

# Application for an Operator Accreditation Bus

- To hold an Operators Accreditation all nominated Manager(s) / Director(s), Partners in a partnership or Individual operators **must** complete the approved Bus Operator Training Course

## Part A - Accreditation Details *(to be completed by all applicants)*

### 1. Type of Accreditation you are applying for?

Regular Passenger Service  Long Distance, Tourist and Charter Services

**Note:** Applicants may apply for both *(tick both boxes)*. If accreditation is granted, one accreditation with one accreditation number will be granted. **Operators will only pay one fee.**

### 2. Name in which accreditation is to be held

  

### 3. Number of buses you are applying to be accredited for

### 4. Proposed bus depot address *(PO box not accepted)*

  
  
 Postcode

### 5. Is there any other matter you should tell Roads and Maritime Services about which you think may have an effect on your application?

Yes  *if yes give details*  
No

Details

  
  
  

## Part B - Business Details *(to be completed by all applicants)*

### 6. Type of business applying for accreditation?

**Note:** select type of business and complete required information

Individual  *complete questions 17 - 34*  
Corporation  *complete questions 7 - 13 and 17 - 34*  
Partnership  *complete questions 14 - 34*

### 7. Corporation name *(questions 7 - 13 are corporation use only)*

  

### 8. Australian Company Number (ACN) 9. State incorporated

 

### 10. Registered address

  
  
 Postcode

### 11. Mailing address *(if different from above)*

  

### 12. Contact numbers

a) Office hours number  b) After hours number   
c) Fax number

### 13. Number of Manager(s) / Director(s) you will be nominating

**Note:** Ensure **each** nominated Manager(s) or Director(s) have completed a Personal details (Part C) page, read and signed the Applicant declaration (Part G) page and completed and signed a National Criminal History Check page.

### 14. Partnership name *(questions 14 - 16 are partnership use only)*

  

### 15. Mailing address

  

### 16. Contact numbers

a) Office hours number  b) After hours number   
c) Fax number

**Note:** Ensure **each** partner has completed Personal details (Part C), read and signed the Applicant declaration (Part G) and completed and signed a National Criminal History Check.

*continued page 2*

Enrolment Processing Unit  
Level 4, 16 - 18 Wentworth Street Parramatta NSW 2124  
Locked Bag 5085, Parramatta NSW 2124

[www.transport.nsw.gov.au](http://www.transport.nsw.gov.au) | 1800 227 774 | T 02 9689 8888 | F 02 9689 8813 | E [licensing@transport.nsw.gov.au](mailto:licensing@transport.nsw.gov.au)

# Application for an Operator Accreditation - Bus continued

**Part C - Personal Details** (to be completed by an individual applicant, **each** nominated Manager(s) / Director(s) of a company or **both** partners in a partnership )

*copy this page as required*

17. Surname (family name)

18. Given names

19. Title      Mr       Mrs       Ms   
                 Miss       Other

20. Sex      Male   
              Female

21. Date of birth

22. Place and country of birth

  

23. Residential address (PO box not accepted)

  
  

24. Mailing address (if different from above)

  
  

25. Email address

26. Contact phone numbers

a) Office hours number

b) After hours number

c) Mobile number

27. Driver licence details

a) Driver licence number

b) State issued

c) Expiry date

d) Class

28. Are you now or have you ever been known by another name?

Yes  *if yes give details*  
No

Details

  
  
  

29. Do you hold or have you ever held a Public Passenger Operator Accreditation?

Yes  *if yes give details*  
No

Details

# Application for an Operator Accreditation - Bus continued

30. Have you been declared bankrupt in the last 5 years, or been convicted of any civil offence under the *Corporations Act 2001*?

Yes  if yes give details  
No

Details


31. Have you been the subject of a proceeding under section 588G or 592 (incurring of certain debts; fraudulent activity) of the *Corporations Act 2001*?

Yes  if yes give details  
No

Details


32. Are there any charges pending against you, for any criminal offences or have you been found guilty or convicted by a court in NSW or elsewhere of any criminal offence in the last five(5) years?

Yes  if yes give details  
No

Details


33. Have you ever been disqualified from managing corporations under Part 2D.6 of the *Corporations Act 2001*?

Yes  if yes give details  
No

Details


34. Have you ever been the director of a company that has been or is in the course of being wound up under Part 5.4 of the *Corporations Act 2001*?

Yes  if yes give details  
No

Details


# Application for an Operator Accreditation - Bus continued

## Part D - Proof of Identity

**Proof of Identity** - To obtain a New South Wales Operator Accreditation you must prove your identity. Roads and Maritime Services uses the 100 point identity check system.

All documents must be endorsed as true copies of the originals by a person able to certify such documentations or the originals must be sighted by Roads and Maritime staff.

(Refer to the 'Proving your Identity to Roads and Maritime Services' information sheet on the website for details; [www.transport.nsw.gov.au](http://www.transport.nsw.gov.au) )

## Part E - Privacy Statement

Roads and Maritime Services collects and holds your personal information for the purposes of attesting that you are of good repute and in all other respects a fit and proper person to hold an accreditation and have sufficient responsibility and aptitude, to operate a public passenger service in accordance with law and custom.

Roads and Maritime Services also collects and holds your personal information to determine whether or not you meet (and continue to do so) the requirements for accreditation as a public passenger service operator under the *Passenger Transport Act 1990* and Passenger Transport Regulation 2007. You are required to provide this information to demonstrate that you continue to satisfy the purposes of accreditation otherwise Roads and Maritime Services may suspend or cancel your accreditation.

Failure to provide all the requested information may result in your application being refused and may also be a contravention of the Regulation. Roads and Maritime Services may retain and use this information for accreditation, road transport or road safety purposes.

If required Roads and Maritime Services may provide your personal information to the Australian Taxation Office, the Department of Immigration and Border Protection, the Office of Transport Safety Investigation and/or Transport for NSW. Roads and Maritime Services may obtain information from Australian law enforcement agencies and from Roads and Maritime Services' other driver licensing and/or vehicle registers required to be kept under the Road Transport Law to verify or check your criminal history and/or driving record. You have a right to request access to the information collected by contacting the appropriate Roads and Maritime Services office, the contact details are at the end of this form.

## Part F - Applicant Declaration and authority for collection and disclosure of information (a separate declaration must to be completed by an individual applicant, each nominated Manager(s) / Director(s) of company, or both partners of a partnership)

**copy this page as required**

I hereby declare that all applicable questions on this application form have been read and understood by me.

The answers given to the questions in this application and the documentation provided are, to the best of my knowledge, true, correct and accurate in every detail. I have listed all details of charges pending, convictions or proven offences against me or the delegated manager/director for any criminal/civil or traffic offences.

I am aware that any person, corporation or partnership who attempts to obtain an operator accreditation by false statement, misrepresentation or omission of details likely to affect such application shall be guilty of an offence and shall be liable to a penalty of up to \$2,200 and any accreditation issued may be cancelled.

I will comply with the *Passenger Transport Act 1990*, associated regulations and accreditation conditions relevant to this operator accreditation. Further, I understand that failure to comply with the before mentioned requirements may result in my operator accreditation being varied, suspended or cancelled.

I consent to the disclosure, by or to Roads and Maritime Services of any information needed to verify any details given in this application or during the currency of this accreditation, including: A check and release of any criminal convictions, proven offences or charges pending or recorded against my name and kept by any Australian State or Territory law enforcement agency, including a country of previous residence.

A check and release of personal details related to the issue of my driver licence and driving history from any Australian State or Territory licensing authority including a country of previous residence. For the purpose of the protection of public revenue or locating the person to whom the information relates.

Further, I give authority for Roads and Maritime Services to obtain details of any matter/s, whether a conviction or not, which may be deemed to be relevant to this original application, or during the currency of the accreditation, relevant to the suspension, cancellation or for the review, replacement or for the renewal of this operator accreditation.

The purpose of such checks is in connection with the standards required of a person to operate a public passenger service in accordance with the conditions and regulations under the *Passenger Transport Act 1990*.

Signature

Name (print)

Date

day	/	month	/	year
-----	---	-------	---	------

# Application for an Operator Accreditation - Bus continued

## Part G - Applicant checklist

- Completed Application form (with applicable questions answered);
- Signed declaration by applicant/ company director(s);
- Two appropriate references of good repute (who have known the applicant/s for at least 2 years);
- Qualified Accountant's statement (on official letterhead);
- Details of any civil or criminal offences within the last five years, if applicable or each nominated manager or director of a company applicant; *(can be included in the application form)*
- Details of any declaration of bankruptcy, insolvency, winding up order or any civil offence under the relevant companies legislation within the last five years if the applicant is a company, details must be provided for each nominated manager or director of the applicant company; *(can be included in the application form)*
- Local Government Approval for the nominated bus depot address;
- Training Certificate stating you have successfully completed an approved Bus Operator Training Course;
- Accreditation fee of \$355 payable to Roads and Maritime *(if you wish to pay by credit card please complete your credit card details on the page attached to the rear of this form);*
- 100 points identity check on individuals or company directors. Documents must be copies certified by a Justice of the Peace or originals may be sighted by Roads and Maritime or TfNSW staff;
- Completed and signed National Criminal History Check application and consent form.

## Part H - Lodgement Details *(This completed form and all required documents should be returned to your closest office; if regional use Newcastle details)*

### Sydney region

- Enquiries:** 02 9689 8888  
1800 227 774 (toll free)
- By mail:** Enrolment Processing Unit  
Locked Bag 5085  
Parramatta NSW 2124
- By hand:** Level 4,  
16 - 18 Wentworth Street  
Parramatta NSW 2124

### Newcastle region:

- Enquiries:** 02 4929 7006  
1800 049 983 (toll free)
- By mail:** Transport for NSW  
PO Box 871  
Newcastle NSW 2300
- By hand:** Ground Floor  
239 King Street  
Newcastle NSW 2300

### Wollongong region:

- Enquiries:** 02 8265 6600  
1800 049 961 (toll free)
- By mail:** Transport for NSW  
PO Box 5215  
Wollongong NSW 2520
- By hand:** Level 5  
280 Keira Street  
Wollongong NSW 2500

## Roads and Maritime Office Use

Customer number

Accreditation number

Receipt number

Date

Fee paid

Receiving officer

File handed by

### Supporting documents:

- Proof of identity
- Proof of citizenship and/or visa
- Training Certificate

Date of last Crimtrac check

Previous history

  


Finance notes

  


Offence history

  


Nominee notes

  


Company notes

  


Partnership notes

  


Operation notes

  


### Eligibility check:

- Good Repute reference  OK  Not OK
- Financial viability  OK  Not OK
- Application complete  OK  Not OK

# National Criminal History Record Check

## Application Form - Staff-In-Confidence when completed

**This form must be completed and provided with your application**

### 1. Personal Information

Name by which I am or ever have been known (including changes by Deed Poll and maiden names)

#### (i) Surname (family name)

Given names

#### (ii) Surname (family name)

Given names

Sex (please tick one)

Male   
Female

Date of birth

Place and country of birth

If born in Australia - State and Town/City of birth

Phone number

Driver licence number

State/Territory of issue

Passport number (if applicable)

Passport Country of issue

### 2. Permanent Residential Address over last five years

If full details of previous addresses are unavailable details of town(s) and state(s) will suffice. If actual dates are unavailable, details of year of residence will suffice. (Attach list if insufficient room).

#### (i) Current address

  


Period of residence

 to 

#### (ii)

  

 to 

#### (iii)

  

 to 

Permanent Residential Address over last five years *continued*

#### (iv)

  

 to 

### 3. Obtain Personal Information Consent (no exclusion)

I, Current Surname (family name)

Current Given name(s)

hereby:

- acknowledge that I have read the Spent Convictions Schemes section of the Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
- understand that the position/entitlement for which I am being considered is in a category for which NO exclusion has been granted from the application of the Spent Convictions legislation;
- have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
- consent to Roads and Maritime Services disclosing personal information about me from this Form to the CrimTrac Agency and the Australian police services;
- consent to:
  - the CrimTrac Agency disclosing personal information about me to the Australian police services;
  - the Australian police services disclosing, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned; and
  - the CrimTrac Agency providing the information disclosed by the Australian police services to Roads and Maritime in accordance with the laws of the Commonwealth;
- acknowledge that any information provided by me on this Form, or by the Australian police services, may be taken into account by Roads and Maritime Services in assessing my suitability for public passenger vehicle operator accreditation and/or driver authorisation for which I am applying.

Signature

Name (print)

Date

**Note:** The information you provide on this form, and which the CrimTrac Agency provides to Roads and Maritime Services on receipt of the form, will be used only for the purpose stated above unless statutory obligations require otherwise.

### General Information

This Form is used by Roads and Maritime as part of the assessment process to determine whether a person is suitable for public passenger vehicle operator accreditation and/or driver authorisation.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability.

### Criminal History Record Checks

Criminal history record checks are an integral part of the assessment of your suitability.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police services<sup>1</sup> for checking action. By signing the form you are providing consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to Roads and Maritime; and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to Roads and Maritime.

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

### New South Wales

In New South Wales the *Criminal Records Act 1991* (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court.

A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a ten year crime-free period from the date of the conviction. However, certain convictions may not become spent convictions, and therefore need to be disclosed in the attached form.

These include:

- where a prison sentence of more than six (6) months has been imposed (periodic or home detention is not considered a prison sentence);
- convictions against companies and other corporate bodies;
- sexual offences pursuant to the *Criminal Records Act 1991*; and
- convictions prescribed by the regulations. For more information on spent convictions in NSW contact NSW Privacy on phone 1800 472 679.

### Other Australian Police Services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt over a certain age. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will not be released unless the records check is for the applicant's personal information only and provided that this is in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

### Provision of False or Misleading Information

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the form.

**It is an offence under s54 of the *Passenger Transport Act 1990* to make a false or misleading statement to obtain or attempt to obtain any authority or accreditation. The maximum penalty for this offence is \$2200 and may result in your application being refused.**

<sup>1</sup> Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.

## Credit Card Authority



- A non-refundable application fee (\$355) for consideration and processing of the application.
- All cheques and money orders should be made payable to Roads and Maritime.
- You can pay the application fee via your credit card by filling in your credit card below.

MASTERCARD

VISA

Card number

Valid until

 / 

CCV number

What is a CCV number? - Several numbers are printed in the signature area on the back of your card. The *last three digits* make up the CCV Number.

**Note: A surcharge of 0.4% applies to payments made by Visa/ Master Card.** Amex and Diners Cards are **not** accepted.

Card holder's name

Amount

Card holder's address

Signature of card holder