



Passenger Transport Services Act 2011

## Application for Passenger Transport Service or Hire and Drive Passenger Service Accreditation (including voluntary accreditation)

Please fill in the relevant sections of this form. Your completed form may be lodged at any Service Tasmania shop.

An application [fee](#) applies. This must be paid at a Service Tasmania shop when lodging the application.

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### **SECTION 1 - Applicant Name and Address Details**

This application is for (please tick one of the following boxes):-

- an individual
- a partnership
- an incorporated or unincorporated body - eg registered company (a certificate of incorporation including a certified copy of the list of current directors must be attached)
- a body politic

**Name** (ie partnership name, registered business or company name, or individual name)

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**Business/Residential Address**

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**Postal Address**

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**Telephone Number      Fax Number      Email Address**

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**ABN                      ARBN (if applicable)      ACN (if applicable)**

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**NOTE** - Australian Business Number (ABN) – Failure to supply the Department with an ABN may result in the Department withholding any associated payments, as deemed necessary by

the Australian Taxation office. In addition, an Australian Company Number (ACN) must be provided where appropriate.

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## **SECTION 2 - Responsible Person Details**

The person nominated as Responsible Person may be:-

- a. in the case of an incorporated or unincorporated body or a body politic as applicant – one of the officers or employees
- b. in the case of a partnership as applicant - one of the partners.
- c. In the case of an individual applicant, that individual.

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*Name*

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*Home/Business Address*

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*Postal Address*

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*Telephone Number*

*Fax Number*

*Email Address*

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I, \_\_\_\_\_ advise that I am the Responsible Person / accept the nomination as Responsible Person of behalf of

(Signature)

\_\_\_\_\_  
(Applicant name)

Date: \_\_\_\_\_

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## **SECTION 3 - Proof of Identity**

This section **must** be completed by the above nominated responsible person.

Proof of identity & address must be checked and verified at Service Tasmania.

If applicable, Interstate licences and proof of address documents should be copied, and attached to this application form

Please indicate with a tick the form of identification you are presenting.

Form of ID	ID Number of document	Service Tasmania Use Only (Initial upon sighting identification)
<input type="checkbox"/> Driver Licence	_____	_____
<input type="checkbox"/> Passport	_____	_____
<input type="checkbox"/> Birth Certificate or Extract	_____	_____
<input type="checkbox"/> Proof of Address	_____	_____

Do you have current accreditation in any other Australian State or Territory (please tick)?

No    Yes

    State: \_\_\_\_\_

Accreditation No: \_\_\_\_\_

#### **NATIONAL POLICE CERTIFICATE:**

Before this application can be assessed it will be necessary for the Responsible Person to obtain a current National Police Certificate. An application to obtain the Certificate is available at any Service Tasmania outlet or police station or can be downloaded from <http://www.police.tas.gov.au/services-online/police-history-record-checks/>.

A fee applies for this Certificate. When you receive your National Police Certificate, please forward the original, or a certified copy, to DIER (or attach it to this application), and retain a copy of your Certificate for your records. DIER will return the original Certificate to you.

**All applicants must obtain a National Police Certificate. An application WILL NOT be processed if a current National Police Certificate is not included with the application. A National Police Certificate is current if it is dated within 90 days of being obtained.**

**Good Character Checks or personal references previously obtained by or for other institutions, persons, agencies (Government or otherwise), or National Police Checks or Certificates obtained from an Internet-based facility or web site will not be accepted.**

#### ***SECTION 4 – Category of accreditation required***

Please indicate with a tick which category you are applying for:

Passenger Transport Service Category A or SPV

Passenger Transport Service Category B

Passenger Transport Service Category C

Hire and Drive Passenger Service

Voluntary accreditation

Clarification of the types of accreditation are found on the DIER website [assessment tool](#) which can also be found at the internet address under:

[http://www.transport.tas.gov.au/passenger\\_transport\\_legislation\\_tool/self\\_assessment\\_tool](http://www.transport.tas.gov.au/passenger_transport_legislation_tool/self_assessment_tool)

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## **SECTION 5 – Signature(s) of applicant(s)**

*Please sign and date this application.*

Signature(s): ..... Date: .....

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## **SECTION 6 – Application Checklist**

Please use the checklist below to ensure that you have completed every section of the application and included any attachments we require. If any section is incomplete or documents we require are not attached, your application form may be returned to you.

- |   |                          |
|---|--------------------------|
| Completed the application form            | <input type="checkbox"/> |
| Attached an ABN or ACN form if applicable | <input type="checkbox"/> |
| Completed the Responsible Person section  | <input type="checkbox"/> |
| Attached a National Police Check          | <input type="checkbox"/> |
| Attached copies of proof of identity      | <input type="checkbox"/> |
| Attached copies of proof of Address       | <input type="checkbox"/> |
| Paid application fees                     | <input type="checkbox"/> |
| Signed and dated the application form     | <input type="checkbox"/> |

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## **SECTION 7 – Approval Process (DIER use only)**

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|--|----------|--------------------------|
| Section 1 – Applicant details          | Complete | <input type="checkbox"/> |
| Section 2 – Responsible Person details | Complete | <input type="checkbox"/> |
| Section 3 – A - Proof of Identity      | Complete | <input type="checkbox"/> |
| Section 3 – B - National Police Check  | Attached | <input type="checkbox"/> |

Section 4 – Accreditation Category	Complete	<input type="checkbox"/>
Section 5 – Signature of applicant	Complete	<input type="checkbox"/>
Attached copies of proof of Address		<input type="checkbox"/>
Paid application fees		<input type="checkbox"/>
ACN if applicable	Attached	<input type="checkbox"/>

**National Police Certificate sighted.** By.....Date.....

By.....Date.....

**Reference No** .....

**Comments:** .....

**OFFICE USE ONLY**

Refused

Signed on behalf of the Commissioner for Transport:

Approved

Signature: \_\_\_\_\_

Trim file. \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**PERSONAL INFORMATION PROTECTION STATEMENT**

Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles and the Transport Commission for that purpose and may be used for other purposes permitted by the [Vehicle and Traffic Act 1999](#), the [Passenger Transport Services Act 2011](#) and the [Taxi and Hire Vehicle Industries Act 2008](#) and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles and the Transport Commission, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the [Personal Information Protection Act 2004](#) and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.