting the vehicle as a taxi is appropriately covered (with the exception of the plate) while it is being operated for charter.

Any driver of this vehicle, whilst being used for the purposes for which the licence has been issued pursuant to section 29 of the Transport Co-ordination Act 1966, must have a class "F" or "T" extension on their motor driver's licence pursuant to the Road Traffic (Driver's Licence) Regulations.

These conditions may vary slightly for licence categories other than Tour & Charter and Small Charter Vehicle.



SECTION 1: Applicant Information

The applicant name must match the name your vehicle/s is registered under.

Applicant Name

ABN or ACN Number

Registered Business Name

If applying in a partnership, company or trust name: (please attach an additional page if there are more than 3 directors)

Name of Partner/Director/Trustee 1

MDL Number

Name of Partner/Director/Trustee 2

MDL Number

Name of Director/Trustee 3

MDL Number

Business Address

Suburb

Postcode

Postal Address (if different from above)

Suburb

Postcode

Vehicle Garaging Address (if different from Business Address)

Suburb

Postcode

Accountable Person (person to whom all correspondence will be sent)

Name

Contact Phone Number 1

Email Address or Fax Number

Contact Phone Number 2

If you supply an email address, your new Omnibus Licence and approval letters will be emailed to you.

SECTION 2: Please provide an outline of the service you intend to provide. Please attach any supporting documentation, brochures or business letterhead along with this application.

SECTION 3: Additional Paperwork to be submitted

Please ensure you have supplied all relevant documents listed on the Omnibus Application Checklist

SECTION 4: Please indicate which category of licence you are applying for If you are unsure what category to apply for please refer to the different policies on our website www.transport.wa.gov.au/taxis on the *Publications* page

- Small Charter Vehicle
- Tour & Charter
- Shuttle Service *(Must complete Section 7 below)*
- Safari Tour & Charter (4WD Vehicles) *(Must complete section 8 below)*
- Tourism Transfer *(Must complete section 6 below)*
- Regular Passenger Transport *(Must complete section 5 below)*
- Novelty Tour & Charter
- Wheelchair Accessible *(Must complete section 9 below)*

SECTION 5: To be completed by Regular Passenger Transport (RPT) applicants

- Will any vehicles in this application operate on your previously approved RPT service? Yes
- No

You must provide a written business case as outlined on the [Regular Passenger Transport Licence Policy](#)

SECTION 6: To be completed by Tourism Transfer applicants (attach copies where applicable)

Please provide details of the tourism business you currently operate

Please provide details of what type of transport services you intend to provide

SECTION 7: To be completed by Shuttle Service applicants

Nominate Origin / Destination / Locations	Nominate the area of service	Nominate the fares

SECTION 8: To be completed by Safari Tour & Charter applicants (all vehicles must have these items on board at all times)

- Four or more wheel drive
 - Spare tyres
 - Puncture Kits
 - Spare fan belt
 - Jack and block or equivalent
 - Snatch strap
 - "D" Shackles
 - Shovel
 - Satellite Phone or Royal Flying Doctor Service Compatible Radio
- Satellite Phone Serial Number
- Satellite Phone Number
- HF Radio Serial Number

SECTION 9: Wheelchair Accessible Tour and Charter applicants only

Please provide a detailed statement outlining the need for a wheelchair accessible tour and charter vehicle

Please attach any letters of support for your proposed service from local stakeholders

Does or will your vehicle have a ramp or hoist installed? *Please circle* RAMP HOIST
How many wheelchairs is the vehicle capable of carrying securely? 1 2

Please read the following information and tick the box below to indicate you have read and understood the information

- 1. All vehicle modifications must be completed by Government approved vehicle modifiers and be inspected at Welshpool Vehicle Examination Centre
- 2. The Department of Transport provides no financial assistance for any equipment installation or modification
- 3. This service will not be able to accept Taxi Users' Subsidy Scheme (TUSS) vouchers or be paid Multi Purpose Taxi (MPT) lifting fees and the vehicle will not be licensed as a 'taxi'

I / we have read the above information

SECTION 10: Vehicle Information

Make	Model	Vehicle Registration Number	Year of Manufacture	Vehicle Identification Number (VIN)	Seating Capacity Excluding driver's seat	Tick if applicable		Tick the required category of Omnibus Licence										
						School Bus Contract*		RPT	TC	Tourism Transfer	Shuttle Service	Novelty	Safari TC	SCV	WATC			

SECTION 11: Nominated Licensing Centre for number plates to be sent to (if applicable) PLEASE TICK

- CITY WEST
- MORLEY
- JOONDALUP
- ROCKINGHAM
- KELMSCOTT
- CANNINGTON
- MANDURAH
- WILLAGEE
- MIDLAND
- OTHER _____

* If the vehicle you are applying for has a current Government School Bus Contract please submit a copy of the contract paperwork showing the contract number and area of service. The vehicle will retain it's original state plates and display an Omnibus Licence windscreen sticker.

SECTION 12: Vehicle Maintenance Program & Fatigue Management Program (Not applicable for Small Charter Vehicle Applicants)

These documents must be submitted as attachments to this application. If you are unsure what to provide there is a template you can print and complete on our website at www.transport.wa.gov.au/taxis on the *Publications* page under Tour & Charter vehicles.

Vehicle Maintenance Program Attachment 1
Fatigue Management Program Attachment 2

SECTION 13: Declaration

Do you have the financial capacity to operate this service? Yes No

I/We hereby declare that we have read and understood the policy of the licence category we are applying for and that I/we are the owner/s of the vehicles described on this application. All information provided is true and correct.

All applicants named on page one must sign this application

Please ensure to match the order of signatures with the order the names appear on page one

Individual applicant / First partner, Director or Trustee	<input type="text"/>	Date: _____ / _____ / _____
Second Partner, Director or Trustee	<input type="text"/>	Date: _____ / _____ / _____
Third Director or Trustee	<input type="text"/>	Date: _____ / _____ / _____

Submission

Please note: Original copies must be supplied - photocopied, scanned and faxed copies will not be accepted.

Please **post** your completed application to;

Client Services Officer
Passenger Services
Department of Transport
GPO Box C102
PERTH WA 6839

or **hand deliver** the application to;

Passenger Services
20 Brown Street
East Perth

Between the hours of 8:00am to 5:00pm Monday to Friday

Enquiries: Phone: (08)1300 660 147
Email: chartertour@transport.wa.gov.au
Fax: (08)9218 3661

Any person driving an SCV or TC plated vehicle must hold an F extension on their drivers' licence. Application can be made at any Driver and Vehicle Services or Department of Transport centre.

Drivers must also have the correct weight class on their licence for the vehicle being driven. Enquiries can be made on 13 11 56 or at a Driver and Vehicle Services or Department of Transport centre.

Your application will be processed in the order it is received. Please allow 2 - 3 weeks for processing. You will be contacted by a Client Services Officer if any additional information is required. Once approved, your new licence will be emailed (if supplied) or posted to you. For those applicants requesting new SCV or TC plates, the licence fee and plate fee you receive must be paid before the plates will be made available at your nominated licensing centre.

All vehicles being put onto SCV or TC plates will need to undergo an examination at a Departmental Examination Centre or Authorised Inspection Centre before the plates can be collected.

Omnibus licence fees can be see on the Taxi & Charter Publications page of the DoT website.