



# Application for Renewal of a Bus Operator Accreditation (3 years)

Name of accreditation

Accreditation number

Telephone number

Mobile number

Fax number

Street Address

  
  

Postcode

Depot Address

  
  

Postcode

Name of designated manager/director (in the case of a corporation)

### Note

If you have more than one depot address or designated manager/director, please list on the space provided on the rear of this application form.

### Privacy and personal information

I understand that Transport for NSW and Roads and Maritime Services will collect and hold my 'personal information' to verify the applicant's details and that failure to supply full details can result in the application not proceeding. If required, Roads and Maritime Services may provide 'personal information' to the Australian Taxation Office, the NSW Police Service, Transport for NSW, the Department of Immigration and Border Protection and Centrelink. I have the right to access or correct my 'personal information' in accordance with the provisions of the relevant privacy legislation. I declare that the information and details provided in this application are true. The 'personal information' will be stored on secured premises.

Name

Signature

Date

### Office use only

Customer number

Fee received

Recommended by

Date

Approved

Date

TIMS updated

Completed by

Date

### Applying and payment by Internet (Mastercard or Visa)

To make application for the renewal of your bus operator accreditation online log into MyRecords on Transport for NSW's website [www.transport.nsw.gov.au](http://www.transport.nsw.gov.au) click on MyRecords. Click on the payment list tab on the left side of the screen, if the accreditation has not yet expired the "Apply" symbol will appear, click this symbol and follow the instructions to complete your application and make your credit card payment. You do not need to send in this application form if you have applied online. If your online application and payment was successful you do not need to take any further action. Transport for NSW and Roads and Maritime Services will forward a payment receipt to you within 5 working days.

**IMPORTANT NOTICE – It is an offence to operate a bus without the appropriate accreditation. Penalties of up to \$110,000.00 apply.**

**\*Cash is not accepted for amounts greater than \$1000. Personal and Business Cheques not accepted for amounts greater than \$500.**

### Payment

Complete this form and credit card slip overleaf or pay by EFT (details below) then post, email or fax your application to RMS.

Bank: Westpac

BSB: 032-001

Account No: 170497

\*please provide your driver licence or accreditation 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

**NOTE – You are required to allow up to 5 working days for Roads and Maritime to process your application**

Enrolment Services

PO Box 3185, Parramatta NSW 2124

[www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) | T 02 8848 8700 | F 02 8848 8797 | E [busapplications@rms.nsw.gov.au](mailto:busapplications@rms.nsw.gov.au)

**Lodgement 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.

# Application for Renewal of a Bus Operator Accreditation (3 years) continued

## List of additional depots

Depot No.	Address	Postcode
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

## List of additional designated managers/directors




Transport  
Roads & Maritime  
Services

## Credit Card Authority

- All cheques and money orders should be made payable to Roads and Maritime Services.
- 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

**\$ 284.00**

Card holder's address

Signature of card holder