

## Eligibility to Drive a Taxi ...

To be eligible to drive a Taxi you must:

- Hold a current Australian drivers licence for a minimum of 12 months
- 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 National Police Certificate from Tasmania Police. (See general information for meeting character requirements)
- Be registered for with Working with Children
- Be medically fit at the commercial driver standard
- Undertake a specified course of training which is a Literacy Assessment and Taxi Driver Training Course at Combined Training or 13CABS Driver Academy (See below for information on how to book.)

If you don't meet the criteria, you'll 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** Book and undertake your Literacy Assessment and Taxi Training Course at  
13CABS Driver Academy on 6272 9292  
Combined Training on 0413 791 050 or [www.combinedtraining.com.au](http://www.combinedtraining.com.au)

*It may take up to six weeks to get a booking.*

**It is important to note** that completing the Literacy Assessment and Taxi Training Course does not guarantee that your application will be approved. You must meet all the eligibility requirements. If you have any concerns contact the Service Tasmania on 1300 135 513 before booking and paying for the Literacy Assessment and/or Taxi Training Course.

**Step 3** Obtain a National Police Certificate from Tasmania Police. It must be issued no more than 6 months prior to the date you lodge your complete application and must be the original document. *It may take 6 weeks to receive the National Police Certificate.*

**Step 4** Be registered with Working with Children, for further information visit  
[wwcforms.justice.tas.gov.au/RegistrationForm.aspx](http://wwcforms.justice.tas.gov.au/RegistrationForm.aspx)

**Step 5** Undertake a medical with your regular treating general practitioner who will complete the Medical Fitness to Drive Assessment form included with these guidelines.

**Step 6** Complete checklist below:

- Meet the minimum period for holding an Australian Drivers Licence, see page 1
- Meet the minimum age requirements, see page 1
- Completed Application Form
- Work Visa (if applicable)
- National Police Certificate
- Registered with Working with Children
- Obtain an QR Code for Check In TAS
- Completed Medical Fitness to Drive Assessment Form
- Certificates of Competency for the completion of the Literacy Assessment and Taxi Driver Training Course, issued by Combined Training or Driver Safety Services

**Step 7** Take all the above information together with your current Australian Drivers Licence and evidence of your residential address to any Service Tasmania shop along with the required Ancillary licence fee: see: [www.transport.tas.gov.au/fees\\_forms/registration\\_licensing/other\\_driver\\_licence\\_fees](http://www.transport.tas.gov.au/fees_forms/registration_licensing/other_driver_licence_fees)

**Step 8** You will be issued with your Taxi Ancillary Certificate so you can begin to drive a Taxi.

## 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 looks at a number of 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 or Public Vehicle Licence 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 National Police Certificate and before you undertake the Literacy Assessment and Taxi Driver Training Course.

**National Police Certificate** - Good Character or Personal References previously obtained by or for other institutions, persons, agencies (Government or otherwise), or National Police Checks or Certificates obtained from an internet based facility or website **will not be accepted**.

### 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 re-apply for your Taxi Ancillary

Certificate and provide the Registrar of Motor Vehicles with a letter of explanation outlining why you should be re-issued with a Taxi Ancillary Certificate.

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

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

You must undertake a medical which will be conducted in accordance with the Assessing Fitness To Drive Guidelines at the commercial standards:

- every three years until you turn 65 years of age
- every year from the age of 65, or
- at any time as required by the Registrar of Motor Vehicles.

You are not required to have a driving assessment unless requested by the Registrar of Motor Vehicles.

## **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 of the licence holder. These details entered must exactly match the details found on the driver licence 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 Drivers Licence for 12 months**

You may be able to apply for an exemption to 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 Migrant Education Centre on 6216 4482 at the Tasmanian Polytechnic.

## **Please Note**

The 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			
Working with Children Registration Number		Expiry Date:	

Driving History/Conviction Details (please tick the applicable box)			
<b>1</b>	Have you ever had an application for Taxi or PPV Ancillary Certificate refused? If yes give details:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>2</b>	Have you ever had a Taxi or PPV Ancillary Certificate Cancelled? If yes give details:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>3</b>	Have you had any traffic infringement notices issued within the last 3 years? If yes give details:	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? If yes give details:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>5</b>	Are there any convictions pending against you? If yes give details:	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? If yes give details:	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Work Visa (if applicable)

Please supply the details, including the permit number of your Work Visa issued in Australia. Refer to the Guidelines for further information.

Provide details here

## Supporting Information (if applicable)

If you have answered YES to Questions 1, 2, 4, 5 and 6 under Driving History/Conviction Details then you must provide a statement outlining why you should be issued with a Public Passenger Vehicle Licence. You should also provide other documents to support your application (e.g. character reference). Please attach a separate sheet if the space provided is insufficient.

Provide details here

## Signature and Declaration

I (please print full name) \_\_\_\_\_

of (address) \_\_\_\_\_

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 the Department of Police and Emergency Management and interstate authorities as part of this application and during the currency of the Taxi Licence.

**Signature of Applicant:**

**Date:**

### Warning

Penalty for dishonestly providing false or misleading information – Maximum \$4000 and/or imprisonment for up to 6 months for a first offence.