Applications must be submitted to Service SA in country regions or to the Accreditation and Licensing Centre (ALC) in the Adelaide Metropolitan Area.

PLEASE READ CAREFULLY

This Plan of Operation is a requirement of accreditation for all Small and Large Passenger Vehicle Operators and Horse Drawn Vehicle Operators.

A PLAN OF OPERATION IS REQUIRED IN THE FOLLOWING INSTANCES:

- first time applicant for Small and Large Passenger Vehicle Operator Accreditation and Horse Drawn Vehicle Operator Accreditation;
- renewals of Small and Large Passenger Vehicle Operator Accreditation;
- the adding of a Small Passenger Vehicle to the Operator’s fleet*;
- if the nature of the service or any aspect of a previous Plan of Operation has changed; and
- the adding of a Large Passenger Vehicle to the Operator’s fleet which will result in the previous Plan changing.*

* In these instances, an “Application to Add or Delete a Vehicle” (form MR312) also needs to be completed.

Vehicles operating under the Small Passenger Vehicle Operator Accreditation that are involved in the provision of different types of services (i.e. one vehicle in MV Metropolitan and one in SV Special Purpose), will be required to distinguish each service on the Plan of Operation. This enables the correct categorisation for accreditation purposes.

A Plan of Operation not properly completed will be returned to the applicant, resulting in delays with processing. Operators who intend to provide a regular passenger service (e.g. according to regular routes and timetables), should contact the Accreditation and Licensing Centre (ALC), (telephone (08) 7109 8117) as these services require Department of Planning, Transport and Infrastructure (DPTI) approval.

Approval from the ALC is required before this completed Plan of Operation can be accepted at a Service SA Office with other relevant documentation.
1. Indicate details of the nature and range of services to be provided.

- Chauffeur (point to point)
- Non-metro (point to point)
- Rideshare (point to point)
- Tourism related tours non-metro
- Corporate Contracts
- Horse Drawn
- Tourism related tours metro
- 4WD / off road
- Weddings, special occasions
- Regular Passenger Service
- Support for other services (eg Bed & Breakfast)
- Tour & Charter
- Novelty (provide details below)
- School Bus
- Shuttle Service
- Motorcycle

Where appropriate, please elaborate on the nature of services to be provided and/or include details of other services not indicated above.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

2. Please provide details of the time that the service will be available to customers (i.e. period of week and/or year).

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

3. Provide details of the vehicles to be used in association with this Plan of Operation.

<table>
<thead>
<tr>
<th>Registration No.</th>
<th>Make</th>
<th>Model</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>………………………</td>
<td>………………………</td>
<td>………………………</td>
<td>………………………</td>
</tr>
<tr>
<td>………………………</td>
<td>………………………</td>
<td>………………………</td>
<td>………………………</td>
</tr>
<tr>
<td>………………………</td>
<td>………………………</td>
<td>………………………</td>
<td>………………………</td>
</tr>
<tr>
<td>………………………</td>
<td>………………………</td>
<td>………………………</td>
<td>………………………</td>
</tr>
</tbody>
</table>

4. Small (MV, SV and NV) and Large Passenger Vehicles are required to display the name of the accredited operator or trading name on the vehicle. This can be the name of the Booking Service when available for hire. Please write the name/s in the space below.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
5. Please provide an address and contact number for your booking service(s) (where bookings are received and despatched). Documented approval granting the use of the booking service is required. This must be attached to your application where applicable. If direct bookings are taken, the details (ie address and contact number) where the bookings are recorded by the operator must be provided in the space below.

6. Please provide the address(es) of where the vehicles will be stored or garaged.

7. **THIS SECTION ONLY APPLIES TO SMALL PASSENGER VEHICLE OPERATORS.**

   Are you taking bookings directly from the public?
   
   Please tick  
   
   Yes [ ]  
   No [ ]

   Where direct bookings are taken, the following information must be collected:
   
   • Number of booking requests
   • Number of bookings completed

   Do you anticipate any of your vehicles will be used for your private (e.g. personal, family) use?
   
   Please tick  
   
   Yes [ ]  
   No [ ]

   If you answered “yes” to any of the above questions, please provide details of the circumstances.

   ………………………………………………………………………………………………………
   ………………………………………………………………………………………………………
   ………………………………………………………………………………………………………

It is a condition of accreditation that the services proposed in this Plan of Operation as lodged with DPTI are provided as stated. You must notify DPTI of any significant variations to your operations.

**DECLARATION**

I, ………………………………………………………………………………., Accreditation No. ……………………………. declare that the foregoing particulars relating to my Plan of Operation are true and correct. I also understand that there is a maximum penalty of $15,000 for the submission of a FALSE DECLARATION to obtain Accreditation under the *Passenger Transport Act 1994*.

Declared this ………………………… day of ……………………………. (year) …………………

………………………………………………………………………………

Signature
ATTENTION ALL NEW OPERATORS

It is recommended that you obtain independent professional advice from an Accountant, Bank Manager, Financial Advisor or a similarly qualified person in relating to the viability of your proposed services. This should include a comprehensive evaluation of your business and marketing plan covering all aspects of your proposed service, if any part is not being provided by a nominated Booking Service.

A further resource for general information and business training is the Department of Trade and Economic Development. General telephone number is freecall 1800 188 188.

Please note: The Department of Trade and Economic Development will not provide specific advice on the Plan of Operation.