

Steps in the booking entity authorisation application and renewal process

If you arrange bookings for a booked hire service, you need to apply to become an authorised booking entity.



A booked hire service can be provided in a taxi, limousine, or booked hire vehicle

1 Eligibility 2 Applying for authorisation 3 Fees

Transport compliance history checks and other authentication documents will be verified for everyone on the application:

- National and New Zealand criminal history checks will be undertaken for each person on the application
- You must provide a clearance form, or criminal offence record, from the relevant law enforcement authority in each country, if you have lived (outside Australia) for more than 12 months, in the last 10 years, and been aged at least 18 years of age, for any period during that time.
- For a company, provide proof of incorporation in Australia
- For a foreign entity, provide proof of a local nominee that is:
 1. an individual who usually lives in Australia (complete [Form F5196](#)), or
 2. a corporation incorporated in Australia (complete [Form F5196](#))



If you're a booking entity that provides ride-booking services (excluding taxis and limousines), you may submit your [vehicle identification signage](#) for approval when you apply or renew your BEA online.

Your application may be refused if you:

- Had a booking entity authorisation cancelled or suspended within the previous year
- Committed an offence using a taxi, limousine or booked hire vehicle to provide a booked hire service within the previous year
- Have been convicted of or charged with a [disqualifying offence](#)

More information

- [Booking entity authorisation webpage](#)

Fines and sanctions may apply for non-compliance.

Apply online or renew online if:



1. You have a valid TMR customer reference number (CRN) for each relevant person on the application. (For individuals, your CRN is your Driver Licence number)
2. You're a company that also has an Australian Company Number (ACN), and valid company CRN.



Apply in person if:



- You're a new TMR customer
- Visit a TMR [customer service centre](#)
 - Provide evidence of your identity

Relevant forms

- [F5188 – Booking Entity Authorisation Form \(in person application\)](#)
- [F5196 – Booking Entity Authorisation – Local Nominee Consent Form \(online and in person application\)](#)
- [F5197 – Booking Entity Authorisation – Associated Person's Statement Form \(online and in person application\)](#)
- [F5205 – Booking Entity Authorisation – Fleet Details Form \(in person application\)](#)
- [F5206 – Booking Entity Authorisation – Individual Details and Eligibility Form \(in person application\)](#)

Annual fees

- 1 – 5 vehicles = \$269.30
- 6 – 20 vehicles = \$754.15
- 21 – 50 vehicles = \$2,154.65
- More than 50 vehicles = \$5,386.70



Fees are adjusted annually on 1 July. A BEA may be issued for a term of up to 5 years and the fee must be paid at the time of submitting the application. Refer to [F5195 - Booking Entity Authorisation – Fee Schedule Form](#) for more information.



Criminal history check fee
\$45.70 (for each person on the application)

This fee is waived if the applicant holds a current Queensland Driver Authorisation.

Payment can be made:

• Online

VISA



• TMR customer service centre

VISA



eftpos

Cash • Cheque • Money order

