

## Application Reference Number

TXB100735

### Introduction

This form is for a person seeking to transfer a taxi licence into their name (the transferee – Party B).

The first step in transferring a taxi licence is for the current taxi licence holder (or in the case of a deceased estate, the executor or administrator) to complete the Application for Transfer of a Taxi Licence (Party A) form and submit with supporting documents to the Point to Point Transport Commissioner (the 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 (this form).

This form may be completed on-line by logging into the Point to Point Transport Industry Portal at [www.pointtopoint.nsw.gov.au](http://www.pointtopoint.nsw.gov.au) (login details are provided to the transferee once the Party A form has been submitted). The on-line version of this form allows the transferee to upload all required supporting documents and pay the transfer levy (if applicable).

Alternatively, this form can be completed off-line and submitted with supporting documents via email or post. For information on completing and submitting this form see the 'how to complete this form' and 'lodgement' sections below.

Whether submitting this form via email or post, the transfer levy (if applicable) must be paid prior to submission. For information on how to pay the transfer levy please see the 'how to pay' section below.

### 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 as the new licence holder is entitled to the taxi licence under the will or on the intestacy of the current licensee.

### How to Pay

For all applications whether submitted via email or post, payment can only be made by directly depositing funds into the Transport for NSW Bank account listed below, and **quoting the Application Reference Number located on the top of this application:**

**Bank:** Westpac Banking Corporation  
**Account Name:** TfNSW Public Revenue Account  
**BSB No:** 032-001  
**Account Number:** 170497  
**Quote:** Application Reference Number located at the top of this application

### How to complete this form

The Application to Transfer a Taxi Licence (Party B) form consists of 8 sections A-H.

All Applicants to complete	Complete only relevant section(s)	All Applicants to complete
<b>Part A</b> – Taxi Details <b>Part B</b> – Transferee Details	<b>Part C</b> – Corporation details - where the applicant is a corporation, <b>Part D</b> – Partnership details – where the application is a partnership, <b>Part E</b> – Individual details – where the transferee is an individual	<b>Part F</b> – Current licence holder details <b>Part G</b> – Privacy Statement <b>Part H</b> – Declaration

### Lodgement

Please ensure that you:

- Make payment for the transfer levy (if applicable) – see 'how to pay' section for further details
- Complete all questions
- Print the application form and sign the declaration
- Have all supporting documents certified
- Clearly title any supporting documents that you attach

**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 Commission  
PO Box 533  
BURWOOD NSW 1805

**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 Commission's website. You will need to provide the following documents with your application:

Corporation	Partnership	Individual
<ul style="list-style-type: none"><li>• Copy of company extract from Australian Securities &amp; Investments Commission (ASIC)</li><li>• 100 points of proof of identity documents for the contact person *</li><li>• If the contact person is not a director or the company secretary, a letter on corporation letterhead signed by a director or the company secretary confirming the contact person has authority to act on behalf of the corporation.</li></ul>	<ul style="list-style-type: none"><li>• Evidence of the partnership</li><li>• 100 points of proof of identity documents for each partner*</li><li>• In the case of a corporate partner, copy of company extract from Australian Securities &amp; Investments Commission (ASIC).</li><li>• If the contact person of a corporate partner is not a director or the company secretary, a letter on corporation letterhead signed by a director or the company secretary confirming the contact person has authority to act on behalf of the corporation.</li></ul>	<ul style="list-style-type: none"><li>• 100 points of proof of identity documents for the applicant*</li></ul>
<b>*Further information on the 100 points of identity can be found on page 3</b>		

**Checklist of requirements**

For a corporation:

- Payment of transfer levy (if applicable)
- Copy of ASIC company extract
- 100 points of identification for the contact person
- Letter of authority for contact person (if not a director or company secretary)

For a partnership:

- Payment of transfer levy (if applicable)
- Evidence of partnership
- In the case of a corporate partner:
  - ASIC company extract
  - Letter of authority for contact person (if not a director or company secretary)
- 100 points of identification for each partner

For individual applicants:

- Payment of transfer levy (If applicable)
- 100 points of identification

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# Proof of identity documents

## Document details

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

### 70 points

**Secondary documents** – Any one (1) secondary document to be produced

### 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

## Approved list of occupations

A full list of approved occupations can be found at [www.legislation.gov.au](http://www.legislation.gov.au) and search for Statutory Declarations Regulations 1993.

## 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

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**Part A Taxi Licence Details**

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1. **Taxi Licence number**2. **Registration number**

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**Part B Transferee details**

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3. **Entity type**

Select one only

- Corporation  
 Partnership  
 Individual
- 

4. **Name of the transferee**

If Corporation - Name of the corporation, or  
If Partnership – Name of all partners, or  
If Individual – Name of individual

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5. **Contact Address**

Address:	
<input type="text"/>	
<input type="text"/>	Postcode:
Daytime contact number:	
Email::	

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6. **Do you currently hold a taxi licence or service provider authorisation**

- No  
 Yes, if yes please provide details

**Taxi licence number/s**

Provide up to three taxi licence numbers

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Authorised service provider number**

Provide your taxi service or booking service provider authorisation number.

TSP- <input type="text"/>	BSP- <input type="text"/>
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7. **Amount paid for the licence** (if applicable)

\$ <input type="text"/>
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8. **Transfer Levy (if known)**

Amount payable to the Point to Point  
Commissioner on transfer of the taxi licence

\$ <input type="text"/>
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**Part C Corporation Details**

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9. **Corporation name**

Legal name of corporation

Name: <input type="text"/>
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10. **Australian Company Number (ACN)**

For foreign companies please provide your  
Australian Registered Body Number (ARBN)

ACN: <input type="text"/>	ARBN: <input type="text"/>
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11. **Australian Business Number (ABN)**

ABN: <input type="text"/>
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**12. Contact Person**

Full name of individual

Contact Address

Address:	
	Postcode:

Daytime contact number and Email

Number:	Email:
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Date of birth

Driver licence number

**Part D Partnership Details**

**13. Partnership Name**

What is the name of the partnership or name of each individual partner

  

**14. Number of Partners**

A partnership must have at least two partners. Each partner must be a legal entity in their own right (ie individual, corporation, co-operative etc)

Total number of partners

Number of individual partners

Number of corporate partners

**15. Does the partnership hold an ABN**

- No  
 Yes, Please provide ABN

ABN:

**16. Partners – Corporations**

Complete where one or more partners are a corporation

Corporation name  
Legal name of corporation

Address

Address:	
	Postcode:

Daytime contact number & Email

Number:	Email:
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Australian Company Name (ACN)

ACN:

Contact person

Name:

Address of contact person

	Postcode:

Daytime contact number and Email

Number:	Email
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Date of birth

*More than one corporation as partners? Copy this page as required and complete question 16 for each corporate partner.*

17. Partners - Individuals

Full name of individual

Residential Address

Address:	
	Postcode:

Daytime contact number & Email

Number:	Email:
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Date of Birth

Driver licence number

Number:	State of issue:
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Full name of individual

Residential Address

Address:	
	Postcode:

Daytime contact number & Email

Number:	Email:
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Date of Birth

Driver licence number

Number:	State of issue:
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Full name of individual

Residential Address

Address:	
	Postcode:

Daytime contact number & Email

Number:	Email:
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Date of Birth

Driver licence number

Number:	State of issue:
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Full name of individual

Residential Address

Address:	
	Postcode:

Daytime contact number & Email

Number:	Email:
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Date of Birth

Driver licence number

Number:	State of issue:
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More than 4 individuals as partners? Please copy this page as require

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**Part E Individual Details**

Only complete Part D if you are an individual applying to transfer a taxi licence in your own right (ie not as a partner or body corporate)

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18. Full name of individual		
19. Contact Address		
		Postcode:
20. Daytime contact number & email	Number:	Email:
21. Date of Birth		

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**Part F Current Licence Holder Details**

22. Name of current licence holder		
23. Address		
		Postcode:
24. Daytime contact number		

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**Part G Privacy Statement**

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 to have a taxi licence transferred to you. If you do not provide this information your application to have a taxi licence transferred to you 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. The transfer value will also be published on the Point to Point Transport Commissioner's website. 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 H Declaration**

To be completed by transferees. In the case of a partnership all partners must sign the declaration – copy this page as required if more than four partners.

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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.

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 am authorised to act on behalf of the Corporation or Partnership (if applicable). I have read and understood the privacy statement in Part G of this application and that the transfer value will be published on the Point to Point Transport Commissioner's website.

Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date: