

## Motor Vehicle Registry Information Bulletin

# CPV05 - How to obtain an “h” (Hire or Reward) Endorsement

Effective Date: 25 June 2008

## What is an “h” (Hire or Reward) Endorsement?

The “h” endorsement on a Northern Territory driver licence means that the holder is licensed to drive Commercial Passenger Vehicles to convey passengers for hire or reward.

## Who needs an “h” (Hire or Reward) Endorsement?

The “h” endorsement is required for drivers of all commercial passenger vehicles, which include taxi, minibus, tourist vehicle, courtesy vehicle, private hire car, limousine, special passenger vehicle, special function vehicle and motor omnibus.

The endorsement is also a prerequisite for those seeking to obtain a Commercial Passenger Vehicle Driver Identification Card. For further information, refer to [Information Bulletin CPV18 - Commercial Passenger Vehicle Driver Identification \(CPVID\) Card](#).

## Eligibility Requirements

To be eligible to apply for the “h” endorsement, you must:

- Be at least 18 years & 6 months of age
- Hold a current NT open (not provisional) driver licence for the vehicle classification you intend to drive – eg: C class for cars or LR for vehicles under 8 tonne or equipped to seat more than 12 adults (See Motor Vehicles Regulations for clarification)
- Provide a current national police criminal history check supplied by NT Police
- Provide a current medical assessment supplied by a medical practitioner
- Be able to read and write in the English language
- Pass a theory test

## How do I apply for an “h” Endorsement?

Complete and sign the application form ([Form CPVF05](#) attached to this Bulletin) ensuring that you have all original documentation (as listed above), then submit to your nearest Motor Vehicle Registry (MVR) office for processing.

**Important Note:** Incomplete applications will not be accepted by MVR.

## Criminal History and Traffic Offence History

Before approving an application for the “h” endorsement, the Registrar of Motor Vehicles must be satisfied that the person is “fit and proper” to hold or continue to hold, a licence to drive a commercial passenger vehicle.

Assessment of the fit and proper requirement is generally based on the Criminal and Traffic Offence History Reports.

Applications for criminal history release ([form PF165](#)) must be made directly to the Northern Territory Police by the applicant with the results being forwarded to the applicant. Criminal history release information is valid for (6) six weeks from the date of release by the NT Police for the purpose of the “h” endorsement application.

As Criminal/Traffic History Reports often take more than a few days to complete, it is advisable to apply to the Police as soon as possible to avoid delays.

Adverse Criminal/Traffic History Reports may result in a longer assessment period, but in general, on receipt of the complete application, you should allow up to 10 working days for the assessment period.

For further information, refer to [Information Bulletin L26 – Guidelines for Obtaining Criminal and Traffic Offence History](#).

**Important Note:** Photocopies of a criminal history check will not be accepted by MVR unless they have been certified by a Justice of the Peace or a Police Officer.

## Medical Examination

You will be required to have a *Fitness to Drive Medical Assessment*. This assessment may be carried out by a Medical Practitioner of your choice, and is at your own expense.

The medical assessment is based on national guidelines. Your assessment results are only valid for six (6) months from the date of issue. You must provide assessment results that are valid for your completed application.

[Information Bulletin L34](#) contains the relevant Form “L2 - Medical Assessment of Fitness to drive” that you need to take with you for the Doctor to complete.

## Tests – Theory

New applicants are required to pass a theory test relating to commercial passenger vehicle driver requirements in the NT.

- Evidence of identity (e.g. drivers licence) will be required prior to taking the test.
- The test is based on the Motor Vehicles Act and the Commercial Passenger (Road) Transport Act and the associated regulations.
- The theory test may be attempted up to 1 hour before closing time at all MVR offices, excluding the Greatorex office in Alice Springs (no testing facilities available). No bookings are necessary.
- A letter of attainment must be provided to MVR in the event that the theory test has been conducted by an approved external provider.

You will need to obtain and become familiar with the following information for your theory test:

- *Commercial Passenger (Road) Transport Act*
- *Commercial Passenger Minibus Regulations*
- *Commercial Passenger (Miscellaneous) Regulations*
- *Motor Vehicle (Hire Car) Regulations*
- *Limousine Regulations*
- *Special Function Vehicle Regulations*
- *Motor Vehicles Act*
- *Passenger Bus Regulations*
- *Tourist Vehicle Regulations*
- *Taxis Regulations*
- *Courtesy Vehicle Regulations*
- *Motor Omnibus Regulations*

and the Taxi or Minibus Industry "Code of Conduct"

The Code of Conduct is available on-line at:

[www.nt.gov.au/transport/taxi](http://www.nt.gov.au/transport/taxi)

Copies of the Acts and Regulations may be purchased from:-

**DARWIN** Government Publication Centre in Railway Street Parap.

Mail Order - Telephone: (08) 8999 4031 Facsimile: (08) 8999 4037

Alternatively, copies are available online at: <http://www.nt.gov.au/transport/taxi/legislation/index.shtml>

**Important Note:** If you are not successful in passing your Theory Test, you may not attempt another test until the following working day.

## What forms and information do I need?

### **[Form CPVF05](#) – Application/Renewal for a "h" (Hire or Reward) Endorsement**

This form is also used for your theory test, and needs to be filled out and submitted to MVR.

### **[Form PF165](#) - NT Police Authority to Release Criminal History**

This form needs to be filled out and submitted to your nearest Police Station with the required fee. The criminal history check is to be forwarded to you and submitted to MVR with your application.

### **[Form L2](#) – Medical Assessment of Fitness to Drive**

[Information Bulletin "L34](#) – Medical Assessment of Fitness to drive" contains form L2 and provides additional information about the Medical Assessment.

The Form L2 is the Medical Certificate that must be returned, and only this form (**not the Patient Questionnaire**) should be returned to MVR with your application. The patient questionnaire is to remain with the examining Medical Practitioner.

## Assessing your Criminal and Traffic History

If your criminal and traffic history check reveals any record, an assessment of offences against the approved guidelines is carried out. Please see [Information Bulletin CPV03 - Guidelines - Fit & Proper Assessments & Disqualifying Offences - Commercial Passenger Vehicle Driver Licence and Operator Accreditation](#) for further information. If you have a criminal conviction, please also see [Information Bulletin CPV02 - Disqualifying Offences](#).

You will need to allow up to 10 working days for your application to be processed.

## Conditional “h” Endorsements

Conditions may be applied to some “h” endorsements. Examples of these are Annual Review of Criminal/Traffic History, or an Annual Medical Review. If your “h” Endorsement is conditional, it is essential to provide the relevant checks in accordance with the conditions placed upon the endorsement.

**Important note:** Your endorsement may not be continued if the conditions are not adhered to.

## Renewal of “h” Endorsements

The “h” Endorsement coincides with the expiry of your drivers licence. However, to keep your “h” endorsement current, you must submit a new medical assessment and a new criminal history report every five years. Your driver licence renewal notice will indicate when these assessments are due.

Routinely, renewal notices are sent out six (6) weeks before the expiry date of your licence. As Criminal/Traffic History Reports may take several weeks to be completed, you are encouraged to arrange for these checks to be forwarded to you prior to the expiry date of your licence to avoid any delays or inconvenience. Forms can be obtained online or from your nearest MVR office or Police Outstation.

## If you hold an interstate “h” endorsement

An interstate licensed commercial passenger vehicle driver who is not a resident of the Northern Territory (NT), and is temporarily in the NT, may drive a commercial passenger vehicle in the NT provided:

- the motor vehicle is one which the person is permitted to drive by the interstate authority; and
- is of the categories that do not require the driver to carry an Identification Card in the NT (Motor Omnibuses, Tourist Vehicles, Special Function Vehicles, Special Passenger Vehicles).

A person ceases to be a visitor to the NT and becomes a resident of the NT when that person:

- has resided in the NT for a continuous period of 3 months; or
- transfers his/her interstate driver licence and is issued an NT driver licence; or
- transfers an interstate registered vehicle and is issued NT vehicle registration; or
- applies for and is issued an NT driver licence; or
- applies for and is issued with NT vehicle registration

An interstate licensed commercial passenger vehicle driver who ceases to be a visitor to the NT and intends to drive a commercial passenger vehicle in the NT is required to transfer his/her interstate driver licence to an NT driver licence. This includes transferring his/her interstate commercial passenger vehicle driver licence (i.e. Driver Certificate, Driver Authorisation, Driver Authority).

Interstate drivers who remain in the NT for longer than 3 months and do not transfer their licence to an NT driver licence are deemed to be unlicensed under NT Legislation.

## Recognition of an Interstate Authority to Drive a Commercial Vehicle

Interstate applicants who are at least 18 years and 6 months of age and hold an open (not Provisional) driver licence can apply for an NT 'h' endorsement. Applicants with a valid interstate authority to drive a commercial passenger vehicle:

- will be required to provide a satisfactory current NT Criminal History check; and
- may be exempt from the requirement to provide a medical assessment, provided the last medical assessment conducted was in accordance with the current nationally agreed guidelines for assessing fitness to drive and the period of validity does not exceed 5 years. Where doubt exists, a fresh Medical Assessment report will be required;

The NT licence with 'h' endorsement can be issued provided the medical and criminal history and traffic offence history requirements are assessed as satisfactory.

The driver's licence and "h" endorsement may be issued for a period not exceeding the expiry of the previous interstate driver's licence. The 'h' endorsement is displayed on the driver's licence.

Five (5) years is the maximum period that a driver's licence and "h" endorsement can be issued in the NT.

### Important Notice for all applicants

- If your 'h' endorsement on your NT drivers licence has expired for a period of more than 12 months you will be required to resit the theory test and provide a new medical assessment and a current NT criminal history check.
- If you are applying for a Northern Territory drivers licence and have previously held an "h" endorsement in the NT and you are reapplying to have your "h" endorsement re-instated, you must provide a current NT criminal history check to satisfy the fit and proper assessment criteria regardless of the time you spent interstate/overseas or have not held a valid Australian drivers licence (ie cancelled, disqualified or suspended).
- Once your application is complete and approved, you must present to MVR for the upgrade of your licence. A fee will apply.

<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

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Customer ID

Customer ID input field

Application/Renewal for an "h" (Hire or Reward) Endorsement

Customer Details

Customer Details form including Surname, Date of Birth, Contact Telephone Number, Given Name(s), Email Address, Gender, Residential Address, Postal Address, Driver Licence Number, Class(es), Endorsement(s), Conditions, Expiry Date.

- 1. Have you been convicted of, or charged with, a disqualifying offence in Australia or overseas?
2. Have you been convicted of any offence : (if yes, list convictions)

Customer Checklist (check before submitting your application)

- Medical Assessment is complete
Criminal History Check is complete

Statutory Declaration

Warning: A person willfully making a false statement in a statutory declaration is liable to a penalty of \$2000 or imprisonment for 12 months, or both.

(1) I of do solemnly declare that the information supplied in this form is true and correct and I have read the Privacy Statement on the rear of this form.

Declared at this day of ,

(2) Signature line

Before me, (3) Signature line

(4) Signature line

- (1) Name and address of person making the declaration.
(2) Signature of the person making the declaration.
(3) Signature of the person before whom the declaration is made.
(4) Name and contact address or telephone of number of person before whom the declaration is made legibly written, typed or stamped.
This declaration may be made before any person who has attained the age of 18 years.

Privacy Statement

The Registrar of Motor Vehicles is required to collect information for Registrations, Licenses and Permits under section 92 of the NT Motor Vehicles Act. The Registrar adheres to the Department of Planning and Infrastructure's Privacy Statement and the Information Act. Further information on privacy can be found at www.dpi.nt.gov.au

## Office Use Only

State whether: O = Oral W = Written

Class	Date	O-W	Language	Pass/Fail	Examiner

### DISQUALIFYING OFFENCES

A disqualifying offence is an offence under the provisions noted below or an offence against a law, or repealed law of any jurisdiction that substantially corresponds to the offences listed below.

#### **An offence against any of the following provisions of the Criminal Code:**

1. Section 125B (Possession of child abuse material)
2. Section 125C (Publishing indecent articles) if the article is indecent because it portrays a child who is under, or who looks like he or she is under, 16 years of age
3. Section 125E (Using child for production of child abuse material or pornographic or abusive performance)
4. Section 127 (Sexual intercourse or gross indecency involving child under 16 years)
5. Section 128 (Sexual intercourse or gross indecency involving child over 16 years under special care)
6. Section 130 (Sexual intercourse or gross indecency by provider of services to mentally ill or handicapped person)
7. Section 131 (Attempts to procure child under 16 years)
8. Section 131A (Sexual relationship with child)
9. Section 132 (Indecent dealing with child under 16 years)
10. Section 134(2) or (3) (Incest)
11. Section 162 (Murder)
12. Section 165 (Attempt to murder)
13. Section 177 (Acts intended to cause grievous harm or prevent apprehension)
14. Section 181 (Grievous harm)
15. Section 182 (Attempting to injure by explosive substances)
16. Section 188(1) (Common assault) if section 188(2)(k) applies
17. Section 192 (Sexual intercourse and gross indecency without consent)
18. Section 192B (Coerced sexual self-manipulation)
19. Section 194 (Kidnapping for ransom)
20. Section 201 (Abduction, enticement or detention of child under 16 years for immoral purpose)
21. Section 202B (Sexual servitude)
22. Section 202C (Conducting business involving sexual servitude)
23. Section 202D (Deceptive recruiting for sexual services)
24. Section 211 (Robbery)

#### **An offence against any of the following provisions of the Prostitution Regulation Act:**

1. Section 13 (Causing or inducing infant to take part in prostitution)
2. Section 14 (Allowing infant to take part in prostitution)
3. Section 15 (Obtaining payment in respect of prostitution services provided by infant)
4. Section 16 (Entering into agreement for provision of prostitution services by infant)

**AUTHORITY TO RELEASE CRIMINAL HISTORY**  
(Release of information to a Third Party)

Rec No.:  
Fee:  
Date:

Please use **BLOCK LETTERS**

I (Mr/Mrs/Miss/Ms): .....  
(Family Name) (Given Names)

Maiden Name: .....  
(Family Name) (Given Names)

Other Name(s): .....  
(Include any other names by which known)

born on .... / ... / ..... at ..... Sex: M / F  
(Town/City, State, Country)

of (Full Residential Address): .....

Postcode: .....

Telephone Number (Work): ..... (Home): .....

Periods of residence in other Australian States, Territories or other Countries during the last five years

<u>Period</u>	<u>Full Address</u>
/ / to / /	.....
/ / to / /	.....
/ / to / /	.....

Driver's Licence/Passport/Birth Certificate No.: ..... State/Territory of issue .....

**HEREBY CONSENT** to a check of criminal records, or other information, kept by the Northern Territory Police of Australia interstate, and overseas police services, and release of details of any convictions, or other information, (except for convictions which are "spent convictions" under the *Criminal Records (Spent Convictions) Act 1992*), recorded against my name, either in the Northern Territory of Australia or elsewhere.

Name and Postal Address the Criminal History result is to be forwarded to:  
.....  
.....

For the purpose of: **Commercial Passenger Vehicle Drivers Licence / Operator Accreditation /  
Driving Instructor / Authorised Transport Inspector**  
(circle your preference)

**AND IN SO DOING**, hereby indemnify the Northern Territory of Australia, its servants and agents against all liabilities and against all actions, suits, proceedings, claims, demands, costs, and expenses whatsoever which may be taken or made in respect of the release or use hereunder of any details of any convictions, or other information purporting to either relate to or involve me. (See over for privacy disclaimer)

Applicant's Name: ..... Applicant's Signature: .....

Authorised Officer: (refer to instruction 'f on reverse of authority)

..... AO's Signature: .....  
(Name and Designation/Rank/RegNo.)

Station/Section: ..... Telephone Number: ..... Date: .../.../....

\*\*\* ATTACH PHOTOCOPY OF IDENTIFICATION \*\*\*

<b>POLICE USE ONLY</b>	
<input type="checkbox"/>	A name check only has been conducted within the Northern Territory
<input type="checkbox"/>	The above name appears / Does not appear recorded.
<input type="checkbox"/>	A fingerprint check has been conducted.
<input type="checkbox"/>	Attached is copy of record

**PRIVACY DISCLAIMER**

Northern Territory Police, Fire and Emergency Services (NTPFES) is collecting information on a PF 165/166 Authority to Release Criminal History to ensure that the correct person is entitled to receive the Criminal History report. This collection is authorised or required by the Northern Territory Criminal Records (Spent Convictions) Act. The information provided on this form is only used to identify the applicant for the purpose of providing a criminal history check. Failure to supply any material requested will result in your application not being processed. You can access your personal information provided in an Authority to Release Criminal History. If you have any queries or wish to access this information, please contact NTPFES by phoning 8922 3344.

**INSTRUCTIONS**

Please ensure that:

- a) All details are printed clearly
- b) The form is completed in ink
- c) All sections of the form are completed
- d) The original form is submitted, no photocopied or facsimiles will be accepted
- e) No wording of this form is altered or deleted in any way except when relevant to the application
- f) Attend a Police Station and produce your Driver’s Licence/18+ Card, Passport or Birth Certificate/Extract for photocopying by an authorised officer. Authorised Officers are NTPFES Employees and Interstate or Overseas Police Officers
- g) The form is signed by the applicant in the presence of the authorised officer
- h) Payment may be made by cash, cheque or money order made payable to the Receiver Territory Monies. Refer to the following webpage for current fees: <http://www.pfes.nt.gov.au/index.cfm?fuseaction=page&p=128> or contact the Criminal History and Warrant Unit on (08) 8922 3257 or (08) 8922 3723.

Interstate/Overseas applicants are to forward the completed application to:

Officer in Charge  
Criminal History and Warrant Unit  
Peter McAulay Centre  
PO Box 39764  
Winnellie NT 0821

**Note:** If all of the following apply to you:

- 1. You were convicted of an offence that you committed when you were 17 years old or younger;
- 2. You were not dealt with in the Juvenile Court, i.e. the court treated you as an adult; and
- 3. You were found guilty of that offence five years ago or more, then:

You may be eligible to have the record of that offence spent (disregarded) now, instead of waiting for 10 years to elapse since you committed the offence. This means that in some instances, your offence will not be recorded in your criminal history. If you consider this to be the case, then the following request should be signed:

*Dear Commissioner*

*I believe that under the Criminal Records (Spent Conviction) Act that I might be eligible to have a conviction(s) spent under the conditions listed above. Please have the Criminal History and Warrant Unit review any entries listed under my name and ensure that this record(s) is spent when it is appropriate to do so.*

*Signature .....*