



LICENCE TRANSFERS APPOINTMENT FORM

To be completed if not intending to post the transfer papers to the NSW Transport and Infrastructure

Booking Details

Registration Number, Preferred Time AM/PM, Name of person arranging appointment for Vendor, Contact Phone Number, Fax Number

Vendor Details

Vendor (Current Owner), Accreditation or Customer Number, Address of Vendor, Contact Phone Number of Licence Holder

Purchaser Details

Purchaser, Accreditation or Customer Number, Address of Purchaser, Purchaser Contact details

Management of plate

Name of accredited operator, Accreditation Number, Telephone Number, Facsimile Number, Network Taxi will be operating on

Purchase Details

Goodwill/Purchase Price, Current Market Average, Transfer Tax

Notes/Requests

Empty text box for notes and requests

- Date and Time of Appointment to be confirmed by NSWTI
Please allow 5 working days notice for each transfer

OFFICE USE ONLY table with columns: Taxi Licence Number, Date of appointment, Time, Operator Acc to operate, Currently operating



Please find attached:

- A form to become a Registered Customer with the NSW Transport and Infrastructure (NSWTI). (This form must be completed by individuals or companies intending to purchase a taxi-cab)
- An application form for Transfer of Taxi-Cab Licences.
(*To be completed by the present and the proposed owner/s.*)

The new owner/s will be responsible for nominating to NSWTI an operator who is accredited to operate taxi-cab services, or may operate the vehicle themselves if they are currently or wish to become accredited taxi-cab operators themselves.

The following items will be required by NSWTI to complete the transfer. An appointment for the transfer can be arranged by NSWTI:

- The completed form to become a Registered Customer
- The completed application form for Transfer of the taxi-cab licence (Form 2304)
- A copy of the contract of sale / sales agreement, stamped by the Office of State Revenue
- A copy of the current Certificate of Registration issued by the Roads and Traffic Authority (RTA)
- Notification of Lease form – (advising details of accredited operator who will manage the operation of the taxi-cab) - if applicable
- A letter from the Taxi Service Radio Communication Network indicating that any Network rules have been supplied to the proposed new owner (not required for country areas)
- A bank cheque made payable to NSW Transport and Infrastructure for the transfer tax of the licence
- Certified copies of driver's licences and passports/birth certificates of vendor/s and purchaser/s.

The *Passenger Transport Act 1990* requires a transfer tax of 2.5 per cent of the current market value be paid for the transfer of a taxi-cab licence. (Personal cheques not accepted)

Once the completed application forms and transfer fee have been received, NSWTI will issue the new owner with documents to transfer the registered owner's details at an office of the Roads & Traffic Authority (RTA).



**Taxi-cab owner registration form for
customer number (non-operator)**

Name in which taxi licence is to be held
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Customer Details – List the names of all customers and in the case of a registered company the names of all directors, managers & nominated representatives

1. Name	Date of birth	Driver Licence Number
2. Name	Date of birth	Driver Licence Number
3. Name	Date of birth	Driver Licence Number
4. Name	Date of birth	Driver Licence Number
Trading Name (if applicable)		
Address for Correspondence		
Telephone Number	Facsimile Number	

Company Details (To be completed if applicant is a registered companies)

ABN	ACN
Registered Office Address	
Telephone Number	Facsimile Number

Office Use only
Customer Number:



Application for Transfer of Taxi-cab or Private Hire Vehicle Licence

NSW Transport and Infrastructure collects this information for the purposes of clause 185 of the *Passenger Transport Regulation 2007*.

NSW Transport and Infrastructure also collects this information for the purpose of determining that the taxi or private hire vehicle mentioned in this application is operating under the authority of a licence, and to ensure both the transferor and transferee are legally able to enter in the proposed agreement (i.e. the transferor has right title to the licence).

The information supplied may be disclosed to law enforcement, licensing and registration agencies in Australia, in addition, if required NSW Transport and Infrastructure may provide personal information to the Independent Pricing and Regulatory Tribunal (IPART) Australian Taxation Office, the Roads and Traffic Authority (RTA) and the Department of Immigration and Citizenship.

It is an offence under section 54 (offences involving credentials) of the *Passenger Transport Act 1990*, to wilfully make any false statement or misrepresentation, punishable by a fine of up to \$2,200 per offence. You should immediately inform NSW Transport and Infrastructure of any matter that requires correction. You have a right to access or correct your 'personal information' in accordance with the provisions of the relevant privacy legislation.

OFFICE USE ONLY	
Licence Number	
TIMs Updated	Yes <input type="checkbox"/> No <input type="checkbox"/>
Excel Updated	Yes <input type="checkbox"/> No <input type="checkbox"/>
Register Updated	Yes <input type="checkbox"/> No <input type="checkbox"/>
Officer:	
Date:	
Market Value	
Transfer Tax	Sale Price
Recommended By:	Approved By:
Date:	Date:

PART 1, Licence Holder Details, (To be completed by the present licence holder (owner) of the taxi-cab / private hire vehicle licence)

Name of current Licence Holder/s			
Address of current Licence Holder			
Registration Number	Vehicle Licence Number	Accreditation or Customer Number	Contact Telephone Number

PART 2, (To be completed by the present licence holder (owner) of the taxi-cab / private hire vehicle licence)

Name of Proposed New Owner/s			
Address of proposed new owner			
I/we, the licence holder whose details appear in Part 1 of this application, hereby confirm that I have entered into an agreement with the person/entity whose details appear in Part 2 of this application, to sell/transfer the taxi/private hire vehicle licence detailed in Part 1 of this application.			
Signature of licence Holder/s			
Name	Signature		
Name	Signature		
Name	Signature	Date	
In the presence of (Justice of the Peace)			Date

PART 3,**Details of proposed owner – (to be completed by the proposed new licence holder (owner))**

Name of Proposed Licence Holder (individual/s or entity)			
Address of Proposed Licence Holder			
Accreditation or Customer Number	Telephone Number	Facsimile Number	Mobile Number
Amount Paid for the licence \$	Amount Paid for the Vehicle and Fixtures \$	Other Amounts Paid (shares in network etc) \$	Total Paid \$
Transfer Tax to be Paid (Taxi Licence Only) \$	Will you be operating the taxi-cab or private hire vehicle Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you are not going to be operating the taxi-cab / private hire vehicle please provide details of the accredited operator below			
Name:			
Address:			
Contact Telephone Number:		Accreditation Number:	
IMPORTANT NOTICE			
The value of a licence may vary over time due to a variety of factors, including market demand, economic conditions and regulatory activity, and intending licensees contemplating acquiring a licence should seek independent advice on the suitability of the licence for the intending licensee's purposes.			
NSW Transport and Infrastructure makes no representation as to the future market value of any licence.			
Existing and prospective licensees are informed that in circumstances where the market value of a licence is impacted by the effects of regulatory reform or other factors, NSW Transport and Infrastructure can not be held liable to pay any compensation to the licensee.			
I/we, the proposed licence holder whose details appear in Part 3 of this application, hereby confirm that I/we have entered into an agreement with the person/entity whose details appear in Part 1 (current licence holder) of this application, to purchase the taxi/private hire vehicle licence detailed in Part 1 of this application.			
Signature of Proposed Licence holder/s:			
Name	Signature		
Name	Signature		
Name	Signature	Date	
In the Presence of (Justice of the Peace)		Date	

FORM 2304

NSW Transport and Infrastructure

Licensing and Accreditation

Level 4, 16 – 18 Wentworth Street, Parramatta NSW 2150

Locked Bag 5085 Parramatta NSW 2124

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

mail@transport.nsw.gov.au www.transport.nsw.gov.au

ABN: 11 370 995 518



Notification of Lease of Licence for Taxi

NSW Transport and Infrastructure collects this information for the purposes of clause 184 of the *Passenger Transport Regulation 2007* and section 31B of the *Passenger Transport Act 1990*.

NSW Transport and Infrastructure also collects this information for the purpose of determining that the taxi mentioned in this notification is operating under the authority of a licence, and to ensure both the licence holder and proposed operator are legally able to enter in the proposed agreement (ie the operator is accredited).

The information supplied may be disclosed to law enforcement, licensing and registration agencies in Australia, in addition, if required NSW Transport and Infrastructure may provide personal information to the Independent Pricing and Regulatory Tribunal (IPART) Australian Taxation Office, the Roads and Traffic Authority (RTA) and the Department of Immigration and Citizenship.

It is an offence under section 54 (offences involving credentials) of the *Passenger Transport Act 1990*, to wilfully make any false statement or misrepresentation, punishable by a fine of up to \$2,200 per offence. You should immediately inform NSW Transport and Infrastructure of any matter that requires correction. You have a right to access or correct your 'personal information' in accordance with the provisions of the relevant privacy legislation.

OFFICE USE ONLY	
Taxi Licence Number	
Accreditation Expiry date	
Acc operate	to Currently operating
Date TIMS Updated	
Officer	

PART 1, Licence Holder Details, To be completed by the licence holder (or Agent for Licence Holder)

Taxi Registration Number	Name of Licence Holder	Accreditation or Customer Number
Address of Licence Holder		Contact Phone Number of Licence Holder
Name of Agent acting on behalf of Licence Holder		Contact Phone Number of Agent
I, the licence / authorised agent for the licence of the taxi mentioned above in this notification, hereby give notice that I intend to assign (lease) the operation of the taxi licence to the accredited operator whose details appear below in this application.		
Signature of Licence Holder / Agent		Date
Lease Amount: (optional) Weekly \$ Monthly \$		

PART 2, Operator Details, To be completed by the accredited operator leasing the taxi.

Name of accredited operator		Accreditation Number
Date of Birth	Telephone Number	Facsimile Number
Address of Proposed Operator		
Network Taxi will be operating on	Commencement Date of Lease	
I, the accredited operator whose details appear in Part 2 of this Notification, hereby confirm that I have entered into a lease arrangement with the licence holder or agent for the licence holder of the taxi noted above, to lease and manage the operations of the taxi licence.		
Signature of Accredited Operator		Date

NSW Transport and Infrastructure

Level 4, 16 – 18 Wentworth Street, Parramatta NSW 2150
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 ABN: 11 370 995 518



List of Persons who can Provide Certification of Copies of Documents

- *Bail Justice*
- *Barrister*
- *Commissioner for Affidavits*
- *Commissioner for Declarations*
- *Commissioner for Oaths*
- *Judge*
- *Justice of the Peace (must show registered number)*
- *Medical Practitioner (registered under the Medical Practice Act 1992)*
- *Minister of Religion authorised to celebrate marriages (but not merely a marriage celebrant)*
- *Police Officer (of the rank of Sergeant or the highest ranking officer in the station)*
- *Proclaimed bank manager*
- *Sheriff*
- *Solicitor*

To obtain a public passenger vehicle driver authority, operator accreditation or vehicle licence you must prove your identity, date of birth and residential address.

NSW Transport and Infrastructure uses the prescribed verification procedure (100) point check, pursuant to the *Financial Transaction Reports Act 1988*, for the purposes of obtaining an identification record for applicants.

You must establish your identity by providing documents certified as true copies of the original from the list below that add up to a minimum of 100 points. Originals may also be sighted by NSW Transport and Infrastructure staff.

If you have any difficulty in obtaining or providing these documents, you should contact the NSW Transport and Infrastructure as soon as possible.

If none of your proof of identity documents shows your current address, you must produce one of the following documents showing your current address: a current RTA issued certificate of registration, a contract of sale, lease agreement or rental document up to 2 years old.

If a document is not in English it must be accompanied by an official translation by either the Community Relations Commission For a Multicultural NSW (formerly Ethnic Affairs Commission) or the Commonwealth Department of Immigration and Citizenship.

<p>Primary Documents</p> <p>70 Points</p>	<p>Document</p> <ul style="list-style-type: none"> • Birth Certificate • Birth Card issued by the New South Wales Registry of Births, Deaths and Marriages • Citizenship Certificate • Current Passport • Expired passport which has not been cancelled and was current within the preceding 2 years • Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees
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<p>Secondary Documents</p> <p>40 Points</p>	<p>Document - Must have a photograph and a name</p> <ul style="list-style-type: none"> • Driver licence issued by an Australian State or Territory • NSW RTA Photo Card • Licence or permit issued under a law of the Commonwealth, a State or Territory Government - (e.g. a boat licence) • Identification card issued to a public employee • Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit • An identification card issued to a student at a tertiary education institution
<p>35 Points</p>	<p>Document - Must have name and address on</p> <ul style="list-style-type: none"> • A document held by a cash dealer giving security over your property • A mortgage or other instrument of security held by a financial body • Council rates notice • Document from your current employer or previous employer within the last 2 years • Land Titles Office record • Document from the Credit Reference Association of Australia
<p>25 Points</p>	<p>Document - Must have name and signature on</p> <ul style="list-style-type: none"> • Marriage Certificate (for maiden name only) • Credit Card • Foreign Driver Licence • Medicare Card (signature not required on Medicare Card) • EFTPOS Card
<p>25 Points</p>	<p>Document - Must have name and address on</p> <ul style="list-style-type: none"> • Records of a public utility - phone, water, gas or electricity bill • Records of a financial institution • Electoral Roll compiled by the Australian Electoral Commission and available for public scrutiny • A record held under a law other than a law relating to land titles • Lease/rent agreement • Rent receipt from a licensed real estate agent
<p>25 Points</p>	<p>Document - Must have name and date of birth on</p> <ul style="list-style-type: none"> • Record of a primary, secondary or tertiary education institution attended by you within the last 10 years • Record of professional or trade association of which you are a member