

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, and
  - 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 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 [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

**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
- 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\\_and\\_forms/fees/other\\_driver\\_licence\\_fees](http://www.transport.tas.gov.au/fees_and_forms/fees/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 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. See:

[www.transport.tas.gov.au/\\_data/assets/pdf\\_file/0016/123190/Ancillary\\_Certificate](http://www.transport.tas.gov.au/_data/assets/pdf_file/0016/123190/Ancillary_Certificate).

If you have:

- Been convicted of a criminal offence, or a serious traffic offence;
- 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.

Guidelines page 2 of 3

**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.

**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 the 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.

## APPLICATION TO DRIVE A TAXI

### Applicant's Details

Surname (Family Name)		
Given Names		
Residential Address		
Postal Address (if different from above)		
Contact Number:	Date of Birth:	Licence Number:
Working with Children Registration Number:	Expiry Date:	

### Driving History/Conviction details,

Tick the appropriate box

1	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"/>
2	Have you ever had a Taxi or PPV Ancillary Certificate Cancelled? If yes give details:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	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"/>
4	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"/>
5	Are there any convictions pending against you? If yes give details:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	Are there any issues the Registrar of Motor Vehicles should be aware of, that's relevant to you being considered fit & proper (refer guide lines <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** (see eligibility page 1 of Guidelines) – Please supply the details, including the permit number of your Work Visa issued in Australia

Provide details here

**Supporting Information** — 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). If insufficient space please attach a separate sheet.

Provide details here

### Signature and Declaration

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

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.

Application page 2 of 2

**Personal Information Protection Statement:** Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained