How do I apply for a private hire vehicle driver authority?

Before applying, you must:

- Hold a NSW driver licence that is not a learner licence, probationary licence, provisional licence, restricted licence, driver licence receipt or conditional licence (other than a conditional licence with the sole condition of wearing contact lenses while driving)
- Hold an Australian driver licence for a total of at least 12 months in the two years preceding the application date
- Have read and understood the criteria, conditions and procedures for authorisation on the Transport for NSW website
- Applicants aged up to 60 years must complete a compulsory assessment of fitness levels by completing the Medical Assessment Form 1799
- If a further medical referral is required, have a medical specialist complete a Medical Specialist Assessment Report Form to submit with the application
- Applicants aged 60 years or over must have a medical practitioner complete a Medical Assessment Public Passenger Vehicle Driver Form to submit with the application
- Have arranged for a National Criminal History Record Check (NCHRC) to submit with the application.

To apply you must:

- Have completed and signed the Application for an Authority to a Private Hire Vehicle, and attached all of the documents requested including:
  - The completed and signed Medical Assessment Public Passenger Vehicle Driver Form appropriate to your age (see above)
  - If a further medical referral is required, have a medical specialist complete a Medical Specialist Assessment Report Form
  - An original National Criminal History Record Check that must be dated no more than twelve months prior to the date of the application.

Incomplete applications will not be accepted by Roads and Maritime Services and will be returned to the applicant.
Frequently asked questions

Medical assessment
If you are applying for a taxi-cab or private hire vehicle driver authority, you must complete a medical assessment appropriate to your age (see page 1 of Fact Sheet)

Why is a medical assessment now required?
A medical assessment has always been required. What has changed is which medical assessment form you complete depending on your age.

What will happen to my application if I don't provide relevant information in my fitness to drive self assessment?
Your application will be deemed incomplete. Incomplete applications will not be accepted by Roads and Maritime Services and will be returned to you.

If I am under 60 years of age and a further medical referral is required, or if I am over 60 years of age, can a registered GP complete the Medical Specialist Assessment Report Form to submit with my application?
A registered GP can complete the Medical Assessment Public Passenger Vehicle Driver Form. If a referral is required, the GP will advise on page 7 of the form who must to assess you and complete the Medical Specialist Assessment Report Form.

National Criminal History Record Check
If you are applying for a taxi-cab or private hire vehicle driver authority, you must supply an original National Criminal History Record Check (NCHRC).

Where do I arrange a National Criminal History Record Check?
The NCHRC can be applied for online through an accredited CrimTrac agent. www.crimtrac.gov.au lists the agents who can complete the check. The NCHRC can also be completed through the NSW Police Force at www.police.nsw.gov.au. Applications can be made online at www.police.nsw.gov.au.

Who can provide me a National Criminal History Record Check?
Go to www.crimtrac.gov.au/information-individuals for a list of Accredited Broker Organisations and further information or call 02 6268 7900. Roads and Maritime cannot suggest a preferred broker; you will need to select a broker yourself. It is important to note that some brokers provide services to particular client bases and as such, you should undertake relevant research to determine if a broker can service your needs.

How much will a National Criminal History Record check cost?
Your broker will advise you of the cost of the National Criminal History Record. Roads and Maritime cannot advise of costs.

How long will it take for a National Criminal History Record Check once I apply for one?
Your broker should be able to tell you an estimated date/timeframe when you should expect the check back. Contact your broker if you have not received your check result or if you are unsure.

I have a National Criminal History Record Check that was completed previously. Can I submit this or do I need to arrange a new one?
The National Criminal History Check must have been conducted within twelve months of the date the application is submitted for it to be valid.
Can I provide a photocopy of the National Criminal History Record Check?
No. You must submit the original copy with your application.

Will my application be rejected if I have been charged with a criminal or driving offence?
Not necessarily. We will assess all previous offences according to their nature and circumstance, on a case-by-case basis.

Further information can be sought from CrimTrac (or your selected broker)
T 02 6268 7900