



Department of
Transport

IMPROVEMENT NOTICE VEHICLE

On-demand Transport
GPO Box C102, Perth WA 6839
EMAIL: ondemandtransport@transport.wa.gov.au

Notice No: **IMV 00000**

ISSUED TO	
Name: _____	Licence/Authorisation No: _____
Business name/Trading as: _____	
Address: _____	Suburb: _____ Postcode: _____
FOR VEHICLE	
Registration No: _____	Authorisation Number: _____ Make/Model: _____
DETAILS OF THE CONTRAVENTION	
It is my belief that you are contravening a provision of <i>Transport (Road Passenger Services) Act 2018</i> (the Act) or the <i>Transport (Road Passenger Services) Regulations 2019</i> (Regulations) as follows:	
Section or Regulation Number: _____	
Description: _____	
How the Act or Regulation is being or has been contravened: _____ _____	
Location: _____	
DIRECTIONS	
I direct you to take the following measures to remedy or prevent contravention: _____ _____	
The measures you are required to take include any requirements specified under the heading "Evidence of Compliance"	
RESTRICTIONS OR PROHIBITIONS THAT APPLY	
<input type="checkbox"/> No restrictions or prohibitions apply.	
<input type="checkbox"/> I direct that the use of vehicle _____, by any person to transport passengers for hire or reward is:	
<input type="checkbox"/> prohibited, or	
<input type="checkbox"/> restricted as detailed below.	
Restrictions: _____	
Restrictions or prohibitions are in place until this notice is complied with.	
EVIDENCE OF COMPLIANCE	
<input type="checkbox"/> Evidence of compliance does not need to be submitted	
<input type="checkbox"/> You are required to submit evidence of compliance with this notice to an Authorised Officer, on or before the compliance date shown below, at: (location) _____, and between 8am to 5pm, Monday to Friday excluding public holidays.	
COMPLIANCE DATE	
The requirements of this notice must be complied with before: _____ / _____ / _____	
AUTHORISED OFFICER'S DETAILS	
Name: _____	AO number: _____
Signature: _____	Date: _____
Important information regarding this notice, including information about penalties for a contravention and in relation to appealing the decision to issue the notice, is contained overleaf.	
RECORD OF SERVICE	
Signature of recipient: _____	
<input type="checkbox"/> Sticker also affixed to vehicle.	
Description of service method: _____	
Date of service: _____ / _____ / _____	
Person notice served on: _____	

Important information regarding this notice:

What happens if you do not comply with the Improvement Notice?

- Under section 211(1) of the *Transport (Road Passenger Services) Act 2018*, a person on whom an Improvement Notice is served must comply with the notice within the compliance period specified or any lawful extension of that period.
Maximum penalty in the case of an individual - \$5,000; in the case of a body corporate - \$25,000.
- Under section 211(2) of the *Transport (Road Passenger Services) Act 2018*, a person must not drive a vehicle for the purpose of transporting passengers for hire or reward or allow a vehicle to be driven for that purpose if the driving of the vehicle is prohibited under an improvement notice.
Maximum penalty in the case of an individual - \$12,000; in the case of a body corporate - \$60,000.

What to do if there is a mistake in the notice, or if you do not understand the notice

- The notice is valid – unless an Authorised Officer amends, varies or cancels the notice in writing, and you must comply with it.
- If there is any matter which is unclear or which you do not understand about this notice, or if you want to discuss it, you should first contact the Department of Transport on 1300 660 147 or at ondemandtransport@transport.wa.gov.au. In the meantime, you must comply with the notice.

Extension of time for compliance

An Authorised Officer may, by written notice extend the compliance period for the improvement notice. However, the Authorised Officer may extend the compliance period only if the period has not ended.

Reconsideration

As well as your right of review by the State Administrative Tribunal (outlined below) you may request a reconsideration under section 263 of the *Transport (Road Passenger Services) Act 2018* of the Authorised Officer's (decision maker's) decision to issue the Improvement Notice. Reconsideration is a free service. The time frame for the lodgement of a request for reconsideration is 28 days from the date of the Improvement Notice or decision you wish to have reconsidered (or a longer period if the Authorised Officer agrees).

A request for reconsideration of a decision must be made in writing and must include details of the decision that you want the Authorised Officer to make after reconsideration of the reviewable decision and outline why the decision-maker should make that decision.

The Authorised Officer (decision maker) must reconsider the decision within 28 days after the Department receives the application for reconsideration and –

1. confirm the decision; or
2. amend the decision; or
3. set aside the decision and make a new decision.

The Authorised Officer (decision maker) must notify the applicant for reconsideration in writing of:

1. the result of the reconsideration; and
2. the reasons for the decision made upon reconsideration if the Authorised Officer (decision maker) does not make the decision sought by the applicant.

Applications for reconsideration can be made to ondemandtransport@transport.wa.gov.au or GPO Box C102, Perth WA 6839.

NOTE: Compliance with the notice is due within the time specified on the notice and is NOT stayed (not suspended) while the reconsideration process is taking place after which you will be advised the result and the reason for the decision.

Review by the State Administrative Tribunal

In addition to your right to reconsideration as outlined above you also have the right under section 264 of the *Transport (Road Passenger Services) Act 2018* to apply to the State Administrative Tribunal for a review of either:

1. The decision to issue you with this Improvement Notice, or
2. A decision made by the Authorised Person (decision-maker) upon reconsideration.

An application to the State Administrative Tribunal for a review must be made within 28 days after you are notified of the decision which you are applying to have reviewed by the tribunal

Detail of how to make an application to the State Administrative Tribunal can be found at www.sat.justice.wa.gov.au or by calling 1300 306 017.