



Driver Authorisation (DA)

Drivers of motor vehicles used to provide particular public passenger services are required to hold DA.

The purpose of DA is to maximise public confidence in public passenger services in relation to the drivers of public passenger vehicles.

Information bulletins about DA and application forms may be obtained from the Department of Transport and Main Roads website www.tmr.qld.gov.au.

Applicants for DA must have an entitlement to work in Australia

DA applicants must have a legal entitlement to work in Australia. Applicants must provide evidence specified in section 7 of the application form that they are:

- an Australian citizen
- a permanent resident of Australia
- a New Zealand citizen who is the holder of a special category visa as defined by the *Migration Act 1958* (Commonwealth), section 32
- entitled, under a visa granted under the *Migration Act* (Commonwealth) to work in Australia.

If you are not an Australian citizen or permanent resident, you must present your foreign passport, Visa Evidence Card or Document for Travel to Australia at the time of application. You must also complete an *Authority to Check a Visa Holder's Work Entitlement* (form F4595) so the department can verify you have an entitlement to work in Australia.

Holders of DA must have an acceptable criminal history

Criminal history checks are part of the DA application process.

All criminal history is considered, regardless of time elapsed. Driver disqualifying offences are categorised into category A, B and C offences. Persons convicted of category A driver disqualifying offences are ineligible for DA. Persons convicted of a category B driver disqualifying offence cannot hold DA unless they can demonstrate an exceptional case exists. DA can also be refused if a person is convicted of a category C driver disqualifying offence or charged with a driver disqualifying offence (any category) and the charge has not been finally disposed of.

Information bulletin *Driver Authorisation - Effect of a Driver Disqualifying Offence PT17* provides more information about category A, B and C disqualifying offences.

A DA application will not be accepted where an applicant has an alcohol interlock condition on their driver licence.

Holders of DA must have an acceptable driving history

Driving history checks are part of the DA application process for assessing the suitability of a person to hold DA.

Information bulletin *Driver Authorisation - Effect of a Driving History PT16* provides more information.

A DA application will not be accepted where an applicant has an alcohol interlock condition on their driver licence.

Medical fitness

Applicants must obtain and submit a *Medical Certificate for Motor Vehicle Driver* (form F3712) assessed in accordance with the commercial medical standards set out in *Austroads Assessing Fitness to Drive – For Commercial and Private Vehicle Drivers* publication. This publication is available from the Austroads website www.austroads.com.au.

The certificate must be no more than six months old. The applicant is responsible for payment of all fees associated with the issue of the certificate. Medical certificates not using form F3712 may be not be accepted.

Categories of DA

There are two categories of DA:

- Booked hire/taxi - authorises a driver to provide any public passenger service that requires DA
- General - authorises a person to provide any public passenger service other than a taxi service or booked hire service.

From 1 September the scheduled and motorcycle tourist services DA categories have been replaced by general DA.

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Driver licence requirements

- A DA applicant must hold a current Australian open or restricted driver licence for the type of vehicle to be used
- Applicants for booked hire/taxi and general DA are required to have held an open, restricted, provisional or probationary driver licence (Australian or overseas) for at least three years in total
- In addition, applicants for booked hire/taxi DA must have held for a continuous period of at least one year any of the following licences or a series of the following licences:
 - an Australian open, restricted, provisional or probationary driver licence
 - or a corresponding foreign licence issued by an experienced driver recognition country or a recognised country listed on the Austroads website. (These are countries recognised as having similar driver licensing standards to Australia.)

Medical fitness

Full payment of fees is required when the application is lodged. Information about DA fees may be found on the department's website www.tmr.qld.gov.au.

How to submit your DA application

The application form must be lodged in person at a transport and motoring service centre (locations may be found on the Queensland Government website www.qld.gov.au). The form must be accompanied by evidence of identity (EOI), your driver licence, evidence of Australian work entitlement and full payment.

The majority of applications are finalised within two weeks. Some applications can take longer while national criminal and traffic history checks are being sourced from other agencies. Upon approval of your application, you can use an interim industry authority as evidence that you are authorised to perform the role until your industry authority card arrives in the mail. To obtain your interim industry authority by email ask to sign up for the department's e-reminders when submitting your application. For more information on e-reminders please refer to www.qld.gov.au/transport/enotice.

If you are not the holder of a Queensland driver licence, you may have to complete the *New Customer Application* (form F3503), and provide EOI. Refer to *EOI Requirements for Individuals/Organisations* (form F4362).

Digital photo and signature

You will be required to allow the taking of a digital photo and the recording of a digitised signature to help verify your identity and to reproduce the photo and signature on your industry authority card.



This form is to be used if you are applying for Queensland driver authorisation (DA) to drive a public passenger vehicle.

1. Personal details

Family name

Given name/s

Residential address

Postcode

Postal address (if different to residential address)

Postcode

Mobile/Telephone number

Telephone (other)

Email address

Date of birth

Town/City of birth

State of birth

Country of birth

Town/City and state of birth details must be supplied if born in Australia

2. Customer reference number

Do you have a departmental customer reference number (CRN)? (A CRN is a Queensland driver licence number, Adult Proof of Age card number, or Industry Authority number).

Yes ☐ Provide CRN and then go to Q3

No ☐ Complete a *New Customer Application* (form F3503)

3. Driver licence details

(a) Do you have either:

- a current Australian open driver licence
- a restricted driver licence issued by a court order for driving a public passenger service.

Yes ☐ No ☐ You cannot hold DA.

(b) Was your driver licence issued in Queensland?

Yes ☐ Go to Q4

No ☐ Please provide interstate driver licence number

State issued

Expiry date

Note: you will need to present your interstate driver licence with your application.

4. Have you ever been known by any other name?

No ☐ Go to Q5 Yes ☐ Give full details of all names

5. (a) Have you lived in New Zealand or in another Australian state or territory?

No ☐ Go to (b) Yes ☐ Give details, then go to (b)

Where?

When? (Year/s)

(b) Have you lived in any other country for more than 12 months in the last 10 years and been aged at least 18 years of age or more for any period during this time?

No ☐ Go to Q6 Yes ☐ Give details

Where?

When? (Year/s)

6. Have you ever held a DA in Australia or New Zealand?

No ☐ Go to Q7

Yes ☐ **Note:** You may be eligible to apply under mutual recognition. Please refer to the information bulletin *Mutual Recognition of Public Passenger Driver Authorities issued in other States, Territories or New Zealand PT01* located at: www.tmr.qld.gov.au/information_bulletins

7. Entitlement to work in Australia

(a) Are you an Australian citizen, Australian permanent resident or a New Zealand citizen holding a special category visa?

No ☐ Go to (b) Yes ☐

Your application will be accepted on presentation of one of the following documents. Please tick (✓) which documents you will be providing and provide details below—

- | | |
|--|--------------------------|
| Green Medicare Card | <input type="checkbox"/> |
| Full Australian Birth Certificate | <input type="checkbox"/> |
| Queensland Birth Extract | <input type="checkbox"/> |
| Australian Citizenship Certificate/Extract | <input type="checkbox"/> |
| Australian Naturalisation Certificate | <input type="checkbox"/> |
| Australian Passport | <input type="checkbox"/> |
| (which is not expired more than two years) | <input type="checkbox"/> |
| New Zealand Passport | <input type="checkbox"/> |
| Evidence of your permanent residency | <input type="checkbox"/> |

Document number

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Place of issue (if stated)

Date of issue (if stated)

Note: If your name is different from the name on the documents you are providing for proof of Australian Citizenship or permanent residency, you need to submit a change of name document. For a list of acceptable documents please refer to *Evidence of Identity Requirements for Individuals/Organisations* (form F4362) which can be located at www.tmr.qld.gov.au.

(b) Do you hold a current visa with a work entitlement?

- No ☐ Your application cannot be processed. Please contact the Department of Immigration and Border Protection about your entitlement to work in Australia.
- Yes ☐ Your passport, Visa Evidence Card or Document for Travel to Australia will be required by the department along with a completed *Authority to Check a Visa Holder's Work Entitlement* (form F4595).

How long was your visa issued for?

If you have had more than one visa issued only include details of your original visa, do not include time for bridging visas or subsequent visas.

Years

Months

Note: If the visa was issued for a stay in Australia of less than 12 months you will need to provide a criminal history clearance from each country, other than New Zealand that you have resided in for more than 12 months in the last 10 years.

8. DA categories and licence requirements

(a) What category of DA are you applying for?

- Booked hire/taxi [authorises the holder to drive a vehicle being used to provide any kind of public passenger service. Required for drivers of taxi or booked hire services] ☐
- General [authorises the holder to drive a vehicle being used to provide any public passenger service other than a taxi service or booked hire service] ☐

(b) Do you meet the driver licence requirements (refer to page 2) for the category you are applying for?

- Yes ☐ Go to Q9
- No ☐ The application may be refused if you do not meet these requirements.

9. Term of DA

(a) Do you have an existing industry authority?

(For example: an authority for Tow Truck or Dangerous Goods Driver)

- No ☐ Go to (b)
- Yes ☐ You may have the option to have your DA issued to the same expiry date as your existing industry authorities. The payment of fees, if applicable, would be assessed on a pro-rata basis.

(b) How long do you want your DA for?

- One year ☐ Two years ☐ Three years ☐
- Four years ☐ Five years ☐
- Other ☐

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- The fee will be determined by the issue period chosen.
- If you hold a current work visa with a work entitlement, DA will not be issued past your work entitlement end date.
- DA will not be issued past your medical certificate expiry date.

10. Medical Fitness

Applicants must submit a *Medical Certificate for Motor Vehicle Driver* (form F3712) issued in accordance with the commercial standards stated in the *Assessing Fitness to Drive - Commercial and Private Vehicle Drivers* medical standards. The certificate must be no more than six months old. Certificates not using form F3712 may not be accepted. Are you submitting your medical certificate with this application?

- Yes ☐ No ☐ This application will not be fully assessed until the medical certificate is lodged.

11. Have you ever been convicted of a criminal, drug or weapons offence or been charged with any of these offences and the charge has not been finally disposed of?

Note: All criminal history must be declared regardless of time elapsed. The department conducts a criminal history check on each applicant.

- No ☐ Yes ☐ Please provide date, place, offence and outcome if known.

If insufficient space, attach separate sheet

12. Have you ever had a DA or equivalent authority suspended, cancelled or refused in Queensland or elsewhere?

- No ☐ Yes ☐ If known give the authority number and details of the suspension or cancellation.

If insufficient space, attach separate sheet

13. Driving history

The department will be verifying your driving history.

(a) In the last five years have you had your driver licence amended, suspended, cancelled or have you been disqualified from holding or obtaining a driver licence, or have you committed a traffic offence other than parking (for example, speeding)?

No ☐ Yes ☐ Please provide date, place, offence and outcome if known.

If insufficient space, attach separate sheet

14. Applicant declaration

I give my consent for the department to conduct enquiries it deems necessary to assess my application, including, but not necessarily limited to:

- a national criminal history check through the Queensland Police Service and a New Zealand criminal history check through New Zealand Police if required. I authorise the release of that information by Queensland Police Service, the Australian Police Services and New Zealand Police to the department
- a driving history check in all states and territories of Australia
- enquiries with the courts, police, prosecuting authorities or other relevant bodies or entities to enable the department to make a full and informed assessment of my suitability for DA
- verifying that I hold a current visa with an entitlement to work in Australia if required
- verifying evidence of identity information provided in this application.

I authorise the department to use this information to maintain a database which is used to prepare correspondence, monitor transactions and to provide accredited operators and other relevant government agencies with information relating to my DA.

I give my consent to the department taking, keeping, and using my personal information, digital photo and digitised signature for the issue of DA under the *Transport Operations (Passenger Transport) Act*, or as otherwise authorised by law.

Statement

I declare that:

I am aware of my duties and obligations as a public passenger vehicle driver under the *Transport Operations (Passenger Transport) Act*, *Transport Operations (Passenger Transport) Regulation 2018* and the *Transport Operations (Passenger Transport) Standard 2010* and I will comply with the requirements of the legislation.

Please note: An applicant in this application shall not:

- wilfully make or authorise the making of a statement that is misleading
- wilfully make or authorise the omission of any matter or thing without which the application is misleading in a material respect.

If you do not tell the truth in your application you may be prosecuted under the relevant Acts or Regulations.

I state that I have read the above statement and the information provided in this application is complete, true and correct in every detail.

Applicant's signature

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Date

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Privacy statement: The department is collecting the information on this form to assess your suitability for a DA. The department is authorised by the *Transport Operations (Passenger Transport) Act* to collect this information and to obtain information from other government agencies relating to your criminal and driving history and by the *Migration Act (Commonwealth)* to verify your entitlement to work in Australia. The documents collected for the purpose of this application will be accessible by authorised departmental persons and some of this information may be disclosed to the Queensland Police Service and interstate licensing authorities as allowed under the Acts.

If this application is approved, and an industry authority card is produced, the department's card contractor will have controlled access to your information, digital photo and digitised signature to make a card. Your information and digital photo may be accessed by authorised departmental persons or police exercising a power in relation to this Act, section 328A of the *Criminal Code Act 1899* or otherwise authorised under the *Police Powers and Responsibilities Act 2000*. The department will not disclose your personal details, documents or digital photo to any other third parties without your consent unless required by law.

Office Use Only - Checklist
Lodging Customer Service Centre (CSC) to complete

Lodgement date

CSC lodged at

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/

Operator user ID

Booked hire/taxi

General

Further action

Please indicate with a ☒ when completed/submitted, or a ☒ when not required.

EOI proof of identification

(If not sighted, specify reason)

Work entitlement checked

/

/

(Work entitlement end date)

1:1 match performed

Fee paid

\$

(Amount paid)

(Receipt number)

Application forwarded to DA hub

DA hub to complete

Criminal history check results

Nil

History referred to PT

Driver licence requirements

Queensland driving history

Interstate driving history

Check for previous DA history

Medical certificate

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/

(Expiry date)

Approval of DA

Is the application approved?

Yes

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(Issue date)

/

/

(Expiry date)

Approving officer

Approval entered on TICA

Refusal of DA - PT office to complete

Decision maker

Application refused

Issue refusal letter/notice

Comments

Is a fee refund applicable?

No

Yes

\$

(Amount to be refunded)

Refusal/refund request sent to DA hub

Confirm refusal/refund processed by DA hub

/

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(Date processed)

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