

Application to Commence or Terminate a Taxi-Cab Assignment

Fact Sheet

This fact sheet has been provided to assist your understanding of the legislation and our policy when completing an Application to Commence or Terminate a Taxi-Cab Assignment. Please remove this page when submitting your application.

Commencement of Assignment

Application:

In this form:

- The **Transport Act** means the *Transport (Compliance and Miscellaneous) Act 1983*
- The **TSC** means the Taxi Services Commission

This is an application to assign a taxi-cab licence under section 150 of the Transport Act. The Assignor and Assignee are required to complete Sections 1-7 of this application. If you are making the Application on behalf of a partnership or company, only one Partner or one Director is required to sign the application. The TSC will assume that the person who signs has authority to do so.

If you are not sure if you can legally sign for the partnership or company you should seek your own independent legal advice. Please also note that the information that is provided in the Application must be true and correct. It is an offence under the Transport Act to deliberately provide false or misleading information.

The assignment will only commence upon approval of the application by the TSC and when all requirements are met. At this point, licence certificates with the Assignor and Assignee's details and assignment dates will be provided. This certificate is confirmation that the assignment is approved and is current.

If no end date is provided for the assignment, the TSC will consider the assignment to be ongoing until both the Assignor and Assignee otherwise advise, is terminated by a court or is of no effect in accordance with section 150 of the Transport Act.

Operator Accreditation:

The Assignee must be accredited as a taxi-cab operator before an application to commence a taxi-cab assignment will be accepted for approval.

Vehicle:

Vehicle details must be provided at time of application. Please ensure the vehicle meets the TSC age and type requirements for a taxi-cab. Please refer to the TSC website at <http://taxi.vic.gov.au/owners-and-operators/taxi-owners-and-operators/vehicles>.

If the nominated vehicle is an existing taxi-cab and is required to be transferred into the new Assignee's name, the Assignee will need to attend the TSC Customer Service Centre with a current roadworthy certificate (no more than 30 days old) issued by a licensed taxi tester and VicRoads transfer paperwork. The TSC will notify the Assignee when the vehicle can be transferred.

If vehicle details are not provided, the assignment will be processed without a vehicle and will be deemed as 'non-operational.' The Assignee will then be required to provide vehicle details by completing an Application for Permanent Vehicle Substitution form, and present it to the TSC with the current substitution fee of \$74.50 (fee is valid for period 1 July 2016 to 30 June 2017 only).

Inspection:

If the vehicle is not an existing taxi-cab, the Assignee must provide the TSC with the inspection office where they will have the vehicle registered as a taxi-cab. This must be provided at time of application.

The TSC will allocate the Assignee a new taxi-cab registration plate number upon submission of the application. Upon approval of the application, the TSC will forward the registration plates and Authority to Register (ATR) to the nominated inspection office.

Note: The inspection must be booked no earlier than 10 business days from the date the application is submitted.

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Termination of existing Assignment

Application:

Where both parties agree to an early termination of their assignment, both the contact person of the Assignor and Assignee must notify the TSC by submitting *Attachment 1* of this application.

As the assignment is a civil legal binding contract between both parties, the TSC cannot record that an assignment has been terminated unless there is evidence that the assignment has been legally terminated.

Lodgement details

Post – GPO Box 1716, Melbourne, 3001

Email – licensing.applications@taxi.vic.gov.au (emailed applications must have completed Section 7 of the application form)

Assignment application fee

The current assignment application fee is \$104.80 (fee is valid for period 1 July 2016 to 30 June 2017 only).

The application fee must be paid when submitting the application.

Payment can be made via the credit card payment authorisation in Section 7 of the application form, or by bank cheque or money order payable to the 'Taxi Services Commission.'

How to certify your identity documents

Certified proof of identity must be provided for the Assignor contact person.

Step 1. Make a photocopy of each identity document. Make sure one of the documents shows your current residential address.

Step 2. Take your original documents and the photocopies to a member of the police force, an accountant (Chartered Accountant (CA), Certified Practising Accountant (CPA), Member of the National Institute of Accountants (MNIA), bank manager, honorary justice (JP), medical practitioner, dentist, school principal, veterinary surgeon, pharmacist, barrister or a solicitor. Please refer to our website for further information on proof of identity.

Assignment Agreement

An Assignment Agreement signed by the Assignor and Assignee must be lodged with the application. A template agreement is available on the TSC website at <http://taxi.vic.gov.au/owners-and-operators/taxi-owners-and-operators/licence-transfer-and-assignment>.

Nominated Representative

If the Assignor and Assignee intend to use a third party in assisting with an assignment then a Nominated Representative form must be lodged with the application to enable the TSC to transact with the party accordingly. Where individuals are acting on behalf of the Assignor and Assignee they will be required to provide one copy of primary identification. This form is also available on the TSC website.

Network Service Providers (NSP)

It is important that the Assignee provides us with their affiliated NSP in Section 2 of the application form. Any change in provider must be notified to the TSC.

Processing Time Frames and Preferred Contact Method

Please allow up to 10 business days for the application to be processed.

The preferred method of contact is via email. Please ensure you complete the email field in Section 2 of the application.

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SECTION 1 – LICENCE DETAILS

Please indicate (X) next to type of application.

Assignment Re-assignment

Taxi-cab licence number

SECTION 2 – APPLICANT'S DETAILS

Assignor (Licence Holder)

Name	<input type="text"/>		
Contact person	<input type="text"/>		
Business address	<input type="text"/>		
	<input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Postal Address (if different from business address)	<input type="text"/>		
	<input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

Assignee (Operator)

Operator Accreditation number	<input type="text"/>		
Name	<input type="text"/>		
Contact person	<input type="text"/>		
Business address	<input type="text"/>		
	<input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Postal Address (if different from business address)	<input type="text"/>		
	<input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		
Network Service Provider (NSP)	<input type="text"/>		

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SECTION 3 – VEHICLE / INSPECTION DETAILS

Is vehicle an existing taxi? Yes No If yes, does vehicle need to be transferred? Yes No

Plate number Vin

Make Engine

Model Body type

Seats CP date / (Build Date)

Please indicate (X) next to inspection office where vehicle is booked to be registered.
Please note that the inspection must be booked no earlier than 10 business days from the date the application is submitted.

VicRoads Carlton VicRoads Other

Road Safety Inspections

SECTION 4 – PROOF OF IDENTITY

Two certified documents are required for the contact person of the Assignor, one from each list.
Please indicate (X) next to documents provided.

Primary		Secondary	
Australian Driver Licence	<input type="checkbox"/>	Medicare Card	<input type="checkbox"/>
Australian Passport	<input type="checkbox"/>	Credit Card or ATM Card	<input type="checkbox"/>
Australian Birth Certificate	<input type="checkbox"/>	Entitlement card issued by the Commonwealth	<input type="checkbox"/>
Overseas Passport	<input type="checkbox"/>	Working with Children Check card	<input type="checkbox"/>
		Student or tertiary identity card	<input type="checkbox"/>
		Pensioner Concession card	<input type="checkbox"/>
		Department of Veterans' Affairs card	<input type="checkbox"/>

Note: Evidence of residence must be provided if not shown on primary identity document.
For more information on acceptable types of identification, please refer to the TSC website.

SECTION 5 - ASSIGNMENT AGREEMENT

Please provide a signed and completed Assignment Agreement (template agreement provided on TSC website).

If you are making the Application on behalf of a partnership or company, only one Partner or one Director is required to sign the Assignment Agreement. The TSC will assume that the person who signs has authority to do so.

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SECTION 6 – DECLARATION

Privacy and Collection statement - Privacy and Data Protection Act 2014

1. The TSC requires both the Assignor and Assignee to provide information about them including personal information (Information). The TSC is permitted by the Transport (Compliance and Miscellaneous) Act 1983 (Transport Act) to collect the Information and it will be used primarily for the purpose of assessing the application and if the application is granted, to enforce the Transport Act as required. If it is not provided, the application could be delayed or refused. The Information may also be used for other purposes under the Transport Act such as for the TSC's lawful regulatory purposes, including the prevention, detection, investigation, prosecution or punishment of criminal offences or misconduct.
2. The TSC may also disclose the Information to relevant persons in relation to this application (such as other Directors or Partners), Victoria Police, VicRoads, the Department of Justice and Regulation, the Sheriff's Office, any other government department or agency or other persons. This disclosure will be for the purposes of the statutory functions of either the TSC or these government agencies or other bodies or persons.
3. You may gain access to the Information by contacting or writing to the TSC at the phone numbers or addresses found below.
4. The TSC has a Privacy Policy and this is available on the TSC website at <http://www.taxi.vic.gov.au/about-us/privacy-policies>. Alternatively you may ask the TSC for a copy of the Privacy Policy at any time or ask that it be sent to you.

Assignor Name (contact person)

Assignor Signature

Date / /

Assignee Name (contact person)

Assignee Signature

Date / /

Note:
Any person who signs this application on behalf of a corporation or partnership warrants that they have been authorised to sign on behalf of that corporation or partnership. The Assignor and Assignee also acknowledge that by signing this form that are consenting to the TSC collecting, storing, retaining and using the Information for the purposes set out in the Collection and Privacy statement and disclosing the Information to any of the persons, government agencies or departments described in that statement.

SECTION 7 – PAYMENT

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.

CREDIT CARD PAYMENT AUTHORISATION

Date / /

Amount \$

Credit Card Name

Signature

Credit Card Number

Expiry Date /



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Application to Terminate a Taxi-Cab Assignment

ATTACHMENT 1

Termination of Assignment

We have mutually agreed, in accordance with the terms of our assignment agreement, to terminate the assignment agreement

taxi-cab licence number:

effective from

Assignor (Licence Holder)

Assignor Name

Contact person

Assignor Signature

Date

Assignee (Operator)

Assignee Name

Contact person

Assignee Signature

Date