

Application for an Authority to Drive Taxi-Cab or Private Hire Vehicle

To be eligible for a driver authority you must:

- Be at least 20 years of age.
- Hold a current unrestricted/unconditional driver licence issued in New South Wales, and have held an unrestricted driver licence issued in any Australian state or territory for at least 12 months of the previous two (2) years.
- Be an Australian or New Zealand Citizen, permanent resident or hold a visa allowing you to work in Australia.
- Be medically fit. (see details of medical assessment requirements in the information package)

Part A - Personal Details

Please note: if your details change you must notify the Public Passenger Services section of Roads and Maritime Services (RMS) within 7 days.

1. Surname (family name)

2. Given names

3. Sex Male Female

4. Date of birth

5. Place and country of birth

6. Residential address (PO box not accepted)

7. Mailing address (if different from above)

8. Email address

9. Daytime contact number

10. Fax number

11. Mobile number

12. Driver licence number

13. State issued and class

14. Expiry date

15. How long have you held your NSW Driver licence for?

 years

16. Have you ever held a driver licence issued by another state or territory?

Note: If you have held a driver licence from another state or territory in the last 5 years you **will** be required to provide a copy of your driving history

Yes if yes give details State/territory of issue
No

Date issued

Date cancelled / expired

17. Are you now or have you ever been known by another name or date of birth?

Yes if yes give details
No

Details

18a. Type of Authority you are applying for?

Note: A non-refundable application fee (\$100 for taxi-cab and \$45 for private hire vehicle) applies for consideration of the application.

Taxi-Cab Private Hire Vehicle

b. Are you applying through Mutual Recognition?

Yes
No

19. Area you are applying for? (taxi-cab only)

Sydney Newcastle
Wollongong Country NSW

Please provide 2 recent, identical,
clear colour photos
65mm x 65mm,
of your head and neck
on a pale background
without hat or sunglasses

Polaroid, black backed and
passport photographs
are not acceptable

AFFIX PHOTO HERE

Enrolment Processing Unit

Level 4, 16 - 18 Wentworth Street Parramatta NSW 2150

Locked Bag 5085, Parramatta NSW 2124

www.transport.nsw.gov.au | 1800 227 774 | T 02 9689 8888 | F 02 9689 8813 | E licensing@transport.nsw.gov.au

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Part B - Your History

20. Do you hold or have you ever held a NSW Public Passenger Driver Authority? (Bus, taxi, hire car)

You **must** provide details of any NSW authority to drive a public passenger vehicle you have ever held, including any authority you have held in another name. If you have ever driven a public passenger vehicle in NSW after 1990, you would have been required to hold an authority to drive such a vehicle.

Yes if yes give details
No

In which name(s) was authority held

Year issued

Type of authority

Authority number

Is the authority current?

Yes
No

21. Have you ever had a NSW driver authority cancelled, suspended or varied? OR have you ever had an application for an authority to drive a public passenger vehicle refused?

You **must** provide details of all NSW driver authorities you have ever held which have been cancelled, suspended or varied. You must also provide details on any previous applications for a NSW public passenger vehicle driver authority which were refused or not successful.

Yes if yes give details
No

i In which name(s) was authority applied for

Year

Type of authority

Reason for refusal, cancellation, suspension or variation

ii In which name(s) was authority applied for

Year

Type of authority

Reason for refusal, cancellation, suspension or variation

22. Have you ever had your driver licence suspended, cancelled, disqualified or refused for any reason in NSW or elsewhere?

You must provide details if you have ever had your driver licence suspended, cancelled or disqualified for any reason. If your driver licence has been suspended, cancelled or disqualified for any reason regardless of whether you think the reason was appropriate you are required to provide details.

Yes if yes give details
No

i In which name(s) was driver licence held

Year

State of issue

Reason for refusal, cancellation, suspension or disqualified

ii In which name(s) was driver licence held

Year

State of issue

Reason for refusal, cancellation, suspension or disqualified

iii In which name(s) was driver licence held

Year

State of issue

Reason for refusal, cancellation, suspension or disqualified

Note: If you are granted a NSW public passenger driver authority and you hold a driver licence in another state or territory (*ie not NSW*) you must provide RMS with an annual police check and driver licence traffic history.

Important Notice:

Applicants applying for a Sydney, Newcastle or Wollongong taxi-cab driver authorisation note that any approvals granted in relation to this application will lapse six (6) months from the date of the approval. Driving training must be completed within this time. If training has not been completed within six (6) months a fresh application will need to be submitted and a new application fee will be charged. You are required to have completed an approved taxi training course at a registered training school.

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23. In the last five (5) years, have you been issued with a Traffic Infringement Notice (fine) or have you been before a court for any traffic offence(s) OR is there any court action pending against you in relation to a traffic offence?

This includes all charges against you which are yet to go to court, are currently before the courts or have been finalised in which you have been found guilty whether a conviction was recorded or not. You must also provide details of any convictions recorded against you, including convictions recorded against you in another name. You must include all traffic offences (convictions) within the last 5 years no matter how minor you believe them to be.

Yes if yes give details
 No

i Date

day	/	month	/	year
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Details of offence

Court

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Outcome

ii Date

day	/	month	/	year
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Details of offence

Court

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Outcome

iii Date

day	/	month	/	year
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Details of offence

Court

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Outcome

iv Date

day	/	month	/	year
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Details of offence

Court

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Outcome

v Date

day	/	month	/	year
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Details of offence

Court

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Outcome

Please attach a separate sheet if you require more space

24. In the last ten (10) years have you ever been before a court in NSW or elsewhere for any reason where you have been found guilty or convicted for an offence OR are there any charges or court action pending against you for any other offence/s.

This includes all charges against you which are yet to go before the courts, are currently before the courts or have been finalised in which you have been found guilty and no conviction was recorded. You must also provide details of any convictions recorded against you including convictions recorded against you in another name. You must include all convictions within the last ten (10) years no matter how minor you believe the conviction or charge to be.

Yes if yes give details
 No

i Date

day	/	month	/	year
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Details of offence

Court

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Outcome

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ii Date

day	/	month	/	year
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Details of offence

Court

--

Outcome

iii Date

day	/	month	/	year
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Details of offence

Court

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Outcome

iv Date

day	/	month	/	year
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Details of offence

Court

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Outcome

Please attach a separate sheet if you require more space

25. Do you have any criminal convictions in NSW or elsewhere which occurred more than ten (10) years ago (more than three (3) years ago if committed as a juvenile) where you were imprisoned for more than 6 months or the conviction/s related to a sexual offence?

This question requires you to provide details of any convictions which occurred more than ten (10) years ago in which you were imprisoned for more than 6 months or where the conviction related to a sexual offence. You must provide details of any sexual offence you have been convicted of even if the sentence was less than 6 months or where no sentence was served.

Yes if yes give details

No

i Date

day	/	month	/	year
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Details of offence

Court

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Outcome

ii Date

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

Details of offence

Court

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Outcome

iii Date

day	/	month	/	year
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Details of offence

Court

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Outcome

Please attach a separate sheet if you require more space

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Part C - Citizenship and Visa Status

26. Are you an Australian Citizen or Permanent Resident?

Yes refer below

No

If yes, attach a certified copy of your Birth Certificate or Passport or Australian Citizenship Certificate.

27. Are you an New Zealand Citizen?

Yes refer below

No

If yes, attach a certified copy of your New Zealand Passport or New Zealand Citizenship Certificate.

28. If you are not an Australian or New Zealand Citizen, do you hold the appropriate visa to lawfully seek employment in Australia?

Yes refer below

No

If yes, attach a certified copy of your Passport and valid visa.

Note: All copies must be certified by a Justice of the Peace (JP) stating that they are true copies of the original. See 'Proof of Identity' below for further details.

Part D - Proof of Identity

To obtain a New South Wales public passenger vehicle driver authority 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 documents or the originals must be sighted by Roads and Maritime Services or Transport for NSW staff. (Refer to the 'Proving your identity' information sheet on the Transport for NSW website)

www.transport.nsw.gov.au/content/100-point-check-proving-your-identity.

Please note when providing your identification documents you must provide at least one (1) primary document (with a value of 70 points) and at least one secondary document (with a value of 30 points). The secondary identification document must be a certified copy of your driver licence.

Part E - Privacy Statement

We are collecting your personal and health information in connection with your application for a driver authority under the Passenger Transport Act 1990 and may retain and use it for the purposes of that Act and for driver licensing, motor vehicle, road transport or road safety purposes. Providing this information is voluntary but we may refuse your application unless you do so.

We may disclose your personal information and health information in order to verify it and to assess your application. We may disclose your personal information in respect of motor accidents enquiries and to other driver licensing and vehicle registration agencies. We may also disclose your personal information where relevant to accredited private hire vehicle operators, accredited taxi-cab operators, authorised taxi-cab network providers and also to Transport for NSW in connection with the administration of the Passenger Transport Act 1990. Otherwise we will not disclose your personal or health information without your consent unless authorised by law.

This Privacy Statement also applies in respect of your personal and health information we may subsequently collect in relation to your driver authority. Your personal and health information will be held by Roads and Maritime Services at 101 Miller St, North Sydney NSW 2060 and generally you can contact us to access or correct it.

Part F - Applicant Declaration and authority for collection and disclosure of information

I declare that:

I have read and understood all the information and questions on this form and the medical assessment from (if submitted) and my answers and the information provided by me are, to the best of my knowledge, true, correct and accurate in every detail.

I have listed all details of charges pending against me, convictions recorded against me or proven offences against me for any offence(s).

I am in possession of a valid Australian/New Zealand passport, birth certificate or visa.

I am aware that any person who attempts to obtain a driver authority 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 authority issued may be cancelled.

I will comply with the *Passenger Transport Act 1990*, associated regulations and conditions relevant to a driver authority and understand that failure to do so may result in my authority being suspended, cancelled or varied.

I consent for Roads and Maritime Services to obtain any information it requires to determine whether to grant, renew or cancel my driver authority and to assess whether I am a fit and proper person and of good repute. This may include (but is not limited to) complaints, charges, convictions, traffic infringements and driver licence suspensions and cancellations. I consent to third parties (including but not limited to police, judiciary and licensing authorities) releasing that information to Roads and Maritime Services. This consent continues and may not be revoked by me so long as I hold (or apply for) a driver authority or while any legal action is proposed against me in respect of a driver authority including a suspended, cancelled or expired authority.

Signature

Name (print)

Date

day	/	month	/	year
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Part G - Applicant checklist

- Application form (with all questions answered);
- Medical Assessment Form (completed by you and your medical practitioner);
- Two (2) photographs that meet Roads and Maritime Services specifications (one photograph must be signed by a Justice of the Peace (JP) or the applicant sighted by RMS or TfNSW staff).
- Provided proof of Identity - see part D;
- A certified copy of your NSW driver licence;
- Applicant Declaration signed
- Completed training work books of the currently approved taxi driver training course signed by your registered training organisation. *(if required)*
Sydney applicants must present training books and receipt for your training course at time of sitting the Sydney Knowledge Assessment at RMS Parramatta. You must provide a Statement of Attainment of the seven (7) units of competency achieved from successful completion of the approved taxi driving training course;
- Overseas Police Clearance Certificate if resident in Australia for less than five (5) years;
- A non-refundable application fee (\$100 for taxi-cab and \$45 for private hire vehicle) for consideration and processing of the application. All cheques and money orders should be made payable to Roads and Maritime Services. You can pay the application fee via your credit card (Visa and Mastercard only) by filling in your credit card details on the page attached to the rear of this form.

Part H - Lodgement Details

Please note - All transactions in relation to taxi-cabs and private hire vehicles (hire cars) are conducted through Roads and Maritime Services (RMS) Parramatta office **ONLY**.

Enquiries: 02 9689 8888
1800 227 774 (toll free)

By mail: Public Passenger Services
Locked Bag 5085
Parramatta NSW 2124

By hand: Level 4,
16 - 18 Wentworth Street
Parramatta NSW 2150

RMS Office Use

Customer number

Authority number

Authority type:

Taxi

Private Hire Vehicle

Driving History Check:

OK

Not OK

Criminal History Results:

Date requested

day	/	month	/	year
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First results:

NSW

VIC

QLD

TAS

SA

WA

FED

NT

Revised results:

NSW

VIC

QLD

TAS

SA

WA

FED

NT

Action:

Acceptable

Warning letter

Refusal

Show cause

Results of Show cause

Acceptable

Warning letter

Refusal

Proof of Identity - Primary documents

Points

Proof of Identity - Secondary documents

Points

Eligibility check:

Min. 20 years of age

OK

Not OK

Current NSW driver licence

OK

Not OK

Birth certificate, Passport or Visa

OK

Not OK

Immigration check

OK

Not OK

Training completed

OK

Not OK

Health assessment

OK

Not OK

Specialist report required?

Yes

No

Specialist Report

OK

Not OK

Mutual Recognition:

Application received

Yes

No

Documentation provided

Yes

No

Date history requested:

____ / ____ / ____

History

OK

Not OK

Action Officer

Receipt number

Date

day	/	month	/	year
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Fee paid

Date Authority issued

day	/	month	/	year
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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:

1. 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;
2. 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;
3. 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;
4. consent to Roads and Maritime Services disclosing personal information about me from this Form to the CrimTrac Agency and the Australian police services;
5. consent to:
 - (i) the CrimTrac Agency disclosing personal information about me to the Australian police services;
 - (ii) 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
 - (iii) the CrimTrac Agency providing the information disclosed by the Australian police services to Roads and Maritime Services in accordance with the laws of the Commonwealth;
6. 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 Services (RMS) 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 services¹ for checking action. By signing the form you are providing consent to these agencies:

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

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.

¹ 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 (\$100 Taxi-cab, \$45 Private Hire Vehicle) for consideration and processing of the application.
- All cheques and money orders should be made payable to Roads and Maritime Services.
- 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