

This form is to be used if you are applying to renew your driver authorisation (DA) to drive a public passenger vehicle. All relevant questions must be answered or the application will not be processed and will be returned to you for completion.

1. Driver details

Driver Authorisation/Industry Authority number

Family name

Given name/s

Residential address (as currently recorded)

Postcode

Postal address (if the same as residential address write 'as above')

Postcode

Daytime telephone number/s

() ()

2. Can you show your Queensland driver licence, industry authority, marine licence indicator or Adult Proof of Age card?

Yes ☐ Go to 3

No ☐ You must show three EOI documents, one of which must show your signature, and one evidence of residential address document. For a list of suitable documents refer to *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) located at www.tmr.qld.gov.au/Find-a-form

3. Have you changed your name?

No ☐ Go to 4 Yes ☐ Provide details below

New name

Family name

Given name/s

Note - You are required to submit a Change of Customer Details (form F4214) and a change of name document. Form F4214 can be obtained from www.tmr.qld.gov.au/Find-a-form

4. Have you changed your address?

No ☐ Go to 5 Yes ☐ Provide details below

New residential address

Postcode

Postal address (if the same as residential write 'as above')

Postcode

5. Entitlement to work in Australia

A driver of a vehicle providing a public passenger service must have a legal entitlement to work in Australia. This means that before the Department of Transport and Main Roads can accept an application, a person must provide evidence that they are -

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

Continued next column...

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

No ☐ Go to (b) Yes ☐

If you have not previously provided the necessary evidence you will need to do so before your application can be accepted.

Acceptable evidence includes, a green medicare card, Australian Citizenship evidence, or permanent residency evidence.

Go to 6

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

No ☐ Your application cannot be processed. Please contact the Department of Home Affairs about your entitlement to work in Australia.

Yes ☐ Provide details below. 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) located at www.tmr.qld.gov.au/Find-a-form

Document number

Country of issue

6. Medical Fitness

If your medical certificate is due to expire, or your medical condition has changed, you will be required to present a new medical certificate to renew your driver authorisation.

A *Medical Certificate for Motor Vehicle Driver* (form F3712) and a *Private and Commercial Vehicle Driver's Health Assessment* (form F3195) can be obtained from www.tmr.gov.au/Find-a-form

7. Traffic and Criminal Histories

The department will be verifying your traffic and criminal histories.

(a) Since your previous renewal, have you 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 - Conviction includes a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded.

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

If insufficient space, attach separate sheet

(b) Do you hold an interstate driver licence?

No ☐ Go to 8

Yes ☐ Please provide details below

Driver licence number

State issued

Expiry date

/ /

Note - You must present your interstate driver licence with your application.

(c) If you hold an interstate driver licence since your last driver authorisation renewal, 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 details if known

If insufficient space, attach separate sheet

Continued over the page...

8. Categories of driver authorisation

From 1 September 2018, there are two categories of DA: booked hire/taxi (BHTX) DA and general (Genr) DA. Drivers must hold the correct category of DA for the type of services being provided.

BHTX DA authorises the holder to drive a vehicle being used to provide any kind of public passenger service.

General DA authorises the holder to drive a vehicle being used to provide any public passenger service other than a taxi service or booked hire service.

If you intend to provide a taxi service or booked hire service you must hold BHTX DA.

***Note:** Under legislation that took effect from 1 September 2018, holders of scheduled (Sche) DA and motorcycle tourist (TrMc) DA are automatically deemed to hold general (Genr) DA. Holders of taxi (Taxi) DA or limousine (Limo) DA are automatically deemed to hold booked hire/taxi (BHTX) DA.*

Do you want to add or remove a service category to/from your driver authorisation?

No ☐ **Go to 9** Yes ☐

There are different requirements for each service category. For more information, refer to the driver authorisation information bulletin located at: www.tmr.qld.gov.au/information_bulletins

Please tick (✓) which categories you want added/removed.

| Add | Remove |
|---|--------------------------|
| <input type="checkbox"/> Booked hire/taxi | <input type="checkbox"/> |
| <input type="checkbox"/> General | <input type="checkbox"/> |

9. Term of driver authorisation

(a) Do you have an existing industry authority?

(e.g. Tow Truck or Dangerous Goods Driver)

No ☐ **Go to (b)**

Yes ☐ ***Note -** If you hold other industry authorities issued by the department, you may have the option to have your driver authorisation 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 driver authorisation for?

1 year ☐ 2 years ☐ 3 years ☐ 4 years ☐
5 years ☐ Other ☐ / /

- The fee will be determined by the period chosen.
- Full driver authorisation may be issued for up to 5 years providing applicants meet all requirements for each category requested.
- If you hold a current visa with a work entitlement, driver authorisation will not be issued past your work entitlement end date.
- Driver authorisation will not be issued past your medical certificate expiry date.

Continued next column...

Office Use Only

CSC use

DA renewal checklist completed ☐

DA Application Referred to RO/PT

RO/PT email CSC TICA Action and Fee Refund Request which must be actioned and filed.

10. Applicant declaration

I give my consent for the department to conduct enquiries it deems necessary to assess my application and ongoing suitability to hold driver authorisation, 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
- verifying evidence of identity information provided in this application
- a driving history check in all states and territories of Australia and if required New Zealand
- 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 driver authorisation
- verifying that I hold a current visa with an entitlement to work in Australia if required.

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 driver authorisation.

I give my consent to the department taking, keeping, and using my information, digital photo and digitised signature for the issue of driver authorisation under the *Transport Operations (Passenger Transport) Act 1994*, 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 and the Transport Operations (Passenger Transport) Standard 2010* and that I will comply with the requirements of the legislation.

Please note -

An applicant shall in this application not:

- wilfully make or authorise the making of a statement that is misleading; or
- 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

Date

/ /

Privacy Statement:

The Department of Transport and Main Roads (the department) is collecting the information on this form to assess your suitability for driver authorisation. 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.