

## Steps in the application for a booked hire service licence

If you provide a booked hire service in a vehicle other than a taxi or limousine, you need to apply for a booked hire service licence

**i**  
A booked hire service is a public passenger service that involves the pre-booked hire of a motor vehicle (up to 12 seats), including the driver.

1 Eligibility	2 Preparing to apply	3 Applying for a licence	4 Fees
<p><b>Transport compliance history checks will be verified for everyone on the application</b></p> <p><b>Your vehicle must:</b></p> <ul style="list-style-type: none"> <li>Be a passenger vehicle (or utility with a maximum 4.5t gross vehicle mass) with no more than 12 seats and be registered in Queensland</li> <li>Have a current <u>Certificate of Inspection (COI)</u>, unless exempt</li> <li>Have the correct compulsory third party (CTP) insurance class: new Class 26, or Class 4, 10A or 11</li> </ul> <p><b>Your application may be refused if you:</b></p> <ul style="list-style-type: none"> <li>Had a taxi, limousine or booked hire service licence cancelled or suspended within the previous year</li> <li>Committed an offence relating to providing a taxi service or booked hire service within the previous year</li> </ul> <p><b>Relevant forms</b></p> <ul style="list-style-type: none"> <li>F5189 – Booked Hire Service Licence application</li> <li>F5190 – Registered operator consent for vehicle to be stated on booked hire service licence</li> <li>F3524 – <u>Change of Vehicle Particulars Notification</u> <i>Forms will be available on the TMR website from 1 October 2017</i></li> </ul>	<p><b>When applying, consider the following:</b></p> <ul style="list-style-type: none"> <li><b>i</b> <b>Are you using someone else's vehicle?</b> You must obtain written consent from the registered operator to apply for a booked hire service licence                     <ul style="list-style-type: none"> <li>Complete <b>Form F5190</b></li> </ul> </li> <li><b>i</b> <b>Do you have a COI?</b> If you have a valid Safety Certificate that was issued between January and September 2017, it can be converted to a COI                     <ul style="list-style-type: none"> <li>Read <u>Annual Vehicle Certificate of Inspection Fact Sheet</u></li> <li>Obtain COI from an <u>Approved Inspection Station</u></li> </ul> </li> <li><b>i</b> <b>Do you have the correct CTP insurance class?</b> Contact your CTP insurer for a change of CTP class letter and payment of any difference in premium                     <ul style="list-style-type: none"> <li>Provide letter to TMR during application process</li> </ul> </li> <li><b>i</b> <b>Your vehicle will need to be registered for use as a booked hire vehicle</b> <ul style="list-style-type: none"> <li>If you apply online the process is automatic and you don't need to do anything</li> <li>If you apply in person you need to complete <b>Form F3524</b></li> </ul> </li> </ul>	<p><b>Apply online if:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> You're an individual or a company with an Australian Company Number (ACN), and </li> <li><input checked="" type="checkbox"/> You have a valid TMR customer reference number (CRN)</li> </ul> <p><b>i</b> For individuals, your CRN is your Driver Licence number</p> <p><b>Apply in person if:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> You're a new TMR customer </li> </ul> <p><u>View TMR customer service centres</u></p> <p><b>Booked Hire Service Licence application Form F5189</b> will be available on the TMR website from 1 October 2017</p> <p>* online application will be available from 1 October 2017</p>	<p><b>\$237.26</b></p> <p>Fees are adjusted annually on 1 July</p> <p>As your vehicle is providing booked hire services, you may need to pay a pro-rata registration fee</p> <p><b>Payment can be made:</b></p> <p><b>Online</b></p> <p> </p> <p><b>TMR customer service centres</b></p> <p> </p> <p>Cash • Cheque • Money order</p>

**More information**

- [Fact Sheet – Annual Vehicle Certificate of Inspection](#)
- [Fact Sheet – Application requirements for booked hire service licence](#)
- [Ride-booking industry webpage](#)

