

Accreditation to Operate a Commercial Passenger Vehicle

Introduction

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

CPV categories include:

- Limousines
- Minibuses¹
- Motor Omnibuses
- Private Hires
- Special Function Vehicles
- Special Passenger Vehicles
- Taxis²
- Tourist Vehicles

To operate a CPV means to drive a vehicle, or use a vehicle (or engage another to), to carry passengers for hire or reward, unless you are driving the vehicle in your normal duties as an employee or volunteer.

Accreditation Requirements

To obtain accreditation, a person will be assessed by the Department of Infrastructure, Planning and Logistics (the Department) and if found to be of good repute and in all other aspects fit and proper, you will be provided with authority and the responsibility to operate a CPV. These include but are not limited to, meeting required service and safety standards.

In the case of a business trading name, a body corporate³ or an incorporated association, official documentation is required with the application for all relevant parties. This documentation will need to identify all the partners, or all the directors and managers, or Chair / Public Officer, Secretary and Treasurer. All parties will be individually assessed by the Department.

Accreditation is not approved where any individual or any of the office bearers of a body corporate has been assessed as bankrupt or is in the process of bankruptcy, has been convicted of a disqualifying offence, 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 five years, unless cancelled or suspended under the *Commercial Passenger (Road) Transport Act*.

Accreditation is not transferrable.

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, the history of compliance and any other matters which might have a bearing on the operator's capacity to meet the required service and safety standards.

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

¹ Includes Multiple Purpose Vehicles (MPVs), which are vehicles that transport wheelchairs and mobility devices.

² Includes Multiple Purpose Taxis (MPTs) and substitute taxis for standard taxis and MPTs.

³ A body corporate must be authorised by its constitution, objectives, purposes or rules to carry on the business associated with the accreditation.

Applications for a national police certificate must be made directly to SAFE NT by the applicant with the results being forwarded to the applicant. Criminal history release information is valid for three months from the date of issue for the purpose of the accreditation application.

If you have a criminal conviction, please also see CPV Information Bulletin [CPV03 – Fit and Proper Assessments and Disqualifying Offences for the CPV Industry](#). Applications for a personal insolvency check must be made by the applicant directly to an Index Search Agent, who acts on behalf of the Australian Financial Security Authority (AFSA). Insolvency information is valid for three months from the date of release by AFSA for the purpose of the accreditation application. Contact details for Index Search Agents can be found at www.afsa.gov.au

Applying for Accreditation

You may lodge an application for accreditation by:

- providing the original or a certified copy of your national police certificate from SAFE NT dated within three months of the date your application is lodged;
- providing your original insolvency report supplied by an Index Search Agent, dated within three months of the date your application is lodged; and
- lodging a completed application form (CPVF01), all supporting documentations and paying the prescribed accreditation fee at your nearest MVR office.

Please note: Only complete applications will be accepted (i.e. all documentation to be provided upon payment of the prescribed fee).

How long will the process take?

You must allow 10 working days for processing your application. Fit and proper assessments are taken seriously and the safety of the traveling public is a priority to the NT Government.

What else is required?

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

- 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 as a CPV, the vehicle can be endorsed on the CVL.

To endorse the vehicle on the CPV, the vehicle must be registered in the NT. The registered owner is required to meet annual inspection and regulation requirements. 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 and special function vehicles.

If you hold Interstate Accreditation

Any person who proposes to operate a vehicle for hire or reward in the NT must be accredited in the NT in accordance with Part 3 of the *Commercial Passenger (Road) Transport Act*. Ridesharing transport services (Special Passenger Vehicles [Ridesharing]) are exempt from this requirement.

The provisions of the Act mandate that a vehicle endorsed against a CVL in the NT must also be 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, if it is intended to operate in a similar manner as approved under the interstate CVL. Conditions will apply.

Renewal of Accreditation

To keep your accreditation current, you must submit a CPVF01 application form with a current SAFE NT national police certificate and an AFSA insolvency check every five years, subject to having no special conditions placed against your accreditation.

Routinely, renewal notices are sent out six weeks before the expiry date of your accreditation. As your national police certificate may take several weeks to be completed, you are encouraged to arrange for these checks to be forwarded to you before the expiry date of your accreditation. You can apply online or obtain an application form at www.forms.pfes.nt.gov.au/safent/

An applicant's compliance history will also be used to determine whether the applicant is fit and proper to renew their accreditation. If the applicant has a history of non-compliance, there is a high risk that their accreditation will not be renewed.

The normal fit and proper assessments will be undertaken as outlined in [CPV03 – Fit and Proper Assessments and Disqualifying Offences for the CPV Industry](#), including being charge-free of any disqualifying offence. If you are charged with a disqualifying offence, you are obligated to notify the Director immediately.

Resources

Listed below are resources that may provide assistance to you.

Commercial Passenger Vehicle Information

Information Bulletins & Forms: www.nt.gov.au/driving/industry/

Legislation: www.legislation.nt.gov.au/

Motor Vehicle Registry Information www.nt.gov.au/driving

General Information

National Police Certificate: www.forms.pfes.nt.gov.au/safent/

Insolvency Reports: www.afsa.gov.au/online-services/bankruptcy-register-search

Important

This Information Bulletin is a guide only and contains general information and requirements in relation to the CPV industry. This document should not be regarded as a strict interpretation of Northern Territory law and In-Service Maintenance Standards.

Contact Details	
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