

# Information Bulletin CPV18

## Commercial Passenger Vehicle Identity (CPVID) Card Requirements

**Telephone:** 1300 654 628  
**Facsimile:** (08) 8999 3103

**Postal Address:**  
 GPO Box 530, Darwin NT 0801

**Email:** [mvr@nt.gov.au](mailto:mvr@nt.gov.au)  
**Web:** [www.mvr.nt.gov.au](http://www.mvr.nt.gov.au)

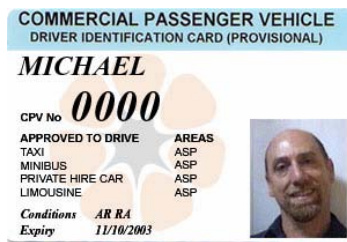
### What Are CPVID Cards?

The Commercial Passenger Vehicle Identity (CPVID) Card is an identification card issued to drivers who wish to drive certain Commercial Passenger Vehicles for Hire or Reward. These cards are available from Motor Vehicle Registry offices.

Regulations under the Commercial Passenger (Road) Transport Act require that drivers of Taxis, Minibuses, Private Hire Cars, Limousines & Courtesy Vehicles must have CPVID cards to:

- indicate the category of vehicle and region that the driver is approved to drive in, and
- list special conditions (if any) that may be imposed on the driver.

### Examples of CPVID cards



**PROVISIONAL CARD  
 LIGHT BLUE BAND**



**OPEN CARD  
 DARK BLUE BAND**



**CONDITIONAL CARD  
 YELLOW BAND**

### What Are The Minimum Requirements To Obtain A CPVID Card?

The minimum requirements to be eligible for a CPVID Card are:

- **Hold a current “h” (Hire or Reward) endorsement on an NT Driver Licence.**  
 The “h” endorsement is marked on your Driver Licence. If you do not currently have an “h” endorsement, you will need to obtain one prior to applying for a CPVID. For information on how to obtain an ‘h’ endorsement, see Information Bulletin CPV05.
- **Have held an NT open class ‘C’ driver licence (or interstate equivalent) for 2 years and be 21 years of age.**

A person must have held the NT open class ‘C’ driver licence for two years and be 21 years old. This does not include a provisional licence, learners licence or a class ‘R’ licence. For more information and for interstate licence holders refer to information bulletin CPV 07. Licences from other countries are not acceptable as evidence.

## What training must I do?

Applicants must undertake training for all new applications and to upgrade existing CPV categories i.e. add more categories to an existing ID card with the exception of the courtesy vehicle category (see further). This training allows for some modules or components to be recognised as prior learning.

On successful completion of induction training, the RTO will issue a green certificate. This certificate allows you to be issued a **PROVISIONAL** CPVID Card. The remaining training should be completed within 3 months.

On successful completion of the remaining training, the RTO will issue a blue certificate to verify that you have completed the course and achieved the required competencies. This certificate supports your final application for an **OPEN** CPVID Card.

To be issued a Courtesy Vehicle CPVID Card, drivers are required to hold a current NT Driver Licence, and a "h" (Hire or Reward) endorsement. These CPVID cards are specific to Courtesy Vehicles, and are issued in the Open CPVID Card format.

## Who are Registered Training Organisations (RTOs) and how much will this training cost?

A list of approved RTOs is available by contacting Motor Vehicle Registry. The cost of the training is not regulated by Government, and may vary depending on the RTO.

## What support from the CPV Industry is required?

You will need to have the support of a CPV Operator and a Communications Network provider for your practical CPV driving experience during your 3 month training. At the end of the training, you will need to have completed a minimum of 220 hours of practical CPV driving experience to obtain the Open CPVID Card.

Drivers should keep a log book to record CPV driving information. Audits of the driving hours may be undertaken.

## Identity Cards and Regional Requirements

Training is delivered with a specific regional flavour. Different areas have different client requirements, road networks are different, hotel locations and places of interest are all specific to that region. Drivers who have operated a CPV in Darwin may not be able to offer the same high quality service to their customers in Alice Springs without regionally specific knowledge. Because of this, CPVID cards are region specific.

### **NOTE:**

A driver cannot operate a vehicle for hire or reward in the new area until their ID Card is endorsed for the region.

## Alice Springs and Darwin Areas

If a driver relocates from Alice Springs to Darwin, or vice versa, they must undertake location training for the new region of operation. This training is delivered by an approved Registered Training Organisation (RTO). The driver must present their existing CPV ID card and a location 'pass' certificate to MVR prior to being issued an updated CPVID. The training in Alice Springs and Darwin areas are delivered by approved RTOs.

## Other Areas

Due to regional restrictions, training in Katherine, Gove and Tennant Creek is not delivered by an RTO. For information on training providers in other regions, please contact the Motor Vehicle Registry. Drivers relocating from these regions to Alice Springs or Darwin, must undertake further training to gain a certificate of competency. They must then present their existing CPV ID card and the certificate to MVR prior to being issued a CPV ID card for that region.

## Provisional CPVID Card



This CPVID Card is issued to drivers who have completed the induction training. It also may be issued to drivers who are upgrading their Open CPVID Card (one that does not have all CPV categories) to add extra categories.

### With your application, you will need to:

- Complete the Application Form CPV18
- Provide evidence that you can satisfy the minimum requirements
- Provide the original induction training green certificate issued by your RTO (your certificate will be photocopied and the original returned to you).

If your application is approved, you will be issued a Provisional CPVID card that is valid for **all** CPV categories.

### NOTE:

Provisional CPVID cards are only valid for up to three months from date of issue, or the expiry date of your licence – whichever comes first.

If you do not complete the remainder of the training, and your Provisional CPVID card expires, you will be required to provide a suitable explanation why the training was not completed within the 3 months to the Manager Commercial Passenger Vehicles, Darwin.

## Open CPVID Card



This CPVID Card is issued to drivers who have successfully completed the remainder of their training and have completed the minimum of 220 hours of CPV driving. In certain cases, Open CPVID Cards may be restricted to specific CPV categories.

## Conditional CPVID Card



This CPVID card is issued to drivers that, for one reason or another, are not eligible to hold an open CPVID card. Some of the conditions may be annual review, medical or restricted to specific area of operation, CPV operator or vehicle type.

## Updating an old format of the Open CPVID Card

Some old format Open CPVID cards do not have all CPV categories. To add extra CPV categories, the driver training must be undertaken and you should apply for a Provisional CPVID Card.

With your application, you will need to:

- Complete the Application Form CPV18
- Provide evidence that you can satisfy the minimum requirements as mentioned on page 1.
- Provide the original training completion blue certificate issued by your RTO. Your certificate will be photocopied and the original returned to you.
- Obtain support from the CPV Operator and Communications Network that you have undertaken the minimum of 220 driving hours, this must be noted on the form. If you gained the minimum of 220 hours from more than one Network or Operator, attach a separate form for each.

If your application is approved, you will be issued an Open CPVID Card. In many circumstances, the driver will be issued an ID Card valid for all CPV categories.

### **NOTE:**

Open CPVID cards are only valid until the expiry date of your driver licence.

## How do I apply for a CPVID Card?

Simply fill out the application form (CPV18) and lodge it at your nearest MVR office. At this time, there are no fees or charges for a CPVID Card.

## What CPV Categories require the driver to display a CPVID Card?

Depending on what category of CPV you wish to drive, the requirements for a driver to display the card are listed below. Drivers of the following CPV categories must have a CPVID Card.

- Taxi (driver must display card)
- Minibus (driver must display card)
- Courtesy Vehicle (driver must display card)
- Private Hire Car (driver must display card)
- Limousine (driver must have card on person)

## What does a CPVID Card cost?

At this time, these cards are provided free of charge.

## I already have an NT CPVID Card. What training do I need to do?

To stay in the same region, none - you do not have to undergo training to keep your card, unless you decide to upgrade to add a CPV category, or if your card has expired for more than 12 months.

## Can I transfer my interstate CPV Authorisation to get an NT CPVID Card?

Mutual recognition may be provided, depending upon your interstate authorisation. Further information and advice can be obtained by contacting the Commercial Passenger Vehicle Officer at Motor Vehicle Registry.

### Further Information

Information Bulletin L26 – Guidelines for Obtaining Criminal and Traffic Offence History

Information Bulletin CPV05 – How to Obtain an “h” (Hire or Reward) Endorsement

---

### IMPORTANT

This Information Bulletin is a guide only and contains general information and requirements for/in relation to Commercial Passenger Vehicle. This document should not be regarded as a strict interpretation of Northern Territory law.

<b>Contact Details</b>	
<b>Motor Vehicle Registry</b>	
Telephone	1300 654 628
Facsimile	(08) 8999 3103
Email	<a href="mailto:mvr@nt.gov.au">mvr@nt.gov.au</a>
Web	<a href="http://www.mvr.nt.gov.au">www.mvr.nt.gov.au</a>
Postal Address	GPO Box 530 Darwin NT 0801

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




## Application for Commercial Passenger Vehicle (CPV) ID Card

### Type of Application

 New

 Renewal

 Replacement

### Applicants Details

Surname

Given Name(s)

Date of Birth

 /  / 

Residential Address

  
  
 *Postcode*

Postal Address

  
  
 *Postcode*

Contact Phone Number

Driver Licence Number

Expiry Date

 /  / 

Class(es)

Conditions

Endorsements

### Application Details

CPV Card Required

 Provisional

 Open

 Replacement

CPV Category Required

 Taxi

 Minibus

 Private Hire Car

 Limousine

 Other *(please specify)*


Area of Operation

 Alice Springs

 Darwin

 Gove

 Katherine

 Tennant Creek

 Yulara

### Current Details *(if applicable)*

Current CPV ID No

Condition(s)

Area of Operation

Current CPV ID Category

### Training Details *(Complete this section if you are applying for a Provisional ID Card)*

Registered Training Organisation

Start Date

 /  / 

Completion Date

 /  / 

Name of Instructor

Signature of Instructor

### CPV Operator and Communication Network Support

*(Complete this section if you are applying for a Provisional ID Card)* I/We support the applicant named on this form to undertake driver training.

Name of CPV Operator

Signature of CPV Operator

Operator Accreditation Number

Date

 /  / 

Name of Communications Network

Signature of Network Manager

Name of Network Manager

Date

 /  /

### CPV Operator Details (complete this section if you are applying for open ID Card)

Surname

Given Name(s)

Postal Address

Postcode

Types of Vehicles Driven by Driver

Number of Hours Driven by Driver

Date training started

Date training completed

Comments

Operator Accreditation No

Vehicle Type

- Taxi  
 Minibus  
 Private Hire Car  
 Limousine

I **\*support / \*do not support** the application of the person identified in *Customer Details* above. Further, I have read the **Important Information** on the front of this form and consent to the disclosure of the information I have provided. *\*delete not applicable*

Signature of CPV Operator

Date

### Communication Network Details (complete this section if you are applying for open ID Card)

Name of Communications Network/CPV Operator

Postal Address

Postcode

Types of Vehicles Driven by Driver

Number of Hours Driven by Driver

Date training started

Date training completed

Comments

I **\*support / \*do not support** the application of the person identified in *Customer Details* above. Further, I have read the **Important Information** on the front of this form and consent to the disclosure of the information I have provided. *\*delete not applicable*

Name of Network Manager/CPV Operator

Signature of Network Manager/CPV Operator

Date

### Unattested Declaration

I, (Applicant's Full Name) \_\_\_\_\_, do solemnly and sincerely declare, by virtue of Section 23D of the Oaths Act, conscientiously believing the statements contained in this declaration to be true in every particular.

Declared at \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Location) (Day) (Month) (Year)

\_\_\_\_\_  
(Signature of applicant)

#### Note:

A person wilfully making a false statement in a declaration is liable (Applicants Signature) to a penalty of \$2000 or imprisonment for 12 Months or both.

### Important Information

The Director of Commercial Passenger (Road) Transport (the Director) collects the information on this form to determine whether or not you are eligible to apply to be the holder of a Commercial Passenger Vehicle Identification (CPVID) Card in accordance with the provisions of the *Commercial Passenger (Road)Transport Act*. The name of the applicant listed in this form who is the driver of a Commercial Passenger Vehicle will be displayed on the CPVID Card that is issued by the Director. The Director collects personal information in accordance with the Department of Planning and Infrastructure's privacy statement, available at <http://www.nt.gov.au/dpi/> and adheres to the privacy legislation contained within the *Information Act*.

### Office Use Only

#### All Applications

- Current NT Driver Licence  
 "h" Endorsement  
 2 Years Driving Experience  
 21 Years of Age

#### Provisional

- Stage 1 (Green) Certificate

#### Open

- Stage 2 (Blue) Certificate  
 220 Hours Total (Operator)  
 220 Hours Total (Network)