



# Application for an Operator Accreditation

## 4WD Tourist Vehicles

Name in which accreditation is to be held:

### Part A – Individual

To be completed where the accreditation will be held by an individual. Do not complete Part A if the accreditation is to be held by a company or partnership.

Mr  Mrs  Ms  Miss  Other:

1. Surname (family name)

2. First names (given names)

3. Residential address (PO Box not accepted)  
  
  
 Postcode

4. Mailing address  
  
  
 Postcode

5. Are you now or have you ever been known by another name?  
 Yes  No  
*If yes, please provide details*

6. Date of birth

7. Place of birth

8. Country of birth

9. Are you an Australian citizen or permanent resident?  
 Yes  No *If yes, attach a certified copy of your birth certificate or passport or Australian citizenship certificate.*

10. Are you a New Zealand citizen?  
 Yes  No *If yes, attach a certified copy of your New Zealand passport or New Zealand citizenship certificate.*

11. If you are not an Australian or New Zealand Citizen, do you hold the appropriate visa to lawfully seek employment in Australia?

Yes  No

*If yes, attach a certified copy of your passport and valid visa.*

*Note: All copies must be certified stating that they are true copies of the original. See 'Proof of Identity' below for further details.*

12. Phone number

13. Fax number

14. Mobile number

15. Address and phone number from which you will be operating (if known)  
  
  
 Postcode  
 Phone number

16. Do you hold or have you ever held a NSW Public Passenger Driver Authority?  
 Yes  No *If yes, please provide details*

17. Do you hold or have you ever held a Public Passenger Operator Accreditation?  
 Yes  No *If yes, please provide details*

18. Have you been declared bankrupt in the last 10 years, or been convicted of any civil offence under the Corporations Act 2001?  
 Yes  No *If yes, please provide details*

### Enrolment Processing Unit

Level 4, 16 - 18 Wentworth Street Parramatta NSW 2150

Locked Bag 5085 Parramatta NSW 2124

[www.transport.nsw.gov.au](http://www.transport.nsw.gov.au)

| T 1800 227 774

| T 02 9689 8888

| F 02 9689 8813

| E [licensing@transport.nsw.gov.au](mailto:licensing@transport.nsw.gov.au)

# Application for an Operator Accreditation – 4WD Tourist Vehicles (continued)

19. Have you been the subject of a proceeding under section 588G or 592 (incurring of certain debts; fraudulent activity) of the *Corporations Act 2001*?

Yes  No *If yes, please provide details*

  

20. Are there any charges pending against you, for any criminal offences or have you been found guilty or convicted by a court in NSW or elsewhere of any criminal offence in the last 10 years?

Yes  No *If yes, please provide details*

  

## Part B – Corporation

**To be completed where the accreditation will be held by a corporation. Do not complete Part B if the accreditation is to be held by an individual or partnership.**

21. Corporation name

Australian Company Number (ACN)

State incorporated

22. Registered office address

  
  
 Postcode

22a. Mailing address

  
  
 Postcode

22b. Address at which operations will be conducted (if known)

  
  
 Postcode

23. Phone number (office hours)

23a. Phone number (after hours)

23b. Mobile number

23c. Fax number

## Nomination of Manager/s or Director/s

**Must be completed by the nominated Manager/Director.**  
*Do not complete this part if you are applying for accreditation as an individual or partnership.*

### 24. NOMINATION 1

Mr  Mrs  Ms  Miss  Other: \_\_\_\_\_

Surname (family name)

First names (given names)

Date of birth

Place of birth

Country of birth

Are you now or have you ever been known by another name?

Yes  No

*If yes, please provide details*

Address

  
  
 Postcode

Phone number (office hours)

Phone number (after hours)

Mobile number

24a. Do you hold or have you ever held a NSW Public Passenger Driver Authority?

Yes  No *If yes, please provide details*

# Application for an Operator Accreditation – 4WD Tourist Vehicles (continued)

24b. Do you hold or have you ever held a Public Passenger Operator Accreditation?

Yes  No *If yes, please provide details*


24c. Have you been declared bankrupt in the last 10 years, or been convicted of any civil offence under the *Corporations Act 2001*?

Yes  No *If yes, please provide details*


24d. Have you been the subject of a proceeding under section 588G or 592 (incurring of certain debts; fraudulent activity) of the *Corporations Act 2001*?

Yes  No *If yes, please provide details*


24e. Are there any charges pending against you, for any criminal offences or have you been found guilty or convicted by a court in NSW or elsewhere of any criminal offence in the last 10 years?

Yes  No *If yes, please provide details*


## 25. NOMINATION 2

Mr  Mrs  Ms  Miss  Other: \_\_\_\_\_

Surname (family name)

--

First names (given names)

--

Date of birth

--

Place of birth

--

Country of birth

--

Are you now or have you ever been known by another name?

Yes  No

*If yes, please provide details*

--

Address


Postcode

Phone number (office hours)

--

Phone number (after hours)

--

Mobile number

--

25a. Do you hold or have you ever held a NSW Public Passenger Driver Authority?

Yes  No *If yes, please provide details*


25b. Do you hold or have you ever held a Public Passenger Operator Accreditation?

Yes  No *If yes, please provide details*


25c. Have you been declared bankrupt in the last 10 years, or been convicted of any civil offence under the *Corporations Act 2001*?

Yes  No *If yes, please provide details*


25d. Have you been the subject of a proceeding under section 588G or 592 (incurring of certain debts; fraudulent activity) of the *Corporations Act 2001*?

Yes  No *If yes, please provide details*


25e. Are there any charges pending against you, for any criminal offences or have you been found guilty or convicted by a court in NSW or elsewhere of any criminal offence in the last 10 years?

Yes  No *If yes, please provide details*


**Part C – Partnership**

To be completed where the accreditation will be held by a partnership. Do not complete Part C if the accreditation is to be held by an individual or corporation.

26. Partnership name

27. Operations address

28. Mailing address

29. Phone number

30. Fax number

**31. FIRST PARTNER DETAILS**

Mr  Mrs  Ms  Miss  Other: \_\_\_\_\_

Surname (family name)

First names (given names)

Date of birth

Place of birth

Country of birth

Are you now or have you ever been known by another name?

Yes  No

*If yes, please provide details*

Address

Phone number (office hours)

Phone number (after hours)

Mobile number

31a. Do you hold or have you ever held a NSW Public Passenger Driver Authority?

Yes  No *If yes, please provide details*

31b. Do you hold or have you ever held a Public Passenger Operator Accreditation?

Yes  No *If yes, please provide details*

31c. Have you been declared bankrupt in the last 10 years, or been convicted of any civil offence under the Corporations Act 2001?

Yes  No *If yes, please provide details*

31d. Have you been the subject of a proceeding under section 588G or 592 (incurring of certain debts; fraudulent activity) of the Corporations Act 2001?

Yes  No *If yes, please provide details*

31e. Are there any charges pending against you, for any criminal offences or have you been found guilty or convicted by a court in NSW or elsewhere of any criminal offence in the last 10 years?

Yes  No *If yes, please provide details*

**32. SECOND PARTNER DETAILS**

Mr  Mrs  Ms  Miss  Other: \_\_\_\_\_

Surname (family name)

First names (given names)

Date of birth

Place of birth

Country of birth

Are you now or have you ever been known by another name?

Yes  No

*If yes, please provide details*

Address

  
  
 Postcode

Phone number (office hours)

Phone number (after hours)

Mobile number

32a. Do you hold or have you ever held a NSW Public Passenger Driver Authority?

Yes  No *If yes, please provide details*

  


32b. Do you hold or have you ever held a Public Passenger Operator Accreditation?

Yes  No *If yes, please provide details*

  


32c. Have you been declared bankrupt in the last 10 years, or been convicted of any civil offence under the *Corporations Act 2001*?

Yes  No *If yes, please provide details*

  


32d. Have you been the subject of a proceeding under section 588G or 592 (incurring of certain debts; fraudulent activity) of the *Corporations Act 2001*?

Yes  No *If yes, please provide details*

  


32e. Are there any charges pending against you, for any criminal offences or have you been found guilty or convicted by a court in NSW or elsewhere of any criminal offence in the last 10 years?

Yes  No *If yes, please provide details*

  


**Part D – Details of vehicle operations**

**To be completed by all applicants.**

33. The number of 4WD Tourist Vehicles you are applying to be accredited for

*(You must provide details of the premises at which the 4WD Tourist Vehicles will normally be kept when they are not in service, including sketch plan in square metres and access points)*

34. Who will be cleaning the 4WD Tourist Vehicles used in your tourist operations?

Carried out by operator  
 Subcontracted *Please provide details*

35. Who will carry out the repairs and maintenance of the 4WD Tourist Vehicles used in the tourist services?

*(If the repairs and maintenance are to be contracted out you must provide details of the licensed repairer)*

Carried out by operator (must be a licensed repairer)  
 Operator's repairers licence number:

Subcontracted *Please provide details*

Licensed repairers number

Licensed repairers phone number

Address of licensed repairer

Postcode

35a. Provide details of your vehicle maintenance program

*(eg scheduled servicing as per manufacturer's guidelines)*


36. Have you developed a driver safety monitoring program?

Yes  No *Provide details below (for 'yes' or 'no')*


37. Is there any other matter you should tell Roads and Maritime Services about which you think may have an effect on your application?

Yes  No *If yes, please provide details*


**Part E – Proof of identity**

To obtain a New South Wales Operator Accreditation you must prove your identity. Roads and Maritime uses the 100 point identity check system.

All documents must be endorsed as true copies of the originals by a person able to certify such documentations or the originals must be sighted by Roads and Maritime or Transport for NSW staff.

Refer to the [Proving your identity to Roads and Maritime information sheet](#) for details.

**Please note** that when providing your identity documents you must provide at least one (1) primary document (with a value of 70 points) and at least one secondary document (with the value of 30 points). The secondary identification document must be a certified copy of your drivers licence.

**Part F – Privacy statement**

We are collecting your personal and health information in connection with your application and an operator authority under the *Passenger Transport Act 1990* and may retain and use it for the purposes of that Act and for driver licensing, motor vehicle, road transport or road safety purposes. Providing this information is voluntary but we may refuse your application unless you do so.

We may disclose your personal information and health information in order to verify it and to assess your application. We may disclose your personal information in respect of motor accidents enquiries and to other driver licensing and vehicle registration agencies. We may also disclose your personal information where relevant to other accredited operators and also to Transport for NSW in connection with the administration of the *Passenger Transport Act 1990*. Otherwise, we will not disclose your personal or health information without your consent unless authorised by law.

This Privacy Statement also applies in respect of your personal and health information we may subsequently collect in relation to your operator authority. Your personal and health information will be held by Roads and Maritime at 20-44 Ennis Road, Milsons Point NSW 2061 and generally you can contact us to access or correct it.

**Part G – Applicant declaration and authority for collection and disclosure of information**

I declare that:

- I have read and understood all the information and questions on this form and the information provided by me are, to the best of my knowledge, true, correct and accurate in every detail.
- I have listed all details of charges pending against me, convictions recorded against me or proven offences against me for any offence(s).
- I am in possession of a valid Australian/New Zealand passport, birth certificate or visa.
- I am aware that any person who attempts to obtain an operator accreditation by false statement, misrepresentation or omission of details likely to affect such application, shall be guilty of an offence and shall be liable to a penalty of up to \$2,200 and any authority issued may be cancelled.
- I will comply with the *Passenger Transport Act 1990*, associated regulations and conditions relevant to an operator accreditation and understand that failure to do so may result in my authority being suspended, cancelled or varied.

I consent for Roads and Maritime to obtain any information it requires to determine whether to grant, renew or cancel my operator accreditation and to assess whether I am a fit and proper person and of good repute. This may include (but is not limited to) complaints, charges, convictions, traffic infringements and driver licence suspensions and cancellations. I consent to third parties (including but not limited to police, judiciary and licensing authorities) releasing that information to Roads and Maritime. This consent continues and may not be revoked by me so long as I hold (or apply for) a operator accreditation or while any legal action is proposed against me in respect of a operator accreditation including a suspended, cancelled or expired accreditation.

Name

Signature <input style="width: 95%; height: 30px;" type="text"/>	Date <input style="width: 95%; height: 30px;" type="text"/>
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Name

Signature <input style="width: 95%; height: 30px;" type="text"/>	Date <input style="width: 95%; height: 30px;" type="text"/>
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**Part H – Applicant checklist**

- The completed application form
- Signed declaration by applicant/company director(s)
- Two appropriate references of good repute (who have known the applicant(s) for at least two years)
- Qualified Accountants statement (on official letterhead)
- Details of any civil or criminal offences within the last five years, if applicable or each nominated manager or director of a company applicant (*can be included in the application form*)
- Details of any declaration of bankruptcy, insolvency, winding up order or any civil offence under the relevant companies legislation within the last ten years. If the applicant is a company, details must be provided for each nominated manager or director of the applicant company (*can be included in the application form*)
- Accreditation fee of \$100 payable to Roads and Maritime
- 100-point identity check on individuals or company directors. Documents must be copies certified by a Justice of the Peace or originals may be sighted by Roads and Maritime or TfNSW staff
- Criminal History Check. An original National Criminal History Record Check is available through the NSW Police Force at [www.police.nsw.gov.au](http://www.police.nsw.gov.au). You may also apply for a Criminal History Check through an accredited Crimtrac provider. The Criminal History Check must have been conducted within 3 months from the date the operator accreditation application is submitted.

**Part I – Lodgement details**

**Roads and Maritime Services  
Enrolment Processing Unit**

Level 4, 16-18 Wentworth Street, Parramatta NSW 2150  
 Locked Bag 5085, Parramatta NSW 2124  
 ABN: 76 236 371 088  
 Phone 1800 227 774  
 (02) 9689 8888  
 Fax (02) 9689 8813  
 Email [Licensing@transport.nsw.gov.au](mailto:Licensing@transport.nsw.gov.au)  
 Web [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au)

**OFFICE USE ONLY**

**PART A**

Accreditation number

Customer number

Receipt number

Date

Fee paid

Receipting officer

File handled by

Supporting documents

- Proof of identity
- Proof of citizenship and/or visa

Date of last CrimTrac check

Previous history

Financial notes

Offence history

**PART B**

Company notes

Nominee 1 notes

Previous history

Financial notes

Offence history

Date of last CrimTrac check

**Nominee 2 notes**

Previous history

Financial notes

Offence history

Date of last CrimTrac check

**PART C**

Partnership notes

**First partner notes**

Previous history

Financial notes

Offence history

Date of last CrimTrac check

**Second partner notes**

Previous history

Financial notes

Offence history

Date of last CrimTrac check

**PART D**

Cleaning  OK  Not OK

Maintenance  OK  Not OK

Notes:

Driver monitoring  OK  Not OK

**PART E**

**Eligibility check**

1. Good repute reference  OK  Not OK

2. Financial viability  OK  Not OK

3. Application complete  OK  Not OK

Notes:

**Recommended by**

**Approved by**





## Credit Card Authority

- A non-refundable application fee of \$100 for consideration and processing of the application.
- All cheques and money orders should be made payable to Roads and Maritime Services.
- You can pay the application fee via your credit card by filling in your credit card below.

MASTERCARD

VISA

Card number

Valid until

 / 

CCV number

What is a CCV number? - Several numbers are printed in the signature area on the back of your card. The *last three digits* make up the CCV Number.

**Note: A surcharge of 0.4% applies to payments made by Visa/ Master Card.** Amex and Diners Cards are **not** accepted.

Card holder's name

Amount

Card holder's address

Signature of card holder