



Operator Accreditation is issued in South Australia in accordance with the Passenger Transport Act 1994 and Passenger Transport Regulations 2009.

PASSENGER TRANSPORT ACT 1994

LODGEMENT

Applications may be lodged at the Accreditation and Licensing Centre (ALC)

- Via email to dit.alconline@sa.gov.au
• By mail posted to Accreditation and Licensing Centre PO Box 9, Marleston 5033
• In person at 71 Richmond Road, Mile End 5031

Complex Enquiries Telephone: (08) 7109 8117

Website: www.sa.gov.au

E-mail: dit.alcenquiries@sa.gov.au

ABN: 92 366 288 135

1. APPLICANT INFORMATION

As the APPLICANT for Operator Accreditation, please complete the information below. If a "Company Name" or "Joint Names" is to be used below, you must be duly authorised to sign on its behalf.

Full Name of Applicant: [ ]
Address: [ ] Postcode: [ ]
Accreditation No. [ ] Telephone No. [ ]
Email Address: [ ]

If the Operator Accreditation is to be in JOINT NAMES with the above, please list other joint owners below:

Full Name: [ ] Licence/Accreditation No. [ ]
Full Name: [ ] Licence/Accreditation No. [ ]
Full Name: [ ] Licence/Accreditation No. [ ]

If the Operator Accreditation is in a COMPANY NAME, please complete the details below:

Company Name: [ ]
Address: [ ] Postcode: [ ]

(NOTE: Company Extracts must be provided to verify all directors.)

All individuals mentioned above, and all company directors listed on the company extract, must each supply a national criminal history check, not older than 3 months, obtained from any provider, including online providers, accredited by acic (refer to www.acic.gov.au for a full list of accredited providers) or a current driver accreditation.

If you require TRADING NAME(S) to be recorded under your Operator Accreditation, please complete below:

Trading Name(s) [ ]

(NOTE: A Business Name Extract must be provided to verify the Business/Trading Name.)

Have you, a partnership you have been involved in, or a company in which you have held a position of influence been declared bankrupt, or insolvent or filed bankruptcy or insolvency in the last 8 years? [ ] Yes [ ] No

2. TRANSACTION TYPE

- [ ] New (ANEW) [ ] Temporary (ATMP) [ ] Renewal (ARNL)
[ ] Modify (AMOD) [ ] Replacement (AREP) [ ] Surrender (ASUR)

All applications for NEW, RENEWAL or TEMPORARY OR MODIFY of Operator Accreditation require approval from the Accreditation and Licensing Centre (ALC) prior to payment. Please note renewals can only be paid within 42 days of the existing expiry date.

Small (chauffeur plate) and large passenger vehicle operators must complete a plan of operation (MR 325) for approval by the ALC in the following instances:

- first time applicant for small and large passenger vehicle operator accreditation;
• prior to renewing a small passenger vehicle operator accreditation; and
• when adding a passenger vehicle to a current operator vehicle list.

3. SELECT CATEGORY OF OPERATOR ACCREDITATION (Please tick appropriate box/es)

Small Passenger Vehicle

- [ ] Metropolitan (MV) Chauffeur\*
[ ] Metropolitan (MV) Rideshare
[ ] Special Purpose (SV)
[ ] Non Metropolitan (NV)
[ ] Non Metropolitan (NV) Rideshare

Passenger Vehicles

- [ ] Large Passenger Vehicle (LO)
[ ] Taxi Operator (TO)\* New applicants - taxi operator course required
[ ] Horse Drawn Vehicle (HO)

\* The Passenger Transport Act 1994 (the Act) requires all relevant service providers including accredited operators, provide the Department with point to point journey data returns at the end of each assessment period.

#### 4. VEHICLE INFORMATION

Complete this section only if you already have possession of the vehicles you intend to use for fare or other consideration.

**Please Note: A current certificate of inspection for all of the vehicles listed below must accompany this application when applying for registration at a Service SA Office.**

	Vehicle 1	Vehicle 2	Vehicle 3
Registration No. or Carriage No	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle/Make	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month/Year of Manufacture	<input type="text"/>	<input type="text"/>	<input type="text"/>
Seating Capacity (inc. Driver)	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Small Passenger Vehicle

- MV - Chauffeur
- Rideshare
- SV1 - 4WD Off Road
- SV2 - Motor Cycle
- SV3 - Veteran, Vintage, Classic
- SV4 - Novelty
- TV - Traditional
- NV - Non Metro
- Rideshare

#### Other Passenger Vehicle

- LO - Large Passenger Vehicle
- TO - Taxi Operator
- HO - Horse Drawn
- CT - Country Taxi

**Please Note: Before you purchase your vehicle, contact the Accreditation and Licensing Centre on (08) 7109 8117 to ensure that the vehicle meets Industry Standards.**

#### IF YOU ARE APPLYING TO RENEW OPERATOR ACCREDITATION, PLEASE ANSWER THE FOLLOWING:

Have you altered your vehicle fleet without advising us?  YES  NO (If YES, please complete an application for an operator to add or delete a vehicle MR312 form.)

Are you operating a passenger transport business in the Metropolitan area?  YES  NO

#### SA TRANSPORT SUBSIDY SCHEME (SATSS) VOUCHERS

Please note, Metropolitan Taxis and Country Taxis are approved to accept SATSS Vouchers.

Operators of Metropolitan Taxis and Country Taxis must accept SATSS vouchers as part payment for a journey when presented.

It is a requirement that you understand your obligations as outlined in the document titled "Conditions of Use for SATSS Operators and Drivers in **Metropolitan Adelaide**", or where applicable, the "Conditions of Use for SATSS Operators and Drivers in **Regional South Australia**".

In Regional South Australia **ONLY**, approval may be granted to accept SATSS vouchers in Small Passenger Vehicles under certain circumstances. Should you wish to accept SATSS vouchers in a Small Passenger Vehicle in regional South Australia, please contact SATSS Administration on 1300 360 840 to obtain an application or for further information.

I have read and understand the condition for accepting SATSS vouchers.  YES  NO

## 5. PUBLIC LIABILITY INSURANCE

In accordance with Regulation 9(1)(v) of the *Passenger Transport Regulations 2009*, all passenger vehicle operators, including taxi operators, require a minimum of \$5 million Public Liability Insurance, issued by an insurance company incorporated in Australia. The Insurance must be current at all times throughout the accreditation period. Public Liability Insurance is required before your application can be accepted.

**Please provide a certificate of currency for your compulsory Public Liability Insurance.**

I confirm that it is my responsibility as an operator to ensure my public liability remains current at all times.

Please note, if you have public liability under your booking agency, then evidence which details your name or company is required.

## 6. THIRD PARTY PROPERTY INSURANCE

All passenger vehicle operators must also have third party property Insurance issued by an insurance company incorporated in Australia for each vehicle used.

**Please provide a certificate of currency for third property or comprehensive insurance which covers your vehicle/s.**

I confirm that all persons driving the vehicle as a passenger service are covered by the vehicle insurance and hold a valid driver accreditation and that it is my responsibility as an operator to ensure vehicle insurance remains current at all times.

Vehicle Registration no/s

## 7. APPLICANTS FOR NEW, RENEWAL OR TEMPORARY OPERATOR ACCREDITATION (Please read carefully)

It will be necessary for all individuals mentioned above to provide a National Criminal History Check when an application for operator accreditation is lodged. You may obtain this from any provider, including online providers, accredited by the Australian Criminal Intelligence Commission (refer to [www.acic.gov.au](http://www.acic.gov.au)).

**(Certificates older than three months from the date issue will not be accepted.) Please note, if you hold current driver accreditation, you will not be required to supply a new National Criminal History Check.**

### Company Names

If this application for operator accreditation is in the name of a company, all partners, directors or interested persons must also provide a National Criminal History Check unless current driver accreditation is held.

## 8. PUBLIC PASSENGER VEHICLES

The maximum age limit for taxis in the metropolitan area category (vehicles with a seating capacity of up to 12, including the driver) is eight (8) years.

The maximum age limit for Large Passenger Vehicles (vehicles which have a seating capacity of 13 or more, including the driver) is 25 years. Approval from the Accreditation and Licensing Centre is required to operate a Large Passenger Vehicle beyond 25 years.

Small Passenger Vehicles in the metropolitan category will have a maximum age limit of eight (8) years with Rideshare vehicles up to eight (8) years.

### **Age of vehicles**

For the purposes of the *Passenger Transport Act 1994*, the age of a vehicle will be measured from:

- if the vehicle is fitted with a compliance plate – the end of the month of manufacture, shown on the compliance plate;
- if the vehicle is fitted with two or more compliance plates – the end of the earliest month of manufacture shown on any of the compliance plates;
- in any other case – the end of the month of manufacture; or, if that is not reasonably practicable to ascertain, the end of the last month of the year of manufacture.

### **SMALL PASSENGER VEHICLE STANDARDS CHART –**

**(E) = ALC may grant approval to operate outside the prescribed standard.**

		METROPOLITAN		SPECIAL PURPOSE					NON METRO	NON METRO RIDESHARE
		RIDESHARE	CHAUFFEUR	4WD OFF ROAD	MOTOR CYCLE	VETERAN, VINTAGE, CLASSIC	NOVELTY	TRADITIONAL		
	CATEGORY	MV	MV	SV1	SV2	SV3	SV4	TV	NV	NV
1	PASSENGERS	4-11 plus driver	4-11 plus driver	-	-	-	-	4-11 plus driver	4-11 plus driver	4-11 plus driver
2	AGE LIMIT (Years)	0-8	0-8	0-15 (E)	0-15 (E)	0-15 (E)	0-15 (E)	0-15 (E)	0-15	0-15
3	ENGINE CAPACITY	Min 3 Cyl (E)	Min 3 Cyl (E)	-	-	-	-	Min 3 Cyl (E)	Min 3 Cyl (E)	Min 3 Cyl (E)
4	MAX KILOMETRES (PA)	-	-	40,000 (E)	-	-	40,000 (E)	40,000 (E)	-	-
5	MAX KILOMETRES	-	-	320,000	320,000	320,000	320,000	320,000	-	-

## 9. RIDESHARE OPERATORS – TRIPS CANNOT BE BOOKED DIRECTLY WITH DRIVER/OPERATORS

Name of Centralised Booking Service/s

**Please note documented approval granting the use of the booking service/s is required to be provided**

I confirm that I will display the name of my Centralised Booking Service and PV signage when vehicle is in service.

I understand my legal obligations to **only accept** bookings from an accredited booking service (unless the vehicle displays blue and white chauffeur plates)  YES

**10. COURT PROCEEDINGS**

Have you **ever** been charged, found guilty or convicted of an offence in a Court of Law in South Australia or any other State, Territory or Country?  YES  NO

Are there any criminal or traffic matters **currently pending** against you in South Australia or any other State or Country?  YES  NO

Have you been charged, found guilty or convicted of an offence in a Court of Law in South Australia or any other State or Country since you **last** supplied a National Criminal History Check for either Operator or Driver Accreditation?  YES  NO

If you answered YES to any of the above question(s), please complete details of the offence(s) below:

	COURT	DATE	OFFENCE	RESULT
	<input type="text"/>			
1.	<input type="text"/>			
2.	<input type="text"/>			

(use a separate sheet if necessary)

**11. DECLARATION**

I,  declare the foregoing

particulars relating to my application for Operator Accreditation are true and correct, and that all copies of documents provided by me are accurate and unaltered from the originals. I hereby authorise the Department for Infrastructure and Transport to carry out checks with any Australian State Police Department, Australian Licensing Authority or Insurance Provider in respect of charges, offences or any other information regarding my fitness and propriety to hold accreditation. I consent to the disclosure of my accreditation status to any accredited centralised booking services for the purposes of administering the *Passenger Transport Act 1994* and the *Passenger Transport Regulations 2009*. I will comply with the relevant provisions of the *Passenger Transport Act 1994* and *Regulations*. In addition to the above, I hereby consent to the South Australia Police and the Screening Unit providing The Department with information relating to any charge that may be laid against me during the period in which I hold accreditation under the *Act*. I also understand it is an offence to provide false information to obtain Accreditation under Section 55 of the *Passenger Transport Act 1994* and that the offence can incur a maximum penalty of \$15,000. In the case of a company or partnership, I am duly authorised by the company or partnership to sign on its behalf. Applicants who provide false information, or fail to declare information, can be prosecuted under Section 55 of the *Passenger Transport Act 1994* and may be referred to the Passenger Transport Standards Committee for disciplinary action.

Declared this  day of  year

(Signature of authorised applicant)

**You must notify the ALC of any significant variations to your operations.**

**12. APPROVAL FOR OPERATOR ACCREDITATION**

**APPROVED FOR ACCREDITATION BY THE ACCREDITATION AND LICENSING CENTRE**

NEW

RENEWAL

TEMPORARY

MODIFY

(Authorised Person and Official Stamp)

Date

When complete –  
OFFICIAL: Sensitive//Personal privacy