

# Hire car licence application

## VEHICLE AND CONDITIONS

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

## DEFINITIONS

- **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, Divison 1 of the *Road Safety Act 1986*.

## 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.

## SUPPORTING DOCUMENTS

1. If the applicant does not hold driver or operator accreditation at the time of application, the individual applicant or the applicant's contact person must provide a copy of their Victorian driver licence, Australian passport or international passport (the document used must be current, or expired within the previous two years, but not cancelled).
2. The following supporting documents must be attached for applications from a partnership, company, incorporated association etc:
  - **Partnership**, a statutory declaration stating the partnership is a legal partnership and listing all partners.
  - **Company**, a recent company extract (no more than three months old) listing all directors. This is available from the Australian Securities and Investments Commission (ASIC).
  - **Company listed internationally**, an extract (no more than three months old) from a company register or other register recognising that company in that country.
  - **Incorporated association**, a certified copy of the incorporation certificate.
  - **Co-operative**, certificate of registration as a co-operative.

## 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](http://www.taxi.vic.gov.au) that 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 holder 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](http://www.taxi.vic.gov.au) for information on how to apply.

## INCOMPLETE APPLICATIONS

The TSC will contact you if it requires additional information. If you do not respond within 28 days, the TSC will determine your application based on the information provided. This may result in your application being refused. Refunds will not be issued if an application is refused.

## 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](http://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 7 must be completed)  
**In person** Lower Ground Floor, 1 Spring Street, Melbourne, VIC, 3000

# Hire car licence application

## Before you begin please:

- ensure you read the TSC Privacy Policy available at [www.taxi.vic.gov.au](http://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

Who is the applicant?  An individual (complete sections 1, 2 and 4 to 7)  Other (complete sections 1 and 3 to 7)

Does the applicant currently hold driver or operator accreditation in Victoria?  Yes  No

If **YES**, please provide the accreditation number

If **NO**, the individual applicant or the applicant's contact person must provide a copy of their Victorian driver licence, Australian passport or international passport (the document used must be current, or expired within the previous two years, but not cancelled).

## SECTION 2 – INDIVIDUAL APPLICANT

Title  Mr  Mrs  Ms Other

Last name

First name

Middle name/s  Date of birth

## SECTION 3 – NON-INDIVIDUAL APPLICANT

Entity type  Partnership  Company  Co-operative  Incorporated association  
 Other - please specify

Applicant name (as it will appear on the licence certificate)

### Please nominate a contact person

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

## SECTION 4 – 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

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## SECTION 5 – DETAILS OF PROPOSED VEHICLE

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

## 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 hire car 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](mailto: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).

Visit [www.taxi.vic.gov.au](http://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 6 – DECLARATION

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 hire car 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	Signature	Date
<input type="text"/>	<input type="text" value="SIGNATURE"/>	<input type="text" value="DD / MM / YYYY"/>

## SECTION 7 - 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. MasterCard and Visa only.

### 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry date	<input type="text" value="MM / YY"/>	<input type="text"/>																	