

**Point to Point Transport (Taxis and Hire Vehicles) Act 2016
Administrative Decisions Review Act 1997**

Complete this application to seek an internal review of a reviewable decision.

Under section 145 of the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016* a person may apply to the NSW Civil and Administrative Tribunal (NCAT) for an administrative review under the *Administrative Decisions Review Act 1997*, if they are aggrieved by a decision to:

- refuse an application for authorisation or a taxi licence
- suspend or cancel an authorisation or taxi licence
- impose, revoke or vary a condition of an authorisation or taxi licence
- not authorise a service provider under Schedule 2 of the Act (Savings, transitional and other provisions) relating to existing operators or authorised taxi networks under the *Passenger Transport Act 1990*, or
- consider a person who was the holder of a taxi or private hire vehicle driver authority under the *Passenger Transport Act 1990* ineligible to drive under the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016*

It is a requirement under the *Administrative Decisions Review Act 1997* that a person seeking to apply for an administrative review through NCAT first seek an internal review with the Point to Point Transport Commissioner (the Commissioner). Limited circumstances allow for a person to make an application direct to NCAT without first seeking an internal review, further information on this can be found at www.ncat.nsw.gov.au.

Within 21 days after the application for the internal review is lodged (or such other period as the Commissioner and applicant agree on), the Commissioner must notify the applicant in writing of:

- the outcome of the internal review
- the reasons for the decision in the internal review, and
- the right of the person to have the decision reviewed by NCAT

Lodgement

Email this form with any supporting documentation to applications@transport.nsw.gov.au. Alternatively, you may post this form with any supporting documents to:

The Point to Point Transport Commissioner
PO Box 533, Burwood NSW 1805

Requirements for an Internal Review

An application for Internal Review must:

- be in writing
- addressed to the Point to Point Transport Commissioner
- specify an address in Australia to which the Notice of the outcome of the Internal Review can be sent, and
- be lodged within 28 days of the date of the original decision

Process for Internal Review

The application for Internal Review will be:

- dealt with by an individual not substantially involved in the original decision under review
- an employee of the Point to Point Transport Commission, and
- suitably qualified to deal with the issues raised by the application

Part A – Applicant Details

1. Name of person/entity seeking review

If corporation – name of the corporation,
If partnership – name of all partners, or
If individual – name of the individual

If corporation full name of authorised representative

Name of applicant:

Representative's name:

Part B – Contact Details

2. Contact details

Address:	
	Postcode:
Contact number:	Email:

Part C – Review Details

3. Date of decision

Date:

4. Have you attached a copy of the decision?

- No, complete question 5, then go to question 6
 Yes, go to question 6

5. Briefly describe the decision which you are seeking to have reviewed?

Please provide details of the decision you are seeking to have reviewed (i.e. refusal, suspension etc.)

6. Grounds for review.

The reason you believe the decision is wrong (please state fully – attach a separate page if more space is required).

7. Have you attached any supporting documents to this application?

- No
 Yes, I have attached copies of the following documents to support my Application for Internal Review:

1.	2.
3.	4.

Part D – 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). You may choose not to provide your personal or health information. However, this may mean that it is not possible or practicable for us to assist you.

Information supplied on this form will be used by officers of the Point to Point Transport Commissioner to assess your application for an internal review. If you do not provide this information your application 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 may include Revenue NSW, NSW Police 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 the Point to Point Transport Commissioner’s website.

Part E – Signature

Name:	Signature:	Date:
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