



POINT TO POINT LEVY RETURN ACCREDITED BOOKING SERVICE AND ACCREDITED OPERATOR

Passenger Transport Act 1994 Passenger Transport Regulations 2009

INFORMATION GUIDE – LEVY RETURN

It is a requirement of the Passenger Transport Act 1994 (the Act) that all relevant service providers, being accredited booking services and relevant accredited operators, provide the Department with a return of all completed point to point journeys at the end of each assessment period. A relevant operator is one that provides point to point transport and takes bookings directly from the customer and includes rank and hail journeys. Operators that accept their own bookings as well as bookings from an accredited booking service must report only on the point to point journeys that were booked directly with the customer. You may elect to have the Centralised Booking Service (CBS) you are affiliated with to report all of your point to point journeys (including rank and hail) on your behalf, however you are still responsible for the accuracy of the information provided. If the CBS is reporting all of your point to point journeys on your behalf, please leave the first two boxes below blank and provide the name of your CBS in the third box below - These returns will enable the assessment of your liability for the \$1 Point to Point Transport Services Transaction Levy.

LODGING YOUR LEVY RETURN

Point to Point Transport Service Transaction Levy Returns must be lodged with the Department's Accreditation and Licensing Centre (ALC) no later than 14 days after the end of an assessment period as shown below. Please scan your completed and signed form and return via email to dit.alcreports@sa.gov.au

Form with sections: ACCREDITATION DETAILS (Name of the Operator Accreditation Holder, Operator Accreditation Number, Email Address, Telephone/Mobile Number), ASSESSMENT PERIOD (checkboxes for 1 January to 31 March, 1 July to 30 September, 1 April to 30 June, 1 October to 31 December), and three rows for journey counts and reporting details.

* Supporting documentation must be provided for each instance of non-collection of the levy. The Department may request further information in adjudication of levy liability. Please provide electronically with your return submission.
** If a CBS is reporting all of your point to point journeys on your behalf (including rank and hail), you remain liable for the collection and accurate reporting of information provided by your CBS/s and must adhere to records keeping requirements.

I declare that the information I have provided is true and correct and will be used for the administration of the Passenger Transport Act 1994 and Regulations. I also understand that penalties may apply for providing false and misleading information.

Signature

Name and Job Title (companies only)

Date (dd/mm/yy)

INFORMATION GUIDE – RECORD-KEEPING

All relevant service providers are also required to maintain records as specified in the Passenger Transport Regulations 2009 (Regulations), to which the Department may require access for compliance purposes. These records do not need to be supplied unless requested by the Department. See below for the full list of records. It is likely that much of this information is already recorded through accounting software or general record-keeping practices.

Accredited Booking Services

The following records must be kept by a person who is a relevant booking service provider during an assessment period:

- the total number of **bookings taken** for point to point journeys that commenced in the Adelaide Metropolitan area; this includes both bookings that were carried out and bookings that were cancelled
- a list of the **vehicle registration numbers**, and licence numbers (taxis), of vehicles which provided point to point services during the assessment period
- the total number of **booking requests received** for point to point services, that may or may not have resulted in a booking
- the total number of completed bookings for point to point services (i.e. bookings carried out)
- the total number of point to point journeys completed
- information about the **place of departure, destination and route** (taxis only) for point to point journeys.

Accredited Operators

The following records must be kept by a person who is an operator and a relevant provider during an assessment period, only for the bookings made directly between the customer and the operator:

- the total number of **point to point journeys completed** that commenced in the Adelaide Metropolitan area
- a list of the **vehicle registration numbers** that provided point to point services
- the **total number of journeys** completed by vehicles used to provide a point to point service, both point to point and other services (such as tours)
- information about the place of departure, destination and route (taxis only) for point to point journeys.

When complete –
OFFICIAL: Sensitive//Personal privacy