



When blank, this form is classed as OFFICIAL, when completed, this form is classed as OFFICIAL SENSITIVE

This form is to be used to apply for the transfer of a regular passenger transport (RPT) service authorisation, under s.75 of the *Transport (Road Passenger Services) Act 2018*. An RPT service is a service for the transport of passengers by road within, or partly within the State for hire or reward that is conducted according to regular routes and timetables or according to regular routes and at regular intervals. It is an offence to provide an RPT service in WA without valid authorisation. Applicants (Transferees) must submit the completed application form and any relevant documentation to Department of Transport (DoT) via email at ondemandtransport@transport.wa.gov.au.

APPLICATION TO TRANSFER CHECKLIST

ALL APPLICATIONS

All applications to transfer must include details of:

- The proposed route(s) and area(s) to be serviced, including the schedule, points of departure and arrival; location of stops along the proposed route(s) including rest/comfort stops, taking into account the opening hours of establishments such as roadhouses and fuel stations; and destination(s) at which passengers commence their journey along the proposed route'. This will be used by DoT to confirm that there are no changes being made to the routes and areas to be serviced.
- Descriptions of the types of vehicles to be used in the providing the service.
- The estimated number of vehicles to be used in providing the service.
- The estimated maximum number of passengers to be carried in the vehicles proposed to be used.

Applicants (Transferees) that have never held a regular passenger transport service authorisation or on-demand booking service authorisation before must also follow the below instructions:

IF APPLICANT (TRANSFEREE) IS A COMPANY

- Where the application is in a company name, you must submit a recent 'company extract' (issued by ASIC) that is no more than 3 months old at the time of application. All the directors listed on the company extract must be included on this form, and sign the Applicant (Transferee) Details section.

IF APPLICANT (TRANSFEREE) IS A TRUST

- Attach a certified copy of the trust deed.

IF APPLICANT (TRANSFEREE) IS A PARTNERSHIP

- Attach a partnership agreement naming all partners.

ROUTE AND AREA

Are you seeking to change route(s) or area(s) authorised under the existing authorisation?

- Yes
- No

PLEASE NOTE: If you are seeking to change route(s) or area(s) of service, the RPT service authorisation cannot be transferred and you will need to apply for a new RPT service authorisation.

APPLICANT (TRANSFEREE) DETAILS

AUSTRALIAN BUSINESS NUMBER (ABN)

FAMILY NAME/COMPANY NAME

FIRST NAME

OTHER NAME/S

EMAIL ADDRESS

APPLICANT (TRANSFEREE) DETAILS CONTINUED

PHONE NUMBER

MOBILE NUMBER

RESIDENTIAL/ BUSINESS ADDRESS

SUBURB

STATE

POST CODE

POSTAL ADDRESS (IF DIFFERENT TO ABOVE ADDRESS)

SUBURB

STATE

POST CODE

If you are applying as a company, partnership or trust, please list all directors, partners or trustees. The person listed first will be the primary contact for this application and subsequent authorisation if granted. If more space is required, please attach an additional sheet.

APPLICANT (TRANSFEREE) 1

FULL NAME

SIGNATURE

DATE

APPLICANT (TRANSFEREE) 2

FULL NAME

SIGNATURE

DATE

APPLICANT (TRANSFEREE) 3

FULL NAME

SIGNATURE

DATE

Company/partnership/trust POI provided (If not provided previously)

Application payment recieved

PTA consultation needed:

Yes No

RECOMMENDING OFFICER

FULL NAME

SIGNATURE

DATE

 / /

APPROVING OFFICER

FULL NAME

SIGNATURE

DATE

 / /