

Motor Vehicle Registry Information Bulletin

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

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 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.

The application form for Criminal History Check is available from:
<http://www.nt.gov.au/transport/taxi/forms/PF095CriminalHistoryCPV.pdf>

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

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?

These publications can be obtained from a Motor Vehicle Registry or the following web links.

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

This form (attached) 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.

Web link : <http://www.nt.gov.au/transport/taxi/forms/PF095CriminalHistoryCPV.pdf>

[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.

Web link : <http://www.nt.gov.au/transport/mvr/licensing/infobulletins/ibl34.pdf>

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.

Contact Details	
Motor Vehicle Registry	
Telephone	1300 654 628
Facsimile	(08) 8999 3103
Email	mvr@nt.gov.au
Web	www.mvr.nt.gov.au
Postal Address	GPO Box 530 Darwin NT 0801

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Customer ID

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

Customer Details

Surname <input type="text"/>		Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/>	Contact Telephone Number <input type="text"/>	
Given Name(s) <input type="text"/>		Email Address <input type="text"/>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Residential Address <input type="text"/> <input type="text"/> <input type="text"/> Postcode		Postal Address (if different to residential) <input type="text"/> <input type="text"/> <input type="text"/> Postcode		
Driver Licence Number <input type="text"/>	Class(es) <input type="text"/>	Endorsement(s) <input type="text"/>	Conditions <input type="text"/>	Expiry Date <input type="text"/> / <input type="text"/> / <input type="text"/>

1. Have you been convicted of, or charged with, a disqualifying offence in Australia or overseas? Yes No
 (Please see the reverse of this form for a list of Disqualifying Offences)
2. Have you been convicted of any offence : Yes No (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 _____
Full Name Address

do solemnly declare that the information supplied in this form is true and correct and I have read the *Privacy Statement* on this form.

Declared at _____ this _____ day of _____,
Location Day Month Year

(2) _____

Before me, (3) _____

(4) _____

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

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's Privacy Statement and the *Information Act*. Further information on privacy can be found at www.nt.gov.au/dlp

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)