

Who are Passenger Services?

We are a business unit of the West Australian Government. The hierarchy is shown below:

Government of Western Australia
>Department of Transport
>Transport Services
>Passenger Services Business Unit

Within Passenger Services are several different areas. Omnibus Licensing is one of those areas.

As well as regulating the tour & charter industry, Passenger Services regulates the taxi industry of Western Australia. This includes testing and licensing taxi drivers, issuing metropolitan and country taxi plates, setting policy and making sure regulations are not breached.

Travel subsidy schemes such as the Student Subsidised Travel Scheme, Pensioner Annual Free Trip Scheme and Taxi Users' Subsidy Scheme are also administered by Passenger Services.

Contact Us

Email: chartertour@transport.wa.gov.au
In person: 20 Brown Street
EAST PERTH WA 6004
Phone: 1300 660 147
Fax: 9218 3661 Attn: Omnibus Licensing
Mail: Passenger Services
GPO BOX C102
PERTH WA 6839

Working with Passenger Services

Once approved, general correspondence between the operator and Passenger Services is expected.

Passenger Services must be kept informed at all times of any changes to vehicles licensed as Omnibuses. Faxes or emails informing us of changes such as a vehicle modification, a vehicle being delicensed or sold or a request for a new or recently purchased vehicle to be added to a licence is required to aid in the general up-keep of all Omnibus Licences. This can also be done through the post. If a change has occurred and you are unsure as to what to do please call Passenger Services.



Department of
Transport

Licensing Tour and Charter Vehicles: A guide for prospective or current operators



Any vehicle operating for Hire and Reward is required by The Western Australian Government to be licensed as an Omnibus. Without an Omnibus licence a vehicle cannot be used for tour or charter work where passengers pay a fare.

There are 7 different categories of Omnibus Licence to choose, depending on your business type.



Standard Issue SCV



Standard Issue TC



Motorcycle

Tour and Charter

Includes both passenger tours and passenger charters in a vehicle with 12 or more passenger seats

Regular Passenger Transport (RPT)

A public passenger service conducted on established routes with established pick-up and drop-off points in accordance with a regular timetable and for which passengers pay an individual predetermined fare

Shuttle Service

A service that conveys passengers between one or more locations along established routes and for which passengers pay an individual predetermined fare

Novelty

Passenger tour and/or charters using specialised novelty vehicles with special limitations or requirements, such as motorbikes.

Safari Tour and Charter

A passenger tour and/or charter where some of the route is over unsealed or poorly made roads and to locations that may be remote, the vehicle must be 4 wheel drive and have depot communication installed (Royal Flying Doctor Service compatible or satellite phone)

Small Charter Vehicle

A vehicle less than 12 passenger seats and used solely for charter, with journeys commencing within the Perth Metropolitan Area. Please refer to the Small Charter Vehicle Licence Policy for vehicle specifications.

Tourism Transfer

A vehicle with less than 12 passenger seats where the transport provided is part of a tourism business. Transport cannot be the primary purpose of the business but be necessary for it's operation.

All classes of Omnibus Licence are issued TC registration plates except Small Charter Vehicles, which are issued SCV registration plates.

Registered School Buses

Operators that have vehicles registered with the Public Transport Authority (PTA) as school buses may apply to have the vehicle added to their Omnibus Licence to enable the vehicle to be used for non-school purposes. The vehicle will not be issued with TC plates as long as the operator can provide a copy of their PTA School Bus Contract. A windscreen sticker will be issued to show that the operator is paying an Omnibus Licence fee.

Each of these categories has it's own specific policy document containing more detailed information. These are available on our website at <http://www.transport.wa.gov.au/taxis/15136.asp>.

Application Process

Applications take 1 - 3 weeks to be assessed. SCV applications generally get processed quicker than TC. If applicants are waiting on approval of F or T extensions, the Omnibus application will not be approved. Ensure regular checking of email as a Client Services Officer may use email to request more information.

Driver Requirements

All drivers must hold an F extension on their West Australian Driver's Licence, this gives the applicant the authority to drive a motor vehicle for the purposes of carrying passengers for reward, except as a taxi. (T extension also acceptable)

F and T extension applications can be made at any DoT Licensing Centre.

For more information see **Getting a Bus Licence:** <http://www.transport.wa.gov.au/licensing/20512.asp>

Inspections

Any vehicle applying to become an Omnibus must first pass a visual and mechanical inspection at a DoT Vehicle Examination Centre. An exception for stretch limousines applies when being licensed for the first time or if they have been modified since first inspection. These vehicles must be taken to the DoT Technical Branch at Welshpool.

An annual inspection is compulsory to maintain compliance with the requirements of holding an Omnibus Licence.

Insurance Class

All Omnibuses must have an upgraded Third Party Insurance class of either 3A, 3F or 3G.

Please visit http://www.transport.wa.gov.au/mediaFiles/LBU_Fees_WholeVersion.pdf for detailed information on which insurance class you require.

Temporary Licences

Are available to prevent an existing operator from losing business due to a vehicle difficulty. If a vehicle breaks down or all vehicles are booked the operator may apply for a temporary licence to cover the unavailable vehicle/s. Applications can be arranged with Passenger Services. The replacement vehicle can be borrowed, hired or privately owned but must have the appropriate insurance class for an Omnibus (as above) A temporary licence will not be issued for any more than 1 month and must be paid to make it valid.

Licensing Years

Omnibus licences start on the 1st of August each year and run to the 31st of July the following year. Licence renewals are sent out to each operator in early July for payment to licence their vehicles for another 12 months.

When a vehicle is first licensed the operator is charged a pro-rata fee up to the 31st of July at which time they will receive a renewal along with all operators and begin paying an annual fee.

Using Personalised Plates

Custom SCV plates can be applied for at any DoT Licensing Centre. They must be white with dark green writing and state "small charter vehicle" across the bottom. If you currently have personalised plates of a different colour, you can apply to have them converted to Custom SCV plates. Custom TC plates are not available.

Plate Remakes

If your plates is damaged, lost or stolen a plate remake must be ordered as soon as possible. To do this attend a DoT Licensing Centre an make a request. *Allow 2 - 4 weeks for manufacture*

Licence Limitations

An operator can add as many vehicles to his/her Omnibus licence as they wish. They can also have any number of different licences to cover all their different vehicle types i.e. a Tour and Charter Licence and a Small Charter Vehicle Licence.

Fees and Charges Chart

Plate Fees	Original Pair	\$24.60
	Remake Pair	\$ 25.00
	Custom SCV Aluminium	\$407 approx. only
	Custom SCV Acrylic	\$552 approx. only
Omnibus Licence Fees (Per seat / year)	1	\$ 24.50
	2	\$ 49.00
	3	\$ 73.50
	4	\$ 98.00
	5 > 14	\$ 104.45
	15 and over	\$ 6.90 per seat
F or T Extension		\$ 106
National Police Certificate		\$ 55.50
Vehicle Inspections	Car	\$ 90
	Re-inspection	\$ 62.80
	Heavy Vehicle	\$ 144.60
	Re-inspection	\$ 98.30
Insurance	3A	\$1069.41
	3F	\$ 360.78
	3G	\$ 309.09