

London Taxi and Private Hire



PHV/101

Application Form for a London Private Hire Vehicle Operator's licence

PHO/

LPH use only			
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Introduction

The Private Hire Vehicles (London) Act 1998 provides for the licensing and regulation of London private hire vehicles (PHV's), and the drivers and operators of such vehicles.

Operators

It is an offence for any person to operate private hire vehicles in London without having obtained a licence to do so. It is also an offence for a licensed operator to discharge private hire bookings using drivers and vehicles that are not appropriately licensed.

PLEASE NOTE: For a complete application you will also need to provide:

- A fully completed Application Form (PHV/101)
- At least 1 Personal Declaration (PHV/103)
 - The number of Personal Declaration Forms required to be submitted is dependent on the type of operator that is applying (see Section C)
- An Operating Centre Information Form (PHV/108) for **every** operating centre to be listed on the licence

Guidance

When processing your application, we will firstly determine whether you meet the required criteria for licensing. If you do not complete all relevant sections of the form or provide the required accompanying documents, your application will be deemed 'incomplete' and may be returned to you. We will also consider any previous history. The full licensing process is detailed at Section E.

Licensing Guidance Notes (PHV/102) for operators can be found at tfl.gov.uk/lph

General Information

For any Limited Company or Limited Liability Partnerships (LLP) applying for a licence, you will need to provide details of the Registered Company name, company number and office address. In addition, you will need to include a list of appointments report from Companies House, which shows how many directors your company has.

For any Unregistered Partnerships applying for a licence, the Partnership name needs to be stated on all the application documentation.

Please return completed forms to:

Operator Licensing
London Taxi and Private Hire
Palestra, 4th Floor Green Zone
197 Blackfriars Rd
London
SE1 8NJ

MAYOR OF LONDON



A**Application Details****A1 Please confirm the type of licence you are applying for:**Small ☐Standard ☒*Small operators can only use a maximum of 2 licensed PHVs to undertake bookings***A2 What type of licensed operator are you applying to be?**An Individual (Sole Trader) ☐Limited Company or Liability Partnership ☒Unregistered Business or Partnership ☐**A3 Proposed operator licence name/company name/partnership name:**

UBER LONDON LTD

A4 As part of the application, LTPH will require a named person to have day to day responsibility for the private hire business (a 'Nominated Representative'). All correspondence relating to the application and, if granted, the licence will be sent to this person:*For an Individual (Sole Trader) this person must be the individual (Sole Trader)**For all other types - A 'Nominated Representative' is required. This is the person who is responsible for the day-to-day running of the business.**Please provide details of the 'Nominated Representative' below:*

• Surname

HOWARD

• Forename(s)

RICHARD MARCUS

• Address

UNIT 205, KINGS CROSS

BUSINESS CENTRE 180-186

KINGS CROSS RD WC1X 9DE

• Business Tel. Number

• Email address

A4 If you are VAT Registered, please provide your VAT registration number:**A5** If you have previously applied for or held a London PHV Operator licence, please provide the application/licence number:*LTPH will look into any previously stated history as a licensed operator. This will be taken into consideration as part of your application.***A6** Please declare any previous warnings, revocations or suspensions associated with a PHV Operator licence.*Please provide details on a separate sheet and any mitigation you wish to provide.*

A7 If you are a Limited Company or Limited Liability Partnership, please provide your Registered Company Number:

8014782

Please note: Details of your Registered Office address will be confirmed and taken from the records held on the Companies House website.

B

Operating Centre Details

The type of operating centre you are proposing to work from will affect the criteria in which you are assessed. We will therefore require specific information dependant on the type of operating centre you wish to licence.

B1 Please confirm how many operating centres you propose to trade from: ☒

You will need to complete a separate PHV/108 form for each operating centre to allow LTPH the ability to assess the suitability of each centre to be licensed.

B2 Please 'tick' if you are looking to trade from a shared premises? ☐

Please read the application letter to clarify what can be deemed a shared premises. If 'Yes', you will need to complete a PHV/108 form to provide additional information regarding your application be licensed in a shared premises.

LTPH reserves the right to discuss your application with the police to ensure they support your application.

B3 All new operators are required to have a fixed landline telephone number for bookings prior to a licence being issued.

Should it not be available at this time, LTPH will process your application, but a licence will not be issued until the number is confirmed.

If available, please confirm your fixed landline telephone number for bookings:

0207 689 [REDACTED]

C

Personal Declaration

The number of personal declaration's required will depend on whether you are proposing to be licensed as a Sole Trader, Limited Company, Limited Liability Partnership or Unregistered Partnership.

C1 If you are a Sole Trader, there can only be one person associated with the licence.

If you are a Limited Company or Limited Liability Partnership, please confirm the number of Directors, designated members or company director equivalents, including the company secretary:

If you are an unregistered business or Partnership, please confirm the number of partners:

You will be required to provide a Personal Declaration Form (PHV/103) for each of the individual's identified above totalling the amount you have stated.

D**Declaration**

Transport for London (TfL) its subsidiaries and service providers will use your personal information (including any references to your health, ethnic origin, nationality, or previous criminal convictions), for the purpose of assessing your application, administering the licensing regime, and equal opportunities monitoring. Your personal information will be properly safeguarded and processed in accordance with the requirements of the Data Protection Act 1998.

Your name, licence number and the status, start/expiry date of your licence may be made available on request or on a register for public inspection. If you have licensed a vehicle, the vehicle registration mark, licence number and expiry date may also be made available in the same way.

Information obtained by the police about taxi/private hire related criminal offences may be disclosed to TfL and used by TfL to refuse, suspend or revoke a private hire operator licence. TfL may inform the police of any decision to refuse, suspend or revoke a licence and information about drivers whose licence has been revoked following a conviction for fouling may be published on the TfL website for a period of up to 11 months. In certain circumstances, TfL may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention or detection of crime.

Your name and contact details may be disclosed to an external research company to conduct research amongst licensees on TfL's behalf. This research will be related to TfL's responsibilities for licensing, regulation, and integration between taxis/private hire services and other elements of the transport system. Your details will not be used for any marketing or other research activities.

More information about how TfL uses and protects personal information about taxi/private hire licensees is available at www.tfl.gov.uk/privacy.

I/we hereby make an application to operate private hire vehicles within London and declare that all the information provided on this form is true to the best of my knowledge. I understand that an operator licence issued in connection with this application may be revoked if any statements are subsequently found to be false and that such false statements constitute a criminal offence.

I declare that neither I nor any person relevant to this application is disqualified from holding a PHV operator licence. I/we undertake to make proper arrangements to ensure that:

- The laws relating to the driving and operation of vehicles used under this licence are observed;
- The record keeping requirements placed upon me as an operator are met;
- Vehicles do not carry more than the permitted number of passengers; and
- All records and documents relating to the business or operating centre premises will be made available for inspection upon request from any authorised officer or police constable.

I, and any person relevant to this application, understand that failure to comply with these conditions or undertaking of an operator's licence can result in action being taken against the licensee(s) or may lead to the licence being suspended or revoked.

I confirm that I do not have any outstanding debt or monies due to be paid to TfL from a previous licensing history and neither does any other person relevant to this application.

Signature



Date

02042012

PLEASE COMPLETE THE PAYMENT DETAILS IN SECTION F (on page 5)

E**Next Stages of the Application Process****Consideration of the application and any previous history:**

When assessing an application for a London PHV Operator licence, LTPH will consider whether the individual(s) associated with the licence are suitable for licensing and meets the required 'fit and proper' criteria. The assessment of these individuals is based on the information provided within the PHV/103 Form(s) submitted in support of the application, as well as any declared or known previous history with LTPH, including whether there are any outstanding debts or monies owed to TfL.

If the individual(s) associated with the licence are considered suitable for licensing, LTPH will then consider whether the proposed operating centre (venue) will be suitable for licensing purposes. The assessment of the centre(s) is based on the information provided within the PHV/108 Form(s) submitted in support of the application, as well as any declared or known previous history with LTPH.

If both the proposed individual(s) associated with the licence and operating centre(s) are deemed satisfactory, the application will proceed to the next stage of the licensing process – the pre-licensing inspection.

Pre-licensing inspection:

There is a requirement for a pre-licensing inspection to be carried out at all of the proposed operating centre(s). This is part of the information gathering exercise to ensure that both you and the operating centre are 'fit and proper' to be licensed. This is particularly relevant for 'shared' premises.

If the pre-licensing inspection is found to be satisfactory, LTPH will then consider the whole of the application and determine whether a licence can be issued. This assessment will include any supporting information that may be provided for an application, including anything from the police, particularly relevant for 'shared' premises.

Police Support:

Where LTPH determine that further discussion is required with regards to public safety issues (e.g. where an application for a licence is based within a late night premise), LTPH will liaise with the Police to ensure that they support the application. This can significantly increase the time taken to process your application.

If all of the application is found to be satisfactory and deemed suitable for licensing, a London PHV Operator licence can be issued.

The full licensing assessment criteria can be found at www.tfl.gov.uk/tphpublications



PHV/103

Personal Declaration

LTPH use only

PHO/

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You will need to complete a separate PHV/103 form for EACH individual associated with the licence

A

Application Details

A1 Proposed operator licence name/company name/partnership name:

UBER LONDON LTD

A2 Personal details:

a) Position in operation
(please tick option(s))

Sole Trader ☐

Director ☒

Partner ☐

Company Secretary ☐

Nominated Representative ☐

b) Surname

HOWARD

c) Forename(s)

RICHARD MARCUS

d) Date of birth

e) Home address

f) Do you have the right to work and reside in the UK?

g) Have you ever been involved with an operator's licence that was revoked or suspended, or an application that was refused by this or any other authority?

If 'Yes', please provide further information:

B

Bankruptcy

B1 Have you ever been declared bankrupt?

If 'Yes', have you ever been the subject of a Bankruptcy Restriction Order (BRO) or Bankruptcy Restriction Undertaking (BRU):

If you have been declared bankrupt, please provide written representations on a separate sheet

C**Eligibility to take part in the running of a limited company**

C1 Have you ever been disqualified from being a company director or from taking part in the management of a limited company:

Company name	Position in company	Date and length of disqualification

Please continue on a separate sheet if necessary

*If you have been disqualified, please provide written representations on a separate sheet

D**Previous convictions/cautions/outstanding charges**

Please complete all applicable sections and only leave 'blank' if not applicable:

Type of offence	Police station where charged	Court name and date of appearance	Sentence imposed (caution or conviction)

Please continue on a separate sheet if necessary

*If you have provided any details above, please provide written representations on a separate sheet

E**Declaration**

I declare that all the information given above is true and I understand that an operators licence issued in respect of this application may be revoked if any information is subsequently found to be false. I also understand that I may be subject to legal action if I have knowingly supplied information in this form which I know to be incorrect.

I will declare any future convictions to London Taxi and Private Hire (LTPH) no more than 14 days after receiving that conviction and will also keep LTPH informed should my role with the private hire operation change. I understand that failure to do this will be a breach of licensing conditions and may lead to suspension or revocation of the licence.

I confirm that I do not have any outstanding debt or monies due to be paid to TfL from a previous licensing history.

Signature



Date

02042012



PHV/103

Personal Declaration

PHO/

LTPH use only				

You will need to complete a separate PHV/103 form for EACH individual associated with the licence

A

Application Details

A1 Proposed operator licence name/company name/partnership name:

UBER LONDON LTD

A2 Personal details:

a) Position in operation
(please 'tick' option(s))

Sole Trader ☐

Director ☒

Partner ☐

Company Secretary ☐

Nominated Representative ☐

b) Surname

BRUGER

c) Forename(s)

OLIVER KURT

d) Date of birth

e) Home address

f) Do you have the right to work and reside in the UK?

g) Have you ever been involved with an operator's licence that was revoked or suspended, or an application that was refused by this or any other authority?

If 'Yes', please provide further information:

B

Bankruptcy

B1 Have you ever been declared bankrupt?

If 'Yes', have you ever been the subject of a Bankruptcy Restriction Order (BRO) or Bankruptcy Restriction Undertaking (BRU):

*If you have been declared bankrupt, please provide written representations on a separate sheet

C Eligibility to take part in the running of a limited company

C1 Have you ever been disqualified from being a company director or from taking part in the management of a limited company:

Company name	Position in company	Date and length of disqualification
Please provide written representations on a separate sheet if applicable		

*If you have been disqualified, please provide written representations on a separate sheet

D Previous convictions/cautions/outstanding charges

Please complete all applicable sections and only leave 'blank' if not applicable:

Type of offence	Police station where charged	Court name and date of appearance	Sentence imposed (caution or conviction)
Please provide written representations on a separate sheet if applicable			

*If you have provided any details above, please provide written representations on a separate sheet

E Declaration

I declare that all the information given above is true and I understand that an operators licence issued in respect of this application may be revoked if any information is subsequently found to be false. I also understand that I may be subject to legal action if I have knowingly supplied information in this form which I know to be incorrect.

I will declare any future convictions to London Taxi and Private Hire (LTPH) no more than 14 days after receiving that conviction and will also keep LTPH informed should my role with the private hire operation change, I understand that failure to do this will be a breach of licensing conditions and may lead to suspension or revocation of the licence.

I confirm that I do not have any outstanding debt or monies due to be paid to TfL from a previous licensing history.

Signature

Date

10/04/2012



PHV/108

Operating Centre Information for a London
Private Hire Vehicles Operator's licence

PHO/

LTPH use only			

You will need to complete a separate PHV/108 form for EVERY operating centre you wish to be listed on the licence to allow LTPH the ability to assess the suitability of each centre to be licensed

A	Application Details
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A1 Proposed operator licence name/company name/partnership name:

UBER LONDON LTD

B	Operating Centre Details
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B1 Please confirm the trading name(s) to be used at this centre:
(continue on a separate sheet if necessary)

UBER LONDON LTD

B2 Operating Centre address:

UNIT 205

KINGS CROSS BUSINESS CENTRE

180-186 KINGS CROSS RD

LONDON

B3 Post code:

W1CX 9DE

B4 Contact Tel. number

[REDACTED]

B5 Please confirm the name of
the local authority in which
the centre lies:

ISLINGTON

B6 Is your proposed operating centre accessible to the public?

<input checked="" type="checkbox"/>	<input type="checkbox"/> N
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If 'Yes', please confirm the opening hours:

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Please note: The type of operating centre you are proposing to work from will affect the criteria by which you are assessed. We will therefore require specific information dependant on the type of operating centre you wish to licence.

MAYOR OF LONDON

C**Type of Operating Centre Premises**

TfL is aware that not all PHV operators run their business from premises used solely for the purpose of providing a private hire service. Quite frequently, operators will apply to be licensed in premises that are shared with another business, whether their own or that of a third party.

Where a premises is to be shared, TfL will take into consideration the type of business sharing the premises and the proposed relationship with the operator. In determining whether a venue is shared, consideration will be given to whether the operating centre will have its own front door, postal address and postcode, and whether there is restricted access from that location to other parts of the building. If none of these factors are present it may be argued that the premises isn't 'shared' and the application may be allowed to proceed as it may not fall within the confines of an existing non-transport related business.

C1 Please confirm whether the proposed operating centre:

- (a) Will be solely occupied as an operating centre?
- (b) Has its own front door, postal address and postcode?
- (c) Has restricted access from the location to other parts of the building?

If you have answered 'Yes' to the above, your proposed centre may be considered as a 'single occupancy premises'. Please be advised that TfL reserves the right to review the details of this centre and if it is subsequently found to be a 'shared premises', further information will be requested from you and this will delay the processing of your application. **Please continue to Section D**

If you have answered 'No' to the above, your proposed centre may be considered as a 'shared premises'. **Please continue to question C2**

C2 Have you previously held a PHV operator licence for a period of 12 months?

**N**

If 'Yes', please provide the licence/application number:

Please note: TfL will check this information and take into consideration any previous history when deciding whether to issue a licence

C3 Please confirm which type of premises you propose to operate from: (e.g. hotel, bar, nightclub)

C4 What is the primary use of the proposed premises:

C5 Are the premises licensed for any other specific activity? (e.g. licensed to sell alcohol)

**N**

If 'Yes', please confirm what type of licence:

C6 Is the private hire service offered as part of a package of services? (e.g. a concierge service)

**N**

If 'Yes', please confirm what the other services offered are:

D**Further details about Operating Centre Premises****D1** It is necessary to have a designated area to take private hire bookings.**(a)** Is there a designated area specified within the venue where bookings will be taken? ☐ ☒**(b)** Please provide a brief description of where this will be:*Please note: this will be checked on the pre-licensing inspection. It will also be displayed on the licence.*

ALL BOOKINGS ARE TAKEN VIA MOBILE APP
 SO THERE IS NO PUBLIC ACCESS. ALL DONE AT
 UNIT 205, KING'S CROSS BUSINESS CENTRE, WC1X 9QE

D2 It is necessary to have an area to store your driver and vehicle records securely at one of the proposed operating centres.**(a)** Will this be the centre where your records will be stored? ☒ ☐**(b)** Please provide a brief description of where this will be:*Please Note: this will be checked on the pre-licensing inspection.*

AS WE OPERATE THROUGH PCO LICENSED
 OPERATORS ~~THEY~~ THEY WILL MAINTAIN DRIVER
 RECORDS AND WE WILL HOLD AN ELECTRONIC VERSION

*Please note: Booking records will need to be retained at every proposed operating centre***D3** If there is public access to the premises for the purposes of making bookings, the designated booking area must be clearly signed.**(a)** Will there be such signage within the premises? ☒ ☐**(b)** Please provide a brief description of where this will be:*Please Note: this will be discussed on the pre-licensing inspection.*

E**Planning Permission**

Every operating centre specified on an operator's licence is required to prove that it meets local planning regulations. To meet this requirement an applicant must produce one of the following:

(a) Planning permission from the local authority which allows the premises to be used as a operating centre; or ☐**(b)** A Certificate of Lawful Use (also known as a Lawful Development Certificate) from the local authority which allows the premises to be used as an operating centre; or ☐**(c)** A letter (on headed paper) or e-mail (sent by an appropriate person with their contact details attached) from the local authority which confirms that planning permission is not required and that the proposed use of the premises would be lawful without planning permission; or ☐**(d)** Proof (i.e. local authority planning application number) that planning permission has been applied for to allow the premises to be used as an operating centre. ☒

A licence cannot be issued in the absence of one of the planning permission criteria having been met.

- E1 Please 'tick' which of the required planning permission criteria relates to this operating centre.
- E2 You will need to submit appropriate documentation in support of your application in order to confirm your planning permission.

Please note: If this is not provided, it will delay the processing of your application

F **Other Operating Centre Information**

F1 Is a two way radio operated from the premises?

☒ Y ☐ N

If 'yes', please provide the OfCom licence number:

F2 What is the Employers' Liability insurance policy number (please state 'N/A' if not held):

F3 What is the Public Liability insurance policy number (please state 'N/A' if not held):

F4 All London PHV Operators are required to have a fixed landline telephone number for bookings.

Please confirm whether the required, fixed landline telephone number will be located at this operating centre?

☒ Y ☐ N

Please note: A landline telephone number should be provided with the application and its existence will be checked at the pre-licensing inspection. In the event that an applicant does not have a fixed landline telephone, the issue of a licence will be delayed until confirmation has been provided that this facility is in place.

G **Declaration**

The following declaration should be read and signed by either the named individual applying for the licence, if you are an individual (Sole Trader), or the person assigned to be the 'Nominated Representative' (person who is responsible for the day-to-day running of the business) for all other types of operator.

I/we hereby make an application to operate private hire vehicles within London and declare that all the information provided on this form is true to the best of my knowledge.

I understand that an operator licence issued in connection with this application may be revoked if any statements are subsequently found to be false and that such false statements constitute a criminal offence.

Signature



Date

02042012



PHV/103

Personal Declaration

PHO/

LTPH use only

You will need to complete a separate PHV/103 form for EACH individual associated with the licence

A**Application Details****A1** Proposed operator licence name/company name/partnership name:

UBER LONDON LTD

A2 Personal details:**a)** Position in operation
(please tick option(s))Sole Trader ☐Director ☒Partner ☐Company Secretary ☐Nominated Representative ☐**b)** Surname

KALANICK

c) Forename(s)

TRAVIS

d) Date of birth**e)** Home address**f)** Do you have the right to work and reside in the UK?

g) Have you ever been involved with an operator's licence that was revoked or suspended, or an application that was refused by this or any other authority?

If 'Yes', please provide further information:

B**Bankruptcy****B1** Have you ever been declared bankrupt?

If 'Yes', have you ever been the subject of a Bankruptcy Restriction Order (BRO) or Bankruptcy Restriction Undertaking (BRU):

*If you have been declared bankrupt, please provide written representations on a separate sheet

MAYOR OF LONDON

C**Eligibility to take part in the running of a limited company**

C1 Have you ever been disqualified from being a company director or from taking part in the management of a limited company:

Company name	Position in company	Date and length of disqualification

Please continue on a separate sheet if necessary.

If you have been disqualified, please provide written representations on a separate sheet.

D**Previous convictions/cautions/outstanding charges**

Please complete all applicable sections and only leave 'blank' if not applicable:

Type of offence	Police station where charged	Court name and date of appearance	Sentence imposed (caution or conviction)

Please continue on a separate sheet if necessary.

If you have provided any details above, please provide written representations on a separate sheet.

E**Declaration**

I declare that all the information given above is true and I understand that an operators licence issued in respect of this application may be revoked if any information is subsequently found to be false. I also understand that I may be subject to legal action if I have knowingly supplied information in this form which I know to be incorrect.

I will declare any future convictions to London Taxi and Private Hire (LTPH) no more than 14 days after receiving that conviction and will also keep LTPH informed should my role with the private hire operation change. I understand that failure to do this will be a breach of licensing conditions and may lead to suspension or revocation of the licence.

I confirm that I do not have any outstanding debt or monies due to be paid to TfL from a previous licensing history.

Signature

Date

14052012