

## Eligibility to Drive a Taxi:

To be eligible to drive a Taxi you must:

- Hold a current Australian driver licence for a minimum of 12 months (you must transfer your licence to Tasmania if it is issued by another state)
  - be at least 20 years of age
  - if you are 20 years of age you must have held your car licence for at least two out of the three years before you make an application
  - if you are 21 years or older you must have held your car licence for at least one year out of the three years before you make an application
- Be an Australian or New Zealand Citizen, permanent resident or hold a visa allowing you to work in Australia
- Satisfy the character requirements by supplying a Nationally Coordinated Criminal History Check (see general information for meeting character requirements)
- Be registered to work with vulnerable people in Tasmania
- Be medically fit at the commercial driver standard
- Undertake the required training with a nominated person engaged or employed by an approved accredited taxi operator or booking service provider

### NOTE:

- you will not be authorised to operate a wheelchair accessible taxi until you have successfully completed the relevant training course with 13cabs, see our website for further information.
- completing the training does not guarantee that your application will be approved.
- you must meet all the eligibility criteria. If you do not meet the criteria, you will need to supply a letter stating the reasons why you should be granted an Ancillary Certificate. This letter should also be accompanied by supporting documentation, such as character references.

## How to make an application for a Taxi Ancillary Certificate:

**Step 1** Complete the application form included with these guidelines.

**Step 2** Be registered with Working with Vulnerable People. For further information visit [www.justice.tas.gov.au](http://www.justice.tas.gov.au)

**Step 3** Complete the checklist below:

- ☐ meet the minimum period for holding an Australian Driver Licence (as above)
- ☐ meet the minimum age requirements (as above)
- ☐ completed Application Form
- ☐ Work Visa (if applicable)
- ☐ registered to work with vulnerable people in Tasmania
- ☐ completed an approved taxi training package
- ☐ completed WAT training (if seeking to drive a WAT taxi)

**Step 4** Take all the above information together with your current Australian Driver Licence and evidence of your residential address to any Service Tasmania Service Centre and pay the required Ancillary licence fee.

See [www.transport.tas.gov.au/fees\\_forms/licensing\\_and\\_assessments\\_fees](http://www.transport.tas.gov.au/fees_forms/licensing_and_assessments_fees)

**Step 5** You will be advised of the outcome of your application within five working days.

## General Information

### Meeting the character requirements

To be eligible to be issued with a Taxi Ancillary Certificate, you must be of good character. When assessing a person's offences, the Registrar of Motor Vehicles looks at numerous factors including [Road Safety, Honesty/Integrity and Social Behaviour](#).

If you have:

- been convicted of a criminal offence or a serious traffic offence; or
- been refused a Taxi or Public Vehicle licence; or
- had a Taxi licence or Public Vehicle licence suspended or cancelled

you may be required to supply a letter to the Registrar of Motor Vehicles outlining why you should be issued with a Taxi Ancillary Certificate. You should also provide other documents supporting your application (e.g. character references). You should do this when you apply for your Nationally Coordinated Criminal History Check and before you undertake the required taxi training unit.

### National Police Certificate

Must supply a Nationally Coordinated Criminal History Check and must be issued within six months of lodgement of your application.

### How long is a Taxi Ancillary Certificate valid?

A Taxi Ancillary Certificate is valid for 12 months. A renewal notice will be sent to you before your Taxi Ancillary Certificate expires.

If you are disqualified from driving, your Taxi Ancillary Certificate will be automatically cancelled. Unless the Court issues you with a Restricted Driver Licence to drive a taxi, you will have to reapply for your Taxi Ancillary Certificate and provide the Registrar of Motor Vehicles with a letter of explanation outlining why you should be reissued with a Taxi Ancillary Certificate.

### What happens after a Taxi Ancillary Certificate is granted?

Regular checks are made of your conviction and driving record. If you commit a criminal offence or crime, any alcohol or drug related offence or other traffic offences, your Taxi Ancillary Certificate may be cancelled.

You must provide a medical declaration; you are required by law to disclose any medical condition that may impair your ability to operate a motor vehicle. The Registrar of Motor Vehicles may request you to provide a Medical Fitness to Drive Assessment, at the commercial standard at any time. Failure to provide correct information may result in a refusal to issue an Ancillary Certificate or have consequences for your ongoing Ancillary Certificate.

### How do I have the X condition (no WAT) removed from my licence

You will need to successfully undertake the wheelchair accessible taxi training course with 13cabs. Upon completion of this course, you must apply in writing to the Registrar of Motor Vehicles for the removal of the X condition from your driver licence and provide a copy of your Certificate of Competence. You will be notified in writing of the outcome of your application.

## **How can I check if my Taxi Ancillary Certificate is still valid?**

You can check your Taxi Ancillary Certificate expiry date on our website. You will need to enter your driver licence number and surname. The details you enter must exactly match the details found on your driver licence card or the ancillary certificate information will not be released. A successful search will provide the ancillary certificate type, ancillary certificate expiry date and driver licence expiry date of the licence searched. Visit our website at: [https://ptinfo.transport.tas.gov.au/ancillary\\_check.aspx](https://ptinfo.transport.tas.gov.au/ancillary_check.aspx)

## **Exemption to hold an Australian Driver Licence for 12 months**

You may be able to apply for an exemption from the minimum 12-month licensing period. To be eligible for this exemption you must meet certain employment criteria.

Contact Service Tasmania on 1300 135 513 for more information regarding this exemption.

## **Assistance in learning English**

Contact the Adult Migrant English Program on 03 6165 5863.

## **Please Note:**

These Guidelines are for your information only.

Please do not return the Guidelines with your application form.

## APPLICATION TO DRIVE A TAXI

Applicant Details			
Surname (Family Name)			
Given Names			
Date of Birth		Driver Licence No	
Residential Address			
Postal Address (if different from above)			
Contact Phone Number			
Email address			
Registration to Work with Vulnerable People		Expiry Date:	

To support this application, I have	
<input type="checkbox"/>	The declaration signed below by an authorised trainer confirming the Standard Taxi Training has been completed
<input type="checkbox"/>	A certificate from 13cabs confirming the Standard Taxi Training has been completed
<input type="checkbox"/>	Current Registration to Work with Vulnerable People
<input type="checkbox"/>	A Nationally Coordinated Criminal History Check
<input type="checkbox"/>	Completed the Medical Declaration

## Driving History/Conviction Details (please tick the applicable box)

If you answer yes to any of the below, written details must be provided as an attachment to this application.

<b>1</b>	Have you ever had an application for Taxi or PPV Ancillary Certificate refused?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>2</b>	Have you ever had a Taxi or PPV Ancillary Certificate cancelled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>3</b>	Have you had any traffic infringement notices issued within the last three (3) years? I	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>4</b>	Have you ever been charged or convicted of any criminal offence whether a Conviction was recorded or not?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>5</b>	Are there any convictions pending against you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>6</b>	Are there any issues the Registrar of Motor Vehicles should be aware of, that's relevant to you being considered fit & proper (refer to <a href="http://www.transport.tas.gov.au">www.transport.tas.gov.au</a> ) or are you subject to any order issued by court or tribunal?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Medical Declaration

You are required by law to disclose any medical condition that may impair your ability to operate a motor vehicle. Failure to provide correct information may result in a refusal to issue an Ancillary Certificate or have consequences for your ongoing Ancillary Certificate. Do you suffer from? (Tick all applicable boxes):

<input type="checkbox"/> Heart Disease	Other medical conditions? Provide details: .....	
<input type="checkbox"/> Physical Disability	<input type="checkbox"/> Diabetes - If yes, how is your diabetes controlled? <input type="checkbox"/> Medication <input type="checkbox"/> Insulin	<input type="checkbox"/> Visual Impairment that may impact driving - tick applicable box(s) below  <input type="checkbox"/> Do you need to wear visual aids (contacts or glasses)  <input type="checkbox"/> Do you have any other eye condition(s)
<input type="checkbox"/> Epilepsy		
<input type="checkbox"/> Mental Disability		
<input type="checkbox"/> Giddiness/Fainting		
<input type="checkbox"/> Seizures/Fits		
<input type="checkbox"/> Sleep Disorder		
<input type="checkbox"/> Hearing Loss	<input type="checkbox"/> I suffer from none of the medical conditions above	

Proof of Training – To be completed by Authorised training provider

Completion of Standard Taxi Training – Trainer Certification	
I hereby certify that _____ (applicant) has undertaken the specified course of instruction – ‘ <i>Provide Taxi Services in Tasmania – Regulatory and Administrative Requirements and Transporting Passengers with Disabilities</i> ’, and completed Operator training and induction, as required by the Registrar of Motor Vehicles.	
Name of Authorised training provider (nominated person engaged or employed by an approved accredited taxi operator or booking service provider approved by State Growth to provide standard taxi training)	
Trainer Provider Number (TPN)	
Date	
Completion of Wheelchair Accessible Taxi (WAT) Training – Trainer Certification	
** Only complete this section if you have completed the wheelchair accessible training.	
I hereby certify that _____ (applicant) has undertaken the specified course of instruction – ‘ <i>TLIC2040 – Provide wheelchair accessible taxi services to passengers with disabilities</i> ’, as required by the Registrar of Motor Vehicles.	
Name of Authorised training provider	13cabs
Signature	
Date	
Applicant Signature and Declaration	
I declare that the information I have provided on this application is true to the best of my knowledge and belief.	
I also consent to the Registrar of Motor Vehicles obtaining any additional information and national and local criminal checks from Service Tasmania, the Department of Police and Emergency Management and interstate authorities as part of this application and during the currency of the Taxi Licence.	
Applicant Name	
Signature	
Date	

**Warning** Penalty for dishonestly providing false or misleading information – Maximum \$4000 and/or imprisonment for up to six months for a first offence

**Personal Information Protection Statement:** You are providing personal information to the Registrar of Motor Vehicles, who will manage that information in accordance with the *Personal Information Protection Act 2004* and relevant provisions of the *Vehicle and Traffic Act 1999*. The personal information collected here will be used by the Registrar of Motor Vehicles for driver licensing and vehicle registration purposes, and related purposes under the *Vehicle and Traffic Act 1999* and associated laws, including for national identity matching and verification purposes. Failure to provide this information may result in your application not being processed, or records not being properly maintained. The Registrar of Motor Vehicles may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Registrar of Motor Vehicles and you may be charged a fee for this service.