

Motor Vehicle Registry Information Bulletin

CPV01 - Operator Accreditation

Introduction

If you propose to operate a commercial passenger vehicle (CPV) within the Northern Territory (NT), you must be accredited before operating the CPV.

CPV categories are:

- Taxi *
- Minibus
- Private Hire Car
- Limousine
- Motor Omnibus
- Tourist Vehicle
- Special Function Vehicle
- Courtesy vehicle
- Special Passenger Vehicle

* Includes Multiple Purpose Taxi, Substitute Taxi and Multiple Purpose Substitute Taxi.

To operate a CPV means to drive a vehicle, or use a vehicle (or engage another to), to carry passengers for hire or reward, other than only as an employee or volunteer.

What is required for Accreditation

A person found to be of good repute and in all other aspects “fit and proper” to be responsible for the operation of a CPV, and able to meet required passenger and public safety standards, may be granted Accreditation on application.

In the case of a business trading name, a body corporate or an incorporated association, official documentation is required with the application to identify all the partners, or all the directors and managers, or Chair/ Public Officer, Secretary and Treasurer - who all must be individually assessed for the accreditation. A body corporate must be authorised by its constitution, objects, purposes or rules to carry on the business associated with the accreditation.

Accreditation is not allowed where any individual or any of the office bearers of a body corporate being assessed is: bankrupt or is in the process of bankruptcy, has been convicted of a disqualifying offence (see [Information Bulletin CPV02 – Disqualifying Offences](#)) or is otherwise considered not fit and proper to hold accreditation by the Director of Commercial Passenger (Road) Transport (the Director).

Accreditation is effective for 5 years, unless sooner cancelled or suspended under the *Commercial Passenger (Road) Transport Act*, but may be renewed upon application and payment of the prescribed fee. Accreditation is not transferable.

Accreditation is subject to prescribed conditions, such as requirements to remain fit and proper and charge-free of any disqualifying offence, and notifying the Director if so charged.

What is “fit and proper?”

In assessing an application for accreditation, the Director must be satisfied that any person associated with the application is a fit and proper person. The Director will consider all relevant recorded offences, complaints regarding any previous operations, and any other matters which might have a bearing on the operator’s capacity to meet the required standards of safety of passengers and the public.

When lodging an application for accreditation, the applicant/s must provide a current NT Police criminal history check and a current insolvency check at that time.

[Applications for criminal history release](#) must be made directly to the Northern Territory Police by the applicant with the results being forwarded to the applicant. Criminal history release information is valid for 6 weeks from the date of release by the NT Police for the purpose of the accreditation application.

For further information, refer to [MVR Information Bulletin “L26 – Guidelines for Obtaining Criminal and Traffic Offence History”](#).

If you have a criminal conviction, please also see [MVR Information Bulletin “CPV02 – Disqualifying Offences”](#).

Applications for a personal insolvency check must be made directly to an Index Service Agent, who acts on behalf of the Insolvency and Trustee Service Australia (ITSA), by the applicant with the results being forwarded to the applicant. Insolvency information is valid for 6 weeks from the date of release by ITSA for the purpose of the accreditation application. Contact details for Index Search Agents can be found at <http://www.itsa.gov.au/dir228/itsaweb.nsf//docindex/Creditors-%3ENPII-%3ENPII>

Applying for Accreditation

You may lodge an application for Accreditation by:

- Completing [MVR Form CPVF01– Application for Accreditation](#) (attached to this bulletin).
- Providing your original national police criminal history check supplied by NT Police, dated within 6 weeks of date application lodged. The application form for Criminal History Check is available from <http://www.pfes.nt.gov.au/documents/File/police/frontcounter/crimhist/PF095-CriminalHistoryCheck-Application.pdf>
- Providing your original insolvency report supplied by an Index Search Agent, dated within 6 weeks of date application lodged. Further information can be found at www.itsa.gov.au under ‘Bankruptcy Searches.’
- Lodging completed application form ([CPVF01](#)) and all supporting documentation at your nearest MVR office.
- Paying the prescribed accreditation fee of \$100

Important Note:

- 1) Only complete applications will be accepted (ie all documentation to be provided upon payment of prescribed fee).
- 2) National police criminal history checks supplied by an interstate Police Department may be acceptable in extenuating circumstances.

How long will this process take?

You must allow 10 working days for processing of your application.

Once your accreditation has been approved

Accreditation is the first of three mandatory requirements that must be met before operating a CPV in the Northern Territory (NT). The two further requirements are as follows:

- Commercial Vehicle Licence (CVL)
An operator must hold a current CVL for the vehicle. In assessing CVL applications, consideration is given to the proposed mode of operation and the proposed vehicle(s) type(s) to be used before a CVL is granted; and
- CPV Endorsement
When a vehicle is approved by the Director of Commercial Passenger (Road) Transport as a CPV, the vehicle can be endorsed on the CVL.

Note:

- 1) To endorse the vehicle on the CVL, the vehicle must be registered in the NT. The registered owner is required to meet routine inspection and registration requirements of the Motor Vehicle Registry (MVR).
- 2) The registered owner of the vehicle and the holder of the CVL must be in the same name for taxis, minibuses, private hire cars, limousines, courtesy vehicles and special function vehicles.

If you hold Interstate Accreditation

Any person who proposes to operate a vehicle for hire or reward in the Northern Territory must be accredited in the NT in accordance with Part 3 of the *Commercial Passenger (Road) Transport Act*.

The provisions of the *Commercial Passenger (Road) Transport Act* mandate that a vehicle endorsed against a Commercial Vehicle Licence (CVL) in the NT must be also registered in the NT.

If you hold an interstate CVL, consideration will be given to an application for exemption from a CVL in the NT intended for similar operations as approved under the interstate CVL. Conditions will apply.

Important Notice for all applicants

This Information Bulletin is a guide only and contains general information and requirements in relation to the operation of Commercial Passenger Vehicles within the Northern Territory.

This document should not be used as a reference to a point of law.

Contact Details	
Motor Vehicle Registry	
Telephone	1300 654 628
Facsimile	(08) 8999 3103
Email	mvr@nt.gov.au
Web	www.mvr.nt.gov.au
Postal Address	GPO Box 530 Darwin NT 0801

THIS PAGE IS INTENTIONALLY LEFT BLANK FOR BACK TO BACK PRINTING PURPOSES.



Customer ID input field

Application / Renewal of Accreditation to Operate Commercial Passenger Vehicles

- To apply for accreditation to operate a commercial passenger vehicle, please complete this form and lodge it at any Motor Vehicle Registry together with all supporting documentation and the prescribed fee.
To renew your accreditation, please complete this form and lodge it at any Motor Vehicle Registry together with all supporting documentation and pay the prescribed fee prior to the expiry of accreditation, otherwise the accreditation will not remain effective.

1. Operator

(Name in which accreditation is to be held, must be in name of a person/s, body corporate or incorporated association).

Operator name input field

2. Business Name

(If the operator trades under a different name other than for which accreditation is held).

Important Note: A business name is not a legal entity. The person/s, body corporate or incorporated association trading under the business name is, for purposes of the Act, the approved accredited operator.

Business name input field

3. Operating Address

(Location at which operation will be conducted).

Operating address input field with Postcode label

Postal Address

(The address that you want your mail sent to).

Postal address input field with Postcode label

4. Category of Intended Operation (Tick appropriate box).

- Taxi, Multipurpose Taxi, Limousine, Private Hire Car, Minibus, Motor Omnibus, Tourist Vehicle, Special Passenger Vehicle, Courtesy Vehicle, Special Function Vehicle

Area of Operation (Tick appropriate box)

- Alice Springs, Darwin, Other (specify), Katherine, Nhulunbuy, Tennant Creek

5. Description of Intended Operation and Intended Vehicle (If more space required, attach additional pages).

Vehicle Make/Model and Vehicle Body Type input fields

Intended Operations input field

6. Intended Communications Device/s for Taking Booking (Tick more than one box if applicable).

Communication devices in vehicles for hire and reward are subject to conditions under the Commercial Passenger (Road Transport Act).

- Combination of Two-way Radio (Voice) System and Computer Dispatch System, Computer Dispatch System Only, Two-way Radio (Voice) System, Mobile Telephone, None, Other (specify)

7. Does the constitution, objects, purposes or rules of the Body Corporate allow for the provision of a transport service? (required for bodies corporate/associations) Yes No N/A

Privacy Statement

The Director of Commercial Passenger (Road) Transport is required to collect information for any licences or authorisations held under the Commercial Passenger (Road) Transport Act. The Director adheres to the Department of Planning and Infrastructure's Privacy Statement and the Information Act. Further information on privacy can be found at www.dpi.nt.gov.au

Important Notes

- Incorporated Association (Associations/Clubs/ Community Groups): all principal office bearers to complete applicant details below and indicate position held, namely **Chairperson, Secretary, Treasurer & Public Officer**; or
- Body Corporate (Company ie Pty Ltd or Inc.): all Directors to complete applicant details below and indicate position held as **Director** of company; and
- Manager nominated by the Incorporated Association or Body Corporate to complete applicant details below and indicate position held as **Manager**.

Unattested Declaration

I/We declare, by virtue of 23D of the Oaths Act, the information provided in this application is true and correct in every particular.

Note: A person wilfully making a false declaration is liable to a penalty of \$2,000 or imprisonment for 12 months or both.

If there are more than 2 individuals for this application, please copy this page

8A. Applicant 1

Position held (*refer important notes above*)

Surname

Given Name(s)

Date of Birth

Contact Phone No.

Email Address or Fax No.

Signature

Date

8B. Applicant 2

Position held (*refer important notes above*)

Surname

Given Name(s)

Date of Birth

Contact Phone No.

Email Address or Fax No.

Signature

Date

9. Have you ever been declared bankrupt or applied for the relief of bankruptcy in the N.T. or elsewhere?
(*If more space required, attach additional pages.*)

Applicant 1 Yes (*provide details below*) No

.....

Applicant 2 Yes (*provide details below*) No

.....

10. Have you been convicted of, or charged with a disqualifying offence in Australia or overseas?
Important: see page 4 for list of disqualifying offences. (*If more space required, attach additional pages.*)

Applicant 1 Yes (*provide details below*) No

.....

Applicant 2 Yes (*provide details below*) No

.....

11. Have you had any civil or criminal convictions or are there any charges pending in your name?
(*If more space required, attach additional pages.*)

Applicant 1 Yes (*provide details below*) No

.....

Applicant 2 Yes (*provide details below*) No

.....

Application Checklist

Please tick the relevant box to indicate that the requirement has been included.

NOTE: An application will NOT BE ACCEPTED unless all of the relevant requirements listed below are included.

	Applicant	MVR
1. A completed application for accreditation (CPVF01) form with the declaration signed and dated by all parties.	<input type="checkbox"/>	<input type="checkbox"/>
2. Original or certified copy of NT criminal history check, not more than 6 weeks old for all parties.	<input type="checkbox"/>	<input type="checkbox"/>
3. Original or certified copy of ITSA check not more than 6 weeks old for all parties.	<input type="checkbox"/>	<input type="checkbox"/>
4. Original or certified copy of current Business Names Extract (if applicable for Trading name).	<input type="checkbox"/>	<input type="checkbox"/>
5. Original or certified copy of current Company Extract showing names of all Directors (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
6. Original or certified copy of current Certificate of Incorporation or Association Extract (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
7. For Incorporated Association, documents showing names of all Office Bearers if not shown on Association Extract (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
8. Letter of Authority on company letterhead for the nominated Manager/s (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
9. Evidence of identity for all parties affiliated with application.	<input type="checkbox"/>	<input type="checkbox"/>

OFFICE USE ONLY

Receiving Officer

User ID

Date

Signature

Details

Receipt Number

Accreditation Number

Disqualifying Offences

A disqualifying offence is an offence under the provisions noted below or an offence against a law, or repealed law of any jurisdiction that substantially corresponds to the offences listed below.

An offence against any of the following provisions of the Criminal Code:

1. Section 125B (Possession of child abuse material)
2. Section 125C (Publishing indecent articles) if the article is indecent because it portrays a child who is under, or who looks like he or she is under, 16 years of age
3. Section 125E (Using child for production of child abuse material or pornographic or abusive performance)
4. Section 127 (Sexual intercourse or gross indecency involving child under 16 years)
5. Section 128 (Sexual intercourse or gross indecency involving child over 16 years under special care)
6. Section 130 (Sexual intercourse or gross indecency by provider of services to mentally ill or handicapped person)
7. Section 131 (Attempts to procure child under 16 years)
8. Section 131A (Sexual relationship with child)
9. Section 132 (Indecent dealing with child under 16 years)
10. Section 134(2) or (3) (Incest)
11. Section 162 (Murder)
12. Section 165 (Attempt to murder)
13. Section 177 (Acts intended to cause serious harm or prevent apprehension)
14. Section 181 (Serious harm)
15. Section 182 (Attempting to injure by explosive substances)
16. Section 188(1) (Common assault) if section 188(2)(k) applies
17. Section 192 (Sexual intercourse and gross indecency without consent)
18. Section 192B (Coerced sexual self-manipulation)
19. Section 194 (Kidnapping for ransom)
20. Section 201 (Abduction, enticement or detention of child under 16 years for immoral purpose)
21. Section 202B (Sexual servitude)
22. Section 202C (Conducting business involving sexual servitude)
23. Section 202D (Deceptive recruiting for sexual services)
24. Section 211 (Robbery)

An offence against any of the following provisions of the Prostitution Regulation Act:

1. Section 13 (Causing or inducing infant to take part in prostitution)
2. Section 14 (Allowing infant to take part in prostitution)
3. Section 15 (Obtaining payment in respect of prostitution services provided by infant)
4. Section 16 (Entering into agreement for provision of prostitution services by infant)