

Taxi licence application

ACCREDITATION

Before making an application for a taxi licence, applicants other than accredited commercial passenger vehicle drivers should ensure they hold operator accreditation. The Taxi Services Commission (TSC) will automatically issue individual operator accreditation to accredited drivers, for such time while the licence is in force.

VEHICLE AND CONDITIONS

- Only one vehicle is permitted to operate per taxi licence, a separate form is required for each new taxi licence application.
- The applicant must be the owner of the vehicle they are applying to licence.
- Applicants should be familiar with the conditions that apply to taxi licences. Licence conditions are available at www.taxi.gov.au

CONTACT PERSON

Where the applicant is not an individual, a contact person must be nominated. The person nominated must be legally authorised to sign on behalf of the entity. The TSC will direct all communication regarding this application to the contact person.

DEFINITIONS

- **Conventional licence** means a taxi licence other than a Wheelchair Accessible Taxi (WAT) licence.
- **Operator** means the holder of accreditation as a taxi-cab operator under Part VI, Division 4 of the *Transport (Compliance and Miscellaneous) Act 1983* (Vic)(Act).
- **Owner** means every person who is the owner or joint owner of a commercial passenger vehicle, any person who has the use of a commercial passenger vehicle under a hiring or hire-purchase agreement, and any person in whose name a commercial passenger vehicle is registered under the Act, as per Part VI, Division 1 of the Act.
- **WAT** means Wheelchair Accessible Taxi. Please visit www.taxi.vic.gov.au for vehicle modification and accessibility standards information.
- **WAT licence** means a taxi licence with a restriction that the vehicle operated under that licence must be a WAT.

VICTORIAN TAXI LICENCE ZONES

There are four taxi zones which provide a framework for the issue of taxi licences, and the operation of licensed taxi-cab vehicles.

- **Melbourne metropolitan zone**
- **Urban and Large regional zone** (including Frankston, Dandenong, the Mornington Peninsula, Geelong, Ballarat and Bendigo)
- **Regional zone** (including Bairnsdale, the Bellarine Peninsula and Torquay, Benalla, Colac, Echuca, Hamilton, the LaTrobe Valley, Mildura, Portland, Sale/Maffra, Shepparton, Swan Hill, Wangaratta, Warragul/Drouin, Warrnambool, Wodonga, and the area surrounding the Melbourne Metropolitan Zone, including Melton/Bacchus Marsh, Sunbury, Gisborne, Woodend, Whittlesea, Kilmore, the Yarra Valley, the eastern Dandenong Ranges, Traralgon, Horsham, and Pakenham)
- **Country zone** (encompassing all other areas of Victoria).

Please refer to www.taxi.vic.gov.au for a detailed map of the zones.

TSC PUBLIC REGISTER

Under the Act, the TSC is required to keep a register of taxi industry participants (Public Register). The Public Register is a database of commercial passenger vehicle industry participants, located at www.taxi.vic.gov.au. It enables consumers to search the details of drivers, vehicles, hire car licence holders, operators and booking service providers. The Public Register is aimed at increasing accountability and transparency in the commercial passenger vehicle industry. Information about all new licence holders will be published on the Public Register and this includes the name of the licence holder, business contact details (including a telephone number, fax number, postal address, email address and Internet address) and the number of commercial passenger vehicles licensed in the name of the person. A licence holder may apply to restrict public access to information relating to them that is on the Public Register. Applications to restrict access will only be granted in exceptional circumstances. Visit www.taxi.vic.gov.au for information on how to apply.

ANNUAL ADMINISTRATION FEE

An annual administration fee must be paid by completing section 6 of this form. Please visit the Fees and Charges page at www.taxi.vic.gov.au for the current fee amount. Once paid, the fee is non-refundable.

ASSESSMENT AND APPROVAL

Please allow 10 business days for the application to be processed. Upon approval of your application you will receive an approval letter confirming that your licence has been granted, and a licence certificate stating your licence number.

LODGEMENT DETAILS

- Mail** Taxi Services Commission, GPO Box 1716, Melbourne, VIC, 3001 (section 6 must be completed)
- In person** Lower Ground Floor, 1 Spring Street, Melbourne, VIC, 3000

Taxi licence application

Before you begin please:

- ensure you read the TSC Privacy Policy available at www.taxi.vic.gov.au
- be aware that information provided by you in this application may be published on the TSC Public Register
- complete all fields in BLOCK LETTERS.

SECTION 1 – THE APPLICANT

Taxi-cab licences can only be granted to applicants holding either operator accreditation or commercial passenger vehicle driver accreditation. The TSC will automatically issue individual operator accreditation to accredited drivers, for such time while the licence is in force.

Name as displayed on your driver or operator accreditation certificate Accreditation number

If the applicant is not an individual, please nominate a contact person. This person must be legally authorised to sign on behalf of the applicant. The TSC will direct all communication regarding this application to the contact person.

Title Mr Mrs Ms Other
Last name
Given name/s Date of birth DD / MM / YYYY

SECTION 2 – CONTACT DETAILS FOR THE APPLICANT

An email address and at least one phone number must be provided. The TSC's preferred method of contact will be email unless the applicant requests otherwise.

Email address
Business phone Mobile Facsimile
Postal address
Town/Suburb State Postcode
Business address (street address)
Town/Suburb State Postcode

SECTION 3 – TYPE OF LICENCE

Please nominate the taxi-cab licence you are applying for

- | | |
|--|--|
| <input type="checkbox"/> Metropolitan conventional | <input type="checkbox"/> Regional conventional |
| <input type="checkbox"/> Metropolitan WAT | <input type="checkbox"/> Regional WAT |
| <input type="checkbox"/> Urban and large regional conventional | <input type="checkbox"/> Country conventional |
| <input type="checkbox"/> Urban and large regional WAT | <input type="checkbox"/> Country WAT |

INFORMATION COLLECTION NOTICE – Privacy and Data Protection Act 2014

The Taxi Services Commission (TSC) requires you to provide information about you including personal information and sensitive information as defined in the *Privacy and Data Protection Act 2014* (Information). The Information is required under the Act. The Information will be used for the TSC's functions and activities under the Act, including assessing your application for a taxi licence. If it is not provided, your application could be delayed or refused. The Information may also be used for other purposes under the Act such as for the TSC's lawful regulatory purposes, including the prevention, detection, investigation, prosecution or punishment of criminal offences or misconduct.

The TSC usually discloses the Information to related transport bodies or associations and government agencies such as the Australian Criminal Intelligence Commission, Attorney General's Office, Victoria Police, other law enforcement agencies, VicRoads and the TSC's medical panel any other government agency or other persons whose activities are relevant to the TSC's functions under the Act. The disclosure is for the purposes of the statutory functions of either the TSC or these government agencies or other bodies or persons.

You may gain access to the Information by contacting or writing to the TSC at privacy@taxi.vic.gov.au, to the Privacy Officer, Taxi Services Commission, GPO Box 1716, MELBOURNE, VIC, 3001 or by telephoning 1800 638 802 (toll-free for fixed landlines only).

Taxi licence application

INFORMATION COLLECTION NOTICE – Privacy and Data Protection Act 2014

Visit www.taxi.vic.gov.au to view the TSC's Privacy Policy. Alternatively, you may ask the TSC for a copy of the Privacy Policy at any time or request that a copy of the Privacy Policy be sent to you.

SECTION 4 – DETAILS OF PROPOSED VEHICLE

Registration number	<input type="text"/>	VIN/Chassis #	<input type="text"/>		
Make	<input type="text"/>	Model	<input type="text"/>	Body type	<input type="text"/>
Seating capacity	<input type="text"/>				

SECTION 5 – DECLARATION AND CONSENT

I, the undersigned, being the applicant:

- declare that the information provided in this application form is true, correct and complete to the best of my knowledge and understand that providing false or misleading information is a serious offence under the Act.
- consent to the TSC disclosing to members of the public who search the Public Register: the name of licence holder, business contact details for the person (including a telephone number, fax number, postal address, email address and Internet address) and the number of commercial passenger vehicles licensed in the name of the new licence holder.
- have read and understood the Information Collection Notice and the TSC Privacy Policy and consent to the TSC collecting, storing and retaining all information, including personal and sensitive information, obtained from me, State or Federal departments or agencies (including but not limited to law enforcement agencies and courts), health institutions, medical practices and/or other persons, and using, or disclosing that information to third parties for the purposes of the Act or as otherwise authorised by law, including but not limited to disclosure to any other person as required, in the course of dealing with this application and being a taxi licence holder.
- consent to the TSC disclosing my name and address if the TSC is satisfied that I was a driver or owner of a motor vehicle, that has been involved in a traffic accident resulting in injury to a person or damage or destruction of any property and I or the driver failed to provide my name and address as required in section 61 of the *Road Safety Act 1986 (Vic)*.

Individual applicant name / contact person name

<input type="text" value="SIGNATURE"/>	Date of signature
	<input type="text" value="DD / MM / YYYY"/>

SECTION 6 – PAYMENT OF THE ANNUAL ADMINISTRATION FEE

The authorisation on this form will only be used once. Credit card information will not be stored for future use. Once payment is processed by the TSC, a receipt will be forwarded to the address provided.

PAYMENT AUTHORISATION

Name on card	<input type="text"/>	Amount	\$ <input type="text"/>
Signature of card holder	<input type="text"/>	Date	<input type="text" value="DD / MM / YYYY"/>

Card number

Expiry date **Visa or MasterCard only**