



Application for an Operator Accreditation Bus

- To hold an Operators Accreditation all nominated Manager(s) / Director(s), Partners in a partnership or Individual operators **must** complete the approved Bus Operator Training Course.
- Or elect for RMS to apply for your criminal history check on your behalf you will need to provide four (4) documents from the three (3) mandatory categories. Please be aware that this will increase the processing time of your application. <http://www.rms.nsw.gov.au/business-industry/public-passenger-vehicles/proof-identity.html>

Part A - Accreditation Details (to be completed by all applicants)

1. Type of Accreditation you are applying for?

Regular Passenger Service Long Distance, Tourist and Charter Services

Note: Applicants may apply for both (tick both boxes). If accreditation is granted, one accreditation with one accreditation number will be granted. **Operators will only pay one fee.**

2. Name in which accreditation is to be held

3. Number of buses you are applying to be accredited for

4. Proposed bus depot address (PO box not accepted)

 Postcode

5. Is there any other matter you should tell Roads and Maritime Services about which you think may have an effect on your application?

Yes if yes give details
 No

Details

Part B - Business Details (to be completed by all applicants)

6. Type of business applying for accreditation?

Note: select type of business and complete required information

Individual complete questions 17 - 34
 Corporation complete questions 7 - 13 and 17 - 34
 Partnership complete questions 14 - 34

7. Corporation name (questions 7 - 13 are corporation use only)

8. Australian Company Number (ACN) 9. State incorporated

10. Registered address

 Postcode

11. Mailing address (if different from above)

12. Contact numbers

a) Office hours number b) After hours number
 c) Fax number

13. Number of Manager(s) / Directors(s) you will be nominating

Note: Ensure each nominated Manager(s) or Director(s) have completed a Personal details (Part C) page, read and signed the Applicant declaration (Part G) page

14. Partnership name (questions 14 - 16 are partnership use only)

15. Mailing address

16. Contact numbers

a) Office hours number b) After hours number
 c) Fax number

Note: Ensure each partner has completed Personal details (Part C), read and signed the Applicant declaration (Part G)

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Part C - Personal Details (to be completed by an individual applicant, **each** nominated Manager(s) / Director(s) of a company or **both** partners in a partnership)

copy this page as required

17. Surname (family name)

18. Given names

19. Title Mr Mrs Ms
 Miss Other

20. Gender Male
 Female

21. Date of birth

22. Place and country of birth

23. Residential address (PO box not accepted)

24. Mailing address (if different from above)

25. Email address

26. Contact phone numbers

- a) Office hours number
- b) After hours number
- c) Mobile number

27. Driver licence details

- a) Driver licence number
- b) State issued
- c) Expiry date
- d) Class

28. Are you now or have you ever been known by another name?

Yes **▶** if yes give details
No

Details

29. Do you hold or have you ever held a Public Passenger Operator Accreditation?

Yes **▶** if yes give details
No

Details

Application for an Operator Accreditation - Bus continued

30. Have you been declared bankrupt in the last 5 years, or been convicted of any civil offence under the *Corporations Act 2001*?

Yes if yes give details

No

Details

31. Have you been the subject of a proceeding under section 588G or 592 (incurring of certain debts; fraudulent activity) of the *Corporations Act 2001*?

Yes if yes give details

No

Details

32. Are there any charges pending against you, for any criminal offences or have you been found guilty or convicted by a court in NSW or elsewhere of any criminal offence in the last five(5) years?

Yes if yes give details

No

Details

33. Have you ever been disqualified from managing corporations under the *Corporations Act 2001*?

Yes if yes give details

No

Details

34. Have you ever been the director of a company that has been or is in the course of being wound up under the *Corporations Act 2001*?

Yes if yes give details

No

Details

Application for an Operator Accreditation - Bus continued

Part D - Proof of Identity

Proof of Identity - To obtain a New South Wales Operator Accreditation if you do not hold a current drivers licence in NSW you must prove your identity.

<http://www.rms.nsw.gov.au/roads/licence/identity/index.html>

Part E - Privacy Statement

We are collecting your personal and health information in connection with your application and an operator authority under the *Passenger Transport Act 1990 and 2014* and may retain and use it for the purposes of that Act and for driver licensing, motor vehicle, road transport or road safety purposes. Providing this information is voluntary but we may refuse your application unless you do so.

We may disclose your personal information and health information in order to verify it and to assess your application. We may disclose your personal information in respect of motor accidents enquiries and to other driver licensing and vehicle registration agencies. We may also disclose your personal information where relevant to other accredited operators and also to Transport for NSW in connection with the administration of the *Passenger Transport Act 1990 and 2014*. Otherwise, we will not disclose your personal or health information without your consent unless authorised by law.

This Privacy Statement also applies in respect of your personal and health information we may subsequently collect in relation to your operator authority. Your personal and health information will be held by Roads and Maritime at 20-44 Ennis Road, Milsons Point NSW 2061 and generally you can contact us to access or correct it.

Part F – Applicant declaration and authority for collection and disclosure of information

I declare that:

- I have read and understood all the information and questions on this form and the information provided by me are, to the best of my knowledge, true, correct and accurate in every detail.
- I have listed all details of charges pending against me, convictions recorded against me or proven offences against me for any offence(s).
- I am in possession of a valid Australian/New Zealand passport, birth certificate or visa.
- I am aware that any person who attempts to obtain an operator accreditation by false statement, misrepresentation or omission of details likely to affect such application, shall be guilty of an offence and shall be liable to a penalty of up to \$2,200 and any authority issued may be cancelled.
- I will comply with the *Passenger Transport Act 1990 and 2014*, associated regulations and conditions relevant to an operator accreditation and understand that failure to do so may result in my authority being suspended, cancelled or varied.

Part F – Applicant declaration and authority for collection and disclosure of information (continued)

I consent for Roads and Maritime to obtain any information it requires to determine whether to grant, renew or cancel my operator accreditation and to assess whether I am a fit and proper person and of good repute. This may include (but is not limited to) complaints, charges, convictions, traffic infringements and driver licence suspensions and cancellations. I consent to third parties (including but not limited to police, judiciary and licensing authorities) releasing that information to Roads and Maritime. This consent continues and may not be revoked by me so long as I hold (or apply for) a operator accreditation or while any legal action is proposed against me in respect of a operator accreditation including a suspended, cancelled or expired accreditation.

Name

Signature

Date

Part G - Applicant checklist

- Completed Application form (with applicable questions answered)
- Signed declaration by applicant/ company director(s)
- Two appropriate references of good repute (who have known the applicant/s for at least 2 years). Please refer to Bus Operator Accreditation Package.
<https://www.rms.nsw.gov.au/documents/business-industry/buses/operators/bus-operator-accreditation-package.pdf>
- Qualified Accountant's statement (on official letterhead)
- Details of any civil or criminal offences within the last five years, if applicable or each nominated manager or director of a company applicant; (*can be included in the application form*)
- Details of any declaration of bankruptcy, insolvency, winding up order or any civil offence under the relevant companies legislation within the last five years if the applicant is a company, details must be provided for each nominated manager or director of the applicant company; (*can be included in the application form*)
- Local Government Approval for the nominated bus depot address
- Training Certificate or certified copy stating you have successfully completed an approved Bus Operator Training Course
- Proof of identification unless you are providing a copy of a NSW Driver's licence for the applicants/company directors listed on the application form.
<http://www.rms.nsw.gov.au/roads/licence/identity/index.html>
- To find out how and where to apply for a National Criminal History Record check visit the Australian Criminal Intelligence Commission <https://www.acic.gov.au/our-services/national-police-checking-service/find-out-more-information/accredited-bodies#accordion-3> The Criminal History Check must have been conducted within 3 months from the date the operator accreditation application is submitted. Or four (4) documents from the three (3) mandatory categories so RMS can apply for the National Criminal History check on your behalf.

Application for an Operator Accreditation - Bus continued

Part G - Applicant checklist (continued)

- Accreditation fee of \$355 payable to Roads and Maritime (if you wish to pay by credit card please complete your credit card details on the page attached to the rear of this form). Payment by EFT is also accepted (details below).

Bank: Westpac
BSB: 032-001
Account No: 170497

*please provide your driver licence number in the reference field of your financial institution when processing your payment. You will need to provide your receipt number in the box below.

Receipt number

Date

 day / month / year

Part H - Lodgement Details

Enquiries: 02 8848 8700

By email: busapplications@rms.nsw.gov.au

By mail: Enrolment Services
PO Box 3185
Parramatta NSW 2124

By hand: You can leave your completed form in our secure drop box located at Roads and Maritime Security Office, on the Ground floor, 110 George Street, Parramatta. (Monday - Friday between the hours of 7am - 6pm)

Roads and Maritime Office Use

Customer number

Accreditation number

Receipt number

Date

 day / month / year

Fee paid

File handed by

Supporting documents:

- Proof of identity
Proof of citizenship and/or visa
Training Certificate

Previous history

Finance notes

Offence history

Nominee notes

Company notes

Partnership notes

Operation notes

Eligibility check:

- Good Repute reference OK Not OK
Financial viability OK Not OK
Application complete OK Not OK



Credit Card Authority

- A non-refundable application fee (\$355) for consideration and processing of the application.
- All cheques and money orders should be made payable to Roads and Maritime.
- You can pay the application fee via your credit card by filling in your credit card below.

MASTERCARD

VISA

Card number

Valid until

 /

CCV number

What is a CCV number? - Several numbers are printed in the signature area on the back of your card. The *last three digits* make up the CCV Number.

Note: A surcharge of 0.4% applies to payments made by Visa/ Master Card. Amex and Diners Cards are **not** accepted.

Card holder's name

Amount

Card holder's address

Signature of card holder