

# Application for Operator Accreditation

Before completing this application form:

- It is important that you read the relevant information sheets, guide and manual at [www.transport.tas.gov.au/accreditation](http://www.transport.tas.gov.au/accreditation).
- If you are applying for passenger transport service accreditation, you should complete the online self-assessment tool at [www.transport.tas.gov.au/accreditation](http://www.transport.tas.gov.au/accreditation) to determine the type of service you will be operating and whether or not you will require a licence.

## Section 1: Applicant Details

Applicant Type:      Individual                      Partnership                      Company / Organisation

If applying as an individual, company or organisation:

Name (individual or company / organisation)

Australian Company Number (if applicable)

Street address

Postal address

Email                                      Phone                                      Mobile

If applying as a partnership:

Partner 1 Details

Name

Street address

Email                                      Phone                                      Mobile

Partner 2 Details

Name

Street address

Email                                      Phone                                      Mobile

Note: To nominate further partners you will need to submit their details on an additional sheet.

Have you ever held accreditation?    Yes                      No

If yes, in which State?    TAS                      VIC                      SA                      QLD                      WA                      ACT                      NT

Has the applicant (including any director, partner or responsible person) ever been refused accreditation?                      Yes                      No

Has the applicant (including any director, partner or responsible person) ever had accreditation cancelled?                      Yes                      No

If yes to any of the above, provide details:

## Section 2: Responsible Person

Note: You do not need to complete this section if you are applying as an individual.

| The Responsible Person must be: |                             |  |
|---------------------------------|-----------------------------|--|
| Type of Organisation            | Responsible Person          |  |
| Government Body                 | A member or senior employee |  |
| Partnership                     | One of the partners         |  |
| Incorporated Body               | An officer or an employee   |  |
| Unincorporated Body             | A member                    |  |

Name

Street address

Postal address

Email Phone Mobile

## Section 3: Type of Service

What is the type of service you intend to operate?

Passenger Transport Service Complete Part A below

Hire and Drive Passenger Service Complete Part B on page 3

### Part A - Passenger Transport Service

Type of service: Taxi Tour Luxury Hire Car Bus Not for Profit Other

Description of service:

Business or trading name under which the service will be operating or advertising:

Proposed advertising (e.g. website, social media) or taxi network:

Address from which the service will be operating:

Region or location in which the service will be operating (e.g. South, Statewide, Flinders Island):

How many vehicles do you intend to operate?

Provide registration number(s) if known:

How many drivers do you intend to engage to drive your vehicles?

Type of licence required (if applicable). Refer to the [Taxi, Luxury Hire Car and Restricted Hire Vehicle Information Sheet](#) on the [Transport Services Tasmania](#) website if unsure:

Taxi Restricted Hire Vehicle Luxury Hire Car

If you will be operating a taxi service, please provide information about how you intend to obtain or lease a taxi licence. Provide details of the licence if known:

## Part B - Hire and Drive Service

Type of service:      Car Hire              Camper Van Hire              Other

Description of service:

Business or trading name under which the service will be operating or advertising:

Proposed advertising (e.g. website, social media):

Address from which the service will be operating:

Region or location in which the service will be operating (e.g. South, Statewide, Flinders Island):

How many vehicles do you intend to operate?

Provide registration number(s) if known:

## Section 4: Required Documents

The following documents must be submitted with the application form:

ASIC current historical company extract (if applicant is a company) or certificate of incorporation (if applicant is an incorporated body).

Proof of identity (for individual applicant or nominated Responsible Person):

- a copy of a Tasmanian driver licence; or
- a copy of a passport or birth certificate and proof of address.

Current National Police Certificate (NPC) for either:

- the applicant (if applying as an individual)
- each of the partners (if applying as a partnership)
- the nominated Responsible Person (if applying as an organisation).

Note: The NPC must be issued by Tasmania Police (or equivalent interstate authority) for the purposes of a schedule I record and received by the Transport Commission within 90 days of extraction (refer to the [National Police Certificate Information Sheet](#) on the [Transport Services Tasmania](#) website).

Audit report of the required type, which is either:

- an external audit completed by an approved auditor (category A or B service); or
- a self-audit report (category C service or Hire and Drive service).

Note: If you are unsure about the category of your proposed passenger transport service you will need to complete the self-assessment tool on the [Transport Services Tasmania](#) website. A list of approved auditors is also available on the website.

## Section 5: Optional Supporting Information

The following information is not mandatory but will help with the assessment of your application:

- A statement of previous relevant experience.
- Your business plan.
- If you (as an individual applicant or nominated Responsible Person) do not reside in Tasmania, how you intend to fulfil the responsibilities associated with the role.
- Other relevant information (e.g. personal referees / references).

## Section 6: Signature

This application form must be signed by:

- a person who has the authority to do so (if applicant is a company or organisation); or
- all partners (if the applicant is a partnership).

The person making the application:

Signature

Name

Authority to sign on behalf of applicant if not an individual (e.g. Director)

Date

The nominated Responsible Person (if different from the person making the application):

Signature

Name

Date

The Witness:

Signature

Name

Date

This application and the [fee](#) can be lodged at any [Service Tasmania shop](#). The application fee must be paid on lodgement and is not refundable.

### Personal Information Protection Statement

You are providing personal information to the Transport Commission which will manage that information in accordance with the [Personal Information Protection Act 2004](#).

The personal information collected here will be used by the Transport Commission and may be disclosed to other authorities, including the Department of State Growth and Registrar of Motor Vehicles, for the purpose of administering the [Taxi and Hire Vehicle Industries Act 2008](#), [Passenger Transport Services Act 2011](#), [Vehicle and Traffic Act 1999](#) and associated laws.

Failure to provide this information may affect the assessment of your application, or records not being properly maintained. The Transport Commission may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by the law.

You have the right to ask the Department of State Growth to give you access to the personal information you have provided. You may be charged a fee for this service.

### ENQUIRIES

Email [operator.accreditation@stategrowth.tas.gov.au](mailto:operator.accreditation@stategrowth.tas.gov.au)

Phone 1300 135 513