

Eligibility criteria

You are eligible to receive Additional Assistance Hire Vehicle Payments if you:

1. Are the holder of :

- an eligible ordinary licence (issued in perpetuity); or
- an eligible ordinary licence issued for a fixed term (10 or 50 year term);

and you held that licence immediately before 1 July 2015 or, in the case of a jointly held licence, held that licence jointly with the same persons immediately before 1 July 2015 and continue to hold that licence.

2. You may also be eligible for assistance payments if you held an eligible licence immediately before 1 July 2015 and sold the licence **before** 18 December 2015. You would only be entitled to the minimum assistance amount less the amount you received from the sale of the licence.

3. Have completed an application form and submitted your application online or in hard copy by the closing date for receipt of applications.

4. Have not engaged in any improper conduct as defined in Schedule 3 of the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016*. Please refer to the warning on page 3.

Additional Assistance Payments are not available if your hire car licence is a short-term or annual licence.

Proof of Identity (POI) documents

Note: Applicants who received a Transitional Assistance Payment (TAP) for an eligible taxi-cab licence provided POI and/or ASIC documents with their application. If your personal and/or company details have not changed since your TAP application, you will not be required to submit POI/ASIC documents with this application.

Please refer to the Proof of Identity fact sheet for a list of documents that may be used as identification.

Note that you will need to provide a certified copy of one of each of the following documents:

1. A Primary Document (70 points)
2. A Secondary Document (40 points)

Each of the above documents needs to be certified by an Australian Legal Practitioner (Solicitor or Barrister) or a Justice of the Peace.

Please also note that the following is essential:

1. The name recorded on each document must be **exactly** the same. Variations of your name and/or names will not be accepted (for example, Joe instead of Joseph, Nick instead of Nicholas, Betty instead of Elizabeth).
2. Birth dates recorded on documents must be **exactly** the same.

If you are known by a name which differs from that shown on your Primary Document and this name is identified on your Secondary Document, you will need to provide a Change of Name Certificate. Applications for Change of Name Certificates can be made through NSW Births, Deaths and Marriages. Please note that the process of applying for a Change of Name Certificate can take up to one month or more. Therefore, it is suggested that if you require a Change of Name Certificate, you should apply for this document at your earliest convenience so that your application for additional assistance can be verified and processed quickly.

It is mandatory that you provide 100 points of Proof of Identity certified documents as noted above. It is also mandatory that you provide evidence that you have the authority to make an application on behalf of the licence holder or deceased estate.

Applying on behalf of the licence holder or the estate of the licence holder

If you are applying on behalf of the licence holder, please provide certified evidence that you have the authority to do so. This may include a certified copy of a Power of Attorney or an Enduring Power of Attorney.

If you are applying on behalf of a deceased estate, please provide the following certified documents:

1. Death Certificate
2. Will of the deceased
3. Probate Certificate issued by the Supreme Court of NSW

Contract of sale

If you have a copy of the Contract of Sale, stamp duty receipt, transfer tax receipt and/or any other documents relevant to the transfer of the hire car licence to you, please provide a certified copy of these documents.

Hire Vehicle Licence Document

If you have a copy of your hire car licence document, please provide a certified copy of this document with your application. If you are unable to locate your licence Transport for NSW will obtain a copy from Roads and Maritime Services.

If you do not have copies of Contract of Sale documents or the Hire Vehicle Licence document you can still lodge your application. However, providing these documents will ensure that the processing and verification of your application is expedited.

Hire Vehicle Licence Values

The Additional Assistance Hire Vehicle Scheme is specifically to buy back hire car licences. It is important to note that the issue fee or purchase price for the actual licence is exclusive of any GST, stamp duty, transfer tax or other payments associated with the licence. These payments will not be included in determining the licence value.

Checklist for Application for Additional Assistance Hire Vehicle

Each page of all required documents submitted must be certified by an Australian Legal Practitioner (Barrister or Solicitor) or Justice of the Peace

Application

- Completed application online through the dedicated portal (ensure all required documents are uploaded with the application)
 - Individual
 - Joint – by all relevant licence holders
 - Company – completed by authorised director or company secretary
- OR
- Request a Manual Application form from the Transport for NSW Verification Centre and complete the form and return to the address provided
- Application signed and witnessed

Documentation required with the application

- Certified copies of Proof of Identity documentation adding up to 100 points for all relevant applicants. (See Proof of Identity fact sheet attached to the application and available on this website.)
 - 1 Primary Document (70 points)
 - 1 Secondary Document (40 points)
- Certified copy of ASIC extract (if applicable)
- Certified copy of licence document (if available)

Ancillary documentation if available and/or required

- Certified copy of Contract of Sale (if available)
- Certified copy of Stamp Duty Receipt from Office of State Revenue
- Certified copy of Transfer Tax receipt from Roads and Maritime Services or one of its predecessors
- Certified copy of Application for Transfer of a Hire Vehicle Licence (if applicable)
- Certified copy of Power of Attorney/Enduring Power of Attorney (if applicable)
- Certified copy of Death Certificate (if applicable)
- Certified copy of Will (if applicable)
- Certified copy of Probate issued by Supreme Court of NSW (if applicable)
- Certified copies of any other relevant documentation

Each page of all required documentation submitted must be certified by an Australian Legal Practitioner (Barrister or Solicitor) or Justice of the Peace.