

INFORMATION FOR A RELEVANT PERSON

PURPOSE OF THE RELEVANT PERSON FORM

The Relevant Person form is to be used by all persons identified below to provide Commercial Passenger Vehicles Victoria (CPVV) with satisfactory proof of identification and informed consent for a National Police History Check (NPHC) to be obtained from the Australian Criminal Intelligence Commission (ACIC) on the applicant's behalf.

WHO IS A RELEVANT PERSON?

The table below explains who a Relevant Person is with respect to an application for registration as a Booking Service Provider (BSP). 'Manager' means a person who is concerned, or takes part, in the management of the activities related to providing booking services, whether as an employee or otherwise.

When the applicant is an individual	Each manager of the applicant (for example, where an individual operates a business as a sole trader s/he may employ others within that business as managers).
When the applicant is a partnership	<ol style="list-style-type: none"> 1. Each partner of the applicant; and 2. Each manager of the applicant.
When the applicant is an unincorporated body or association other than a partnership	<ol style="list-style-type: none"> 1. Each member of the committee of management of the applicant; and 2. Each manager of the applicant.
When the applicant is a company, co-operative or an incorporated association	<ol style="list-style-type: none"> 1. Each officer of the applicant; and 2. Each manager of the applicant. <p>'Officer', in relation to a company, means any of the following:</p> <ul style="list-style-type: none"> • a director • a secretary • a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the company • a person who has the capacity to affect significantly the company's financial standing • a person in accordance with whose instructions or wishes the directors of the company are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors of the company). <p>'Officer', in relation to a co-operative, means any of the following:</p> <ul style="list-style-type: none"> • a director • a secretary • a person who is concerned, or takes part, in the management of the co-operative, whether or not as a director. <p>'Officer', in relation to an incorporated association, means any of the following:</p> <ul style="list-style-type: none"> • the secretary (as defined by section 3 of the <i>Associations Incorporation Reform Act 2012</i> (Vic)) of the incorporated association; or • a member of the committee (as defined by section 3 of the <i>Associations Incorporation Reform Act 2012</i> (Vic)) of the incorporated association • a person who is concerned, or takes part, in the management of the incorporated association.
When the applicant is a body corporate other than a company, co-operative or incorporated association	<ol style="list-style-type: none"> 1. A member of the committee of management of the applicant; and 2. Each manager of the applicant.

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WHAT THE RELEVANT PERSON FORM REQUIRES

To be able to fully complete this form, you will need to provide:

- Your residential address history for the past five years (if possible)
If you do not provide provide five years of address history your form may take longer to be processed.
- 100 points of identity documents (further information below)
- Your consent for CPVV to obtain personal information for the purposes of requesting a NPHC from ACIC
- Your consent for CPVV to perform ongoing checking of records kept by Victoria Police, VicRoads, the Department of Justice and Regulation, the Sheriff's Office and any other government department or agency, and the release of information recorded against your name, including any matters which are relevant to the Applicant holding a BSP registration.

PROOF OF IDENTITY DOCUMENTS

Each Relevant Person is required to provide 100 points of identity documents. Section 5 of the Relevant Person form provides you with the most simple way of achieving the 100 points. The documents listed are the commonly used documents only, and do not represent the full list of documents that can be used to satisfy this requirement. Please see the proof of identity information available at www.cpv.vic.gov.au for a complete list of documents that can be used.

All proof of identity documents provided with the Relevant Person form must be original documents or certified true copies when presented in person or certified true copies if posting.

SPECIAL PROVISIONS FOR PROOF OF IDENTITY

If you are not able to provide 100 points of identification, or have recently moved to Australia (less than six weeks ago) special provisions may be made by CPVV. If these circumstances apply to you, please contact CPVV on 1800 638 802 for more information regarding special provisions.

CHANGE OF NAME

If the documents used to achieve 100 points of identification have been issued to you under two or more different names (e.g. maiden name and married name), further documents will be required as evidence of the name change (e.g. Change of Name or Marriage Certificate issued by a State or Territory Registry of Birth, Deaths and Marriages, or divorce papers issued by the Family Court).

These documents must be original documents or certified true copies if presented in person or certified true copies if posting, and will not count towards the 100 points. The names contained in the change of name documents must reflect the names listed in section 2 of the form.

LODGEMENT DETAILS

This form and supporting documents can be submitted to CPVV.

- | | |
|-----------|---|
| In person | Original documents or certified true copies
Lower ground floor, 1 Spring Street, Melbourne – open weekdays between 9.30am and 4.00pm. |
| Post | Certified true copies of documents only
Commercial Passenger Vehicles Victoria, GPO Box 1716, Melbourne, VIC, 3001. |

Please contact CPVV for further information as to how the application may be lodged.

RELEVANT PERSON FORM

Before you begin please:

- ensure you have read the Information For A Relevant Person and the CPVV Privacy Policy.
- complete all fields in BLOCK LETTERS

SECTION 1 – APPLICANT NAME

State the name of the applicant (partnership, company, incorporated association etc.) for whom you are a Relevant Person

SECTION 2 – PERSONAL INFORMATION

Title Mr Mrs Ms Other

Last name

First name

Middle name/s

Date of birth Gender Male Female Intersex Other

Place of birth

Town/Suburb State/Territory

Country

Driver licence number (if held) Issuing State/Territory

Firearm licence number (if held) Issuing State/Territory

Have you ever been known by another name? Yes No – **go to Section 3**

Please list the other name/s by which you have been known:

Title Mr Mrs Ms Other

Last name

First name

Middle name/s

Was this your: Maiden name? Previous name? Alias?

You must provide ALL your previous names – if more space is required please attach a separate page listing your other names.

SECTION 3 – CONTACT DETAILS

An email address and at least one phone number must be provided. CPVV's primary mode of contact will be email unless requested otherwise.

Email

Business phone Mobile

Facsimile

RELEVANT PERSON FORM

SECTION 4 – ADDRESS HISTORY

If you do not provide five (5) years of address history your form may take longer to be processed. Please include any overseas addresses, and if more space is required attach a separate page.

Current residential address

Street address

Town/Suburb State Postcode

Country Period of residence From YEAR to YEAR

Current postal address (if different from above)

Address

Town/Suburb State Postcode

Previous address 1

Street address

Town/Suburb State Postcode

Country Period of residence From YEAR to YEAR

Previous address 2

Street address

Town/Suburb State Postcode

Country Period of residence From YEAR to YEAR

SECTION 5 – PROOF OF IDENTITY

To meet identification requirements you must provide CPVV with 100 points of identity documents. If you provide certified true copies of your Australian driver licence and one of the documents listed, both issued in the same name, you will satisfy the identification requirements.

Valid Australian driver licence	+	<input type="checkbox"/> Valid passport (not expired)
		<input type="checkbox"/> Australian citizenship certificate
		<input type="checkbox"/> Australian birth certificate

Please indicate (X) which document you plan to use.

For a full list of documents that can be used to achieve 100 points of identity please visit the CPVV website at www.cpv.vic.gov.au

SECTION 6 – THE NATIONAL POLICE HISTORY CHECK (NPHC) AND INFORMATION COLLECTION NOTICE

CPVV has contractual arrangements with the ACIC to collect personal information on its behalf in order to submit a request for a NPHC for an individual who is seeking to be, or a relevant person for an entity that seeks to be, registered as a booking service provider ('BSP'), under the *Commercial Passenger Vehicle Industry Act 2017 (Vic)* (Act) and related regulations. CPVV will use the results of your NPHC as part of the assessment of whether the applicant is a fit and proper person to be registered.

ACIC and police agencies will access their records to obtain and disclose police history information that relates to you to CPVV. Police history information may include outstanding charges, warrant information and criminal convictions/findings/pleas of guilt recorded against you. Police history information is disclosed according to the applicable laws of the relevant jurisdiction and, in accordance with the relevant jurisdiction's information release policies. Applicable laws include but are not limited to spent convictions legislation.

SECTION 6 – THE NATIONAL POLICE HISTORY CHECK (NPHC) AND INFORMATION COLLECTION NOTICE – CONTINUED

If for any reason you do not agree with the results of your NPHC, please notify CPVV in the first instance, so that the NPHC dispute process can be initiated. For more information regarding the NPHC process or the handling of personal information and police history information, you can contact ACIC's Privacy Officer at privacy@acic.gov.au, by phoning (02) 6268 7000, or writing to the Privacy Officer, GPO Box 1573, CANBERRA CITY ACT 2601 and/or the CPVV's Privacy Officer at privacy@cpv.vic.gov.au by phoning 1800 638 802 (toll-free for landlines only), or writing to the Privacy Officer, GPO Box 1716, MELBOURNE, VIC, 3001.

INFORMATION COLLECTION NOTICE – PRIVACY AND DATA PROTECTION ACT 2014 (VIC)

CPVV requires you to provide information about you including personal information and sensitive information as defined in the *Privacy and Data Protection Act 2014 (Vic)* (Information). The Information is required under the Act. The Information will be used for CPVV's functions and activities under the Act, including assessing the applicant for registration as a BSP and if the application is granted, in the monitoring of the applicant's ongoing eligibility to hold BSP registration. If it is not provided, the application could be delayed or refused. The Information may also be used for other purposes under the Act such as for CPVV's lawful regulatory purposes, including the prevention, detection, investigation, prosecution or punishment of criminal offences or misconduct.

CPVV usually discloses the Information to related transport bodies or associations and government agencies such as the ACIC, Attorney General's Office, Victoria Police, other law enforcement agencies, VicRoads, CPVV's medical panel and any other government agency or other persons whose activities are relevant to CPVV's functions under the Act. The disclosure is for the purposes of the statutory functions of either CPVV or these government agencies or other bodies or persons.

You may gain access to the Information by contacting or writing to CPVV at privacy@cpv.vic.gov.au or Privacy Officer, Commercial Passenger Vehicles Victoria, GPO Box 1716, MELBOURNE, VIC, 3001 or by calling 1800 638 802 (toll-free for fixed landlines only).

CPVV's Privacy Policy is available at www.cpv.vic.gov.au. Alternatively, you may ask CPVV for a copy of the Privacy Policy at any time or request that a copy of the Privacy Policy be sent to you.

SECTION 7 – INFORMATION ABOUT THE RELEVANT PERSON

1. Have you been found guilty of a criminal offence, either in Australia or overseas? Yes No

If you have answered 'yes' to this question you must attach to this application form the following information for each offence:

- a description of the offence and any sentencing order imposed (including dates for each);
- a copy of any Court Order, judgement and sentencing remarks;
- confirm whether you were convicted; and
- the Court which decided the matter.

2. Have you ever been charged with a criminal offence, either in Australia or overseas, where it has not been finally determined? Yes No

If you have answered 'yes' to this question you must attach to this form the following information for each charge:

- A copy of the charge sheet (or equivalent);
- details of the offence charged with;
- date of the alleged offence; and
- the Court in which the matter is being heard.

3. Have you been the subject of an investigation or adverse finding for breaching safety laws? For example, where there has been: Yes No

- a an enforceable undertaking accepted by a regulator (regardless of whether the undertaking was subsequently breached);
- b a letter of caution issued;
- c disciplinary action, such as suspension, taken against any permission held by you or a related entity;
- d referral to a professional, registration, or disciplinary body or other agency on the basis of a breach or alleged breach;
- e disqualification from a scheme;
- f a civil penalty (for example a fine); or
- g any other like action.

4. Have you been the subject of an adverse finding in a civil court for which you were found liable, and where the factual circumstances related to safety? Yes No

5. Have you been the subject of an adverse finding for breaching the laws of a commercial passenger vehicle industry either in Australia or overseas? Yes No

If you have answered 'yes' to any of these questions, you must attach to this form a copy of the documents evidencing the details of the breach or alleged breach, any findings made, any reasons for decision and penalty imposed or disciplinary action taken.

SECTION 8 – DECLARATION AND CONSENT

I, <input type="text" value="RELEVANT PERSON LAST NAME"/>
<input type="text" value="RELEVANT PERSON GIVEN NAME/S"/>

Consent to:

1. the request by Commercial Passenger Vehicles Victoria (CPVV) of:
 - a. a national police records check and a check of records held by any other law enforcement agency in Australia; and
 - b. a police records check that includes the search of the records held by police forces, and any other law enforcement agencies, in other countries
2. the retention by CPVV of the Applicant's and my national police certificate or any other criminal history records so obtained;
3. the ongoing checking by CPVV of my criminal, traffic, medical or other records relevant to the Applicant's suitability and or fitness to hold booking service provider registration. I acknowledge that these records may be held by other State or Federal Government departments or agencies (including but not limited to law enforcement agencies and courts), health institutions, medical practices, and may contain sensitive and health information; and release of information recorded against my name, including any matters which may be deemed to be relevant to the Applicant holding booking service provider registration. Any matters that may be deemed to be relevant to the Applicant holding booking service provider registration may include (but are not limited to) obtaining certified Court extracts, narratives extracted from police records and databases relevant to the commission of an offence and/or the summary of offences obtained from the relevant police brief of evidence;
4. the service on, or giving to, me of any document that may be served on or given to me in court (whether civil or criminal) or tribunal proceedings and/or under *Commercial Passenger Vehicle Industry Act 2017 (Vic)* ('Act') and /or regulations made under that Act ('BSP law'), by email to my email address provided on this Relevant Person Form;

Acknowledge and understand that:

5. my information is also being collected for the purposes of requesting a National Police History Check (NPHC) from the Australian Criminal Intelligence Commission (ACIC) and law enforcement agencies, and for the assessment of the Applicant's application for BSP registration;
6. any information provided by law enforcement agencies or ACIC relates specifically to the purpose of the Applicant completing and lodging its application and CPVV assessing the Applicant's application in accordance with BSP law;
7. the purpose for which an NPHC is being undertaken is to enable CPVV to assess the Applicant's application in accordance with BSP law;
8. the meaning or nature of an NPHC is that information provided in this form will be disclosed to ACIC and law enforcement agencies for conducting a national police history record check and updating records held about me by ACIC and law enforcement agencies;
9. ACIC and law enforcement agencies will access their records to obtain and disclose police history information that relates to me to CPVV. That information may include outstanding charges, warrant information and criminal convictions, findings of guilt or pleas of guilt recorded against the Applicant;
10. police history information is disclosed according to the applicable laws of the relevant jurisdiction and, in accordance with the relevant jurisdiction's information release policies. That may include spent convictions legislation;
11. information will be disclosed to persons or bodies in accordance with applicable legislation and information release policies including spent convictions legislation (however described in the Commonwealth, States and Territories) such as law enforcement and government agencies for the purposes of CPVV's or those agencies' lawful functions. I understand that my information provided in this form may be disclosed to CPVV (including contractors or related bodies corporate located in Australia or overseas);
12. my information may be used for general law enforcement purposes and it is usual practice for my personal information to be disclosed to law enforcement agencies for law enforcement purposes including the investigation of any outstanding criminal offences;
13. the information provided in this form will be considered by CPVV for the purposes of assessing the application for registration as a provider of a booking service under the Act, and may be further considered during the term of any registration issued to the Applicant, to fulfil CPVV's objects and discharge its functions under BSP law and the *Transport Integration Act 2010 (Vic)*, including taking any disciplinary action against the Applicant as a registered booking service provider, and the imposing of conditions, restrictions or other limitations on the Applicant's registration in accordance with the Act.

SECTION 8 – DECLARATION AND CONSENT – CONTINUED

Declare that:

- 14. I am a relevant person, within the meaning of the *Commercial Passenger Vehicle Industry Act 2017 (Vic)*, with respect to the Applicant who seeks to be registered as a booking service provider in Victoria and the purpose for the NPHC is 'Commercial Passenger Vehicles Victoria - BSP Registration';
- 15. the information provided in this form and in connection with this form are true and correct in every particular. I understand that providing false or misleading information when completing this form is an offence under section 269 of the Act.

Signature of Relevant Person

Date

CPW OFFICE USE ONLY: VERIFICATION OF PROOF OF IDENTITY

I declare that I have sighted the applicant's original documents or certified true copies that meet the minimum proof of identification requirements listed in section 5. I am satisfied as to the correctness of the applicant's identity.

Authorised officer name

Signature

Date