Passenger Transport Vehicle (PTV) authorisations
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Introduction

Background

The *Transport (Road Passenger Services) Act 2018* (the Act) and subsidiary legislation, regulates the road passenger transport service industry, including on-demand transport, tourism passenger transport and regular passenger transport services.

Passenger transport vehicles (PTVs) are vehicles used or intended to be used in providing a passenger transport service. This is the transport of passengers for hire or reward, including on-demand, tourism and regular passenger transport services.

Anyone can apply for a PTV authorisation and there are no limits to when and when they can operate or how many authorisations someone can hold.

Vehicles with a PTV authorisation can operate for multiple on-demand booking services as long as certain authorisation requirements are met (for example, appropriate signage and equipment).

What is a PTV authorisation

A PTV authorisation is an authorisation to operate a vehicle to provide a passenger transport service. This replaces taxi plates, country taxi licences, charter vehicle licences and regular passenger transport omnibus licences.

There are four categories of Passenger Transport Vehicle (PTV) authorisation:

- **On-demand rank or hail (OD-RH)** = a PTV authorisation of the on-demand rank or hail category.
  
  Vehicles with a PTV authorisation OD-RH can ply or tout for hire on a road or in another place accessible to the public. This means they can offer trips to people on the side of the road or within a public space.

- **On-demand charter (OD-C)** = a PTV authorisation of the on-demand charter category.
  
  Vehicles with a PTV authorisation OD-C can take on-demand trips that do not include a rank or hail service (i.e. charter trips).

- **Regular Passenger Transport (RPT)** = a PTV authorisation of the regular passenger transport category.
  
  The transport of passengers for hire and reward that is conducted according to regular routes and timetables.

- **Tourism Passenger Transport (TPT)** = a PTV authorisation of the tourism passenger transport category.
  
  The transport of passengers (tourists) for hire or reward to destinations listed on a publicly available tour itinerary, for the purposes of tourism.

A key feature of the PTV authorisation is that applicants can choose the duration – 1, 3, 6 or 12 months – which best suits their business model. Please note that one-month PTV authorisations cannot be renewed; these authorisations are most suitable when a temporary or replacement vehicle is required.
Multiple PTV categories

A PTV authorisation can be issued for one or more categories – there is no cost to add extra categories. OD-RH and OD-C cannot be chosen together. Having an OD-RH category authorises you to do charter work as well, however an OD-C category does not authorise you to do rank or hail/taxi work as there are different requirements for these vehicles.

Which PTV authorisation category do you need?

All PTV authorisation categories

An authorised PTV can operate anywhere in WA. All authorised PTVs will require annual inspections and appropriate Motor Injury Insurance (MII).

PTV authorisations are linked to a vehicle. The person who is granted the PTV authorisation should therefore be the person who is responsible for the day-to-day operation of the vehicle – either the vehicle’s registered owner or someone to whom the vehicle owner has given their consent. For this reason, the PTV authorisation cannot be granted in the name of a partnership or trust; it can only be granted to an individual person or body corporate.

PTV OD-RH (taxi)

To apply for a PTV authorisation that will allow you to operate as a taxi, the vehicle must have:

- a working fare calculating device (meter) that has been installed in accordance with the manufacturer’s instructions;
- a roof sign and the roof light that are clearly visible in daylight;
- a security camera and related signage that meets relevant standards (for vehicles operating predominantly outside the metropolitan area, cameras are not required until July 2020);
- required livery; and
- raised lettering (applied to the vehicle, or you must declare that you undertake to attach raised lettering upon receipt of the taxi plate).

A vehicle with a PTV OD-RH authorisation must have taxi plates affixed to meet the requirements of their authorisation.

The taxi vehicle must have signs inside and outside to advise passengers that a camera surveillance unit (CSU) is installed.

Taxi vehicle interiors must display the ODBS:

- authorisation number/s
- contact information; and
- fare schedule.

Taxi drivers must display their driver ID document and ensure it is visible to all passengers in vehicle.

Note: a driver ID document is not a driver’s licence. For taxi drivers, the driver ID document must contain a photograph of the driver, their first name and their driver ID number. Existing taxi driver ID cards meet these requirements.
PTV OD-C (charter)

To apply for a PTV authorisation that will allow you to operate as a charter vehicle, the vehicle must have:

- prominent livery; or
- a sign in the left of the rear window (or on the vehicle and visible from the rear) that indicates the ODBS that the vehicle is operating under; and
- interior signage to advise customers that a CSU is installed, if applicable.

The vehicle cannot be marked using the word “taxi” in a misleading way.

Drivers of charter vehicles must make their driver ID document visible to the hirer at the time of booking, or display it in the vehicle/on person.

Note: a driver ID document is not a driver’s licence. For drivers of OD-C PTVs, the driver ID document must contain a photograph of the driver and their first name. These requirements may already be met, for example by driver profiles displayed to customers by app-based booking services.

PTV Regular Passenger Transport (RPT) and Tourism Passenger Transport (TPT)

There is no specific equipment or markings that a vehicle authorised as a PTV in the regular passenger transport (RPT) or tourism passenger transport (TPT) categories requires.

RPT is the transport of passengers for hire and reward that is conducted according to regular routes and timetables. RPT services will also be required to have an RPT service provider authorisation.

TPT is the transport of passengers (tourists) for hire or reward to destinations listed on a publicly available tour itinerary, for the purposes of tourism.
Before you apply

1. Get a DoTDirect account for the entity that you want to hold the PTV authorisations in, either an individual or body corporate.

2. Ensure your vehicle registration is valid, as a PTV authorisation can only be granted to a vehicle with an active vehicle licence. Ensure any outstanding vehicle registration fees are paid prior to applying for a PTV authorisation. If you don’t own the vehicle you will need to obtain the vehicle owner’s consent and make sure the vehicle owner changes the MII class on the vehicle to the appropriate type for a PTV (link to website). If the vehicle owner does not change the insurance class, a message will appear on your application: “A vehicle that you do not own must have the correct insurance class before an application can be made.” (see screenshot below)

3. Ensure you have a valid vehicle inspection. To apply for a PTV authorisation the vehicle must either:
   - Have been fully inspected in the previous three months prior to application; or
   - Be a new vehicle registered for the first time in WA in the last 10 days.
   - If one of these conditions is not met, then prior to applying for authorisation, the nominated vehicle must pass the Department of Transport (DoT) vehicle inspection process and comply with DoT’s standards, as per the Act and associated regulations.
   - The vehicle is to be inspected at an Authorised Inspection Station (AIS) upon payment of the appropriate fee. Information on Authorised Inspection Stations is available on the vehicle inspections webpage. Download the ODT119: Vehicle examination required form from the DoT website, taking the form with you when the vehicle gets inspected:

Vehicle examination for PTV OD-RH:

Vehicle examination for PTV OD-C, TPT and RPT:

If you have not had the vehicle inspected, the following message will appear in your application: “Vehicle inspection requirements have not been met.”

Passenger transport vehicle application

Vehicle search

Licence plate: XY7777

Vehicle is not registered
Vehicle inspection requirements have not been met.
A vehicle that you do not own must have the correct insurance class before an application can be made.

List of selected vehicles

No vehicle has been added to this application.

Please note that only 100 vehicles can be added to this application.
Starting an application

Applications for new PTV authorisations can only be made via DoTDirect. You can apply for more than one PTV authorisation at a time, however each vehicle added will incur an application fee of $15.

To complete an application for a PTV authorisation via DoTDirect, you will be guided through the following steps:

1. Choose which category or categories you wish to apply for authorisation.
2. Choose the authorisation period for the PTV authorisation – either 1, 3, 6 or 12 months, or a common expiry date if you have existing PTV authorisations. One month authorisations are not renewable.
3. Search for your nominated vehicle by licence plate number or VIN/Chassis number, so ensure you have these details handy. This will bring up details for the vehicle including year of manufacture, make, model and current insurance class (if you own the vehicle).
4. Declare whether the nominated vehicle has wheelchair capacity that meets the relevant standards, and if so whether it has a hoist or ramp installed and how many wheelchairs it can carry.
5. If you do not own the vehicle(s) nominated in the application for the PTV authorisation for, you will need to declare that you have the consent of the vehicle owner to do so.

Notes before applying

Saving and inactivity

Please note you cannot save your application. If you leave the DoTDirect screen or there is no activity for thirty minutes the system will time out and the application will be lost.

Multiple and large applications

If you are applying for multiple PTV authorisations (up to 100 vehicles at a time) you can only apply for vehicles that are the same category type (i.e. only rank or hail) and intend to have the same planned expiry date.

Note that adding a large number of vehicles may exceed the $20,000 limit for online payments via DoTDirect; in this case payment will need to be made in person at a Licensing Centre by choosing ‘lodge and pay later’.

You may apply for a number of combinations of categories. Note that OD-RH and OD-C cannot be selected together; the rank or hail category affords the PTV authorisation holder the rights to operate as on-demand charter as well as rank or hail.

Authorisation periods and common expiry dates

When applying for additional PTVs, you can choose to align your authorisation to the expiry date of another PTV, creating a common expiry date. This will allow both PTVs to be renewed by one invoice. PTV authorisations can be renewed for either 3, 6 or 12 months, or a common expiry date if you have existing PTV authorisations. One month authorisations are not renewable. Once a PTV expires, an application is required to issue another authorisation.
How to apply for a PTV authorisation – On-demand Rank or Hail (taxi)

1. If you are applying for the PTV authorisation as an individual (sole trader) use your personal DoT Direct account.

2. If you are applying for the PTV authorisation on behalf of a body corporate (company, registered co-operative, incorporated body), select the DoTDirect profile for the body corporate.

3. Once the account profile has opened, select the “On-demand Transport” menu and click “Passenger Transport Vehicles” and then “Apply for a PTV Authorisation” from the drop-down menu.
4. Read the information provided on PTVs, then click “Apply for a PTV authorisation”.

Passenger transport vehicles

A Passenger Transport Vehicle (PTV) authorisation is required for all vehicles that are used, or intended to be used, to provide a passenger transport service for hire or reward.

If you operate or own a vehicle used for delivery of the following passenger transport services, you must have the vehicle authorised as a Passenger Transport Vehicle:
- on-demand rank or hail (taxi) passenger transport service
- on-demand charter passenger transport service
- regular passenger transport service
- tourism passenger transport service

For further information and application requirements for passenger transport vehicle authorisations, please refer to the Passenger Transport Vehicle authorisation page on the Department of Transport website.

5. Read the application details and select the category type of PTV you wish to operate. Select the authorisation period you wish to operate for, either 1, 3, 6 or 12 months. One month authorisations are not renewable.

Passenger transport vehicle application

Application details

You may apply for one or more of the Passenger Transport Vehicle (PTV) authorisation categories below. However, if the on-demand rank or hail category is chosen, you cannot also choose the on-demand charter category. The rank or hail category affords the PTV authorisation holder the rights to operate as on-demand charter as well as rank or hail.

Please note that if you select on-demand rank or hail (taxi) category at this point you will be not be able to go back and remove this selection as part of this application. You will also not be able to select on-demand rank or hail (taxi) after having first selected any of the other passenger transport categories. If you wish to make any of the changes described above please cancel this application prior to submitting and start another.

- On-demand rank or hail (taxi) passenger transport service
- Regular passenger transport service
- Tourism passenger transport service

Authorisation period:

An option is available to transport electronically. If this service is to be utilised, please select from the option below:

- 1 month
- 3 month
- 6 month
- 12 month
- Common expiry date
6. If you wish to align the expiry date to another PTV, select common expiry. A common expiry date will allow you to add a PTV to another PTVs expiry date, which can then be renewed as a single invoice.

7. Search via the licence plate or by the VIN/Chassis number for the vehicle by entering in the required details and selecting the search button. If required, you can add more than one vehicle.

8. Ensure the vehicle selected is correct and select whether the vehicle is wheelchair accessible. If so, select the wheelchair mechanism, the number of wheelchairs the vehicle can carry and declare whether the vehicle meets the Wheelchair Accessible Vehicle (WAV) standards.

9. Rank or Hail vehicle operators are required to declare the vehicle intended for use for on-demand rank or hail services and appropriately fitted out.
10. If you do not own the vehicle(s) nominated in the application for the PTV authorisation, you will need to declare that you have the consent of the vehicle owner to do so.

11. Select “Add vehicle”. More vehicles can be added at this stage if required, repeating steps 5, 6 and 7.
12. You now have the opportunity to review the information you have provided in your PTV authorisation application. Detailed information can be found by expanding the rows.

13. Once you are satisfied with the information contained in your PTV authorisation application, you will need to agree to the privacy statement by ticking “I have read and understood the privacy statement outlined above”.

14. The Declaration of acknowledgment is then required to be completed by ticking the statements listed.
15. After the privacy statement and declaration of acknowledgment have been ticked, click “Pay Now” or “Pay Later”. Continue to the “How to pay your PTV On-demand Rank or Hail authorisation fees”.

Passenger transport vehicle application

The Department of Transport is committed to protecting the confidentiality of your personal information in accordance with the Transport (Road Passenger Services) Act 2018 (“the Act”) and subsidiary regulations.

Information supplied in this application will be used by officers of the Department to assess your eligibility and suitability to hold a Passenger Transport Vehicle authorisation. If you do not provide this information your application can not proceed. The information you provide will be kept confidential, but may be disclosed to third parties for the purpose of confirming information you provide in this application.

By making this application you acknowledge that, pursuant to Part 7 of the Act, the CEO may disclose on the Department’s website, to the public, or to any person, the following information about passenger transport vehicle authorisations - the authorisation number and number plate of the vehicle, the category of authorisation and whether or not it is in force, and any conditions imposed on an authorisation by the CEO. You also consent to the CEO disclosing details of the expiry date of any passenger transport vehicle authorisation you may be issued under the Act.

☐ I have read and understood the privacy statement outlined above.

Declaration of acknowledgement

It is a serious criminal offence to make a false or misleading statement in connection with an application for a Passenger Transport Vehicle authorisation.

☐ 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 the Transport (Road Passenger Services) Act 2018.

☐ I am authorised to act on behalf of the WELLARD LAND HOLDINGS (WA) PTY LTD.

Total fee: $40.35
How to apply for a PTV authorisation – On-demand Charter (OD-C)

1. Once the account profile has opened, select the “On-demand Transport” menu and click “Passenger Transport Vehicles” and then “Apply for a PTV Authorisation” from the drop-down menu.

2. Read the information provided on PTVs, then click “Apply for a PTV authorisation”.

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A Passenger Transport Vehicle (PTV) authorisation is required for all vehicles that are used, or intended to be used, to provide a passenger transport service for hire or reward.

If you operate or own a vehicle used for delivery of the following passenger transport services, you must have the vehicle authorised as a Passenger Transport Vehicle:
- on-demand rank or hail (taxi) passenger transport service
- on-demand charter passenger transport service
- regular passenger transport service
- tourism passenger transport service

For further information and application requirements for passenger transport vehicle authorisations, please refer to the Passenger Transport Vehicle authorisation page on the Department of Transport website.
3. Read the application details and select the category type of PTV you wish to operate. Select the authorisation period you wish to operate for.

4. Search via the licence plate or VIN/Chassis number for the vehicle by entering in the required details and selecting the search button. If required, you can add more than one vehicle.
5. Ensure the vehicle selected is correct and select whether the vehicle is wheelchair accessible. If so, select the wheelchair mechanism, the number of wheelchairs the vehicle can carry and declare whether the vehicle meets the applicable Wheelchair Accessible Vehicle (WAV) standards.

6. If you do not own the vehicle(s) nominated in the application for the PTV authorisation, you will need to declare that you have the consent of the vehicle owner to make the application.
7. You now have the opportunity to review the information you have provided in your PTV authorisation application. Detailed information can be found by expanding the rows.

8. Once you are satisfied with the information contained in your PTV authorisation application, you will need to agree to the privacy statement by ticking “I have read and understood the privacy statement outlined above”.

9. The Declaration of acknowledgment is then required to be completed by ticking the statements listed.
10. After the privacy statement and declaration of acknowledgement have been ticked, click “Pay Now” or “Pay Later” (link to section).
How to cancel your PTV application

At any stage of the application process for a PTV, you are able to cancel your application.

1. Select the cancel button

2. A confirmation page will appear. Select Yes to cancel.
3. You will be automatically returned to the PTV application page

How to pay your PTV authorisation fees

After reviewing the application you will be directed to payment. When paying for your PTV application you will have two options:

- online via DoTDirect; or
- in person at a Licensing Centre via cheque or EFTPOS by choosing ‘lodge and pay later’.

Payments can be made quickly and easily in DoTDirect via credit card (Mastercard or Visa).

If you choose to pay in person at a Licensing Centre, you will need to take note of the account number supplied, as you will need to provide this to DoT staff to process your payment. Payment must be made within 7 days of the application being submitted.

A 12 month PTV authorisation will cost $113, with an application fee of $15 per vehicle. Motor Injury Insurance costs may be incurred too – these amounts will vary between vehicles.

Full fees and charges for PTV authorisations will be located on the [Fees and Charges webpage](https://www.dot.gov.au/).

Your PTV authorisation account will now appear in your “To-do list” in the overview of your DoTDirect account profile. This account must be paid to enable your PTV authorisation active.
Lodge and pay now

1. Enter your credit card details to pay the application fee and click “Process Payment”.

   ![Credit Card Details](Image)

   - **Amount**: $416.30
   - **Card Number**
   - **Expiry Date**: MM YYYY
   - **CVV**

   **Process Payment**

2. Once the payment has been processed, a receipt will be available for you to download. Click “Download receipt” if you wish to save or print a copy of your receipt summary.

   ![Download Receipt](Image)

   Payment has been processed. A confirmation email will be sent to fictitious_charlie_brown@transport.wa.gov.au.
3. The payment receipt summary itemises the payments by application fee, authorisation fee, insurance class adjustment and plate fee change. The plate fee change is only applicable for Rank or Hail. You will automatically be sent an authorisation to your email. Rank or Hail applicants will not receive authorisation and must continue to step four.

### Authorisation Receipt Summary

**Applicant:** JOHN CITIZEN  
**Payment Description:** PASSENGER TRANSPORT VEHICLE AUTHORISATION PAYMENT RECEIPT SUMMARY

<table>
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<th>PTV application fee</th>
<th>PTV authorisation fee</th>
<th>Insurance class adjustment</th>
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**Notes**
Please note that individual receipt details can be found in DoDirect under each individual fee type. It is important that you print this page or record the receipt number(s) as proof of your payment. You may be asked to provide your receipt details should you have an enquiry regarding this payment.

4. After paying for a PTV application for a Rank or Hail category a PTV authorisation plate collection notification e-mail and document is generated. Driver and Vehicle Services have proof of identity requirements when conducting plate changes. For more information visit: [https://www.transport.wa.gov.au/licensing/my-vehicle-plates.asp](https://www.transport.wa.gov.au/licensing/my-vehicle-plates.asp)
5. Once you have collected your new plates you will automatically be sent an authorisation to your email

Authorisation Document

This Passenger Transport Vehicle authorisation document is issued under section 135 of the Transport (Road Passenger Services) Act 2018 (the Act). The provider of the passenger transport vehicle(s) specified below is authorised under the Act to use the specified passenger transport vehicle(s) to provide the category or categories of passenger transport service stated for the vehicle, anywhere in the State of Western Australia until the expiry date specified above.

Pursuant to section 129(b) of the Act, this Authorisation is subject to the conditions imposed under the Act (including regulations made pursuant to the Act), and any other conditions specified on this document or in writing by the CEO of the Department of Transport or by a delegate of the CEO.

Passenger Transport Vehicle Authorisation(s)

<table>
<thead>
<tr>
<th>PTV AUTHORISATION NUMBER</th>
<th>PLATE NUMBER</th>
<th>VIN</th>
<th>MAKE</th>
<th>MODEL</th>
<th>YEAR</th>
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<td>2017</td>
<td>RPT</td>
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</table>

*Key
OD-RH – on-demand rank or hail passenger transport service
OD – C – on-demand charter passenger transport service
RPT – regular passenger transport service
TPT – tourism passenger transport service

Passenger Transport Vehicle authorisations are not transferable

Any conditions will be listed here>
Note that you may need to ensure that this field allows you to specify conditions that may only apply to one vehicle.
Lodge and pay later

1. A confirmation will appear on the screen if selecting to pay later. You will have one week (seven days) to make payment, either in DoTDirect, at On-demand Transport or at a licensing centre.

2. To make payment at a later time on DoTDirect, you can select the payment on the ‘To-do List’ and add the item to the trolley.
3. You won’t be provided with a notice for payment. You will need to record your account number to make payment at a licensing centre.

![Event timeline graph]

**Overview - GOLDMOUNT CORPORATION PTY LTD**

**All events**

<table>
<thead>
<tr>
<th>When</th>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
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<td>1/4/2019</td>
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<td>1 month</td>
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<td>Deemco CVL1560 expired on 29/4/2019</td>
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<td>15 days</td>
<td>4/6/2019</td>
<td>Hino CVL15561 expired on 4/6/2019</td>
</tr>
<tr>
<td>4 days</td>
<td>15/6/2019</td>
<td>Hyundai CVL3468 expired on 15/6/2019</td>
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</table>

**To-do list**

<table>
<thead>
<tr>
<th>When</th>
<th>Date</th>
<th>To-do Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 days</td>
<td>26/6/2019</td>
<td>The passenger transport vehicle application (1GE2802) is available for payment (account number 011079066176)</td>
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</tbody>
</table>
4. Once you have paid your PTV authorisation fee for a Rank or Hail category, a PTV authorisation plate collection notification e-mail and document is generated. Driver and Vehicle Services have proof of identity requirements when conducting plate changes. For more information visit: https://www.transport.wa.gov.au/licensing/my-vehicle-plates.asp. You will need to retrieve the existing plates from your vehicle to exchange them for a set of taxi plates.

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**Government of Western Australia**

**Department of Transport**

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**On-demand Transport**

**Approval to collect Rank or Hail plates**

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27 May 2019

Attention: Driver and Vehicle Services

ALBANY (WA) PTY LTD

**PTV Reference Number: 102**

Please be advised that the On-demand Transport Business Unit (OdT) has approved the issue of an on-demand rank or hail (TAXI) plate to be affixed to the vehicle(s) detailed below:

<table>
<thead>
<tr>
<th>PLATE NUMBER</th>
<th>VEHICLE MAKE AND MODEL</th>
<th>REGISTERED OWNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1GQ5805</td>
<td>TOYOTA LANDCRUISER</td>
<td>CRAIG JOHN HARRISON</td>
</tr>
<tr>
<td>1GSJ761</td>
<td>TOYOTA CAMRY</td>
<td>V1RK PTY LTD</td>
</tr>
</tbody>
</table>

All appropriate changes to the insurance class and condition codes have been effected. All plate related fees have been paid so no further charge is necessary.

Please provide the bearer of this document the rank or hail (TAXI) plate(s) for the vehicles listed above.

If you have any questions, please contact the Department of Transport, On-demand Transport on free call 1300 660 147 during business hours, between 8:00am and 5:00pm, Monday to Friday or email: ondemandtransport@transport.wa.gov.au.

Yours sincerely

On-demand Transport
5. An authorisation document will be issued to you on DoTDirect:

**Authorisation Document**

This Passenger Transport Vehicle authorisation document is issued under section 135 of the *Transport (Road Passenger Services) Act 2018* (the Act). The provider of the passenger transport vehicle(s) specified below is authorised under the Act to use the specified passenger transport vehicle(s) to provide the category or categories of passenger transport service stated for the vehicle, anywhere in the State of Western Australia until the expiry date specified above.

Pursuant to section 129(b) of the Act, this Authorisation is subject to the conditions imposed under the Act (including regulations made pursuant to the Act), and any other conditions specified on this document or in writing by the CEO of the Department of Transport or by a delegate of the CEO.

<table>
<thead>
<tr>
<th>PTIV AUTHORISATION NUMBER</th>
<th>PLATE NUMBER</th>
<th>VIN</th>
<th>MAKE</th>
<th>MODEL</th>
<th>YEAR</th>
<th>PASSENGER TRANSPORT SERVICE CATEGORY(S)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>201557</td>
<td>TAXI548</td>
<td>KMHB734DRS861223</td>
<td>FORD</td>
<td>FALCON</td>
<td>2015</td>
<td>OD-RH</td>
</tr>
<tr>
<td>548711</td>
<td>TAXI4569</td>
<td>JDFHY68PE8546598</td>
<td>FORD</td>
<td>FALCON</td>
<td>2016</td>
<td>TPT</td>
</tr>
<tr>
<td>235487</td>
<td>TAXI7548</td>
<td>LAXID44RF34990568</td>
<td>TOYOTA</td>
<td>CAMRY</td>
<td>2018</td>
<td>RPT</td>
</tr>
<tr>
<td>218547</td>
<td>TAXI8654</td>
<td>PPSL88QD6Y645225</td>
<td>FORD</td>
<td>FALCON</td>
<td>2017</td>
<td>RPT</td>
</tr>
<tr>
<td>754632</td>
<td>TAXI759</td>
<td>HDYSNK85LF7175483</td>
<td>TOYOTA</td>
<td>CAMRY</td>
<td>2016</td>
<td>OD-RH</td>
</tr>
<tr>
<td>907654</td>
<td>TAXI405</td>
<td>LDFGYT65ER3L456982</td>
<td>HOLDEN</td>
<td>COMMODORE</td>
<td>2017</td>
<td>TPT</td>
</tr>
<tr>
<td>319522</td>
<td>TAXI7899</td>
<td>TCVZSV58PS0681222</td>
<td>FORD</td>
<td>FALCON</td>
<td>2018</td>
<td>OD-RH</td>
</tr>
<tr>
<td>485632</td>
<td>TAXI6587</td>
<td>CNMNZK65PDT3631548</td>
<td>HOLDEN</td>
<td>COMMODORE</td>
<td>2017</td>
<td>RPT</td>
</tr>
</tbody>
</table>

*Key:
- OD-RH – on-demand rank or hail passenger transport service
- OD – C – on-demand charter passenger transport service
- RPT – regular passenger transport service
- TPT – tourism passenger transport service

Passenger Transport Vehicle authorisations are not transferable

<<<Any conditions will be listed here>>> Note that you may need to ensure that this field allows you to specify conditions that may only apply to one vehicle.
Changing or adding wheelchair accessible vehicle details

1. To change the details of wheelchair access against your PTV, start by selecting PTV authorisations in force.

2. Enter your vehicle details and then select the row below to effect changes to the authorisation.
3. **Select change wheelchair details.**

Passenger transport vehicle authorisations in force

Listed below are your passenger transport vehicle authorisations in force. You can view the list of authorisations not in force here.

<table>
<thead>
<tr>
<th>Authorisation number</th>
<th>Category (*)</th>
<th>Licence plate</th>
<th>Make and model</th>
<th>Year</th>
<th>Authorisation expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>200100</td>
<td>OD-C</td>
<td>1GUT123</td>
<td>SUBARU LIBERTY</td>
<td>2019</td>
<td>17/5/2020</td>
</tr>
</tbody>
</table>

*OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

**Authorisation details**

- **Authorisation number:** 200100
- **Issue date:** 19/8/2019
- **Expiry date:** 17/5/2020
- **Status:** ACTIVE

**Vehicle details**

- **Licence plate:** 1GUT123
- **Make:** SUBARU
- **Model:** LIBERTY
- **Year of manufacture:** 2019
- **Wheelchair accessible:** No
- **Licence expiry date:** 23/8/2020
- **VIN/Chassis number:** **********0180
- **Last inspection date:** 24/6/2019

**Authorisation's issue periods and related documents**

- **Issue period:** 19/8/2019 - 17/5/2020

4. **On this page you will be able to add, remove or edit information regarding wheelchair accessibility of the PTV. Add or remove capacity by selecting yes or no, and choose between Ramp or Hoist for the wheelchair mechanism. The number of wheelchairs the PTV can carry can also be edited. You are required to declare whether the vehicle meets the vehicle standards for a WAV by selecting the check box.**

Passenger transport vehicle change wheelchair details

**Wheelchair details**

A Wheelchair Accessible Vehicle (WAV) is one that is capable of carrying passengers who must remain seated in a wheelchair throughout the journey. The specifications for WAVs include compliance with access, safety, aesthetic and comfort requirements in accordance with the appropriate AS/NZS standards and the Disability Standards for Accessible Public Transport 2002. Vehicles presented for initial registration as WAVs in Western Australia shall comply with the standards set by the Transport (Road Passenger Services) Regulations 2019.

- **Does the vehicle have wheelchair capacity?**
  - [ ] Yes
  - [x] No

- **Wheelchair mechanism:** Ramp

- **Number of wheelchairs:** 2

- [ ] I confirm that the vehicle meets the vehicle standards for a WAV.

[Save] [Cancel]
5. Any changes made will now be shown in the details of the PTV authorisations in force screen.

Passenger transport vehicles

A Passenger Transport Vehicle (PTV) authorisation is required to be used, to provide a passenger transport service for hire or reward.

- on-demand rank or hail passenger transport service
- on-demand charter passenger transport service
- regular passenger transport service
- tourism passenger transport service

For further information and application requirements for passenger transport vehicle authorisations, visit the Authorisation page on the Department of Transport website.

Passenger transport vehicle authorisations in force

Listed below are your passenger transport vehicle authorisations in force. You can view the list of authorisations not in force here.

<table>
<thead>
<tr>
<th>Licence plate:</th>
<th>1GUT123</th>
<th>Make:</th>
<th>SUBARU LIBERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model:</td>
<td>LIBERTY</td>
<td>Year of manufacture:</td>
<td>2019</td>
</tr>
<tr>
<td>Licence expiry date:</td>
<td>23/6/2020</td>
<td>Last inspection date:</td>
<td>24/6/2019</td>
</tr>
<tr>
<td>Wheelchair accessible:</td>
<td>Yes</td>
<td>Wheelchair mechanism:</td>
<td>RAMP</td>
</tr>
<tr>
<td>Number of wheelchairs:</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any changes made will now be shown in the details of the PTV authorisations in force screen.
Renewing your PTV authorisation

When your PTV authorisation is due for renewal, you will receive an email with an Authorisation Account Notice attached advising that payment can be made through DoTDirect.
1. From the Overview page for the DoTDirect profile that the PTV authorisation is held in (ie individual or company), select ‘Pay Now’ from the overview page

2. Confirm the details of the PTV are correct

3. After reviewing you can select the payment details and the next screen you will be able to enter your card details.
4. The final screen confirms the payment with a receipt number and allows you to either print or email the receipt.
Splitting your account when paying a PTV renewal

When your PTV authorisation is due for renewal, you will receive an email advising that payment can be made through DoTDirect. If you have many PTVs expiring on the same date, DoTDirect allows you to manage your payments by allowing you to split the PTV renewal and allow you to select another expiry date for one or more PTV authorisations.

1. Select renew authorisation from the Overview page.

3. Then select view on the Outstanding authorisation renewals.

4. Select the vehicle(s) that you wish to split from the renewal.
5. A confirmation will advise that splitting will create a new renewal. Select Continue to proceed.

6. A new renewal request will generate.
7. You will have the ability to choose a renewal period you wish to renew for and then select pay now.

8. The payment screen will appear. Enter your Mastercard or Visa details and then select process payment.
9. You can download your receipt and an email will be sent to you.

Payment has been processed. A confirmation email will be sent to fictitious.Charlie.Brown@transport.wa.gov.au.

10. On the overview screen you will be able select ‘Renew authorisation’ from the To-do list for the vehicles that remain outstanding.

Overview - WELLARD LAND HOLDINGS (WA) PTY LTD
11. You can proceed to pay as per a normal payment process by selecting the renewal period.

<table>
<thead>
<tr>
<th>Renewal request number</th>
<th>Due date</th>
<th>Number of vehicles to be renewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>30/6/2019</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorisation number</th>
<th>Licence plate</th>
<th>Make</th>
<th>Model</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>117388</td>
<td>CVL2348</td>
<td>MAN</td>
<td>1088</td>
<td></td>
</tr>
</tbody>
</table>

**Authorisation renewal payment**

- Payment due: 30/6/2019
- Amount: $40.00
Application for PTV change of category

On-demand Rank or Hail to On-demand Charter or Tourism Passenger Transport

1. To change a category from a PTV Rank or Hail to another PTV authorisation type log in to DoTDirect and select ‘Passenger Transport Vehicles’ and then ‘Authorisations in force.’ Ensure that you have read the category details above before changing the category of the vehicle.
2. The next screen will show all PTV authorisations in force. Select the vehicle you wish to change by either filtering by plate type or selecting the appropriate vehicle.

Listed below are your passenger transport vehicle authorisations in force.
You can view the list of authorisations not in force here.

Select a row to see details of, or effect changes to an authorisation.

<table>
<thead>
<tr>
<th>Authorisation number</th>
<th>Category (**)</th>
<th>Licence plate</th>
<th>Make and model</th>
<th>Year</th>
<th>Authorisation expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>117387</td>
<td>CVL2553</td>
<td>M.A.N.</td>
<td>1994</td>
<td>31/8/2019</td>
<td></td>
</tr>
<tr>
<td>117388</td>
<td>CVL2348</td>
<td>M.A.N.</td>
<td>1988</td>
<td>31/8/2019</td>
<td></td>
</tr>
<tr>
<td>200440</td>
<td>OD-RH</td>
<td>TAX204</td>
<td>TOYOTA CAMRY</td>
<td>2010</td>
<td>31/8/2019</td>
</tr>
</tbody>
</table>

(**) OD-RH: on-demand rank or hail passenger transport service | DD-C: on-demand charter passenger transport service | RTP: regular passenger transport service | TPT: tourism passenger transport service

3. Confirm the PTV is the correct by the authorisation and vehicle details and select ‘Change category’.

Listed below are your passenger transport vehicle authorisations in force.
You can view the list of authorisations not in force here.

Select a row to see details of, or effect changes to an authorisation.

<table>
<thead>
<tr>
<th>Authorisation number</th>
<th>Category (**)</th>
<th>Licence plate</th>
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<th>Year</th>
<th>Authorisation expiry date</th>
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</thead>
<tbody>
<tr>
<td>117387</td>
<td>CVL2553</td>
<td>M.A.N.</td>
<td>1994</td>
<td>31/8/2019</td>
<td></td>
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<td>117388</td>
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<td>M.A.N.</td>
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<td>31/8/2019</td>
<td></td>
</tr>
<tr>
<td>200440</td>
<td>OD-RH</td>
<td>TAX204</td>
<td>TOYOTA CAMRY</td>
<td>2010</td>
<td>31/8/2019</td>
</tr>
</tbody>
</table>

(**) OD-RH: on-demand rank or hail passenger transport service | DD-C: on-demand charter passenger transport service | RTP: regular passenger transport service | TPT: tourism passenger transport service

Authorisation details

<table>
<thead>
<tr>
<th>Authorisation number:</th>
<th>Issue date:</th>
<th>Expiry date:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>200440</td>
<td>11/6/2019</td>
<td>31/8/2019</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>

Category: OD-RH

Vehicle details

<table>
<thead>
<tr>
<th>Licence plate:</th>
<th>Make:</th>
<th>Licence expiry date:</th>
<th>Model:</th>
<th>VIN/Chassis number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX204</td>
<td>TOYOTA</td>
<td>17/6/2019</td>
<td>CAMRY</td>
<td>**************1396</td>
</tr>
</tbody>
</table>

Year of manufacture: 2010

Last inspection date: 20/12/2018

Authorisation’s issue periods and related documents

<table>
<thead>
<tr>
<th>Issue period</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/6/2019 - 31/8/2019</td>
</tr>
</tbody>
</table>

[button] Change category

[button] Cancel authorisation
4. Select the category type(s) you wish to change to

- On-demand rank or hail passenger transport service
- On-demand charter passenger transport service
- Tourism passenger transport service
- Regular passenger transport service

5. Changing from a Rank or Hail to another category affects the vehicles Motor Injury Insurance. Select the appropriate type of insurance and then hit ‘Next’.

- Motor Injury Insurance
- The correct Motor Injury Insurance (MII) class must be declared for the purpose for which the vehicle is to be used. Failure to correctly declare a vehicle’s use may breach your policy of MII. For information on the appropriate MII class please refer to the Transport related fees page on the Department of Transport website.
6. The next screen allows you to review your change of category, with the category details listing the changes you have selected.

7. Once you have reviewed the information you are required to complete the declaration of acknowledgement.

   - 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 the Transport (Road Passenger Services) Act 2018.
   - I am authorised to act on behalf of the WELLARD LAND HOLDINGS (WA) PTY LTD.
8. The change of category details can be confirmed, and you can proceed to payment for the category change.

You have applied to change the following Passenger Transport Vehicle authorisation categories for authorisation number 200400:
The fees displayed are current as at 11/06/2019 and may be subject to change. Please refer to the Passenger Transport Vehicle fees page on the Department of Transport website.

Payment due date: 18/6/2019

Vehicle details:
- Licence plate: TAX204
- VIN/Chassis number: 6T153PKO00X221339
- Make: TOYOTA
- Model: CAMRY
- Current insurance class: 3C
- Nominated insurance class: 3F

Category details:
- Current category type(s): On-demand rank or hail (taxi) passenger transport service
- New category type(s): On-demand charter passenger transport service, Tourism passenger transport service

Fee details:
- Application fee: $36.00

Total fees: $36.00

Credit card details
Please enter the details of the credit or debit card to be used for payment.

Amount: $65.00
We accept Mastercard or Visa.

Cardholder Name
Card Number
Expiration Date: MM/YY
CVN

Process Payment
9. Once the payment has been finalised, an email will be sent to confirm the change of category.

Payment has been processed. A confirmation email will be sent to fictitious.Charlie.Brown@transport.wa.gov.au.

10. The taxi is required to be decommissioned. All equipment and signage must be removed and the taxi plate returned and exchanged for another plate type.

**On-demand Charter or Tourism Passenger Transport to On-Demand Rank or Hail (taxi)**

1. Before you can change a PTV category to PTV Rank or Hail you must ensure that the vehicle has been fitted and passed an inspection with the mountings for the camera, meter, roof light and roof sign in place.

2. To change a category from a PTV Charter and/or Tourism Passenger Transport to PTV Rank or Hail authorisation type log in to DoTDirect and select ‘Passenger Transport Vehicles’ and then ‘Authorisations in force.’
3. The next screen will show all PTV authorisations in force. Select the vehicle you wish to change by either filtering by plate type or selecting the appropriate vehicle.

4. Confirm the PTV is the correct by the authorisation and vehicle details and select 'Change category'.
5. Select the category type(s) you wish to change to (Rank or Hail)

- On-demand rank or hail passenger transport service
- On-demand charter passenger transport service
- Tourism passenger transport service
- Regular passenger transport service

Select the appropriate type of insurance, depending on where the taxi will operate. As a Rank or Hail, you will then need to declare the vehicle is fitted with specific Rank or Hail requirements. Once you have declared this by selecting the check box, hit ‘Next’.

6. Changing to a Rank or Hail to another category affects the vehicles Motor Injury Insurance. Select the appropriate type of insurance, depending on where the taxi will operate. As a Rank or Hail, you will then need to declare the vehicle is fitted with specific Rank or Hail requirements. Once you have declared this by selecting the check box, hit ‘Next’.
7. The next screen allows you to review your change of category. Included in the fee is the cost of a plate change to a taxi plate.

<table>
<thead>
<tr>
<th>Category selection</th>
<th>Insurance class selection</th>
<th>Review and confirm</th>
</tr>
</thead>
</table>

You have applied to change the following Passenger Transport Vehicle authorisation categories for **authorisation number 117387**:

- **Vehicle details:**
  - Licence plate: CVL2353
  - VIN/Chassis number: 64B4790119MX0332
  - Make: M.A.N.
  - Model: Nomination insurance class: 3D

- **Category details:**
  - Current category types:
  - New category type(s): On-demand rank or hail (taxi) passenger transport service

- **Fee details:**
  - Application fee: $36.00
  - Plate change fee: $29.00

- **Insurance class adjustment:**
  - Insurance: $67,800.00
  - GST on insurance: $6,164.00
  - Total adjustment: $67,800.00

- **Total fee:** $65.00

8. Once you have reviewed the information you are required to complete the declaration of acknowledgement.

<table>
<thead>
<tr>
<th>Category selection</th>
<th>Insurance class selection</th>
<th>Review and confirm</th>
</tr>
</thead>
</table>

- **Fee details:**
  - Application fee: $36.00
  - Plate change fee: $29.00

- **Declaration of acknowledgement:**
  - It is a serious criminal offence to make a false or misleading statement in connection with an application for a Passenger Transport Vehicle authorisation.
  - The nominated vehicle is intended use is for on-demand rank or hail passenger transport services.
  - I declare that the vehicle has been fitted with:
    - Working fare calculation device that has been installed in accordance with the manufacturer’s instructions;
    - Roof sign and roof light that is clearly visible in daylight;
    - Security camera and related signage that meets relevant standards (cameras are not required until July 2020 for vehicles primarily operating outside the metropolitan region);
    - Required livery; and
    - I undertake to attach the raised lettering upon receipt of the taxi plate.
  - I certify that 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 the Transport (Road Passenger Services) Act 2018.
  - I am authorised to act on behalf of the QUIET CONE COMPANY PTY LTD.

- **Total fee:** $65.00
9. The change of category details can be confirmed and you can proceed to payment for the category change.

Passenger transport vehicle change category application payment

Confirmation Payment Complete

Please confirm your payment details

You have applied to change the following Passenger Transport Vehicle authorisation categories for **authorisation number 117387**: The fees displayed are current as at 11/06/2019 and may be subject to change. Please refer to the Passenger Transport Vehicle fees page on the Department of Transport website.

Payment due date: 18/6/2019

Vehicle details:

- Licence plate: CVL2553
- VIN/Chassis number: 6A847901.19MX00322

Make: MAN
Model: MAN
Current insurance class: 3A
Nominated insurance class: 3A

Category details:

- Current category type: On-demand rank or hire (taxi) passenger transport service
- New category type: On-demand rank or hire (taxi) passenger transport service

Fee details:

- Application fee: $36.00
- Plate change fee: $29.00

Insurance class adjustment:

- Insurance: $61.64 CR
- GST on insurance: $6.16 CR
- Insurance duty: $0.00
- Total adjustment: $67.80 CR
- Applied adjustment: $0.00
- Insurance class adjustment fee: $0.00

Total fee: $65.00

10. Enter your payment details

Credit card details

Please enter the details of the credit or debit card to be used for payment.

- Amount: $65.00
- We accept Mastercard or Visa.
- Cardholder Name
- Card Number
- Expiry Date: MM YY
- CVV

[Process Payment]
11. Once your payment is processed, an email confirmation will include the following attachments:
   a. Plate Collection Letter

   11 June 2019

   Attention: Driver and Vehicle Services

   EMMA MARY WILLIAMS

   PTV Reference Number: 63

   Please be advised that the On-demand Transport Business Unit (OdT) has approved the issue of an on-demand rank or hail (TAXI) plate to be affixed to the vehicle(s) detailed below.

<table>
<thead>
<tr>
<th>PLATE NUMBER</th>
<th>VEHICLE MAKE AND MODEL</th>
<th>REGISTERED OWNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1GKU920</td>
<td>KIA SPORTAGE</td>
<td>PILBARA IRON COMPANY (SERVICES) PTY LTD</td>
</tr>
</tbody>
</table>

   All appropriate changes to the insurance class and condition codes have been effected. All plate related fees have been paid so no further charge is necessary.

   Please provide the bearer of this document the rank or hail (TAXI) plate(s) for the vehicles listed above.

   If you have any questions, please contact the Department of Transport, On-demand Transport on free call 1300 660 147 during business hours, between 8.00am and 5.00pm, Monday to Friday or email: ondemandtransport@transport.wa.gov.au.

   Yours sincerely

   On-demand Transport
b. Change of category payment receipt

Passenger Transport Vehicle Change of Category Application Fee
Payment Receipt

Receipt Details
Receipt Number: 99703898
Account Number: 011078983043
Tax Invoice Issue Date: 11/06/2019
Applicant: EMMA MARY WILLIAMS
Customer Number: 3360166
Authorisation Number: 200405
Plate Number: 1GKU920
Payment Description: PASSENGER TRANSPORT VEHICLE AUTHORISATION CATEGORY OF SERVICE CHANGE APPLICATION FEE

Payment Details

<table>
<thead>
<tr>
<th>Fee:</th>
<th>$36.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>$36.00</td>
</tr>
</tbody>
</table>

Notes
It is important that you print this page or record the receipt number(s) as proof of your payment. You may be asked to provide your receipt details should you have an enquiry regarding this payment.
c. PTV plate payment receipt

Passenger Transport Vehicle Plate Issue Fee Payment Receipt

Receipt Details

Receipt Number: 99703899
Account Number: 011078983043
Tax Invoice Issue Date: 11/06/2019
Applicant: EMMA MARY WILLIAMS
Customer Number: 3360166
Plate Number: 1GKU920
Make: KIA
Model: SPORTAGE
VIN/Chassis Number: ************9054
Payment Description: ON-DEMAND TRANSPORT PLATE ISSUE FEE

Payment Details

<table>
<thead>
<tr>
<th>Fee:</th>
<th>$29.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>$29.00</td>
</tr>
</tbody>
</table>

Notes

It is important that you print this page or record the receipt number(s) as proof of your payment. You may be asked to provide your receipt details should you have an enquiry regarding this payment.
12. Your DoTDirect account will show the category change as pending until the plate is collected from a Department of Transport centre.

**On-demand Charter to Regular Passenger Transport**

1. To change to a Regular Passenger Transport (RPT) vehicle, in the ‘Authorisation in force’ section select the vehicle you wish to change the category, then select the ‘Change category’ button.
2. You will need to uncheck the current category type(s) and select the Regular Passenger Transport service check box.
3. Select the appropriate insurance class details for the operating area of the vehicle

Passenger transport vehicle change category application

Category selection
Insurance class selection
Review and confirm

Authorisation details

Licence plate: 1G7570
Authorisation number: 200547

Insurance class details

The correct Motor Injury Insurance (MI) class must be declared for the purpose for which the vehicle is to be used. Failure to correctly declare a vehicle’s use may breach your policy of MI. For information on the appropriate MI class please refer to the Transport related fees page on the Department of Transport website.

Current class:

- 3A: Any motor vehicle licensed under the Road Traffic (Vehicles) Regulations 2014 and used as a Passenger Transport Vehicle for hire or reward, having more than nine seating positions, including driver, principally operating within a 40-kilometre radius of the GPO Perth. This excludes motor vehicles originally designed with nine seats or less, including driver, that have been subsequently modified to have more than nine seats (e.g., stretch limousines).
- [3B circled]: Any motor vehicle licensed under the Road Traffic (Vehicles) Regulations 2014 and used as a Passenger Transport Vehicle for hire or reward, having more than nine seating positions, including driver, principally operating outside a 40-kilometre radius of the GPO Perth. This excludes motor vehicles originally designed with nine seats or less, including driver, that have been subsequently modified to have more than nine seats (e.g., stretch limousines).

4. The next screen shows the change in category details, from the current category to the nominated category. You are able to review your PTV change category application.

Passenger transport vehicle change category application

Please review your application details

You have applied to change the following Passenger Transport Vehicle authorisation categories for authorisation number 200547:

Vehicle details:

- Licence plate: 1G7570
- VIN/Chassis number: WEB6124121093334
- Make: MERCEDES BENZ
- Model:

Category details:

- Current category types: On-demand charter passenger transport service, Tourism passenger transport service
- New category types: Regular passenger transport service

Fee details:

- Application fee: $36.00

Declaration of acknowledgement

It is a serious criminal offence to make a false or misleading statement in connection with an application for a Passenger Transport Vehicle authorisation.

I certify the information provided in this application is true and correct.

Total fee: $36.00
5. Once you have reviewed the information you are required to complete the declaration of acknowledgement.

Passenger transport vehicle change category application

Category selection

Licence plate: 1GT570
VIN/Chassis number: WEB61241821093334
Make: MERCEDES BENZ
Model:

Category details:
Current category type(s): On-demand charter passenger transport service, Tourism passenger transport service
New category type(s): Regular passenger transport service

Fee details:
Application fee: $36.00

Declaration of acknowledgement

I certify a serious criminal offence to make a false or misleading statement in connection with an application for a Passenger Transport Vehicle authorisation.

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 the Transport (Road Passenger Services) Act 2018.

I am authorised to act on behalf of the WELLARD LAND HOLDINGS (WA) PTY LTD.

Total fee: $36.00

6. The next screen confirms the change and shows the applicable fee

Passenger transport vehicle change category application payment

Confirmation

Payment Complete

Please confirm your payment details

You have applied to change the following Passenger Transport Vehicle authorisation categories for authorisation number 200547:
The fees displayed are current as at 14/06/2019 and may be subject to change. Please refer to the Passenger Transport Vehicle fees page on the Department of Transport website.

Payment due date: 21/6/2019

Vehicle details:
Licence plate: 1GT570
VIN/Chassis number: WEB61241821093334
Make: MERCEDES BENZ
Model:

Category details:
Current category type(s): On-demand charter passenger transport service, Tourism passenger transport service
New category type(s): Regular passenger transport service

Fee details:
Application fee: $36.00

Total fee: $36.00
7. After payment is made, an email will be sent to your linked email address.

Payment has been processed. A confirmation email will be sent to fictitious_Charlie.Brown@transport.wa.gov.au.

8. To confirm the changes have taken place, select the ‘Authorisations in force’ section.

Payment has been processed. A confirmation email will be sent to fictitious_Charlie.Brown@transport.wa.gov.au.

9. Select the vehicle and note the category is now RPT.
Regular Passenger Transport to On-demand Charter

1. To change from an RPT to a Charter authorisation, select ‘PTV authorisations in force’ in the PTV section of On-demand Transport. Select the vehicle you intend to change and then the ‘Change category’ button.

   - **Licence plate:** [Input]
   - **Make and model:** [Input]
   - **Year:** [Input]
   - **Authorisation expiry date:** [Input]

2. Select the category type(s) you wish to change to

   - **Insurance class:** [Input]
   - **Rate:** [Input]
   - **Employment:** [Input]
   - **Status:** [Input]

   Your current Passenger Transport Vehicle (PTV) authorisation categories are displayed below and can be changed. However, if the on-demand rank or hail category is chosen, you cannot also choose the on-demand charter category. The rank or hail category affords the PTV authorisation holder the rights to operate as on-demand charter as well as rank or hail.

   - **Category types:**
     - [On-demand rank or hail (taxi) passenger transport service]
     - [On-demand charter passenger transport service]
     - [Tourism passenger transport service]
     - [Regular passenger transport service]
3. Select the appropriate insurance class dependent on where the vehicle will operate.

4. Review your application details.
5. Once you have reviewed the information you are required to complete the declaration of acknowledgement.

**Passenger transport vehicle change category application**

**Licence plate:** 1GT570  
**Make:** MERCEDES BENZ

**Category details:**
- **Current category type(s):** Regular passenger transport service
- **New category type(s):** On-demand charter passenger transport service, Tourism passenger transport service

**Fee details:**
- **Application fee:** $36.00

**Declaration of acknowledgement**
- [ ] certify the information provided in this application is true and correct.
- [ ] understand that any statement or misrepresentation that I have made in this application which I know to be false is an offence under the Transport (Road Passenger Services) Act 2018.
- [ ] am authorised to act on behalf of the WELLARD LAND HOLDINGS (WA) PTY LTD.

**Total fee:** $36.00

6. Once you have lodged the application, confirmation is required before proceeding to payment.
7. Once payment has been processed, an email will be sent to the account that is linked to your DoTDirect.
Cancelling a PTV authorisation

PTV holder also owns the vehicle

If you no longer wish to operate your PTV authorisation, you can cancel the authorisation from your DoTDirect account.

1. Select the “On-demand Transport” menu and click “Passenger Transport Vehicles” and then “Authorisations in force” from the drop-down menu.

2. Select the PTV you wish to cancel by selecting the appropriate row.
3. Once the appropriate vehicle is selected, the ‘Cancel authorisation’ button can be clicked.

4. A confirmation message will be displayed. Click ‘confirm’ if you wish to continue cancelling your application.
5. The cancellation will occur overnight. This can be viewed in the ‘Applications in force’.

Passenger transport vehicle authorisations in force

A request to cancel authorisation 200079 has been raised.

Listed below are your passenger transport vehicle authorisations in force. You can view the list of authorisations in a table format.

Filter authorisations

| Licence plate: | Filter |

Select a row to see details of, or effect changes to an authorisation.

<table>
<thead>
<tr>
<th>Authorisation number</th>
<th>Category(*)</th>
<th>Licence plate</th>
<th>Make and model</th>
<th>Year</th>
<th>Authorisation expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>200088</td>
<td>OD-RH, TPT</td>
<td>TAX0444</td>
<td>FORD FALCON</td>
<td>2008</td>
<td>27/5/2019</td>
</tr>
<tr>
<td>200079</td>
<td>OD-RH</td>
<td>TAX0281</td>
<td>TOYOTA CAMRY</td>
<td>2010</td>
<td>30/5/2020</td>
</tr>
</tbody>
</table>

(*) OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

Authorisation details:

<table>
<thead>
<tr>
<th>Authorisation number:</th>
<th>Issue date:</th>
<th>Expiry date:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>200079</td>
<td>31/5/2019</td>
<td>30/5/2020</td>
<td>ACTIVE (Pending cancellation)</td>
</tr>
</tbody>
</table>

Category: OD-RH

Vehicle details:

<table>
<thead>
<tr>
<th>Licence plate:</th>
<th>Make:</th>
<th>Model:</th>
<th>Licence expiry date:</th>
<th>VIN/Chassis number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX0281</td>
<td>TOYOTA</td>
<td>CAMRY</td>
<td>17/6/2019</td>
<td>***************1396</td>
</tr>
</tbody>
</table>

Last inspection date: 20/12/2018

Authorisation's issue periods and related documents:

<table>
<thead>
<tr>
<th>Issue period</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/5/2019 - 30/5/2020</td>
</tr>
</tbody>
</table>

6. If the PTV authorisation is for the On-demand Rank or Hail category, the vehicle’s ‘TAXI’ plates must be returned to a DoT Centre and the vehicle decommissioned prior to exchanging the plate for another plate.

7. Details of the Rank or Hail vehicle decommission process can be found here.
PTV holder and vehicle owner are different and the vehicle owner withdraws consent

1. This option is selected when, as a third party vehicle owner (who is not a PTV authorisation holder), you want to request cancellation of a PTV authorisation on your selected vehicle(s) in DoTDirect.

2. Login to DoT Direct and select the vehicles tab

3. A list of your owned vehicle details will display. Select the vehicle you wish to cancel.

Have you recently purchased or sold a vehicle? You can transfer the vehicle online.
Is your licence plate obscured by a bike rack? You can purchase an auxiliary plate.
Do you wish to carry fare paying passengers? You can apply for a Passenger Transport Vehicle authorisation.
Have you recently made modifications to your vehicle? You can pre-pay a vehicle modification permit fee.
Need a copy of your vehicle licence document? You can purchase a copy of your vehicle licence document online.

The vehicle registration is subject to the following special conditions:
- 092 Subject to annual examination.
4. Confirm that you wish to cancel the PTV.

5. You will then receive an email that confirms when the PTV authorisation will be cancelled (e.g. at the end of the day following from when the DoT confirmation email was sent).

6. The PTV authorisation holder will also receive an email letting them know that the PTV authorisation against the vehicle will be cancelled at the end of the following day.

7. The status of the PTV will become ‘Active (Pending cancellation)’ – The PTV authorisation holder can still operate the vehicle as a PTV under this status.
8. Once the PTV cancellation date has passed the PTV will be cancelled. The vehicle owner may, if they wish, then apply for a PTV authorisation using their DoTDirect account.

9. If the PTV has an On-demand Vehicle plate attached, such as a ‘TAXI’ or ‘CVL’ these plates must be returned to a DoT Centre. Taxis must **remove** the following items from the vehicle:
   - fare calculation device (meter);
   - roof light and roof sign; and
   - external livery (only applicable if the livery could identify the vehicle as an OD-RH PTV (taxi)).

10. Please note that as the vehicle owner, if you do not intend to operate, you must complete a **'E67 – Declaration of Motor Injury Insurance'** form and email it to **On-demand Transport**. On-demand Transport will then adjust the vehicle insurance to the appropriate type as selected by the vehicle owner. You can also attend any DoT Licensing Centre or regional agent with the completed E67 Form to do this in person.
PTV holder and vehicle owner are different and the PTV holder withdraws consent

1. To cancel the PTV authorisation, the PTV holder can log into DoTDirect and select “Passenger Transport Vehicles’ and then ‘Authorisations in force’.

2. Highlight the correct vehicle and select the ‘Cancel authorisation’ button.
3. Confirm your request to cancel the authorisation by selecting ‘Continue’.

4. The PTV authorisation will be cancelled at the end of the following day.

5. You will receive an email that confirms the date that the PTV authorisation will be cancelled.

6. The registered vehicle owner will also receive an email letting them know that the PTV authorisation against the vehicle will be cancelled on that date.

7. The status of the PTV will become ‘Active (Pending cancellation)’ – You can still operate the vehicle as a PTV under this status.

8. Once the PTV cancellation date has passed the PTV will be cancelled.

9. If the PTV has an On-demand Vehicle plate attached, such as a ‘TAXI’ or ‘CVL’ these plates must be returned to a DoT Centre. Taxis are required to be decommissioned. To understand what is required in a decommission process, click here.
10. Please note, if the vehicle owner does not intent to operate the vehicle as a PTV themselves, they will need to complete a ‘E67 – Declaration of Motor Injury Insurance’ form (and Taxi Decommission Form if it is a Rank or HAIL PTV).

Reuse previous authorisation

You are able to utilise the remaining portion of your PTV authorisation on another vehicle, that:

- has been inspected against the Department of Transport (DoT) vehicle inspection process and complies with DoT’s standards, as per the Act and associated regulations in the previous three months prior to application; or
- is a new vehicle first registered in WA in the last 10 days; and
- has the appropriate Motor Injury Insurance class. This can be changed using the E67 form.

You cannot re-use the remaining portion of a cancelled PTV authorisation if that authorisation has already been issued with a renewal notice.

The new PTV authorisation obtained using the re-use of unused portion process will have the same expiry date as the authorisation that has been cancelled.

To re-use the remaining portion of a previous PTV authorisation, the current PTV authorisation must have been first cancelled prior to applying. To find out how to cancel an authorisation, visit the DoT website:


When a request to cancel a PTV authorisation is made in DoTDirect, an email will be sent to the PTV authorisation holder and the vehicle owner (if different to the PTV authorisation holder). The email will confirm when the PTV authorisation will be cancelled – the vehicle can still be operated as a PTV until this time.

If the request to cancel the PTV authorisation is made by the PTV authorisation holder who is:

- Also the vehicle owner: the cancellation will take effect at the end of the same day that the confirming email from DoT is sent.
- Not the vehicle owner: the cancellation will take effect at the end of the following day that the confirming email from DoT is sent.

If the request to cancel the PTV authorisation is made by the vehicle owner who is:

- Also the PTV authorisation holder: the cancellation will take effect at the end of the same day that the confirming email from DoT is sent.
- Not the PTV authorisation holder: the cancellation will take effect at the end of the following day that the confirming email from DoT is sent.

Please note, only the same category of PTV authorisation can be re-used. If the PTV authorisation has not been cancelled, select the authorisation that will no longer be required and select cancel authorisation.
1. Under the On-demand Transport, Passenger Transport Vehicles applications section, select the appropriate category type and then select ‘Reuse previous authorisation’ from the drop down Authorisation period selection.

You may apply for one or more of the Passenger Transport Vehicle (PTV) authorisation categories below. However, if the on-demand rank or hail category is chosen, you cannot also choose the on-demand charter category. The rank or hail category affords the PTV authorisation holder the rights to operate as on-demand charter as well as rank or hail.

Please note that if you select on-demand rank or hail (taxi) category at this point you will not be able to go back and remove this selection as part of this application. You will also not be able to select on-demand rank or hail (taxi) after having first selected any of the other passenger transport categories. If you wish to make any of the changes described above please cancel this application prior to submitting and start another.

Category types: *  
- On-demand rank or hail (taxi) passenger transport service
- On-demand charter passenger transport service
- Tourism passenger transport service
- Regular passenger transport service

Authorisation period: *
- 1 month
- 3 month
- 6 month
- 12 month
- Custom

An option is available to transport electronically, if this service is to be utilised, please select from the option below:

Choose previous authorisation.

2. Choose a previous expiry date of the unused authorisation. If there is only one authorisation that has an unused portion, it will automatically be selected for you.

If you select “Reuse unused portion”, the CEO is effectively waiving the remaining authorisation fee for the new authorisation, under Regulation 69(3) of the Transport (Road Passenger Services) Regulations 2019.

You may apply for one or more of the Passenger Transport Vehicle (PTV) authorisation categories below. However, if the on-demand rank or hail category is chosen, you cannot also choose the on-demand charter category. The rank or hail category affords the PTV authorisation holder the rights to operate as on-demand charter as well as rank or hail.

Please note that if you select on-demand rank or hail (taxi) category at this point you will not be able to go back and remove this selection as part of this application. You will also not be able to select on-demand rank or hail (taxi) after having first selected any of the other passenger transport categories. If you wish to make any of the changes described above please cancel this application prior to submitting and start another.

Category types: *
- On-demand rank or hail (taxi) passenger transport service
- On-demand charter passenger transport service
- Tourism passenger transport service
- Regular passenger transport service

Authorisation period: *
- Reuse previous authorisation

Previous expiry date: *
- 17/5/2023

An option is available to receive alerts from On-demand Transport electronically. If this service is to be utilised, please select from the option below:

Send SMS alerts to 049157010
3. Type in the licence plate or VIN/chassis number of the vehicle you wish to use. Please note, the vehicle must already have the appropriate insurance class and have passed an inspection within the last three months.

4. Declare whether the nominated vehicle has wheelchair capacity that meets the relevant standards, and if so whether it has a hoist or ramp installed and how many wheelchairs it can carry. If you do not own the vehicle(s) nominated in the application for the PTV authorisation for, you will need to declare that you have the consent of the vehicle owner to do so. Once you have completed these sections(s) if relevant, select next.
5. Once you are satisfied with the information contained in your PTV authorisation application, you will need to agree to the privacy statement by ticking "I have read and understood the privacy statement outlined above".

6. The Declaration of acknowledgment is then required to be completed by ticking the statements listed.
7. Continue to the “How to pay your PTV On-demand Rank or Hail authorisation fees” section of this User Guide.

Passenger transport vehicle application payment

Please confirm your payment details

The fees displayed are current as at 19/08/2019 and may be subject to change. Please refer to the Passenger Transport Vehicle fees page on the Department of Transport website.

Payment due date: 26/8/2019

You have applied for Passenger Transport Vehicle authorisation(s) for the following vehicles:

```
<table>
<thead>
<tr>
<th>Licence plate</th>
<th>Make</th>
<th>Model</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1GUT123</td>
<td>Subaru</td>
<td>Liberty</td>
<td>$15.00</td>
</tr>
</tbody>
</table>
```

Fee details:
- Application fee: $15.00
- Authorisation fee: $0.00 (A previous authorisation has been reused)

Total fee: $15.00

8. You can confirm the transaction is complete by selecting the On-demand Transport tab and then PTV authorisations in force and searching by the vehicles licence plate.

Passenger transport vehicle authorisations in force

Listed below are your passenger transport vehicle authorisations in force. You can view the list of authorisations not in force here.

```
<table>
<thead>
<tr>
<th>Authorisation number</th>
<th>Category</th>
<th>Licence plate</th>
<th>Make and model</th>
<th>Year</th>
<th>Authorisation expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>200100</td>
<td>OD-C</td>
<td>1GUT123</td>
<td>SUBARU LIBERTY</td>
<td>2019</td>
<td>17/5/2020</td>
</tr>
</tbody>
</table>
```

(*) OD-R: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RP: regular passenger transport service | TP: tourism passenger transport service

Authorization details:
- Authorisation number: 200100
- Issue date: 19/8/2019
- Expiry date: 17/5/2020
- Status: ACTIVE

Vehicle details:
- Licence plate: 1GUT123
- Make: SUBARU
- Model: LIBERTY
- Year of manufacture: 2019

Authorization's issue periods and related documents
- Issue period: 19/8/2019 - 17/5/2020
Transfer of Vehicle Ownership

At the time of the change of ownership of a vehicle, if the new owner is not the PTV authorisation holder, then the PTV authorisation holder will be notified. The holder is then required to notify the department within 14 days that they have consent from the new owner to continue the use of the vehicle.

If the PTV authorisation holder does not notify the department of the vehicle owner’s consent within 14 days, then the authorisation is cancelled and the PTV authorisation holder and vehicle owner will be notified.