



ACT
Government

Justice and Community Safety

APPLICATION FOR RENEWAL
OF LEASED HIRE CAR LICENCE



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Public Transport Regulation
OFFICE OF REGULATORY SERVICES

APPLICATION FOR RENEWAL OF LEASED HIRE CAR LICENCE

Section 166 of the
Road Transport (Public Passenger Services) Regulation 2002

CONTACT INFORMATION

Lodge in person at the Office of Regulatory Services:	Public Transport Regulation Level 2, 13 – 15 Challis Street DICKSON ACT 2602
Office Hours:	8:30am to 4:00-pm Monday to Friday
General enquiries telephone number:	02 62078011
Website address:	www.ors.act.gov.au

PRIVACY STATEMENT

The lawful authority for collecting the information is the *Road Transport (Public Passenger Service) Act 2001*. The information may be disclosed to Commonwealth, Territory or State law enforcement agencies, transport authorities in those jurisdictions, government agencies authorised by law, the third party insurer or individuals or their agents or insurers following a motor vehicle accident.

INSTRUCTIONS FOR COMPLETION

The legislation underpinning the regulation of Hire Car Services is the *Road Transport (Public Passenger Services) Act 2001* (the Act) and the *Road Transport (Public Passenger Services) Regulation 2002*. The introduction of the leased licence scheme is intended to provide the community with greater choice in the types of hire car services and vehicles available, and in the cost of these services.

- (1) To obtain a leased hire car licence (including motorbikes) the applicant must be accredited to operate a hire car service.**
- (2) Submit an “Application for Renewal of Leased Hire Car Licence” form (see attached), to the Road Transport Authority**
- (3) Submit a passed Vehicle Inspection Report from Road User Services, which will indicate the wheelbase measurement. This measurement must be at least 2800mm. This requirement does not apply to motorbikes. For certain vehicles registered on 8 March 2005, with ‘H’ or ‘MO’ number plates, the wheelbase requirement does not apply until 1 July 2010, providing the vehicle continues to be registered as a hire car by the original operator until this date (ie the registered operator on 8 March 2005).**
- (4) You will be issued with a provisional leased licence number to which you may use when applying for a public vehicle insurance policy. A copy of the certificate of insurance must be supplied to the Road Transport Authority prior to obtaining the leased hire car licence.**
- (5) Present a cheque or money order made payable to the Road Transport Authority.**

The fee for a leased hire car licence (other than a motorbike) is as follows:

- annual payment of \$4,600; or
- quarterly payments of \$1,150

The fee for a leased hire car licence to use a motorbike is as follows:

- annual payment of \$460 for a motorbike capable of carrying one (1) passenger;
- annual payment of \$920 for a motorbike capable of carrying two (2) or more passengers

On approval of the application for a leased hire car licence, the applicant will be issued with a leased hire car licence under section 165(1)(a) of the *Road Transport (Public Passenger Services) Regulation 2002*.



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TO BE COMPLETED BY THE HIRE CAR SERVICE OPERATOR			
	APPLICANT 1		APPLICANT 2
Business Name / Company Name			
Given Name(s)			
Business Address			
Postal Address			
Business Contact Telephone No			
Mobile Number			
Drivers Licence Number (please provide a copy of your drivers licence with the application at lodgement)			
Applicant Signature			
VEHICLE DETAILS (Please attachment a copy of the public vehicle insurance policy at time of lodgement)			
HIRE CAR LICENCE NUMBER		VIN	
EXPIRY DATE		ENGINE	
MAKE		SEATING CAPACITY	
MODEL		MANUFACTURE MONTH/YEAR	
BODY TYPE			
PROVISIONAL LEASED LICENCE NUMBER (This number is void after 8 weeks if application is not approved)			
OFFICE USE ONLY			
Approved By:	Accreditation No:	Payment Fee	
Signed:	Dated:	Receipt No:	
Dated			

This form must be lodged with Public Transport Regulation – Level 2, 13 – 15 Challis Street DICKSON ACT 2602
Phone 62078011.