



*Passenger Transport Services Act 2011*

## **Passenger Transport Service / Hire and Drive Passenger Service Accreditation Application to change Responsible Person**

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This Application Form is to be used when the holder of accreditation wishes to apply to the Transport Commission to change the Responsible Person for their accreditation, under Part 2 of the [Passenger Transport Services Act 2011](#). *A holder of accreditation who is an individual cannot nominate a person other than him or herself as the Responsible Person.*

An application [fee](#) applies, payable at a Service Tasmania shop when lodging the application.

### ***SECTION 1 – Details of Accredited Operator.***

**Name:**

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**Accreditation Number:**

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**Business/Residential Address:**

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**Postal Address:**

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**Telephone Number    Fax Number    Email Address**

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**ABN**

**ACN (if applicable)**

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**NOTE** - Australian Business Number (ABN) – Failure to supply the Department with an ABN may result in the Department withholding any associated payments, as deemed necessary by the Australian Taxation office. In addition, an Australian Company Number (ACN) must be provided where appropriate.

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## SECTION 2 - Responsible Person Details

The person nominated as Responsible Person may be:-

- a. in the case of an incorporated or unincorporated body or a body politic as applicant – one of the officers or employees
- b. in the case of a partnership as applicant - one of the partners.
- c. In the case of an individual applicant, that individual.

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Home/Business Address*

\_\_\_\_\_  
*Postal Address*

\_\_\_\_\_  
*Telephone Number      Fax Number      Email Address*

\_\_\_\_\_  
*I, \_\_\_\_\_ advise that I am the Responsible Person / accept the nomination as Responsible Person of behalf of (Signature)*

\_\_\_\_\_  
*(Accredited Operator)      Date:*

## SECTION 3 - Proof of Identity

This section **must** be completed by the above nominated Responsible Person. Proof of identity & address must be checked and verified at Service Tasmania. If applicable, Interstate licences and proof of address documents should be copied, and attached to this application form. Please indicate with a tick the form of identification you are presenting.

<b>Form of ID</b>	<b>ID Number of document</b>	<b>Service Tasmania Use Only (Initial upon sighting identification)</b>
<input type="checkbox"/> Driver Licence	_____	_____
<input type="checkbox"/> Passport	_____	_____

- Birth Certificate or Extract \_\_\_\_\_
- Proof of Address \_\_\_\_\_

**SECTION 4 – National Police Certificate**

Before this application can be progressed it will be necessary for the Responsible Person to obtain a current [National Police Certificate](#). An application to obtain the Certificate is available at any Service Tasmania outlet or police station.

A fee applies for this Certificate. When you receive your National Police Certificate, please forward the original – or a certified copy, which can be arranged at Service Tasmania - to the Vehicle Operations Branch, Department of State Growth (or attach it to this application). Retain a copy of your Certificate for your records. If you forward the original certificate, it will be returned to you following sighting by the Department.

**All applicants must obtain a National Police Certificate. A notification WILL NOT be processed if a current National Police Certificate is not included with the notification. A National Police Certificate is current if it is dated within 90 days of being obtained.**

**Good Character Checks 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 web site will not be accepted.**

**SECTION 5 – Signature(s)**

*Please sign and date this application.*

Signature(s): ..... Date: .....

**SECTION 6 – Approval Process (office use only)**

- |  |          |                          |
|--|----------|--------------------------|
| Section 1 – Applicant details          | Complete | <input type="checkbox"/> |
| Section 2 – Responsible Person details | Complete | <input type="checkbox"/> |
| Section 3 – Proof of Identity          | Complete | <input type="checkbox"/> |
| Section 4 – National Police Check      | Attached | <input type="checkbox"/> |
| Section 5 – Signature of applicant     | Complete | <input type="checkbox"/> |
| Attached copies of proof of Address    |          | <input type="checkbox"/> |
| ACN if applicable                      | Attached | <input type="checkbox"/> |

National Police Certificate sighted. By.....Date.....

By.....Date.....

Reference No .....

Comments: .....

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**OFFICE USE ONLY**

Refused

Approved

Trim file. \_\_\_\_\_

Signed on behalf of the Commissioner for Transport:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**PERSONAL INFORMATION PROTECTION STATEMENT**

Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles and the Transport Commission for that purpose and may be used for other purposes permitted by the [Vehicle and Traffic Act 1999](#), the [Passenger Transport Services Act 2011](#) and the [Taxi and Hire Vehicle Industries Act 2008](#) and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles and the Transport Commission, 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.