



## Private Hire Vehicle Application for Operator Accreditation

Name in which accreditation is to be held
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**PART A** - To be completed where the accreditation will be held by an individual (Do not complete part A if the accreditation is to be held by a company or partnership)

1. Surname (Family Name)	Mr	Mrs	Ms	Miss	Other	<p style="text-align: center; margin: 0;"><b>OFFICE USE ONLY</b></p> <p>ACCREDITATION NUMBER</p> <p>Customer Number:</p> <p>Receipt Number:</p> <p>Date:</p> <p>Fee Paid:</p> <p>Receiving Officer:</p> <p>File handled by:</p> <p>Supporting Documents:</p> <p><input type="checkbox"/> Proof of Identity <input type="checkbox"/> Proof of citizenship and/or visa</p> <p>Date of last Crimtrac Check:</p>
2. First Names (Given Names)						
3. Mailing Address						
4. Residential Address (PO boxes not accepted)						
5. Are you now or have you ever been known by another name?  Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details						
6. Date of birth	7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		8. City and Country of Birth			
9. Are you an Australian Citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, attach a certified copy of your Birth Certificate or Passport or Australian Citizenship Certificate.				
10. Are you a New Zealand Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, Attach a certified copy of your New Zealand Passport or New Zealand Citizenship Certificate.				
11. If you are not an Australian or New Zealand Citizen, do you hold the appropriate visa to lawfully seek employment in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, attach a certified copy of your passport and valid visa.  <i>Note: All copies must be certified stating that they are true copies of the original. See 'Proof of Identity' below for further details.</i>				
12. Phone Number		<p><b>Proof of Identity</b> – To obtain a New South Wales Operator Accreditation you must prove your identity. NSW transport and infrastructure 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 Ministry of Transport staff. (Refer to the 'Proving your Identity to NSW transport and infrastructure' information sheet on the Ministry's website for details; <a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>)</p>				
13. Fax Number						
14. Mobile Number						
15. Driver Licence Number	15a. State Issued	15b. Expiry	15c. Class			
16. Address and Telephone Number from which you will be operating (if known)?			16a. Address at which vehicles will be parked when not in use (off-street)?			

17. Do you hold or have you ever held a NSW Public Passenger Driver Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details	<b>Office Use Only</b> Previous history	
18. Do you hold or have you ever held a Public Passenger Operator Accreditation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details		
19. Have you been declared bankrupt in the last five (5) years, or been convicted of any civil offence under the <i>Corporations Act 2001</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details		Financial Notes
20. Have you been the subject of a proceeding under section 588G or 592 (incurring of certain debts; fraudulent activity) of the <i>Corporations Act 2001</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details		Offence History
21. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details		

**PART B - To be completed where the accreditation will be held by a Corporation**  
(Do not complete part B if the accreditation is to be held by an individual or partnership)

22. Corporation Name	Australian Company Number (ACN)	State Incorporated	<i>Company Notes:</i>
23. Registered Office Address	23a. Mailing Address		
23b. Address at which operations will be conducted?	23c. Address at which vehicles will be parked when not in use (off-street)?		
24. Phone Number (office hours)	24a. Phone Number (after hours)	24c. Fax Number	

**Nomination of Manager/s or Director/s** (must be completed by the nominated Manager/Director) **Do not complete this part if you are applying for accreditation as an individual or partnership.**

<b>25. Nomination 1 - Surname (Family Name)</b>	Mr	Mrs	Ms	Miss	<b>Office Use Only</b>  <i>Nominee Notes:</i>
First Names (Given Names)	Driver Licence Number				
Place and Country of Birth	Date of Birth				
Are you now or have you ever been known by another name ? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details					
Address					
Phone Number (office hours)	Phone Number (after hours)	Mobile Number			

25a. Do you hold or have you ever held a NSW Public Passenger Driver Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details	<b>Office Use Only</b>  <i>Previous History</i>   <i>Financial Notes</i>  <i>Offence Notes</i>  <i>Date of last Crimtrac Check:</i>
25b. Do you hold or have you ever held a Public Passenger Operator Accreditation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details	
25c. Have you been declared bankrupt in the last 5 years, or been convicted of any civil offence under the <i>Corporations Act 2001</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details	
25d. Have you been the subject of a proceeding under section 588G or 592 (incurring of certain debts; fraudulent activity) of the <i>Corporations Act 2001</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details	
25e. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details	

<b>26. Nomination 2 - Surname (Family Name)</b>		Mr	Mrs	Ms	Miss	<i>Nominee Notes:</i>	
First Names (Given Names)		Driver Licence Number					
Place and Country of Birth		Date of Birth					
Are you now or have you ever been known by another name ? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details							
Address							
Phone Number (office hours)	Phone Number (after hours)	Mobile Number					
26a. Do you hold or have you ever held a NSW Public Passenger Driver Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details						<i>Previous History</i>
26b. Do you hold or have you ever held a Public Passenger Operator Accreditation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details						
26c. Have you been declared bankrupt in the last 5 years, or been convicted of any civil offence under the <i>Corporations Act 2001</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details						<i>Financial Notes</i>

26d. Have you been the subject of a proceeding under section 588G or 592 (incurring of certain debts; fraudulent activity) of the <i>Corporations Act 2001</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details	<b>Office Use Only</b> Offence Notes  Date of last Crimtrac Check:
26e. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details	

**Part C - To be completed where the accreditation will be held by a partnership**  
(Do not complete part C if the accreditation is to be held by an individual or Corporation)

27. Partnership Name		Partnership Notes
28. Operations Address	29. Phone Number	
30. Mailing Address	Fax Number	

**First Partner Details**

31. Surname (Family Name) of first partner	Mr	Mrs	Ms	Miss	Other	First Partner Notes
First Name (Given Name)			Date of Birth			
Place and Country of Birth	Driver Licence Number	Expiry	Class			
Are you now or have you ever been known by another name ? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details						
Address						
Phone Number (office hours)	Phone Number (after hours)	Mobile Number				
31a. Do you hold or have you ever held a NSW Public Passenger Driver Authority ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details					
31b. Do you hold or have you ever held a Public Passenger Operator Accreditation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details					
31c. Have you been declared bankrupt in the last 5 years, or been convicted of any civil offence under the <i>Corporations Act 2001</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details					Financial Notes

31d. Have you been the subject of a proceeding under section 588G or 592 (incurring of certain debts; fraudulent activity) of the <i>Corporations Act 2001</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details	<b>Office Use Only</b> Offence Notes  Date of last Crimtrac Check:
31e. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details	

## 2nd Partners Details

32. Surname (Family Name) of second partner					Mr	Mrs	Ms	Miss	Other	First Partner Notes	
First Name (Given Name)							Date of Birth				
Place and Country of Birth			Driver Licence Number		Expiry		Class				
Are you now or have you ever been known by another name? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details											
Address											
Phone Number (office hours)			Phone Number (after hours)			Mobile Number					
32a. Do you hold or have you ever held a NSW Public Passenger Driver Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No					If yes, give details						Previous History
32b. Do you hold or have you ever held a Public Passenger Operator Accreditation? <input type="checkbox"/> Yes <input type="checkbox"/> No					If yes, give details						
32c. Have you been declared bankrupt in the last 5 years, or been convicted of any civil offence under the <i>Corporations Act 2001</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No					If yes, give details						Financial Notes
32d. Have you been the subject of a proceeding under section 588G or 592 (incurring of certain debts; fraudulent activity) of the <i>Corporations Act 2001</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No					If yes, give details						Offence Notes
32e. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No					If yes, give details						Date of last Crimtrac Check:

**PART D – Details of Operations** (to be completed by all applicants)

<p>33. The number of Private Hire Vehicles you are applying to be accredited for</p> <p><i>(You must provide details of the premises at which the Private Hire Vehicles will normally be kept when they are not in service, including sketch plan in square metres and access points)</i></p>	<p><i>Number of vehicles</i></p>	<p><b>Office Use Only</b></p> <p>Notes</p>
<p>34. Is there any other matter you should tell NSW transport and infrastructure about which you think may have an effect on your application?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes please provide details:</p>		
<p><b>APPLICANT DECLARATION</b></p> <p>I hereby declare that questions 1 to 34 inclusive 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.</p> <p>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.</p> <p>I will comply with the <i>Passenger Transport Act 1990</i>, associated regulations and accreditation conditions relevant to this operator accreditation. Further, I understand that failure to comply with the beforementioned requirements may result in my operator accreditation being varied, suspended or cancelled.</p> <p><b>AUTHORITY FOR INFORMATION</b></p> <p>I consent to the disclosure, by or to NSW transport and infrastructure of any information needed to verify any details given in this application or during the currency of this accreditation, including:</p> <p>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.</p> <p>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.</p> <p>Further, I give authority for NSW transport and infrastructure 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 <i>Passenger Transport Act 1990</i>.</p>		<p><b>Office Use Only</b></p> <p><i>Eligibility Check</i></p> <p>1. <i>Good repute reference</i></p> <p><input type="checkbox"/> ok <input type="checkbox"/> Not ok</p> <p>2. <i>Financial viability</i></p> <p><input type="checkbox"/> ok <input type="checkbox"/> Not ok</p> <p>3. <i>Application complete</i></p> <p><input type="checkbox"/> ok <input type="checkbox"/> Not ok</p> <p>Notes</p> <p>Recommended by</p> <p>Approved by</p>
<p>Name</p>	<p>Signature</p>	<p>Date</p>
<p>Name</p>	<p>Signature</p>	<p>Date</p>



THIS FORM MUST BE COMPLETED AND PROVIDED WITH YOUR APPLICATION

PERSONAL INFORMATION

NAMES BY WHICH I AM, OR EVER HAVE BEEN, KNOWN
(including changes by Deed Poll and maiden names)

1. Surname Given Names

2. Surname Given Names

SEX: M F
(Please Circle)

DATE OF BIRTH: Day Month Year

PLACE OF BIRTH: PHONE NUMBER:

DRIVER'S LICENCE NUMBER: STATE/TERRITORY:

PASSPORT NUMBER (if applicable): PASSPORT COUNTRY:

Permanent Residential Address over Last Five Years

Table with 2 columns: Address details and Period of residence. Includes instructions for unavailable details and a grid for recording dates.



(BLOCK LETTERS)

I, \_\_\_\_\_ hereby:

Family Name (Current)

Given Names (Current)

- 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 NSW Transport and Infrastructure 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 NSW Transport and Infrastructure 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 NSW Transport and Infrastructure in assessing my suitability for public passenger vehicle operator accreditation and/or driver authorisation for which I am applying.

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

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: The information you provide on this Form, and which the CrimTrac Agency provides to NSW Transport and Infrastructure on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.

## NATIONAL CRIMINAL HISTORY RECORD CHECK GENERAL INFORMATION

### General Information

This Form is used by NSW Transport and Infrastructure 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 your consent to these agencies:

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

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.

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<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.

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 (02) 9268 5588

## **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.**



## CHECKLIST

### ***PRIVATE HIRE VEHICLE OPERATOR ACCREDITATION***

#### **The completed application form**

- Signed declaration by applicant/ company director/s;
- Two appropriate references of good repute who have known the applicant/s for at least two (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)*
- Accreditation fee of \$100 payable to NSW transport and Infrastructure;
- 100-point identity check on individuals or company directors. Documents must be copies certified by a Justice of the Peace or originals may be sighted at the counter.
- Completed and signed National Criminal History Check application and consent form.

#### **NSW Transport and Infrastructure**

Level 4, 16 – 18 Wentworth Street, Parramatta - Locked Bag 5085 Parramatta NSW 2124

TEL (61 2) 9689 8888 FAX (61 2) 9689 8813

mail@[transport.nsw.gov.au](mailto:transport.nsw.gov.au) [www.transport.nsw.gov.au](http://www.transport.nsw.gov.au)

ABN: 11 370 995 518