

# Application for Transfer of a Taxi Licence (Party A)

## Introduction

This form is for a person seeking to transfer a taxi licence. It is to be completed by the current holder of the taxi licence or in the case of a deceased estate, the executor or legal representative (Party A).

For the purpose of transferring a taxi licence, a licence holder is the person whose name appears on the taxi licence, that is, the person to whom the taxi licence was last issued or most recently transferred.

To commence the transfer process, a licence holder, executor or administrator applies to transfer the taxi licence by completing and submitting this form to the Point to Point Transport Commissioner.

Once the 'Party A' form has been submitted, the transferee (the person to whom the licence will be transferred) will be informed by the Commissioner of the transfer levy payable (if applicable) and invited to complete the Application for Transfer of a Taxi Licence (Party B) Form.

## Transfer Levy

A transfer levy of 2.5% of the current market value of the licence is payable by the transferee on the transfer of the licence. The amount payable for the transfer levy will be provided by the Commissioner once the Party A form has been submitted. No transfer levy is payable in the case of a deceased estate when the new licence holder is entitled to the taxi licence under the will or on the intestacy of the current licensee.

## How to complete this form

The application to transfer a taxi licence form consists of 4 sections A-D. Please remember to complete all questions.

## Supporting documents

All supporting documents need to be certified as a true copy of the original by a Justice of the Peace, Solicitor or person on the approved list of occupations. Further details including information on identification documents are available on the Point to Point Transport Commissioner's website.

You will need to provide the following documents with your application:

- 100 points of identity documents (if not already provided)<sup>1</sup>
- An executed contract of sale – where the taxi licence is being sold on the open market
- Probate and will – where the executor or administrator acts in relation to a deceased estate
- Letter of Administration – where the taxi licence holder died intestate (without a will)
- Instrument of transfer – where the taxi licence is being transferred for a reason other than through a sale or on the death of the taxi licence holder, such as through a divorce. This might be a copy of the divorce order.

## Lodgement

Please ensure that you:

- Complete all questions
- Print the application form and sign the declaration
- Have all supporting documents certified
- Clearly title any supporting documents that you attach
- Have your signature witnessed by a solicitor of Justice of the Peace

## Submit the signed application form and supporting documents by:

**Email:** [applications@transport.nsw.gov.au](mailto:applications@transport.nsw.gov.au)

or

**Post:** Point to Point Transport Commissioner  
PO Box 533  
BURWOOD NSW 1805

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<sup>1</sup> Further information on the 100 points of identification can be found on page 2.

# Proof of identity documents

## Document details

**Primary documents** – Applicant must produce a minimum of one (1) primary document

### 70 points

**Secondary documents** – Applicant must provide one or more secondary documents which with the primary document add to at least 100 points.

### 40 Points

Name to be verified against a document in this category (but only where they contain a photograph or signature that can be matched to the candidate).

### 25 Points

Name and address to be verified against a document in this category

### 25 Points

Name and signature to be verified against a document in this category

### 25 Points

Name and address to be verified against a document in this category

### 25 Points

Name and date of birth to be verified from this document

## Documents

- Full Australian Birth certificate (not an extract)
- Birth card issued by the New South Wales Registry of Births, Deaths and Marriages
- Australian Citizenship certificate
- Current passport
- Expired passport which has not been cancelled and was current within the preceding two(2) years
- Other document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees)

### Document must have a photograph and a name

- Driver licence issued by an Australian State or Territory
- Roads and Maritime Services photo card
- Licence or permit issued under a law of the Commonwealth, a State or Territory Government - (eg a boat licence)
- Identification card issued to a public service employee
- Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit
- An identification card issued to a student at a tertiary education institution

### Document must have a name and address on

- A document held by a cash dealer giving security over your property
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- The Electoral roll compiled by the Australian Electoral Office and available for public scrutiny
- Document from your current employer or previous employer within the last two years
- Land Titles Office record
- A document from a rating authority (e.g. land rates)
- Document from the Credit Reference Association of Australia

### Document must have a name and signature on

- Marriage certificate (for maiden name only)
- Credit card
- Medicare card (signature not required on Medicare card)
- EFTPOS card

### Document must have a name and address on

- Records of a public utility - phone, water, gas or electricity bill
- Records of a financial institution
- A record held under a law other than a law relating to land titles
- Lease/rent agreement
- Rent receipt from a licensed real estate agent

### Document must have name and date of date of birth on

- Record of a primary, secondary or tertiary education institution attended by you within the last 10 years
- Record of professional or trade association of which you are a member

**Part A – Licence Holder**

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1. **Taxi Licence number**

2. **Registration number**

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3. **Contact details of the person lodging this application (licence holder/ executor)**

Name:	
Address:	
	Postcode:
Daytime contact number:	
Email address:	

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4. **Name of licence holder (if different to above)**  
If Corporation - Name of the corporation, or  
If Partnership – Name of all partners, or  
If Individual – Name of individual


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5. **Amount paid or to be paid by the transferee for the taxi licence (if applicable)**

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**Part B – Transferee details**

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6. **Name of proposed taxi licence holder(s)**

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7. **Address**

	Postcode:

8. **Daytime contact number**

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9. **Email address**

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## Part C - Privacy Statement

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The Point to Point Transport Commissioner is committed to protecting the privacy of your personal information in accordance with the *Privacy and Personal Information Protection Act 1998 (NSW)* and the *Health Records and Information Privacy Act 2002 (NSW)*. The Point to Point Transport Commissioner must collect this information under Part 4 of the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016* and Part 4 of the *Point to Point Transport (Taxis and Hire Vehicles) Regulation 2017*. Information supplied on this form will be used by officers of the Point to Point Transport Commission to assess your application for the transfer of a taxi licence. If you do not provide this information your application for the transfer of a taxi licence cannot proceed.

Information collected by the Point to Point Transport Commissioner may be disclosed to third parties for the purposes of confirming information provided in this application. These agencies include Revenue NSW, the Australian Securities and Investments Commission, the NSW Police Force and Roads and Maritime Services. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law.

Personal information collected by the Point to Point Transport Commissioner will be stored securely. We will keep your information at 241 O'Riordan Street Mascot 2020. An individual has a right of access to modify and/or update their personal information. If you wish to do this or require any further information about your privacy please go to [www.pointtopoint.nsw.gov.au](http://www.pointtopoint.nsw.gov.au)

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## Part D - Declaration

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It is a serious criminal offence to make a false or misleading statement in connection with an application to transfer a taxi licence.

Certification: I certify the information provided in this application is true and correct.  
I understand that any statement or misrepresentation that I have made in this application which I know to be false is an offence under of the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016*.  
I have read and understood the privacy statement in Part C of this application.

Name:

Signature:

Date: