



Greater Melbourne Taxi Licence Release

APPLICATION FOR A CONVENTIONAL FIXED-TERM TAXI-CAB LICENCE

USE THIS FORM IF YOU WISH TO APPLY FOR CONVENTIONAL
TAXI-CAB LICENCES IN THE METROPOLITAN
AND/OR OUTER SUBURBAN TAXI-CAB ZONES

You should complete this form in conjunction with the Application Information Booklet.

Unless otherwise indicated:

- capitalised terms used in this Application Form have the meanings given in the Procedural Rules set out in Schedule 1 of the Order of the Minister for Public Transport under section 143A(1) of the *Transport Act 1983*, published in the *Victorian Government Gazette* which gives effect to this Application Process; and
- words used in this Application Form have the meanings given in the Transport Act.

Office use only

Date received

Stamp

Signature of officer

Department of Transport

Greater Melbourne Taxi Licence Release,
Locked Bag 20036, Melbourne VIC 3001
Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au

June 2010



Greater Melbourne Taxi Licence Release

This page has been intentionally left blank

Department of Transport

Greater Melbourne Taxi Licence Release,
Locked Bag 20036, Melbourne VIC 3001
Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au



Greater Melbourne Taxi Licence Release

Instructions to Applicants

This application for a Fixed Term Licence must be made in the name of either an Individual or a Non-Individual.

An **Individual** means a natural person.

A **Non-Individual** means: a partnership, a company, a cooperative, an incorporated association or a body corporate (other than a company, cooperative or incorporated association). A Non-Individual Applicant requires a Responsible Person (being a natural person) to act as their representative in respect of the Application.

Note: If the Applicant is acting through a trust, you must apply in the name of the trustee.

| Application Form: Relevant sections for Individuals and Non-Individual Applicants | Individual | Non-Individual | Page Number |
|-----------------------------------------------------------------------------------|------------|--------------------------------|-------------|
| Section A Details of Applicant (Individuals) | ✓ | | 4 |
| Section B Details of Applicant (Non-Individuals) | | ✓ | 5 |
| Section C Nomination Form for Relevant Persons and Responsible Person | | ✓ | 6 |
| Section D Proof of Identity | ✓ | Responsible Person to complete | 8 |
| Section E Authority for Information | ✓ | Responsible Person to complete | 10 |
| Section F General | ✓ | ✓ | 11 |
| Section G Certificate of Financial Capacity | ✓ | ✓ | 12 |
| Section H Financial Suitability | ✓ | ✓ | 13 |
| Section I Payment of Application Fee | ✓ | ✓ | 14 |
| Section J Bid Forms (Metropolitan) | * | * | 16 |
| Section K Bid Forms (Outer Suburban) | * | * | 18 |
| Section L Consent and Statutory Declaration | ✓ | Responsible Person to complete | 20 |
| Section M Checklist | ✓ | ✓ | 22 |

* See "How to decide which Bid Forms to use" on page 15.

Department of Transport

Greater Melbourne Taxi Licence Release,
Locked Bag 20036, Melbourne VIC 3001
Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au



Section A: Details of Individual Applicant

Individual Applicants to complete

Non-Individual Applicants go to Section B

Title (please tick)

Mr Mrs Ms Miss Other

Surname/Family name

First name/Given name

Second name

Residential Address

Business Address (if different from above)

Postal Address (if different from above)

Phone Number – Business

Phone Number – Private

Phone Number – Mobile

Fax

Email address

Date of birth

Driver Licence number

Section B: Details of Non-Individual Applicant

Non-Individual Applicants to complete
Individual Applicants do not complete this section

Specify whether the Applicant is:

- a partnership
- a company
- a co-operative
- an incorporated association
- a body corporate (other than a company, co-operative or incorporated association)

Note: If the applicant is acting through a trust, list the name of the trustee.

Name of Applicant (if the Applicant is a partnership, list the names of all partners)

Trading as (if applicable)

Incorporated Association Registration Number (if applicable)

Australian Business Number (ABN) (if applicable)

Australian Company Number (ACN) (if applicable)

Business address

Postal Address (if different from above)

Business telephone

Fax

Email

Section C: Nomination Form for Relevant Persons and Responsible Person

Non-Individual Applicants to complete
Individual Applicants do not complete

Notice of Relevant Persons:

An Applicant must obtain accreditation as a Taxi-cab Licence Holder and Taxi-cab Operator under the Transport Act before the Licensing Authority may grant that Applicant a Taxi-cab licence. As part of the accreditation process, the Licensing Authority requires Applicants to advise the Licensing Authority of all 'Relevant Persons' in respect of the Applicant and to nominate a 'Responsible Person' who will be responsible for the accreditation application.

Relevant Persons

In accordance with section 130A of the Transport Act, Relevant Person means:

For an application by a partnership – (1) each partner; and (2) any other person who is concerned, or takes part, in the management of the activities to which the Application or the accreditation relates, whether as an employee of the applicant or accredited person or otherwise.

For an application by a company, a co-operative or an incorporated association – each officer of the company, cooperative or incorporated association.

For an application by a body corporate (other than a company, co-operative or incorporated association) – (1) each officer of the body; and (2) any other person who is concerned, or takes part, in the management of the activities to which the application or the accreditation relates, whether as an employee of the applicant or accredited person or otherwise.

Note: Officer, in relation to a **company**, means:

- a director or secretary of the company;
- a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the company;
- a person who has the capacity to affect significantly the company's financial standing;
- a person in accordance with whose instructions or wishes the directors of the company are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors of the company).

Office, in relation to a **co-operative**, means:

- a director, or secretary of the co-operative
- a person who is concerned, or takes part, in the management of the co-operative, whether or not as a director.

Officer, in relation to an **incorporated association**, means:

- the public officer (within the meaning of the **Associations Incorporation Act 1981**) of the incorporated association
- a member of the committee (within the meaning of the **Associations Incorporation Act 1981**) of the incorporated association
- a person who is concerned, or takes part, in the management of the incorporated association.

Note: "Officer", in relation to a **body corporate (other than a company, co-operative or incorporated association)**, means a member of the committee of management of the body corporate.

Please list all Relevant Persons in respect of the Applicant.

| |
|---------|
| 1. Name |
| Role |
| 2. Name |
| Role |
| 3. Name |
| Role |
| 4. Name |
| Role |
| 5. Name |
| Role |

Greater Melbourne Taxi Licence Release

Section C: Nomination of Responsible Person

Non-Individual Applicants to complete
Individual Applicants do not complete this section

Nomination of Responsible Person:

When making an application for accreditation under the Transport Act, the Applicant must nominate a Responsible Person in respect of the Applicant. The Licensing Authority is entitled to communicate with the Responsible Person in respect of the application for accreditation.

In accordance with section 130A of the Transport Act, **Responsible Person** means:

For an *Application by an Individual* – the individual.

For an *Application by a Non-Individual* – any Relevant Person nominated by the Applicant to be the Responsible Person.

In relation to this Application for a Fixed-Term Licence, Non-Individual Applicants are also required to nominate a Responsible Person. The Responsible Person will be the authorised representative of the Non-Individual Applicant and the Applicant agrees that:

- the Licensing Authority is entitled to communicate with the Responsible Person in respect of this Application; and
- the Responsible Person has the authority to make and communicate decisions on behalf of the Applicant.

Please nominate the Responsible Person for the Applicant.

(Note: The Responsible Person must be one of the Relevant Persons listed above).

Surname/Family Name

First Name/Given Name

Second name

Department of Transport

Greater Melbourne Taxi Licence Release,
Locked Bag 20036, Melbourne VIC 3001
Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au



Section D: Proof of Identity

Individual Applicants to complete

Non-Individual Applicants – only Responsible Person to complete

Proof of Identity (POI)

Individual applicants and the Responsible Person for Non-Individual applicants must provide the following evidence:

- one primary evidence document (high quality evidence of who you are); and
- one secondary evidence document (to confirm the current use of your name in the community), and
- evidence of residence (if not shown on the primary or secondary evidence); and
- evidence of change of name (when the name differs between primary and secondary evidence documents).

Primary and secondary evidence documents must be separate documents. For example, a driver licence cannot be used as both a primary and a secondary evidence. One document must contain your signature.

Certified Copies of POI Required

A list of acceptable POI documents is located on the next page.

Photocopies of original POI documents need to be certified by one of the following: a member of the the police force, an Accountant (CA, CPA, NIA), Bank Manager, a justice of the peace or bail justice, Medical Practitioner, Dentist, School Principal, Veterinary Surgeon, Pharmacist, an Australian lawyer or a delegate of Director of Public Transport.

Faxed or emailed copies will not be accepted.

To obtain certification, you must present to one of the people listed above, the original document and a photocopy of it. The person authorised to certify must write on the photocopy "I certify that this copy is a true and accurate copy of the original" and also state their name, occupation and the date and to be included with the application.

Proof of identity: details of primary evidence

Describe the primary evidence of your identity, including the document number (for example, if the primary evidence of your identity is your driver licence, include your driver licence number).

| |
|--|
| |
| |

Proof of identity: details of secondary evidence

Describe the secondary evidence of your identity, including the document number.

| |
|--|
| |
| |

Proof of identity: details of evidence of residence within Australia

Is the Applicant/Responsible Person a permanent resident of Australia?

Yes No

If your current residential address is shown on the primary or secondary evidence of identity which you have described above, leave this space blank. If your current residential address is not shown on the primary or secondary evidence of identity which you have described above, provide evidence of your current residential address.

| |
|--|
| |
| |

Proof of identity: evidence of change of name

If the same name appears on both the primary and the secondary evidence of identity which you have described above, leave this space blank. If different names appear on the primary and the secondary evidence of identity which you have described above, provide evidence of your change of name. Evidence may include, for example, a deed poll or marriage certificate.

| |
|--|
| |
| |

Greater Melbourne Taxi Licence Release

Section D: Proof of Identity

(Continued)

Proof of Identity (POI) for lodging an Application for a Taxi-cab licence

Primary evidence documents

One of the following current documents must be produced:

- Australian photo driver licence
- Australian passport in your name
- An overseas passport in your name*
- Document of Identity issued by the Passport Office (usually issued to travellers to Norfolk Island)
- Australian police force officer or Australian Defence Force photo identity card (excluding civilian staff)
- Consular photo identity card issued by the Department of Foreign Affairs and Trade
- Australian birth certificate or change of name certificate issued by the Registrar of Births, Deaths and Marriages. Birth extracts will not be accepted.
- Australian naturalisation or citizenship document, or immigration papers issued by the Department of Immigration and Multi-Cultural Affairs or the Passport Office
- NSW Photo Card (issued by NSW RTA from 14 December 2005)

OR

One of the following documents that is current or expired by no more than two years:

- Australian passport in your name
- Australian photo driver licence
- Australian photo learner permit
- Australian Defence Force photo licence
- Victorian boat operator photo licence**
- Victorian firearm photo licence**

*An overseas passport that has expired by up to two years is acceptable if appropriate Australian documentation can be provided giving strong evidence of permanent residence (eg. a permanent or residency visa).

**Or equivalent interstate photo licence.

Secondary evidence documents

One of the following current documents must be produced:

- Medicare card
- Pensioner Concession card
- Department of Veteran's Affairs card
- Current entitlement card issued by the Commonwealth
- Student identity card
- Credit card or account card issued from a bank, building society or credit union

OR

One of the following documents that is current or no more than one year old:

- Passbook or account statement
- Telephone, gas or electricity bill

OR

One of the following documents that is current or no more than two years old:

- Water rates, council rates or land evaluation notice
- Electoral enrolment card or other evidence of enrolment
- Armed services discharge papers
- Victorian Proof of Age Card issued by the Business Licensing and Regulation section of Consumer Affairs Victoria
- Victorian Driving Authority photo identity card

Differing names or change of name

Where there is a difference in names between the primary and secondary evidence documents, or to change a name, you will need one of the following documents:

- Marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia
- Divorce papers (bearing the name being reverted to)
- Deed Poll (pre November 1986 in Victoria)
- Change of Name Certificate (post November 1986 in Victoria)

Department of Transport

Greater Melbourne Taxi Licence Release,
Locked Bag 20036, Melbourne VIC 3001
Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au



Section E: Authority for Information

Individual Applicants to complete

Non-Individual Applicants – only Responsible Person to complete

Details of Applicant/Responsible Person (Please use BLOCK letters)

| | | | |
|----------------------|-----------------------|----------------------|-----------------------|
| Surname/Family Name | First Name/Given Name | Second Initial | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Address | Suburb | Postcode | Driver Licence Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Answer “yes” or “no” to the following questions. If you answer “yes” to any question give details in the space provided. Particular care should be taken in providing complete details of your personal record as any omissions or misleading information may lead to your Application being refused.

TRAFFIC OFFENCES

- | | | |
|-----------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| | Yes | No |
| 1. Have you ever been fined or convicted for any traffic offences in Victoria or elsewhere? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has your driver licence ever been suspended or cancelled for any reason? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been notified that you have incurred demerit points for traffic offences? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, state number of points incurred. | | <input type="text"/> |
| 4. Have you been charged with any traffic offence/s where the charge/s has not yet been determined? | <input type="checkbox"/> | <input type="checkbox"/> |

| Year | Details of Traffic Offences in questions 1 to 4 above (attach sheet if space insufficient) | Court | Penalty |
|----------------------|--------------------------------------------------------------------------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

CRIMINAL OFFENCES

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| | Yes | No |
| 5. Have you ever been fined, convicted, or have had a finding of guilt made against you by a court for any other offences whatsoever in Victoria or elsewhere? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever been placed on a good behaviour bond, community based order or on probation by a court of law? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you been charged with any criminal offence/s where the charge/s has not yet been determined? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are you subject to any reporting obligations under Part 3 of the <i>Sex Offenders Registration Act 2004 (Vic)</i> or an extended supervision under Part 2 of the <i>Serious Sex Offenders Monitoring Act 2005 (Vic)</i> ? | <input type="checkbox"/> | <input type="checkbox"/> |

| Year | Details of Criminal Offences in questions 5 to 8 (attach sheet if space insufficient) | Court | Penalty |
|----------------------|---------------------------------------------------------------------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

I have listed details of any charges pending, charges proven or convictions against me for any criminal offence, either in Victoria or elsewhere.

I undertake that I will at all times indemnify and keep indemnified the Chief Commissioner of Police and all employees of the Victoria Police from and against all liability and all actions, suits, claims, demands, costs and expenses whatsoever which may be incurred, taken or made in respect of the release to the Licensing Authority or DOT of any details of any convictions or other information relating to or involving me.

| | |
|-------------------------------------------|----------------------|
| Signature of Applicant/Responsible Person | Date |
| <input type="text"/> | <input type="text"/> |

Section F: General

All Applicants to complete

1. Disqualification

Under the *Transport Act 1983*, the Licensing Authority must refuse an application for accreditation if the Applicant is disqualified from applying for the relevant accreditation. Is the Applicant currently, disqualified from applying for accreditation as a Taxi-cab Licence Holder or Taxi-Cab Operator under the Transport Act?

Yes No

If yes, please provide details of the disqualification:

| |
|--|
| |
| |
| |
| |
| |
| |

2. Other Victorian Taxi-cab Industry Accreditations

Is the Applicant currently accredited (or has the Applicant previously been accredited), as any of the following:

A Taxi-cab Licence Holder? Yes No

If "yes", what is/was the accreditation number?

A Taxi-cab Operator? Yes No

If "yes", what is/was the accreditation number?

A Taxi-cab Driver? Yes No

If "yes", what is/was the accreditation number?

Section G: Certificate of Financial Capacity

All Applicants to complete

To be completed by an Accounting Practitioner on behalf of the Applicant

To the Accounting Practitioner

An Accreditation as a Taxi-cab Licence Holder and a Taxi-cab Operator authorises a person to hold and operate, or permit to hold one or more Taxi-cab licences or operate one or more Taxi-cabs.

The Director of Public Transport has a legal responsibility to ensure that all participants in the Taxi-cab industry have the appropriate skills, abilities and financial capacity to hold an accreditation as an industry participant. Legislation gives the Director of Public Transport the authority to ask a Taxi-cab industry participant to provide evidence of their financial capacity to become accredited.

The financial capacity of a person to become accredited as a Taxi-cab Licence Holder and/or a Taxi-cab Operator must be assessed against his or her ability to adequately fulfil the required Business and Service Standards which have been determined by the Minister for Public Transport.

Please read the Business and Service Standards (available in the Applicant Information Booklet or at www.taxi.vic.gov.au) and assess the Applicant's financial capacity to fulfil them.

Taxi-Cab Licence Holder

The Taxi-cab Licence Holder is responsible for any assignment agreements and ensuring the assignee complies with the Business and Service Standards relating to safety and customer service. They are also responsible for information and records management, customer service and dealings with industry participants, customers and government.

Taxi-Cab Operator

The Taxi-cab Operator usually owns the licenced vehicle and is responsible for the presentation, upkeep and maintenance of the vehicle and for driving, or engaging the drivers of, the vehicle. The Taxi-cab Operator is also responsible for customer service and education and training of each bailee driver or any employee who is to operate a Taxi-cab.

Entity seeking Accreditation or Change of existing Accreditation

Applicant's name

Applicant's Accreditation number (if applicable)

Applicant's contact details

Number of Taxi-cabs currently accredited for:

Taxi-cab Licence Holder

Taxi-cab Operator

Number of Taxi-cabs seeking accreditation for:

Note: This is the maximum number of licences you are bidding for in this application.

Taxi-cab Licence Holder/Operator

I _____ (Accountant's name), a **Certified Practising Accountant/member of the Institute of Chartered Accountants/member of the National Institute of Accountants** (*cross out whichever do not apply*), member number _____, certify that at this time, to the best of my knowledge and belief, and having made reasonable enquiry, that this applicant has the financial capacity to hold and/or operate the number of Taxi-cab(s) as stated above and to fulfil the Business and Service Standards of accreditation as a Taxi-Cab Licence Holder and/or Taxi-Cab Operator (*cross out whichever do not apply*) at the time this certificate was prepared. I further certify that I am not currently aware of any circumstances that would cause this position to change within the next 12 months.

Accountant's Details

Company:

Address:

Contact details:

Accountant's
Company Stamp



Accountant Signature

Date

Department of Transport

Greater Melbourne Taxi Licence Release,
Locked Bag 20036, Melbourne VIC 3001
Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au



Section H: Financial Suitability

All Applicants to complete

Financial capacity

Note: Refer to section D for the definition of Relevant Person

For all Applicants:

1. Is the Applicant, or a Relevant Person in relation to the Applicant an undischarged bankrupt under the law of Australia or any place outside Australia?
 Yes No
2. Is the Applicant, or a Relevant Person in relation to the Applicant, disqualified from managing a corporation under Part 2D.6 of the *Corporations Act 2001* (Cth) or under the law of any place outside Australia?
 Yes No
3. Has the Applicant, or a Relevant Person in relation to the Applicant, been found guilty of an offence against section 209(3) or Part 5.8 of the *Corporations Act 2001*(Cth) or of an offence against a law of a place outside Australia that corresponds to that section or Part?
 Yes No

If the Applicant is a company:

4. Has a receiver or receiver and manager, within the meaning of the *Corporations Act 2001* (Cth), been appointed in relation to the Applicant?
 Yes No
5. Has the Applicant been placed in administration under the *Corporations Act 2001* (Cth) or under the law of any place outside Australia?
 Yes No
6. Has a court made an order under the *Corporations Act 2001* (Cth) for the winding-up of the Applicant?
 Yes No

Section I: Payment of Application Fee

All Applicants to complete

Payment of Application Fee

The Application Fee of \$154 (GST exempt) can only be paid by bank cheque or money order.

Each Application must include a bank cheque or money order made payable to Victorian Taxi Directorate for \$154.

Applicants who submit Applications for both Conventional Fixed-Term Licences and WAT Fixed-Term Licences are only required to pay one Application Fee. This Application Fee is payable when an Application is submitted for the Conventional Fixed-Term Licence.

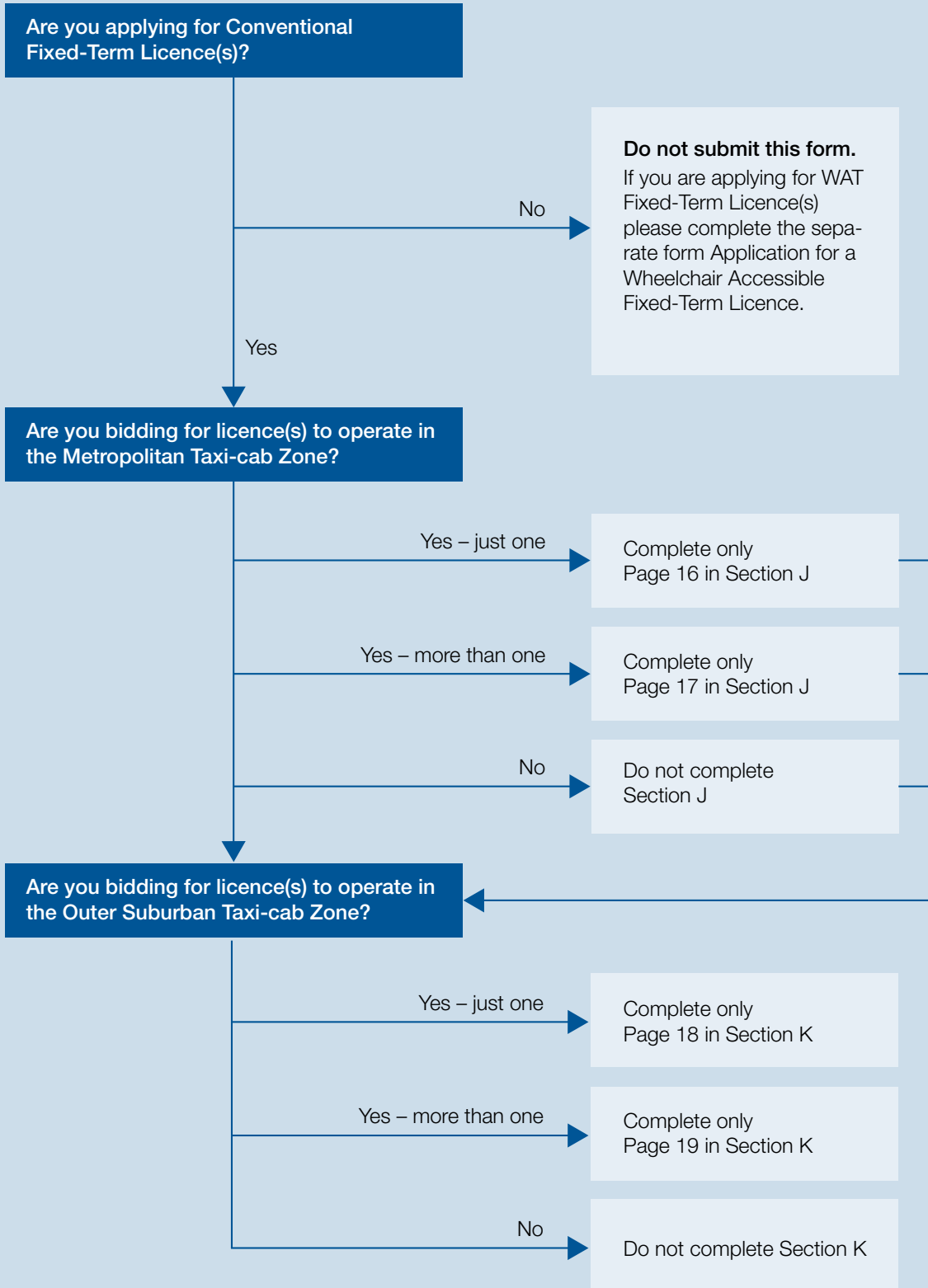
1. Is a bank cheque or money order for \$154 enclosed with your Application?

Yes

No

Greater Melbourne Taxi Licence Release

How to decide which Bid Form to use



Department of Transport

Greater Melbourne Taxi Licence Release,
Locked Bag 20036, Melbourne VIC 3001
Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au



Section J: Bid Form – SINGLE Conventional Fixed-Term Licence (Metropolitan)

Use this page if you are applying for:

- only one Conventional Fixed-Term Licence,
- to operate in the Metropolitan Taxi-Cab Zone,
- with the Licence Fee to be paid upfront.

Your Bid Amount should be the maximum amount you are willing to pay as the Licence Fee to be paid in full upfront for a Conventional Fixed-Term Licence.

Your Bid Amount is the maximum amount you are willing to pay upfront for a Conventional Fixed-Term Licence – it is not necessarily the amount you will actually pay.

Refer to the Application Information Booklet and Procedural Rules for full details about requirements that apply to placing your Bid and samples of completed Bid Forms (Appendix E).

I offer to pay any amount equal to or less than the Bid Amount specified below as the Licence Fee for one Conventional Fixed-Term Licence to operate in the Metropolitan Taxi-Cab Zone.

| Bid Amount | Bid Quantity | Write out the Bid Amount in CAPITAL LETTERS |
|------------|--------------|---------------------------------------------|
| \$ AUD | 1 | |
| | | DOLLARS |

The Licence Fee for a Conventional Fixed-Term Licence is exempt from GST.

If applying as an Individual Applicant, please sign below.

If applying as a Non-Individual Applicant, the Responsible Person must sign below.

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Signature | Date | Day | Month | Year |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Print name | <input type="text"/> | | | |

DO NOT COMPLETE BOTH PAGES OF SECTION J

Greater Melbourne Taxi Licence Release

Section J: Bid Form – MULTIPLE Conventional Fixed-Term Licences (Metropolitan)

Use this page if you are applying for:

- more than one Conventional Fixed-Term Licence,
- to operate in the Metropolitan Taxi-Cab Zone,
- with the Licence Fee to be paid upfront.

Each Bid Amount is the maximum amount you are willing to pay upfront per licence for the related Bid Quantity of Conventional Fixed-Term Licences.

The Licensing Authority may reduce the Bid Quantity of a Bid so that it matches the available number of Fixed-Term Licences. (see Procedural Rules 13.4)

Only one Bid in the Bid Schedule can be successful in the Tender Process (see Procedural Rules 10.6.4).

The same Bid Quantity and/or Bid Amount cannot appear twice in a Bid Schedule (see Procedural Rules 10.6.3).

Refer to the Application Information Booklet and Procedural Rules for full details about requirements that apply to placing your Bid and samples of completed Bid Forms.

I offer to pay any amount equal to or less than the Bid Amount specified below as the Licence Fee per licence for up to the specified Bid Quantity of Conventional Fixed-Term Licences to operate in the Metropolitan Taxi-Cab Zone.

Read the Application Information Booklet instructions and see Appendix E for sample completed forms.

Bid Amount (per licence) Bid Quantity Write out the Bid Amount and Bid Quantity in CAPITAL LETTERS

| | | | |
|----|-----|--|--------------|
| \$ | AUD | | Bid Amount |
| | | | DOLLARS |
| | | | Bid Quantity |
| | | | LICENCES |

Complete any number of the remaining rows below ONLY if you wish to have higher back-up Bid Amounts for lower Bid Quantities (a Bid Schedule) in case your first Bid is not successful.

Do not complete unless you understand the special rules that apply to Bid Schedules.

| | | | |
|----|-----|--|--------------|
| \$ | AUD | | Bid Amount |
| | | | DOLLARS |
| | | | Bid Quantity |
| | | | LICENCES |
| \$ | AUD | | Bid Amount |
| | | | DOLLARS |
| | | | Bid Quantity |
| | | | LICENCES |
| \$ | AUD | | Bid Amount |
| | | | DOLLARS |
| | | | Bid Quantity |
| | | | LICENCES |
| \$ | AUD | | Bid Amount |
| | | | DOLLARS |
| | | | Bid Quantity |
| | | | LICENCES |

The Licence Fee for a Conventional Fixed-Term Licence is exempt from GST.

If applying as an Individual Applicant, please sign below.

If applying as a Non-Individual Applicant, the Responsible Person must sign below.

Day Month Year

| | | |
|-----------|------|--|
| Signature | Date | |
|-----------|------|--|

| |
|------------|
| Print name |
|------------|

DO NOT COMPLETE BOTH PAGES OF SECTION J

Department of Transport

Greater Melbourne Taxi Licence Release,
 Locked Bag 20036, Melbourne VIC 3001
 Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au



Section K: Bid Form – SINGLE Conventional Fixed-Term Licence (Outer Suburban)

Use this page if you are applying for:

- only one Conventional Fixed Term Licence,
- to operate in the Outer Suburban Taxi-Cab Zone,
- with the Licence Fee to be paid upfront.

Your Bid Amount should be the maximum amount you are willing to pay as the Licence Fee to be paid in full upfront for a Conventional Fixed-Term Licence.

Your Bid Amount is the maximum amount you are willing to pay upfront for a Conventional Fixed-Term Licence – it is not necessarily the amount you will actually pay.

Refer to the Application Information Booklet and Procedural Rules for full details about requirements that apply to placing your Bid and samples of completed Bid Forms (Appendix E).

I offer to pay any amount equal to or less than the Bid Amount specified below as the Licence Fee for one Conventional Fixed-Term Licence to operate in the Outer Suburban Taxi-Cab Zone.

| Bid Amount | Bid Quantity | Write out the Bid Amount in CAPITAL LETTERS |
|------------|--------------|---------------------------------------------|
| \$ AUD | 1 | DOLLARS |

The Licence Fee for a Conventional Fixed-Term Licence is exempt from GST.

If applying as an Individual Applicant, please sign below.

If applying as a Non-Individual Applicant, the Responsible Person must sign below.

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Signature | Date | Day | Month | Year |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Print name | <input type="text"/> | | | |

DO NOT COMPLETE BOTH PAGES OF SECTION K

Greater Melbourne Taxi Licence Release

Section K: Bid Form – **MULTIPLE** Conventional Fixed-Term Licences (Outer Suburban)

Use this page if you are applying for:

- more than one Conventional Fixed-Term Licence,
- to operate in the Outer Suburban Taxi-Cab Zone,
- with the Licence Fee to be paid upfront.

Each Bid Amount is the maximum amount you are willing to pay upfront per licence for the related Bid Quantity of Conventional Fixed-Term Licences.

The Licensing Authority may reduce the Bid Quantity of a Bid so that it matches the available number of Fixed-Term Licences. (see Procedural Rules 13.4)

Only one Bid in the Bid Schedule can be successful in the Tender Process (see Procedural Rules 10.6.4).

The same Bid Quantity and/or Bid Amount cannot appear twice in a Bid Schedule (see Procedural Rules 10.6.3).

Refer to the Application Information Booklet and Procedural Rules for full details about requirements that apply to placing your Bid and samples of completed Bid Forms.

I offer to pay any amount equal to or less than the Bid Amount specified below as the Licence Fee per licence for up to the specified Bid Quantity of Conventional Fixed-Term Licences to operate in the Outer Suburban Taxi-Cab Zone.

Read the Application Information Booklet instructions and see Appendix E for sample completed forms.

Bid Amount (per licence) Bid Quantity Write out the Bid Amount and Bid Quantity in CAPITAL LETTERS

| | | | |
|----|-----|--|------------|
| \$ | AUD | | Bid Amount |
| | | | DOLLARS |
| | | | LICENCES |

Complete any number of the remaining rows below **ONLY** if you wish to have higher back-up Bid Amounts for lower Bid Quantities (a Bid Schedule) in case your first Bid is not successful.

Do not complete unless you understand the special rules that apply to Bid Schedules.

| | | | |
|----|-----|--|------------|
| \$ | AUD | | Bid Amount |
| | | | DOLLARS |
| | | | LICENCES |
| \$ | AUD | | Bid Amount |
| | | | DOLLARS |
| | | | LICENCES |
| \$ | AUD | | Bid Amount |
| | | | DOLLARS |
| | | | LICENCES |
| \$ | AUD | | Bid Amount |
| | | | DOLLARS |
| | | | LICENCES |

The Licence Fee for a Conventional Fixed-Term Licence is exempt from GST.

If applying as an Individual Applicant, please sign below.

If applying as a Non-Individual Applicant, the Responsible Person must sign below.

Day Month Year

| | | |
|-----------|------|--|
| Signature | Date | |
|-----------|------|--|

| |
|------------|
| Print name |
|------------|

DO NOT COMPLETE BOTH PAGES OF SECTION K

Department of Transport

Greater Melbourne Taxi Licence Release,
 Locked Bag 20036, Melbourne VIC 3001
 Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au



Section L: Consent and Statutory Declaration

Individual Applicant to complete

Non-Individual Applicant – only Responsible Person to complete

Consent to collection, use and disclosure of personal information

For the purposes of this consent, the terms ‘personal information’ and ‘sensitive information’ have the meaning given to them by the *Information Privacy Act 2000* (Vic).

I acknowledge that I have read and understood the Privacy Statement set out on the back page.

Collection of personal information by the Licensing Authority and DOT

I acknowledge that the Licensing Authority and/or DOT may need to collect personal information (including sensitive information) about me for the purpose of considering, evaluating, processing and making a decision in respect of this Application and I consent to the collection by the Licensing Authority and/or DOT of personal information (including sensitive information) about me from Victoria Police, the Roads Corporation (VicRoads), the Department of Justice, the Sherriff’s office and any other Victorian or Australian government department or agency.

I consent to the disclosure to the Licensing Authority and/or DOT of personal information (including sensitive information) held by Victoria Police and/or VicRoads to allow Licensing Authority and/or DOT to:

- consider, evaluate, process and make a decision in respect of this Application or any future application I may make under the Transport Act;
- check criminal and other records maintained by VicRoads and/or Victoria Police for the purposes of processing this Application or any future application I may make under the Transport Act;
- check criminal and other records maintained by VicRoads and/or Victoria Police during any period in which I hold a Taxi-cab licence or other accreditation or permit under the Transport Act;
- conduct research into the Taxi-cab industry, Taxi-cab industry participants, law enforcement activities and any related matters; and/or
- develop policy in relation to the Taxi-cab industry.

Use and disclosure of personal information by the Licensing Authority and DOT

I consent to the use by the Licensing Authority and/or DOT; and/or the disclosure by the Licensing Authority and/or DOT to each other, consultants and/or advisors engaged by either the Licensing Authority or DOT, the Minister for Transport and

his advisors and/or Victoria Police, of any personal information (including sensitive information) about me that is provided as part of, or obtained in the course of processing, this Application for the purposes of:

- considering, evaluating, processing and making a decision in respect of this Application or any future application I may make under the Transport Act;
- checking criminal and other records maintained by VicRoads and/or Victoria Police for the purposes of processing this Application or any future application I may make under the Transport Act;
- checking criminal and other records maintained by VicRoads and/or Victoria Police during any period in which I hold a Taxi-cab licence or other accreditation or permit under the Transport Act;
- conducting research into the taxi-cab industry, Taxi-cab industry participants, law enforcement activities and any related matters; and/or
- the development of policy in relation to the Taxi-cab industry.

Statutory Declaration

[Responsible Person for Non-Individual Applicants state the following:]

I [insert name of Applicant] and as the Applicant’s authorised representative with authority to make and communicate decisions on behalf of the Applicant and to lodge this Application for the Applicant. I make this statutory declaration in my capacity as

[insert role]

[All Applicants state:]

I, the Applicant/Responsible Person, declare that:

- all information provided in this Application Form is true and correct and that this declaration is made in the knowledge that a person making a false declaration is liable to the penalties of perjury;
- I have read and understood all documents in the Application Pack, including the Procedural Rules;
- The applicant satisfies the Eligibility Criteria and is entitled to lodge this Application;
- I am bound by, and agree to comply with, the Procedural Rules;

Greater Melbourne Taxi Licence Release

Section L: Consent and Statutory Declaration

(continued)

- I acknowledge the following information about the Fixed-Term Licences:
 - each Fixed-Term Licence will be subject to conditions determined by the Licensing Authority under the Transport Act (copies of the intended conditions are included in the Application Information Booklet);
 - each Fixed-Term Licence will be valid for a fixed-term of 10 years only, with the fixed-term to commence for each Fixed-Term Licence on the date that licence is granted by the Licensing Authority;
 - on expiry of the 10 year fixed-term of each Fixed-Term Licence, the licence will expire and cease to be valid;
- I acknowledge that the Transport Act empowers the Licensing Authority to grant a Fixed-Term Licence only to the owner or intending owner of a Taxi-cab who is accredited under Division 4 of the Transport Act as a Taxi-cab Licence Holder and a Taxi-cab Operator and, accordingly, regardless of the outcome of the Tender Process, I must be accredited before a Fixed-Term Licence can be granted by the Licensing Authority;
- if one or more of the Bids in this Application Form is selected in the Tender Process, I will use my best endeavours to expediently satisfy the requirements of the Transport Act so that the Licensing Authority may grant a Fixed-Term Licence in respect of each Bid selected in the Tender Process
- I understand the financial and other risk and obligations associated with holding a Fixed-Term Licence and have done everything a prudent licence applicant would be expected to do in assessing those risks and ensuring the Bid Amounts in this Application contain allowances to protect against such risks;
- I understand that the Application Pack does not include all information required to consider this Application and the information in the Application Pack has not been prepared having regard to the individual needs of any licence applicant; and
- I agree that the Licensing Authority may disclose my Bid to other Government Agencies for the purpose of conducting any research into, or evaluation of, the Tender Process.

Name of Applicant/Responsible Person

Signature

Date

Name of Witness

Signature

Role

Address of Witness

Date

Note: Your signature on a statutory declaration must be witnessed by a person authorised to witness statutory declarations under section 107A of the Evidence Act 1958 (Vic). Please refer to the list of persons able to certify and witness documents in section D.

WARNING Any person who gives false or misleading information when completing this form shall be guilty of an offence against the *Transport Act*. Such conduct may be relevant to whether the person is a suitable person for the purposes of accreditation under Division 4 of Part VI of the Transport Act. A person who makes a statutory declaration which the person knows to be false will be liable to the penalties of perjury pursuant to section 107(2) of the *Evidence (Miscellaneous Provisions) Act 1958*.

Department of Transport

Greater Melbourne Taxi Licence Release,
Locked Bag 20036, Melbourne VIC 3001
Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au



Greater Melbourne Taxi Licence Release

Section M: Checklist

Checklist for Individual Applicants

- Have you completed Section A (Details of Applicant)?
- Have you provided certified copies of Proof of Identity in Section D (Proof of Identity)?
- Have you completed Section E (Authority for Information)?
- Have you completed Section F (General)?
- Has Section G (Certificate of Financial Capacity) been completed by an Accounting Practitioner?
- Have you completed Section H (Financial Suitability)?
- Have you attached a bank cheque/money order to Section I (Payment of Application Fee)?
- Have you completed one page only of Section J (Bid – Metropolitan) and/or Section K (Bid – Outer Suburban)?
- Have you signed and dated Section L (Consent and Statutory Declaration)?

Checklist for Non-Individual Applicants

- Have you completed Section B (Details of Applicant)?
- Have you nominated Relevant Persons and a Responsible Person in Section C (Nomination of Relevant Persons and Responsible Person)?
- Have you provided certified copies of Proof of Identity in Section D (Proof of Identity)?
- Have you completed Section E (Authority for Information)?
- Have you completed Section F (General)?
- Has Section G (Certificate of Financial Capacity) been completed by an Accounting Practitioner?
- Have you completed Section H (Financial Suitability)?
- Have you attached a bank cheque/money order to Section I (Payment of Application Fee)?
- Have you completed one page only of Section J (Bid – Metropolitan) and/or Section K (Bid – Outer Suburban)?
- Have you signed and dated Section L (Consent and Statutory Declaration)?

Department of Transport

Greater Melbourne Taxi Licence Release,
Locked Bag 20036, Melbourne VIC 3001
Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au



Greater Melbourne Taxi Licence Release

Privacy Statement: How we manage personal information about you

1 What is this statement about?

1.1 How we manage personal information

This statement is about how the DOT, including the VTD, and the Licensing Authority may collect, store, maintain, use, and disclose your personal information (including sensitive information and health information), and how we will protect your privacy in doing so.

1.2 What is personal information?

Personal information about you is information (including an opinion) about you recorded in any form, from which you can reasonably be identified.

1.3 What is sensitive information?

Some personal information about you is also sensitive information, including personal information about your race, ethnicity, political opinions or memberships, religious beliefs or affiliations, philosophical beliefs, memberships of professional or trade unions or associations, sexual preferences or practices, or criminal record. We are especially protective of your privacy in collecting sensitive information, as explained in section 6 below.

1.4 What is health information?

Health information is personal information (including an opinion) about your physical, mental or psychological health, any disability you may have, a health service provided or to be provided to you, your expressed wishes about the future provision of health services to you, the donation or intended donation of body parts, organs or body substances by you, genetic information about you in a form which is or could be predictive of your health or your descendant's health or any other information collected to provide or in providing health services.

2 If you supply taxi services

If you are, have been, or seek to become involved in the supply of taxi services, we may collect or use your personal information (including sensitive and/or health information) and may disclose it to organisations and other government agencies in accordance with our statutory obligations. We may do so if necessary to determine, or help another governmental agency determine:

- whether you are, were, or will be fit and proper to be involved in the supply of taxi services; or
- whether you have broken the law in the course of your involvement in the supply of taxi services.

Some of the governmental agencies and organisations that we may disclose your personal information to are Taxi Depots/Associations, Bus Depots/Associations, VicRoads, Victoria Police, Centrelink.

3 If you use taxis

If you have been a passenger or drive a taxi-cab, you may have been photographed by a security camera installed in the taxi-cab. If you were, those photographs may contain your personal information. We may collect or use that information, or disclose it to another law-enforcement agency, if necessary to determine, or help another Law-enforcement agency determine:

- whether a crime has been committed by or against you; or
- your identity, if a law-enforcement agency suspects that a crime has been committed by or against you.

4 If you use the Multi-Purpose Taxi Program

If you are, have been, or seek to become a member the Multi-Purpose Taxi Program, we may collect or use personal information about you, or disclose it to another governmental agency in accordance with our statutory obligations. We may do so if necessary to determine, or help another governmental agency determine, whether you are, were, or will be eligible to be a member of the Multi-Purpose Taxi Program.

5 How we collect personal information

If we need personal information about you, we will, where practicable, collect it only from you. Whomever we collect it from; we will collect it lawfully, fairly and without unreasonable intrusion.

6 Sensitive information

Since sensitive information is also personal information, we will manage it in accordance with all of our principles for managing personal information. But since it is sensitive, we will follow extra principles restricting when we may collect it. Those extra principles provide that we may only collect sensitive information about you if:

- you consent; or
- you cannot consent, but we need the information to lessen or prevent a serious and imminent threat to a person's life or health; or
- we cannot practicably seek your consent, but the Victorian or Australian government needs the information to target its welfare or educational services; or

- the law requires us to collect the information; or
- we need the information to conduct or defend legal action.

7 Security of personal information

7.1 Protecting personal information

If we hold personal information about you, we will take reasonable steps to protect it from improper use, loss, unauthorised access, modification, or disclosure.

7.2 Destroying information

If we hold personal information about you that we no longer need, we will take reasonable steps to destroy it or to modify it so that you cannot reasonably be identified from it.

8 Quality of information

If we collect, use, or disclose personal information about you, we will take reasonable steps to ensure that it is accurate, complete, and up to date.

9 You may correct our information

If we hold personal information about you, and you can establish that it is not accurate, complete, and up to date, we will take reasonable steps to correct, complete, or update it as required.

10 You may access our information

10.1 When?

If we hold personal information about you, you may request access to that information. If you do, we will grant you access, unless doing so would; pose a serious and imminent threat to the life or health of any individual, unreasonably invade someone else's privacy, amount to a vexatious or frivolous request, interfere with the enforcement of the law, reveal the intention of negotiations between you and the DOT or the Licensing Authority and prejudice these, be unlawful, denying access is required or authorised by law.

10.2 If we cannot grant your request promptly

We may not be able to grant your request promptly, for example because you request access to a great deal of personal information or to personal information that is hard to find, or because we need to get someone else's consent before we can grant your request. If we cannot grant your request promptly, we may require you to make the request under the *Freedom of Information Act 1982* (Vic).

11 Sending information out of Victoria

We will not disclose or transfer personal information about you to a person or organisation outside Victoria, unless we reasonably believe that that person or organisation will manage the information in accordance with principles substantially similar to the principles set out in this statement or you give your consent.

12 Anonymity

You may deal with us anonymously, where lawful and practicable.

13 Unique identifiers

13.1 What is a unique identifier?

A unique identifier is a number or other code that identifies only you, such as a driver's licence number or tax file number.

13.2 When may we assign a unique identifier?

If you are, have been, or seek to become:

- involved in the supply of taxi services; or
- a member of the Multi-Purpose Taxi Program; we may assign you a unique identifier if necessary to efficiently identify you in our records.

13.3 When may we disclose a unique identifier?

If you are or have been involved in any of taxi services, we may disclose your unique identifier to another governmental agency if it is necessary to do so for us to fulfil our obligations to that agency. We may also do so if necessary to determine, or to help a law enforcement agency determine, whether a crime was committed by or against you.

14 Contact

If you suspect that we have mismanaged personal information about you, or have otherwise invaded your privacy please contact our privacy officer as follows:

Telephone (03) 9655 6666

Mail The Privacy Officer
Department of Transport
GPO Box 2797
Melbourne Vic 3001

Internet You can fill out a complaint form at www.transport.vic.gov.au

Department of Transport

Greater Melbourne Taxi Licence Release,
Locked Bag 20036, Melbourne VIC 3001
Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au



Department of Transport

Greater Melbourne Taxi Licence Release, Locked Bag 20036, Melbourne VIC 3001
Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au

