



Application for an Omnibus Licence

Please ensure the following items have been completed/attached before submitting your application

- ABN or ACN and Trading Name
- Certificate of Business Registration (*issued by Department of Commerce*)
- MDL (Drivers' Licence) number of all applicants provided
- Accountable person has been named
- All people named on the application hold a current F or T Extension **or** have submitted a National Police Clearance no more than 3 months old
- Shuttle Service applicants have completed Section 7 of the application
- Safari Tour & Charter applicants have completed Section 8
- Tourism Transfer applicants have completed Section 6
- Regular Passenger Transport applicants have completed Section 5
- Wheelchair Accessible applicants have completed Section 9
- Applicants who are applying with a School Bus have submitted a copy of their School Bus Contract
- All applicants (excluding Small Charter Vehicle) have completed and attached the Vehicle Maintenance Program and Fatigue Management Program
- All applicants named on the application have signed and dated the back page Declaration

If the applicant is a COMPANY

- Company Memorandum and Articles of Association (or Company Constitution) supplied (original or certified copy)
- Recent Company Extract (*available from the Australian Securities Commission*)

If the applicant is a TRUST

- Trust Deed supplied (original or certified copy)



SECTION 1: Applicant Information

Trading Name (Omnibus licence will be issued in this name)

ABN or ACN Number

Registered Business Name

Registered Business Number

If applying in a partnership, company or trust name: (please attach an additional page if there are more than 3 directors)

Name of Partner/Director/Trustee 1

MDL Number

Name of Partner/Director/Trustee 2

MDL Number

Name of Director/Trustee 3

MDL Number

Business Address

Suburb

Postcode

Postal Address (if different from above)

Suburb

Postcode

Vehicle Garaging Address (if different from Business Address)

Suburb

Postcode

Accountable Person (person to whom all correspondence will be sent)

Name

Contact Phone Number 1

Email Address or Fax Number

Contact Phone Number 2

If you supply an email address, your new Omnibus Licence and approval letters will be emailed to you.

SECTION 2: Please provide an outline of the service you intend to provide. Please attach any supporting documentation, brochures or business letterhead along with this application.

SECTION 3: Additional Paperwork to be submitted. Please ensure you have supplied all relevant documents listed on the Omnibus Application Checklist

SECTION 4: Please indicate which category of licence you are applying for If you are unsure what category to apply for please refer to the different policies on our website www.transport.wa.gov.au/taxis on the *Publications* page

- Small Charter Vehicle
- Tour & Charter
- Shuttle Service *(Must complete Section 7 below)*
- Safari Tour & Charter (4WD Vehicles) *(Must complete section 8 below)*
- Tourism Transfer *(Must complete section 6 below)*
- Regular Passenger Transport *(Must complete section 5 below)*
- Novelty Tour & Charter
- Wheelchair Accessible *(Must complete section 9 below)*

SECTION 5: To be completed by Regular Passenger Transport (RPT) applicants

Will any vehicles in this application operate on your previously approved RPT service? Yes
 No

Please provide an additional page with the following information;

1. Justification for the new service
2. Proposed routes and stops
3. Proposed schedule/timetable
4. Proposed fares

SECTION 6: To be completed by Tourism Transfer applicants (attach copies where applicable)

Please provide details of the tourism business you currently operate

Please provide details of what type of transport services you intend to provide

SECTION 7: To be completed by Shuttle Service applicants

Nominate Origin / Destination / Locations	Nominate the area of service	Nominate the fares

SECTION 8: To be completed by Safari Tour & Charter applicants (all vehicles must have these items on board at all times)

- Four or more wheel drive
 - Spare tyres
 - Puncture Kits
 - Spare fan belt
 - Jack and block or equivalent
 - Snatch strap
 - "D" Shackles
 - Shovel
 - Satellite Phone or Royal Flying Doctor Service Compatible Radio
- Satellite Phone Serial Number

Satellite Phone Number

HF Radio Serial Number

SECTION 9: Wheelchair Accessible Tour and Charter

Please provide a detailed statement outlining the need for a wheelchair accessible tour and charter vehicle

Please attach any letters of support for your proposed service from local stakeholders

Does or will your vehicle have a ramp or hoist installed? *Please circle* RAMP HOIST
How many wheelchairs is the vehicle capable of carrying securely? 1 2

Please read the following information and tick the box below to indicate you have read and understood the information

1. All vehicle modifications must be completed by Government approved vehicle modifiers and be inspected at Welshpool Vehicle Examination Centre
2. The Department of Transport provides no financial assistance for any equipment installation or modification
3. This service will not be able to accept Taxi Users' Subsidy Scheme (TUSS) vouchers or be paid Multi Purpose Taxi (MPT) lifting fees and the vehicle will not be licensed as a 'taxi'

I / we have read the above information

SECTION 10: Vehicle Information

Make	Model	Vehicle Registration Number	Year of Manufacture	Vehicle Identification Number (VIN)	Seating Capacity Excluding driver's seat	Tick the required category of Omnibus Licence								
						Tick if applicable School Bus Contract*	RPT	TC	Tourism Transfer	Shuttle Service	Novelty	Safari TC	SCV	WATC

SECTION 11: Nominated Licensing Centre for number plates to be sent to (if applicable) PLEASE TICK

- CITY WEST
- JOONDALUP
- KELMSCOTT
- MANDURAH
- MIDLAND
- MORLEY
- ROCKINGHAM
- WELSHPOOL
- WILLAGEE
- OTHER _____

* If the vehicle you are applying for has a current Government School Bus Contract please submit a copy of the contract paperwork showing the contract number and area of service. The vehicle will retain it's original state plates and display an Omnibus Licence windscreen sticker.

SECTION 12: Vehicle Maintenance Program & Fatigue Management Program (Not applicable for Small Charter Vehicle Applicants)

These documents must be submitted as attachments to this application. If you are unsure what to provide there is a template you can print and complete on our website at www.transport.wa.gov.au/taxis on the *Publications* page under Tour & Charter vehicles.

- Vehicle Maintenance Program Attachment 1
- Fatigue Management Program Attachment 2

SECTION 13: Declaration

Do you have the financial capacity to operate this service? Yes No

I/We hereby declare that we have read and understood the policy of the licence category we are applying for and that I/we are the owner/s of the vehicles described on this application. All information provided is true and correct.

All applicants named on page one must sign this application

Please ensure to match the order of signatures with the order the names appear on page one

Individual applicant / First partner, Director or Trustee		Date: _____ / _____ / _____
Second Partner, Director or Trustee		Date: _____ / _____ / _____
Third Director or Trustee		Date: _____ / _____ / _____

Submission

Please note: Original copies must be supplied - photocopied, scanned and faxed copies will not be accepted.

Please **post** your completed application to;

Client Services Officer
Passenger Services
Department of Transport
GPO Box C102
PERTH WA 6839

or **hand deliver** the application to;

Passenger Services
20 Brown Street
East Perth

Between the hours of 8:30am to 4:30pm Monday to Friday

Enquiries: Phone: (08)1300 660 147
 Email: chartertour@transport.wa.gov.au
 Fax: (08)9218 3661

Any person driving an SCV or TC plated vehicle must hold an F extension on their drivers' licence. Application can be made at any Departmental Licensing Centre for a fee of \$106.00.

Drivers must also have the correct weight class on their licence for the vehicle being driven. Enquiries can be made on 13 11 56 or at a Departmental Licensing Centre

Your application will be processed in the order it is received. Please allow 2 - 3 weeks for processing. You will be contacted by a Client Services Officer if any additional information is required. Once approved, your new licence will be emailed (if supplied) or posted to you. For those applicants requesting new SCV or TC plates, the licence fee and plate fee you receive must be paid before the plates will be made available at your nominated licensing centre.

All vehicles being put onto SCV or TC plates will need to undergo an examination at a Departmental Examination Centre or Authorised Inspection Centre before the plates can be collected.

The plate fee is currently \$24.60. The licence fees start at \$98.00 for a 4–15 seat vehicle and increases depending on the number of passenger seats in the vehicle. This fee is charged pro-rata from the date your licence is issued.