



Introduction

The Transitional Assistance Payment Phase 2 (TAP-P2) scheme has opened.

The Taxi and Hire Vehicles Industries Assistance Panel (the Panel), established to oversee the distribution of the NSW Government's \$250 million industry adjustment assistance package, recommended that some categories of eligible taxi-cab licence holders who did not receive TAP should be able to re-apply. The Panel also recommended that registered training organisations which conducted accredited taxi training courses approved by Transport for NSW should also be able to make application for an assistance payment through the re-opened TAP scheme.

The Minister for Transport and Infrastructure, the Hon Andrew Constance, MP approved the Panel's recommendations.

Application Period

Applications for the Transitional Assistance Payment Phase 2 (TAP-P2) scheme opened on Monday, 2 July and will close on Monday, 1 October 2018. No late applications will be accepted. In order to process applications quickly all eligible registered taxi training schools should submit their applications as soon as possible.

Who is eligible?

If you operated a registered training school which included taxi training courses accredited by Transport for NSW (TfNSW) as at 18 December 2015 you may be eligible to apply under the TAP scheme for a payment. The amount of transitional assistance which may be payable to the owner of an eligible registered training organisation is to be determined by TfNSW in accordance with the guidelines set by the Panel.

You must complete an application form and provide certified copies of all required documentation.

You must not have 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 4 of this application.

How to complete this form

The Transitional Assistance Payment Phase 2 application consists of three (3) sections:

- Part A:** Registered Training Organisation details
- Part B:** Details of owner/s of the Registered Training Organisation
- Part C:** Statement to support claim for assistance funds
- Part D:** Terms & Conditions and Declaration

As you complete this application please remember to:

<ul style="list-style-type: none"> • Print clearly using blue or black ink. 	<ul style="list-style-type: none"> • Never send originals of your documents. Please ensure that all documents submitted are certified copies. (Certification must be by an Australian Legal Practitioner (Solicitor or Barrister) or a Justice of the Peace.)
<ul style="list-style-type: none"> • Please do not staple any documents. 	<ul style="list-style-type: none"> • Clearly label any documents you enclose with your name and the relevant section that the information is supporting.

Contact

You will need to provide the email or mailing address which you would like TfNSW to use to contact you. Please indicate in Part A of this application how you would like to be contacted.

Supporting documents

You will need to provide the following documents with your application form. All supporting documents **must** be certified as a true copy of the original either by an Australian Legal Practitioner (Solicitor or Barrister) or a Justice of the Peace (must show registered number).

Applying as a Registered Training Organisation	Applying as a Corporation
<ul style="list-style-type: none"> • 100 points of proof of identity documents* for the owner of the organisation, including one primary document. The name identified on the proof of identity documents MUST be exactly the same. • Evidence that the organisation is a registered training school and is a legal entity. • Evidence that the registered training organisation provided taxi training courses accredited by Transport for NSW. • Financial statements for the last three financial years, 2016/2017, 2015/2016, 2014/2015. 	<ul style="list-style-type: none"> • 100 points of proof of identity documents* for the nominated director/company secretary, including one primary document. The name/names identified on the proof of identity documents for each individual MUST be exactly the same. • Evidence that the corporation is a legal entity. • Evidence that you an office holder of the corporation by providing a printed extract from Australian Securities & Investments Commission (ASIC) website www.asic.gov.au
<p>*Further information on requirements for the 100 points proof of identity can be found on page 5.</p>	

Evidence that the corporation is a **legal entity** can be shown by providing a certified copy of one of the following:

- Certificate of Registration for a company, with Australian Company Number (ACN)
- Current Company Extract, with ACN
- Certificate of Registration on Change of Name with ACN
- Printed extract from the [Australian Securities & Investments Commission \(ASIC\) website \(www.asic.gov.au\)](http://www.asic.gov.au), with ACN.

Lodgement and certification of supporting documents

Please ensure that you:

Send the form and all supporting documents which have been **certified** to:

Point to Point Implementation
Transport for NSW
Locked Bag 28
HAYMARKET NSW 1240

OR VIA EMAIL TO:

taxiassistance@transport.nsw.gov.au

If you are mailing your application, please ensure you keep a certified copy of all documents for your records and evidence that you have mailed your application (for example, registered post, express post receipts).

Important information

Information and documentation provided in support of your eligibility for a Transitional Assistance Payment is subject to audit.

Your application may be declined unless you have completed the form and attached all the required supporting documents.

Please ensure you provide us with an email address if applying via email. You will be contacted to provide additional information if your form is incomplete or the required documents are not attached.

Personal information

The information you provide on this form will be held by Transport for NSW (TfNSW) of 18 Lee Street, Chippendale, NSW 2008. You have the right to access or correct your personal information in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*.

Once you have completed and lodged your application with the required supporting documents, a Transport for NSW representative may contact you. In some cases, we may require further details in order to assess and finally process your claim. You may receive an email requesting more details, or a phone call.

Warning

You may be prosecuted and fined or sued in a court of competent jurisdiction as a debt due to the Crown if you engage in improper conduct within the meaning of that term in clause 13 of Schedule 3 of the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016* including by:

- (a) making a statement or giving any information, for the purposes of obtaining or retaining any assistance funds knowing that it is false or misleading in a material particular, or
- (b) in, or in relation to, an application for any assistance funds making a statement or giving any information, knowing that it is false or misleading in a material particular,
- (c) doing or omitting to do anything for the purpose of misrepresenting eligibility to receive any assistance funds.

Proof of identity documents

Document type and point value	Document details
<p>Primary documents – Applicant must produce a minimum of one (1) primary document</p> <p>70 points</p>	<p>Documents</p> <ul style="list-style-type: none"> • Full Australian Birth certificate (not an extract) • Birth card issued by the New South Wales Registry of Births, Deaths and Marriages • Australian Citizenship certificate • Current passport • Expired passport which has not been cancelled and was current within the preceding two (2) years • Other document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees)
<p>Secondary documents –Any one (1) secondary document to be produced</p> <p>40 Points</p> <p>Name to be verified against a document in this category (but only where they contain a photograph or signature that can be matched to the candidate)</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 • Roads and Maritime Services photo card • Licence or permit issued under a law of the Commonwealth, a State or Territory Government - (eg a boat licence) • Identification card issued to a public service 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>25 Points</p> <p>Name and address to be verified against a document in this category</p>	<p>Document must have a name and address</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 • The Electoral roll compiled by the Australian Electoral Office and available for public scrutiny • Document from your current employer or previous employer within the last two years • Land Titles Office record • A document from a rating authority (e.g. land rates) • Document from the Credit Reference Association of Australia
<p>25 Points</p> <p>Name and signature to be verified against a document in this category</p>	<p>Document must have a name and signature on</p> <ul style="list-style-type: none"> • Marriage certificate (for maiden name only) • Credit card • Medicare card (signature not required on Medicare card) • EFTPOS card
<p>25 Points</p> <p>Name and address to be verified against a document in this category</p>	<p>Document must have a 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 • 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>Name and date of birth to be verified from this document</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

PART A – REGISTERED TRAINING SCHOOL DETAILS

This section allows you to tell us the name of the registered training organisation, details of accredited taxi training course/s provided by the training school and other relevant information to help us assess your application.

Name of Training Organisation	
Name of Taxi Training Course	
Length of course (days/weeks etc)	
Course Accreditation and/or Authorisation Number	
Date training organisation was authorised by TfNSW/RMS	DD / MM / YYYY
Date training organisation commenced offering accredited taxi training courses	DD / MM / YYYY
What, if any, other courses did the training organisation offer?	Name of course/s
What percentage of the training organisation's business was related to taxi training courses?	
How many students attended taxi training per course?	Number of students
How many taxi training courses were conducted each financial year?	Number of taxi training courses

How would you like to be contacted? **Email** **General Mail** (details listed for training organisation owner in Part B will be used for this).

PART B – OWNER/S OF REGISTERED TRAINING SCHOOL

This section allows you to tell us about you, the applicant/s. In the case of a training organisation owned by a single individual that person, or in the case of a training organisation owned by more than one individual all those people or in the case of a training organisation held by a corporation (company) the nominated director/company secretary.

Section 1 – To be completed where the organisation is in the name of an individual or joint owners (two or more individual owners). Complete Section 2 for training organisations held by a corporation (company).

Owner 1	First & Middle Name		Family Name	
Address				
Email		Contact Number		Date of Birth DD / MM / YYYY

Part D – Terms and Conditions

Terms and Conditions

1. In these Terms and Conditions:

Act means the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016*.

Application means an application for a Transitional Assistance Payment Phase 2.

Application closing date means the date determined by the Panel and published on the Transport for NSW (TfNSW) website.

Improper Conduct means improper conduct as defined in clause 13(1) of Schedule 3 of the Act.

Personal Information means personal information within the meaning of section 4 of the *Privacy and Personal Information Protection Act 1998*.

Registered training organisation means a registered training organization within the meaning of the *National Education and Training Regulator Act 2011* of the Commonwealth.

Regulations means the *Point to Point Transport (Taxis and Hire Vehicles) (Industry Adjustment) Regulation 2016*.

RMS records means records maintained by Roads and Maritime Services pursuant to the *Passenger Transport Act 1990* before 1 November 2017.

Scheme Manager means the person appointed by TfNSW for managing the processing of applications for a Transitional Assistance Payment Phase 2.

The State means the Crown within the meaning of the *Crown Proceedings Act 1988* and includes an officer, employee or agent of the Crown.

Taxi and Hire Vehicle Industries Assistance Panel means the panel constituted under Schedule 3 of the Act.

Taxi Training School means a registered training organisation that carried on the business of providing training courses approved by Transport for NSW to taxi drivers and taxi operators within the meaning of Clause 4B of Schedule 1 of the Regulations.

Transitional Assistance Payment Phase 2 means transitional assistance funds paid to an eligible person under the Regulations.

Your Transitional Assistance Payment Phase 2 application

2. You must provide all relevant information in the form required to enable your application to be assessed.
3. Applications must be received by TfNSW by the application closing date.
4. The information contained in your application may be supplied to Roads and Maritime Services to verify against their records that the information you have provided is correct or any other relevant matter.

Further evidence or information

5. The Scheme Manager may not process the application if the application is incomplete or if the Scheme Manager requires further evidence or information to accompany the application.
6. If the application is incomplete the Scheme Manager may, by notice in writing, notify you of the information that must be provided, or any other thing that must be done, to make the application comply. The notice from the Scheme Manager will include a date by which the information must be provided or the thing must be done.
7. If your initial application is refused, you may reapply for transitional assistance provided your application attaches the additional documents or evidence required by the Scheme Manager and the application is received by Transport for NSW within the application period.

8. Failure to provide any further information may mean that a determination will be made on the basis of the information or evidence on hand at the end of the application period and could result in a nil payment.
9. An application is taken to be refused if you fail to provide the further information or evidence required by notice in writing from the Scheme Manager:
 - a) within 60 days of the date of the notice; or
 - b) within any additional period specified in the notice.

Certification of documents

10. Information or evidence submitted with your application must be certified in accordance with the guidelines of the Panel published on the Transport for NSW website. Information or evidence that is not certified may not be considered in relation to your application.
11. A determination in relation to your application may be made on the basis of the information or evidence on hand at the end of the application period.

Use of agent

12. In making a TAP-P2 application, you may engage an agent whom you approve in writing to act on your behalf. A certified copy of such written consent must be attached to your TAP-P2 application. If there is any dispute about the authority of your agent to act for you, Transport for NSW and the State assume no responsibility and the dispute will be a matter for you to resolve.

Power of Attorney

13. When the effect of a Power of Attorney is that the attorney is authorised to make a TAP-P2 application on behalf of an owner of an applicant, a certified copy of the Power of Attorney must be attached to the TAP-P2 application.

Late applications

14. The Scheme Manager may accept a TAP-P2 application from a registered training organisation made after the date for applications if it is appropriate to do so in the circumstances of the case in accordance with any applicable guidelines determined by the Panel.

Approval of application and payment

15. A TAP-P2 may only be made where the Scheme Manager is satisfied an applicant is an eligible person. An applicant must demonstrate to the satisfaction of the Scheme Manager that the registered training organisation was detrimentally affected by changes made to the regulation of the taxi industry on 18 December 2015.
16. If the Scheme Manager is satisfied that you are eligible to receive the TAP-P2 in respect of a registered training organisation your application is approved and you will be notified in writing.
17. An application may be granted unconditionally or subject to conditions.
18. The TAP-P2 will be paid by cheque made payable to the individual or corporate entity owner of the registered training organisation.
19. Where the registered training organisation is jointly owned the TAP-P2 will be paid by one cheque made payable to each and every joint owner.

Refusal of application

20. If the Scheme Manager is satisfied that you have engaged in Improper Conduct or you are otherwise not entitled to receive the TAP-P2, then your application is refused and you will be notified in writing. The notice must include reasons for the Scheme Manager's decision.

Review of improper conduct

21. A person may make an application to the Local Court for an appeal if it has been determined that a person has engaged in improper conduct and is not entitled to be the TAP-P2 or is required to repay the TAP-P2 under Clause 23 of Schedule 3 of the Act.

TAP-P2 amount

22. The TAP-P2 amount for an eligible registered training organisation is determined in accordance with guidelines issued by the Panel.

Improper Conduct

23. The Minister may determine that a person who has engaged in improper conduct is not eligible to receive a payment of transitional assistance. Improper conduct includes:
- a) making a statement to Transport for NSW or the Scheme Manager, making a statement in relation to an application, that the applicant knows is false or misleading in a material particular;
 - b) doing or omitting to do anything for the purpose of misrepresenting eligibility to receive transitional assistance funds.
24. A person who receives an amount of assistance funds may be required by the Minister by notice in writing to repay the amount if that person has engaged in improper conduct (whether in relation to that amount or any other assistance funds paid to the person).
25. An amount of assistance funds required to be repaid under this clause may be recovered by the Secretary of the Department of Transport in a court of competent jurisdiction as a debt due to the Crown.
26. A person may make an application to the Local Court for an appeal if it has been determined that a person has engaged in improper conduct.
27. A person may also be liable for criminal prosecution in relation to the improper conduct.

Limitation of liability

28. Any TAP-P2 which is made does not constitute a payment of compensation and is not an admission of liability by Transport for NSW or the State.

Your obligations

29. Applicants must ensure that the information contained in the application is complete, accurate and correct and respond to any request to provide additional information or evidence if required by the Scheme Manager.

Inconsistency between Terms and Conditions and Act or Regulations

30. When these Terms and Conditions are inconsistent with the Act or the Regulations, the latter must prevail and the former will, to the extent of any inconsistency, be invalid.

Invalidity

31. If any of these Terms and Conditions is for any reason declared invalid or unenforceable, the validity of the remaining terms is not to be affected and those terms are to remain in full effect as if this document has been entered into with the invalid part eliminated.

Privacy notice

32. Transport for NSW is committed to protecting the privacy of your Personal Information in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW).
33. Transport for NSW collects, holds and uses Personal Information for specific purposes relevant to our functions. We are collecting your Personal Information for the purpose of assessing your eligibility for TAP-P2 or other adjustment payments.
34. You may choose not to provide your personal information. However, this may mean that it is not possible or practicable for us to assist you or provide a TAP-P2 or other adjustment payments.
35. So that we can deal with your application, we will need to disclose your Personal Information to Roads and Maritime Services to confirm your entitlement to TAP-P2.
36. We may also disclose information from your application (including your Personal Information) to:
 - (a) the Taxi and Hire Vehicle Industries Assistance Panel (with representation from the NSW Taxi Council) for the purpose of administering the TAP-P2 scheme and any other adjustment payments schemes; and
 - (b) the Office of the Small Business Commissioner to the extent permitted by law.
37. Transport for NSW of 18 Lee St Chippendale NSW 2008 will collect and hold your information. You can ask to access or amend your Personal Information or health information held by us at by email at taxiassistance@transport.nsw.gov.au

Acknowledgement and Declaration

I/We have read and agree to the Terms and Conditions.

- I/We accept that if the Terms and Conditions are not met, I/we may not be entitled to receive or retain the transitional assistance payment.
- I/We have completed the application form and I/we declare that copies of documents in support of this application are a true copy of the original documents.
- I/We understand that my/our application is supplied voluntarily but cannot be processed unless I/we provide this information.
- I/We consent to the use of my/our Personal Information provided on this application or otherwise held by Transport for NSW and Roads and Maritime Services for the purpose of:
 - assessing my/our eligibility for a Transitional Assistance Payment Phase 2 or other assistance payments;
 - making a Transitional Assistance Payment Phase 2 or other assistance payments.
- I/We understand that my/our eligibility for a Transitional Assistance Payment Phase 2 will be assessed based on information provided on this application form and information held by Transport for NSW and Roads and Maritime Services and such further information as is provided by me/us upon their request.
- I/We authorise Transport for NSW to address all correspondence relating to this application to the nominated address.
- I/We acknowledge that if I/we make a false or misleading statement on or in connection with this application or otherwise engage in any Improper Conduct I/we may be required to repay the Transitional Assistance Payment Phase 2, be liable for interest and may also be prosecuted and fined.
- I/We declare that to the best of my/our knowledge the information provided is true, correct and accurate in every detail.

SIGNATURES - Registered Training Organisation owner/s – Corporations please sign under the Corporations section

Sole Owner of Registered Training Organisation

<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
NAME	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
NAME OF WITNESS	SIGNATURE	DATE

Owner 2 of Registered Training Organisation

<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
SECOND HOLDER/OWNER NAME	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
NAME OF WITNESS	SIGNATURE	DATE

Owner 3 of Registered Training Organisation

<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
THIRD HOLDER/OWNER NAME	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
NAME OF WITNESS	SIGNATURE	DATE

Owner 4 of Registered Training Organisation

<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
FOURTH HOLDER/OWNER NAME	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
NAME OF WITNESS	SIGNATURE	DATE

If more than four (4) registered training organisation owners, please copy this page and have the additional organisation owners sign in the appropriate place and attach to this application.

SIGNATURES - Corporation - Individuals please sign under the individual section

<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
NOMINATED DIRECTOR NAME	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
SECOND DIRECTOR/CORPORATION SECRETARY NAME	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
NAME OF WITNESS	SIGNATURE	DATE

Supporting Documentation Checklist (for applicants) - Please ensure that all the following supporting documents are attached and certified	Yes	No
Certified copies of 100 points of ID for individual registered training organisation owner	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of 100 points of ID for nominated Director or authorised person applying on behalf of a corporation (including one primary document)	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of 100 points of ID for second registered training organisation owner (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of 100 points of ID for third registered training organisation owner (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of 100 points of ID for fourth registered training organisation owner (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of Power of Attorney (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Joint Eligible Registered Training Organisation owner Authority (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of registration as a training organisation	<input type="checkbox"/>	<input type="checkbox"/>
Certified evidence of accreditation by TfNSW to operate an accredited taxi training course	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of financial statements for the registered training organisation for: <ul style="list-style-type: none"> • Financial Year 2016/2017 • Financial Year 2015/2016 • Financial Year 2014/2015 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Additional supporting documents for corporations		
Certified evidence that the corporation is a legal entity	<input type="checkbox"/>	<input type="checkbox"/>
Certified evidence that you are one of the directors/office holders of the corporation	<input type="checkbox"/>	<input type="checkbox"/>