

Private Hire Operator Guidance Notes & Application Form

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976



GUIDANCE NOTES FOR THE NEW AND RENEWAL APPLICATION OF PRIVATE HIRE OPERATOR.

The accompanying application form must be fully completed by **all relevant parties**. **All parties are to be present at the inspection visit.**

If you do not already have an inspection visit scheduled, please contact the Licensing Team in order to book a mutually convenient date and time.

You can book:

- 1) Via email: taxi@cambridge.gov.uk
- 2) Via telephone: 01223 457888

Please note that new and renewal applications are by appointment only.

In preparation for the inspection visit you will need to ensure that:

- 1) All parties are present.
- 2) You have fully completed the application form and submitted this to the Enforcement Officer. This must be completed prior to the inspection visit. **Please note that if there is any sensitive information which you do not wish to declare in the presence of other licence applicants/ holders, it is your responsibility to advise the Enforcement Officer carrying out the inspection, before the inspection commences. This will ensure that the appropriate information is captured, confidentially.**
- 3) You have paid the appropriate fee. This must be completed before the inspection. Please see: <https://www.cambridge.gov.uk/fees-for-taxi-licensing> for details of our fee structure.
- 4) You provide the necessary documentation associated with a Private Hire Operator application/ renewal:
 - Proof of Planning Permission granted (in respect of waiting room for members of the public)
 - Public Liability Insurance Document
 - Two references, at least one from professional person (e.g. accountant, solicitor, magistrate), who has known you at least two years, completed on the PHO Reference Proforma (**new applications only**). *Please note that the references must be dated no more than one month prior to the appointment date and any costs for the references to be provided must be paid for by each individual applicant.*
 - Evidence of eligibility to live/ work in the UK (e.g. Passport, Residence Permit)
 - Equality & Diversity Monitoring Form (this can be found at <https://www.cambridge.gov.uk/apply-for-or-renew-a-private-hire-operator-licence>).
- 5) Each person provides photographic identification which includes a specimen signature with them, i.e. passport or Drivers Licence.

Please note that Cambridge City Licensed drivers are permitted to provide their Cambridge City driver's badge as identification.

APPENDIX A

6) Each person provides a proof of address. Acceptable address identification **must be one of the following**:-

- Mortgage Statement (issued in the last 12 months)
- Bank or Building Society Statement (issued in the last 3 months)
- Bank or Building Society Account Opening Confirmation Letter (must still be valid)
- Credit Card Statement (issued in the last 3 months)
- Financial Statement e.g. pension or endowment (issued in the last 12 months)
- P45 or P60 Statement (issued in the last 12 months)
- Council Tax Statement (issued in the last 12 months)
- Utility Bill (issued in the last 3 months)
- Benefit Statement e.g. child benefit, pension (issued in the last 3 months)
- Central or Local Government, Government Agency or Local Council Document giving entitlement e.g. from DWP, HMRC (issued in the last 3 months)

Please note the following:

1. All licence holders are jointly and severally liable for the actions of one another in relation to the private hire operator licence.
2. It will be assumed that, by signing the application form, all parties understand the implications of the application and their obligations in respect of it.
3. Applicants are advised to consider taking independent legal advice, if they have any concerns or questions.

Application Form Information

You must have read the accompanying Guidance Notes prior to completing the application form.

All relevant parties **MUST** sign the sections of the application form where requested. Failure to do so will result in the application being rejected.

Please note that licence holders are jointly and severally liable for the actions of one another in relation to the private hire operator licence.

By completing, signing and submitting this application form, all parties agree that they understand the implications of the application and their obligations in respect of it.

Please complete the form in BLOCK CAPITALS AND BLACK INK.

1a. Please indicate below the type of application you are making? (✓ as appropriate)

New First Renewal Subsequent Renewal

1b. Please indicate the duration of licence? (✓ as appropriate)

1 Year (New Application)

1 Year (Renewal Application)

5 Year (Renewal Applications Only)

APPENDIX A

2. Company Details

COMPANY TRADING NAME (no more than 20 letters):

UBER

REGISTERED ADDRESS OF COMPANY:

UBER BRITANNIA LIMITED, ALDGATE TOWER, 2 LEMAN ST.
LONDON, E18 7FA

REGISTRATION NUMBER OF COMPANY:



3. Correspondence Email

EMAIL ADDRESS FOR CORRESPONDENCE:



PLEASE NOTE THAT THE CITY COUNCIL WILL CORRESPOND WITH YOU VIA EMAIL IN THE FIRST INSTANCE. YOU ARE THEREFORE REQUIRED TO PROVIDE AN ACCURATE, UP TO DATE EMAIL ADDRESS FOR THIS CORRESPONDENCE.

4. Operator Address (Please detail every address at which you are, or intend to carry on as an Operator, the location must be within 10 miles of the City boundary)

Contact Number

1. COMPASS HOUSE, VISION PARK, CHINERS WAY, HISTON
CAMBRIDGE CB24 9AD

2.

3.

4.

5. Additional Questions

a) Do all the premises listed above have planning permission for the operation of vehicles? **B1 PLANNING PERMISSION HAS BEEN OBTAINED FOR COMPASS HOUSE (OFFICE USE). GIVEN THAT COMPASS HOUSE DOES NOT HAVE ANY PUBLIC ACCESS OR WAITING AREAS, B1 PLANNING PERMISSION IS SUFFICIENT.**
 YES NO
 (Please note that this only applies for operators with MORE THAN TWO vehicles, if YES, proof will be required)

b) Which of the premises listed has a waiting room for members of the public?
 (Please note that this only applies for operators with MORE THAN TWO vehicles and, if this is a new application an inspection will be required)

YES NO

- 1 YES NO
- 2 YES NO
- 3 YES NO
- 4 YES NO

c) What are your reasons for applying for an operator licence with Cambridge City Council? e.g. if granted a licence what do you intend to do within the district of Cambridge City?

TO OPERATE PRIVATE HIRE VEHICLES, AND SERVE COMMUNITIES IN A SAFE, RELIABLE AND AFFORDABLE WAY. THE LONG-TERM AIM IS TO PROVIDE A VIABLE ALTERNATIVE TO CAR OWNERSHIP, AND TO REDUCE POLLUTION, CONGESTION, AND LAND DEDICATED TO PARKING IN CITY CENTRES.

APPENDIX A

d) Please detail what equipment and facilities you intend to have available at each of the above premises:

- 1. SEE APPENDIX
- 2.
- 3.
- 4.

e) Are you licensed as a Private Hire Operator with any other licensing authority?

YES NO

If yes, please provide details of each operator licence you hold:

SEE APPENDIX

f) Do you intend to fit radio phones in the vehicles you operate?

YES NO

If yes, please state:

- i) Radio Licence Number: _____
- ii) Make and Model: _____
- iii) Broadcast Frequency: _____
- iv) Address of where the radio transmitter is based: _____

g) Please complete the following fleet information for the Private Hire Vehicles you intend to operate:

- i) Total number of vehicles: 4
- ii) Make-up of fleet (e.g. numbers of saloon, multi-seaters, low emission vehicles etc.):

4 SALOON

- iii) Number of wheelchair-accessible vehicles: \emptyset

h) Do you intend to use Hackney Carriage Vehicles in order to fulfil bookings?

YES NO TO THE EXTENT THAT HACKNEY CARRIAGES TAKE PRIVATE HIRE TRIPS ON THE UBER APP IN CAMBRIDGE, THEY ARE NOT DISPATCHED UNDER UBER'S CAMBRIDGE CITY COUNCIL PRIVATE HIRE OPERATORS LICENCES

i) If yes, please state the number of Hackney Carriage Vehicles you intend to use:

ii) If yes, please also explain what safeguards are in place to protect passengers:

i) Do you intend to sub-contract bookings to other operators?

YES NO

If yes, please provide details of the operators you intend to sub-contract to, who they are licensed by and the methods in which bookings are passed over.

APPENDIX A

j) What suitability checks or requirements are undertaken on drivers?

WE ENTRUST THAT ANY APPROPRIATE SUITABILITY CHECKS WILL BE DONE BY CAMBRIDGE CITY COUNCIL AT THE TIME OF LICENSING OR RENEWAL.

k) What training is given to drivers?

UBER PARTNER DRIVERS ARE GIVEN AN OVERVIEW OF THE WAY THE UBER APP WORKS WHEN THEY INITIALLY PARTNER WITH UBER. WE ASSUME THAT ANY PRIVATE-HIRE-SPECIFIC TRAINING WILL BE MANDATED BY CAMBRIDGE CITY COUNCIL, AND TESTED AT THE TIME OF LICENSING.

l) What suitability checks or requirements are undertaken on staff members?

UBER'S CAMBRIDGE BOOKING OFFICE IS NOT OPEN TO MEMBERS OF THE PUBLIC. HOWEVER, UBER CONDUCTS RIGOROUS INTERVIEW AND SUITABILITY CHECKS FOR ALL CANDIDATES, PRIOR TO HIRING. IN EMEA, THESE INCLUDE ID CHECK, CRIMINAL CHECK, RIGHT TO WORK CHECK, VERIFICATION AGAINST SANCTION CHECK, AND CREDIT CHECKS FOR FINANCE/LEADERSHIP ROLES.

m) What training is given to staff members?

DEPENDING ON THE ROLE, MEMBERS OF STAFF ARE GIVEN SUFFICIENT TRAINING TO CARRY OUT THE FUNCTIONS OF THEIR ROLE.

n) What disciplinary procedures do you have in place? STAFF - UBER HAS A CODE OF CONDUCT FOR ALL EMPLOYEES. WE RUN REGULAR PERFORMANCE MANAGEMENT TO ASSESS AND MANAGE PERFORMANCE, AND HAVE CLEAR POLICIES FOR ETHICAL EMPLOYEE CONDUCT & BEHAVIOUR. PARTNER-DRIVERS - PARTNER-DRIVERS ARE SELF-EMPLOYED, INDEPENDENT CONTRACTORS, HOWEVER UBER MAKES IT CLEAR AT THE TIME OF PARTNERING THAT WE HAVE A SET OF COMMUNITY GUIDELINES THAT ARE CONTRACTUALLY INCORPORATED INTO THE PARTNER AGREEMENT.

<http://www.uber.com/legal/community-guidelines/uk-en/>

o) What is your complaints procedure?

UBER ENCOURAGES ALL USERS TO PROVIDE FEEDBACK ON THE OVERALL SERVICE PROVIDED, AS WELL AS ON DRIVERS' Demeanour AND DRIVING. UBER ROUTINELY RECEIVES COMPLAINTS AND FEEDBACK FROM USERS ABOUT THEIR EXPERIENCES, AS WELL AS FROM DRIVERS, WHO ARE ALSO ENTITLED TO COMPLAIN ABOUT POOR BEHAVIOUR BY USERS. COMPLAINTS CAN BE RAISED EITHER IN-APP OR VIA HELP.UBER.COM AND WE AIM TO RESPOND TO ANY COMPLAINT WITHIN 24 HOURS.

p) Do you operate an equal opportunities policy?

YES NO

If no, please explain why not:

q) What fare structure do you intend to use?

SEE APPENDIX

APPENDIX A

r) Do you intend to use any taxi fare calculator app in order to calculate fares?

YES NO

If yes, please detail the name and publisher of the app and how it works:

s) Do you intend to operate any surge pricing as part of the fare structure?

YES NO

If yes, please explain details of the surge pricing to be used: SEE APPENDIX

If yes, and you intend to use Hackney Carriage Vehicles to fulfil bookings, please explain how you will ensure that passengers will not be overcharged:

t) How is the fare structure advertised to passengers?

- in-app fare estimate
- Uber.com fare estimate.
- information icon on product selection screen (prior to the request being made) (SEE APPENDIX)

u) Are you registered with the Information Commissioner's Office on the Data Protection Public Register?

YES NO SEE APPENDIX

If not, please explain why:

v) Where are vehicles parked when awaiting a booking or not working?

UBER BRITANNIA LIMITED DOES NOT OWN ANY PRIVATE HIRE VEHICLES. THEREFORE IT IS THE LICENSED DRIVER'S RESPONSIBILITY TO ENSURE THEY PARK AND WAIT IN A LOCATION SO AS TO NOT CAUSE CONGESTION OR OBSTRUCTION

6. Bookings

a) When making a booking can passengers specify a vehicle to suit their needs? e.g. wheelchair-accessible vehicle, number of seats required etc.

YES NO

If yes, please explain how passengers can request a suitable vehicle:

In-app product selection

If no, please explain how you will ensure a suitable vehicle is sent to the customer:

b) If you operate vehicles licensed by more than one licensing authority are passengers able to choose a vehicle licensed by a specific licensing authority? UBER'S RIDER TERMS MAKE IT CLEAR THAT THE BOOKING WILL BE ACCEPTED AND ALLOCATED TO A DRIVER UNDER THE RELEVANT OPERATORS LICENCE. THE DRIVER MAY BE LICENSED IN AN AREA OTHER THAN WHERE THE BOOKING IS REQUESTED OR THE TRANSPORTATION SERVICES ARE PROVIDED

APPENDIX A

c) Can vehicles be booked in advance?

YES NO

If you do not allow pre-bookings please explain how you ensure that drivers are not illegally plying for hire

d) Please answer the following questions, as applicable, explaining how you intend to accept bookings:

Method	Details
In person	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Telephone	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Please state the telephone numbers which customers can call to make a booking: _____ How many telephone lines will be in operation for the public to use? _____ In any of the above are 'free phones' please give the name/details of their location: _____
E-mail	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> E-mail addresses: _____
Website	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Website address: <u>m.uber.com</u>
Mobile app	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Name of app: <u>Uber</u> Does the app belong to you? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If no, who owns the app? <u>THE APP IS INTERNAL PROPRIETARY TECHNOLOGY OWNED BY UBER TECHNOLOGIES INC.</u> Please explain how the app works ensuring you also answer the questions below; <ul style="list-style-type: none"> • Who will invite the booking? • Who will accept the booking? • Where are bookings received to? • Does the booking remain a contract with the operator and not direct with the driver? • Where are the servers that store/process booking records based? • How is a booking given to a driver? • How do you ensure the triple lock licensing rule is observed? i.e. driver, vehicle and operator are all licensed by the same licensing authority • How does a passenger know which licensing authority licences the driver and vehicle? • What information is given to the passenger? <p style="text-align: center;"><u>SEE APPENDIX</u></p>

APPENDIX A

7a. Personal Details (Licence Applicant/ Holder)

Position in the Private Hire Operator Business: DIRECTOR

TITLE: MR	DATE OF BIRTH: [REDACTED]
SURNAME: ELVIDGE	TOWN OF BIRTH: [REDACTED]
FIRST NAMES: THOMAS	COUNTRY OF BIRTH: UK

PLEASE DETAIL IF YOU HAVE BEEN KNOWN BY ANY OTHER NAMES (this includes maiden names):

NAME:	DATE FROM:	DATE TO:
NAME:	DATE FROM:	DATE TO:
NAME:	DATE FROM:	DATE TO:

HOME ADDRESS:
 [REDACTED] POST CODE: [REDACTED]

7b. Contact Information

Home Telephone Number:
 Mobile Telephone Number:
 Email Address: [REDACTED]

7c. CONVICTIONS

Do you have any spent convictions? YES NO
 Do you have any unspent convictions? YES NO

You must detail all convictions, cautions, reprimands and final warnings. Continue on to a separate sheet if necessary.

This information, along with the other aspects of the application process, will be used to ensure that Cambridge City Council can be satisfied that you are a "fit and proper" person to hold a private hire operator licence.

The disclosure of a criminal record or other relevant information will not necessarily disbar a person from obtaining or holding a private hire operator's licence unless the Council considers the nature of the convictions to render you unfit.

Whilst each application is considered on its own merit a person who is found to have (at the time of application for the grant or renewal of a licence or during the period of a licence being valid) convictions within the Council's 'Taxi Drivers- Grounds for Disbarment' policy, will not normally be granted a licence, and in the case of an existing licence holder, may have it revoked.

Date of conviction / caution / endorsement	Title of conviction	Nature of conviction	Penalty
N/A			

APPENDIX A

7d. Are you currently under any criminal investigation or have any pending court cases (including motoring offences)?

YES NO (✓ as appropriate). If answering 'yes' please give details below:

7e. Have you been licensed to work as a Private Hire Operator before?

YES NO (✓ as appropriate) If answering 'yes' please give details below:

Name of Council: SEE APPENDIX

Type of licence:

Period during which licence was held :

7f. Have you ever had a Private Hire Operator's licence refused, revoked or suspended?

YES / NO (✓ as appropriate) If answering 'yes' please give details below:

Name of Council:

Date:

Refusal / Revocation / Suspension (Mark as applicable)

Reasons:

7g. Are you currently licensed to drive a Hackney Carriage or Private Hire Vehicle with Cambridge City?

YES / NO (✓ as appropriate) If answering 'yes' please give details below:

Date of licence Expiry:

Driver Number:

If No, you will need to provide a BASIC DBS Disclosure to the Commercial & Licensing Team as part of your Private Hire Operator application.

7h. Relevant Information

1. Have you ever been, or are you currently, the director or secretary of a company?

YES NO

If yes to the above, please provide the details (name, address, trade/ business activity, duration/ period) of the companies.

OCT 2017 {
 UBER BRITANNIA LTD - ALDGATE TOWER, 2 LEMAN ST, LONDON E14 6AF
 UBER NIR LTD - " " " "
 UBER SCOT LTD - 93 GEORGE ST. EDINBURGH, SCOTLAND EH2 3ES

2. Were there, or are there, any convictions recorded against the company?

YES NO

If yes to the above, please provide the details (nature of conviction, date, outcome).

N/A

APPENDIX A

3. What trade, business or profession have you carried on in the past 5 years prior to applying for this licence? Please provide full details (name, date, your position, location):

SEP 2015 - PRESENT, UBER, GENERAL MANAGER, LONDON
SEP 2014 - SEP 2015, UBER, GENERAL MANAGER, LEEDS & NEWCASTLE
SEP 2013 - SEP 2014, GOLDMAN SACHS, VP, NEW YORK
MAR 2008 - SEP 2013, MOORHOUSE CONSULTING, PRINCIPAL, NEW YORK

7i. Do you hold a full British passport?

YES NO (✓ as appropriate)

If YES please detail Passport Number: 

7j. Do you have the right to live and work in the UK?

You may be asked for documentary evidence if you do not hold a full British Passport.

YES NO (✓ as appropriate)

Please detail your National Insurance Number: 

If NO please detail any restrictions on your right to remain in the UK (including any relevant dates):

N/A

7k. References (for NEW applicants only)

Please provide the details of the two referees; one must be a professional referee (e.g. accountant, solicitor, magistrate) that you have obtained references from (and have submitted at your appointment) as part of your application.

Please note that the references must be dated no more than one month prior to the new appointment date.

TITLE:

SURNAME:

FIRST NAMES:

ADDRESS:

CONTACT NUMBER:

E-MAIL:

TITLE:

SURNAME:

FIRST NAMES:

ADDRESS:

CONTACT NUMBER:

E-MAIL:

7l. DECLARATION

I declare that the information which I have given above is accurate and true.

Signed: 

Dated: 3 / 11 / 17

Print Name: TOM ELVIDGE

THIS BOX HAS BEEN INTENTIONALLY LEFT BLANK

APPENDIX A

8a. Personal Details (Licence Applicant/ Holder)

Position in the Private Hire Operator Business: DIRECTOR

TITLE: MR	DATE OF BIRTH: [REDACTED]
SURNAME: JONES	TOWN OF BIRTH: [REDACTED]
FIRST NAMES: FREDERICK	COUNTRY OF BIRTH: U.K.

PLEASE DETAIL IF YOU HAVE BEEN KNOWN BY ANY OTHER NAMES (this includes maiden names):

NAME:	DATE FROM:	DATE TO:
NAME:	DATE FROM:	DATE TO:
NAME:	DATE FROM:	DATE TO:

HOME ADDRESS: [REDACTED] POST CODE: [REDACTED]

8b. Contact Information

Home Telephone Number: [REDACTED]

Mobile Telephone Number: [REDACTED]

Email Address: [REDACTED]

8c. CONVICTIONS

Do you have any spent convictions? YES NO

Do you have any unspent convictions? YES NO

You must detail all convictions, cautions, reprimands and final warnings. Continue on to a separate sheet if necessary.

This information, along with the other aspects of the application process, will be used to ensure that Cambridge City Council can be satisfied that you are a "fit and proper" person to hold a private hire operator licence.

The disclosure of a criminal record or other relevant information will not necessarily disbar a person from obtaining or holding a private hire operator's licence unless the Council considers the nature of the convictions to render you unfit.

Whilst each application is considered on its own merit a person who is found to have (at the time of application for the grant or renewal of a licence or during the period of a licence being valid) convictions within the Council's 'Taxi Drivers- Grounds for Disbarment' policy, will not normally be granted a licence, and in the case of an existing licence holder, may have it revoked.

Date of conviction / caution / endorsement	Title of conviction	Nature of conviction	Penalty
N/A			

APPENDIX A

8d. Are you currently under any criminal investigation or have any pending court cases (including motoring offences)?
 YES NO (✓ as appropriate). If answering 'yes' please give details below:

8e. Have you been licensed to work as a Private Hire Operator before?
 YES / NO (✓ as appropriate) If answering 'yes' please give details below:

Name of Council: **SEE APPENDIX**

Type of licence:

Period during which licence was held :

8f. Have you ever had a Private Hire Operator's licence refused, revoked or suspended?
 YES / NO (✓ as appropriate) If answering 'yes' please give details below:

Name of Council:

Date:

Refusal / Revocation / Suspension (Mark as applicable)

Reasons:

8g. Are you currently licensed to drive a Hackney Carriage or Private Hire Vehicle with Cambridge City?
 YES / NO (✓ as appropriate) If answering 'yes' please give details below:

Date of licence Expiry:

Driver Number:

If No, you will need to provide a BASIC DBS Disclosure to the Commercial & Licensing Team as part of your Private Hire Operator application.

8h. Relevant Information

1. Have you ever been, or are you currently, the director or secretary of a company?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If yes to the above, please provide the details (name, address, trade/ business activity, duration/ period) of the companies		
OCT 2017 { <ul style="list-style-type: none"> UBER BRITANNIA LTD - ALDGATE TOWER, 2 LEMAN STREET, LONDON E1 8FA UBER NIR LTD " " " " UBER SCOT LTD, 93 GEORGE ST., EDINBURGH, SCOTLAND, EH2 3ES 		
2. Were there, or are there, any convictions recorded against the company?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes to the above, please provide the details (nature of conviction, date, outcome).		
N/A		

APPENDIX A

3. What trade, business or profession have you carried on in the past 5 years prior to applying for this licence? Please provide full details (name, date, your position, location):

MAY 2015 - PRESENT, UBER, HEAD OF CITIES, UK & IRELAND
JAN 2006 - APR 2015, ACCENTURE, DIRECTOR, UK

8i. Do you hold a full British passport?

YES NO (✓ as appropriate)

If **YES** please detail Passport Number:



8j. Do you have the right to live and work in the UK?

You may be asked for documentary evidence if you do not hold a full British Passport.

YES NO (✓ as appropriate)

Please detail your National Insurance Number:



If **NO** please detail any restrictions on your right to remain in the UK (including any relevant dates):

N/A

8k. References (for NEW applicants only)

Please provide the details of the **two referees**; one must be a professional referee (e.g. accountant, solicitor, magistrate) that you have obtained references from (and have submitted at your appointment) as part of your application.

Please note that the references must be dated no more than one month prior to the new appointment date.

TITLE:

SURNAME:

FIRST NAMES:

ADDRESS:

CONTACT NUMBER:

E-MAIL:

TITLE:

SURNAME:

FIRST NAMES:

ADDRESS:

CONTACT NUMBER:

E-MAIL:

8l. DECLARATION

I declare that the information which I have given above is accurate and true.

Signed: 

Dated: 3 / 11 / 17

Print Name: FRED JONES

THIS BOX HAS BEEN INTENTIONALLY LEFT BLANK

10. Schedule of Ancillary Staff (e.g. telephone call handlers, at time of application/
renewal) Please continue on a separate sheet if necessary

Full Name	Designation
	REGIONAL GREENLIGHT MANAGER
	GREENLIGHT EXPERT
	GREENLIGHT EXPERT

11. Declarations


1. I understand that any licence issued will be subject to the provisions of:
 - (i) the Town Police Clauses Act 1847
 - (ii) the Local Government (Miscellaneous Provisions) Act 1976
 - (iii) the Council's licence conditions
2. I accept that any licence issued will belong to the Council, and if lost or damaged, I will be liable for the cost of replacement.
3. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form.
4. I understand that any changes to any particulars must be notified in writing to the Cambridge City Council within 7 days.
5. I HEREBY DECLARE that all particulars entered on this form are true and correct to the best of my knowledge and belief. I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application.
6. I understand that all private hire operator licence holders are jointly and severally liable for the actions of one another in relation to the operator licence and that it is for joint licence holders to make suitable partnership arrangements to manage the business/ company.
7. I understand the implications of the application and my obligations in respect of it.
8. I declare that the information detailed above in 9a is accurate and true at the time of application.
9. I declare that the business/ company has adequate processes in place to undertake the necessary and suitable checks for ALL ancillary staff, as detailed above, to ensure that they handle sensitive information correctly and that they are to the best of my knowledge fit and proper to hold such a position within the business/ company.
10. I understand that the Hackney Carriage & Private Hire Licensing Policy and associated Handbook is intended to ensure that the trade and public have a document(s) which fully explains the licensing procedures to all parties in a clear and transparent manner. I understand that it is my responsibility to access these documents and to read and understand them.

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for a Private Hire Operator Licence.

The personal information that you give us will also be used in a confidential manner to help us monitor our processes.

We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, in accordance with our registration with the Data Protection Commissioner.

LICENCE APPLICANT/ HOLDER: 

Signed: _____ Dated: 3 / 11 / 17

Print Name: TOM ELVIDGE

LICENCE APPLICANT/ HOLDER: 

Signed: _____ Dated: 3 / 11 / 17

Print Name: FRED JONES

APPENDIX A

FOR OFFICE USE ONLY LICENCE APPLICANT/ HOLDER

Received by:

Designation:

Date:

APPLICANT AS DETAILED IN 6a: Identification Documents Received, Checked & Detailed

YES

IDENTIFICATION VERIFICATION

Please detail the type of ID seen, the document number and the type of address verification provided using the codes below:

PP – Passport
DL – Driving Licence
CDB – City Council Licensed Driver's Badge

BS – Bank or Building Society Statement
UB – Utility Bill
MS – Mortgage Statement
CC – Credit Card Statement
FS – Financial Statement
BBA – Bank or Building Society Account Opening Confirmation Letter
P45 – P45 Statement
P60 – P60 Statement
CT – Council Tax Statement
BF – Benefit Statement
LG – Central/ Local Government, Government Agency or Local Council Document

LICENCE HOLDER (1)	TYPE OF ID SEEN	NUMBER	ADDRESS VERIFICATION

Basic DBS Disclosure Required:

YES NOT APPLICABLE (please complete next section)

BASIC DBS CERTIFICATE NUMBER:

DATE OF ISSUE:

DBS SIGNED OFF BY:

DATE:

FURTHER ACTION:

Enhanced DBS Disclosure Referenced (if currently a licensed driver with CCC:

ENHANCED DBS CERTIFICATE NUMBER:

DATE OF ISSUE:

UP TO DATE DBS SIGNED OFF BY:

DATE:

FURTHER ACTION:

References Required:

YES

NOT APPLICABLE

DATE OF REFERENCE 1:

DATE REFERENCE 1 RECEIVED:

ADDITIONAL INFORMATION/ NOTES:

REFERENCES AUTHORISED FOR PROCESSING:

YES

NO

FURTHER ACTION:

DATE OF REFERENCE 2:

DATE REFERENCE 2 RECEIVED:

ADDITIONAL INFORMATION/ NOTES:

REFERENCES AUTHORISED FOR PROCESSING:

YES

NO

FURTHER ACTION:

APPENDIX A

FOR OFFICIAL USE ONLY LICENCE APPLICANT/ HOLDER

Received by:

Designation:

Date:

APPLICANT AS DETAILED IN 7a: Identification Documents Received, Checked & Detailed

YES

IDENTIFICATION VERIFICATION

Please detail the type of ID seen, the document number and the type of address verification provided using the codes below:

- PP – Passport
- DL – Driving Licence
- CDB – City Council Licensed Driver's Badge

- BS – Bank or Building Society Statement
- UB – Utility Bill
- MS – Mortgage Statement
- CC – Credit Card Statement
- FS – Financial Statement
- BBA – Bank or Building Society Account Opening Confirmation Letter
- P45 – P45 Statement
- P60 – P60 Statement
- CT – Council Tax Statement
- BF – Benefit Statement
- LG – Central/ Local Government, Government Agency or Local Council Document

LICENCE HOLDER (2)	TYPE OF ID SEEN	NUMBER	ADDRESS VERIFICATION

<p>Basic DBS Disclosure Required:</p> <p>YES <input type="checkbox"/> NOT APPLICABLE (please complete next section) <input type="checkbox"/></p> <p>BASIC DBS CERTIFICATE NUMBER:</p> <p>DATE OF ISSUE:</p> <p>DBS SIGNED OFF BY:</p> <p>DATE:</p> <p>FURTHER ACTION:</p>	<p>Enhanced DBS Disclosure Referenced (if currently a licensed driver with CCC): <input type="checkbox"/></p> <p>ENHANCED DBS CERTIFICATE NUMBER:</p> <p>DATE OF ISSUE:</p> <p>UP TO DATE DBS SIGNED OFF BY:</p> <p>DATE:</p> <p>FURTHER ACTION:</p>
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References Required: YES NOT APPLICABLE

<p>DATE OF REFERENCE 1:</p> <p>ADDITIONAL INFORMATION/ NOTES:</p> <p>REFERENCES AUTHORISED FOR PROCESSING: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>FURTHER ACTION:</p>	<p>DATE REFERENCE 1 RECEIVED:</p>
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<p>DATE OF REFERENCE 2:</p> <p>ADDITIONAL INFORMATION/ NOTES:</p> <p>REFERENCES AUTHORISED FOR PROCESSING: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>FURTHER ACTION:</p>	<p>DATE REFERENCE 2 RECEIVED:</p>
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INSPECTION APPOINTMENT BOOKED FOR - DATE: / /

INSPECTION DATE UNDERTAKEN: / /

BY:

WORKSHEET NUMBER:

Planning Permission Documents Received, Checked & Copied

YES NOT APPLICABLE

NOTES/ ADDITIONAL INFO:

Public Liability Insurance Documents Received, Checked & Copied

YES NOT APPLICABLE

NOTES/ ADDITIONAL INFO:

DATE LICENCE GRANTED:

THIS BOX HAS BEEN INTENTIONALLY LEFT BLANK

APPENDIX A

Appendix 5d) - Office Equipment

GLH Room: 136, Ground Floor
2 Flat Screen TVs with remote
High Top Desk
Black high chair
2 brown wooden drawers
1 clear plastic drawers
2 desks
14 foldable black chairs
iPad stand with iPad
Information display stand
1 white board
2 desk chairs
15 popper wallets
18 black Clipboard
2 HDMI to laptop cable 1 for Dell and 1 for Apple
Board Marker & eraser
2 multi-plug extension lead
1 desk phone
4 A1 canvas
Operators Licence Framed
Insurance Framed
Camera

Office Space: 230,1st Floor room
3 dell desktop screen
4 multi-plug extension lead
3 brown desk
3 desk chairs
1 roundtable
small fridge
microwave
1 cupboard
3 desk drawers
2 desk phones
2 iPad stands
1 printer
1 camera and black box
1 fan
3 black foldable chairs
1 fire blanket
1 first aid kit
2 box of paper
2 laminator
1 toaster
1 kettle
4 uber t-shirts
3 apple mac mice
3 apple mac keyboards
4 ghost laptop stand
2 pack of A4 laminated sheets
1 pack of A3 laminated sheet
Markers
2 iPads
6 packs of multicoloured ink
1 whiteboard
3 uber photo phones
1 amazon firestick
1 plug-in heater
1 A-B Uber poster
1 HDMI to laptop mac cable
pens
speakers
coat hanger
Phone chargers , apple and samsung

APPENDIX A

Licence Holder:	Uber Britannia Ltd.		
Licensing Authority	First Licence Issue Date	Current Licence Issue Date	Current Licence Expiry Date
Birmingham City Council	06/02/2015	01/02/2017	05/02/2018
City of Wolverhampton Council	11/05/2016	11/05/2017	10/05/2022
Solihull Metropolitan Borough Council	12/05/2015	12/05/2015	11/05/2021
Brighton & Hove City Council	05/11/2015	05/11/2015	04/11/2017
Chichester District Council	14/12/2016	14/12/2016	13/12/2021
Lewes District Council	01/02/2017	13/02/2017	12/02/2022
Cambridge City Council	21/12/2015	21/12/2016	20/12/2017
South Cambridgeshire District Council	09/12/2015	19/10/2017	08/12/2021
Newport City Council	16/08/2016	16/08/2016	15/08/2021
The City of Cardiff Council	23/12/2015	19/09/2016	22/12/2020
Edinburgh City Council	07/03/2016	24/03/2017	19/03/2018
Glasgow City Council	27/05/2015	01/06/2016	31/05/2019
City of York Council	23/12/2015	24/12/2016	23/12/2017
Leicester City Council	02/04/2015	02/04/2016	01/04/2021
Guildford Borough Council	06/07/2017	06/07/2017	05/07/2022
Reigate and Banstead Borough Council	30/05/2015	30/04/2017	29/04/2018
Slough Borough Council	27/04/2015	27/04/2016	26/04/2021
Uttlesford District Council	21/12/2015	21/12/2015	30/11/2020
Bolton Metropolitan Borough Council	26/03/2015	26/03/2015	25/03/2021
Bury, Metropolitan Borough of	07/03/2015	23/03/2017	22/03/2018
Cheshire East Council	25/11/2015	25/11/2015	25/11/2020
Manchester City Council	01/02/2014	27/08/2016	31/07/2021
Oldham Council	25/03/2015	25/03/2016	24/03/2021
Rochdale Borough Council	26/04/2015	13/10/2017	25/04/2021
Tameside Metropolitan Borough Council	15/09/2015	01/09/2017	31/08/2018
Trafford Council	01/11/2014	01/11/2015	31/10/2020
Wigan Council	14/10/2015	14/10/2015	13/10/2020
Cheshire West & Chester	30/05/2017	30/05/2017	29/05/2022
Knowsley Metropolitan Borough Council	21/10/2015	21/10/2016	04/11/2021
Liverpool City Council	24/11/2016	24/11/2016	23/11/2021
Sefton Council	19/06/2015	19/06/2016	18/06/2021
Wirral Council	26/11/2015	26/11/2015	25/11/2020
Durham County Council	09/01/2017	09/01/2017	08/01/2022
Newcastle City Council	24/02/2015	24/02/2016	23/02/2021
Derby City Council	13/12/2016	13/12/2016	13/12/2021
Fareham Borough Council	16/12/2015	16/12/2015	30/04/2020
Portsmouth City Council	18/01/2015	18/01/2016	31/01/2021
Southampton City Council	01/02/2016	01/02/2016	31/12/2021
Bristol City Council	03/01/2015	03/01/2016	02/01/2021
Swindon Borough Council	25/11/2016	25/11/2016	25/11/2017
Newcastle-Under-Lyme Borough Council	22/02/2016	22/02/2016	21/02/2019
Stoke-on-Trent City Council	14/08/2015	14/08/2015	13/08/2018

APPENDIX A

Licence Holder:	Tom Elvidge		
Licensing Authority	First Licence Issue Date	Current Licence Issue Date	Current Licence Expiry Date
Kirklees Metropolitan Borough Council	03/02/2015	10/02/2016	03/03/2022
Leeds City Council	09/11/2014	09/11/2016	12/11/2017
Wakefield Council	20/02/2015	20/02/2016	19/02/2021
Aylesbury Vale District Council	18/05/2016	18/05/2016	17/05/2021
Luton Borough Council	17/06/2015	12/04/2016	31/03/2021
Windsor and Maidenhead, The Royal Bor	30/03/2015	30/03/2016	29/03/2021
Wycombe District Council	08/03/2016	30/06/2016	30/04/2021

APPENDIX A

Licence Holder:	Fred Jones		
Licensing Authority	First Licence Issue Date	Current Licence Issue Date	Current Licence Expiry Date
Bradford Metropolitan Borough Council	01/05/2015	24/10/2017	25/10/2022
Calderdale Council	14/03/2016	15/03/2017	14/03/2022
Woking Borough Council	16/02/2016	04/05/2017	16/02/2018
Stockport Metropolitan Borough Council	14/06/2014	01/12/2016	30/11/2021
Christchurch Borough Council	01/06/2017	25/05/2017	24/05/2022
Gosport Borough Council	22/12/2015	22/12/2015	23/12/2020
Havant Borough Council	19/01/2016	19/01/2016	18/01/2021
New Forest District Council	12/05/2016	12/05/2016	30/04/2021
Borough of Poole	01/06/2017	21/06/2017	30/06/2022
Bath and North East Somerset Council	01/11/2015	01/11/2016	31/10/2021
North Somerset Council	12/10/2015	12/10/2015	11/10/2018
South Gloucestershire Council	22/06/2015	21/07/2017	22/07/2022

APPENDIX A

Appendix - Suspended/Revoked/Refused Licences

Uber Britannia Ltd's application for an operator licence was refused by Reading Borough Council (RBC) in March 2016. The reasons given were not relevant to this current application, being related to peculiar requirements in RBC's local licence conditions and other irrelevant concerns around local demand and the number of vehicles that will be operated in that area.

Uber Britannia Ltd's application for an operator licence with Swansea City & County Council (SCCC) was made alongside a request for an exemption to one of the conditions. Condition 22 requires the operator to check all vehicles before the start of each shift. Uber do not assign shifts to licensed private hire drivers who use our app. As independent contractors, partner-drivers who use the app have the flexibility to switch the app on/off as they see fit, with many enjoying the flexibility of having no set shifts or minimum hours. It was also put forward by the Team Leader of the Swansea Licensing team that the purpose of this requirement is already adequately met by the driver's licence conditions. The exemption was not granted by the Licensing committee and in September 2017 the application was subsequently not successful.

TfL refused Uber London Limited's application to renew its PHO licence - this decision is currently under appeal.

Appendix 5 (g) & 5 (f)

APPENDIX A

6:39 pm 20% battery

Me University of Cam... 6 MIN

Pembroke College

Popular

Fares are slightly higher due to increased demand

uberX £4-5

Uber UK U4B 1-4

CONFIRM UBERX

6:39 pm 20% battery

Me University of Cam... 6 MIN

uberX

Cheap, fast & reliable

Fare	£4-5
Capacity	1-4
Per Minute Wait Time	£0.24

DONE

6:39 pm 20% battery

Fare Breakdown

Your fare will be the price presented before the trip or based on the rates below and other applicable surcharges and adjustments.

Base Fare	£3
Minimum Fare	£4.20
+ Per Minute	£0.18
+ Per Mile	£1.80

Additional wait time charges may apply to your trip if the driver has waited 2 minutes: £0.24 per minute.

Uber Britannia Limited
Compass House
Vision Park
Chivers Way
Histon
Cambridge, CB24 9AD

By Hand

3 November 2017

To Whom It May Concern,

I write in response to question 5 s) of the Cambridge City Council renewal application, which asks:

“Do you intend to operate any surge pricing as part of the fare structure?”, “If yes, please explain details of the surge pricing to be used”, and “If yes, and you intend to use Hackney Carriage Vehicles to fulfil bookings, please explain how you will ensure that passengers will not be overcharged”.

When vehicle supply is restricted, Uber uses surge pricing to ensure that passengers are able to get a ride reliably and quickly. Uber always informs riders that surge pricing is in effect; if relevant, the app displays the current surge rate along with the fare estimate and the rider will be required to accept the rate prior to requesting a ride. In this way we ensure the pricing structure is as transparent as possible.

Uber does not permit Hackney Carriages to fulfil bookings within their licensed district on the Uber app, which ensures that it is not possible for them to fall foul of s.58 of the Town Police Clauses Act 1847.

I am at your disposal if you have any questions.

Yours faithfully,



Frederick Jones
Head of Cities, UK and Ireland, Uber
Enc.



Uber Britannia Limited
Compass House
Vision Park
Chivers Way
Histon
Cambridge, CB24 9AD

By Hand

3 November 2017

To Whom It May Concern,

I write in response to question 5 u) of the Cambridge City Council renewal application, which asks:

“Are you registered with the Information Commissioner’s Office on the Data protection Public Register?”

I can confirm that Uber Britannia Limited is not a data controller for the purposes of the Data Protection Act 1998 and therefore is not registered with the Information Commissioner’s Office. The data controller for the purposes of data protection is Uber B.V., a company incorporated in the Netherlands, and we can confirm that it is registered with the ‘*Autoriteit Persoonsgegevens*’, which is the Dutch equivalent of the ICO.

I am at your disposal if you have any questions.

Yours faithfully,



Frederick Jones
Head of Cities, UK and Ireland, Uber
Enc.



Uber Britannia Limited
Compass House
Vision Park
Chivers Way
Histon
Cambridge, CB24 9AD

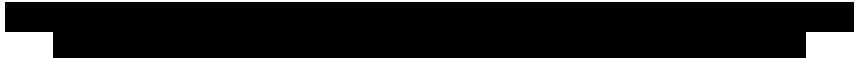
By Hand

3 November 2017

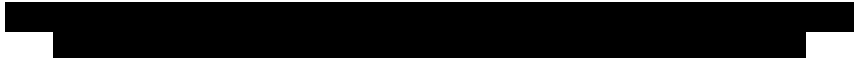
To Whom It May Concern,

I write in response to question 6 d) of the Cambridge City Council renewal application, which asks for further detail regarding acceptance of bookings via a mobile app.

Question	Answer
Who will invite the booking?	Uber Britannia Limited (“ UBL ”) invites the booking via the Uber app, which is configured for the local jurisdiction. UBL is responsible for ensuring that drivers available for bookings are properly licensed and insured and dispatches bookings to drivers.
Who will accept the booking?	UBL accepts the booking as the licensed private hire operator.
Where are bookings received to?	Bookings are received electronically and processed under UBL’s Cambridge operator licence. For the avoidance of doubt, there is no requirement in the Local Government (Miscellaneous Provisions) Act 1976 for the booking to be accepted in any particular geographic location, or for a booking to ‘land’ at the licensed premises within the district.



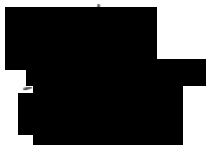
<p>Does the booking remain a contract with the operator and not direct with the driver?</p>	<p>UBL, as the licensed private hire operator, accepts the booking and accepts all regulatory responsibilities and burdens that arise. However, UBL does not itself provide transportation services, and is not a transportation provider. UBL acts as agent of drivers who provide transportation services as principal, in common with a number of other private hire operators.</p>
<p>Where are the servers that store/process booking records based?</p>	<p>Uber - like all modern businesses - uses cloud based technology for security and safety reasons. UBL does not have a local server and there is no requirement for it to have one under the 1976 Act. All booking records are stored electronically and available to the Authority on demand.</p>
<p>How is a booking given to a driver?</p>	<p>The booking system works in the following way: The Uber rider opens the Uber app, selects their pick up location and presses the “request” button. The rider also has the option at this stage to enter their intended destination and to ask for a fare estimate. Based on the rules set by the relevant licensed operator, the Uber system identifies the best placed licensed partner-driver for the rider. When an available licensed partner-driver and vehicle has been identified, UBL accepts the booking, logs the booking on the system and allocates the booking to that partner-driver.</p>
<p>How do you ensure the triple lock licensing rule is observed? i.e. driver, vehicle and operator are all licensed by the same licensing authority</p>	<p>Each driver and vehicle is identifiable by their relevant licence. Only drivers and vehicles licensed by the same authority are able to receive bookings made via the app and booking records clearly delineate between vehicles/drivers from different authorities.</p>
<p>How does a passenger know which licensing</p>	<p>Uber’s terms and conditions for passengers</p>



<p>authority licences the driver and vehicle?</p>	<p>the “Rider Terms”) state, at paragraph 3, that:</p> <p><i>“You should be aware that the Transportation Provider to which your PHV Booking is allocated and who provides the Transportation Services may be licensed in an area other than where the booking is requested or the Transportation Services are provided.”</i></p> <p>In many cases, the relevant authority is clearly displayed on livery, but if riders require this information after the trip has concluded, they can enquire quickly and easily through our in-app support, and will typically receive a response from our dedicated Support Team within a few hours.</p>
<p>What information is given to the passenger?</p>	<p>Riders booking through the Uber app will receive (via the app):</p> <ul style="list-style-type: none">● The driver’s first name;● The driver’s photo;● The vehicle’s make;● The vehicle’s model;● The vehicle’s registration;● The vehicle’s colour; and● The ETA of the driver.

I am at your disposal if you have any questions.

Yours faithfully,



Frederick Jones
Head of Cities, UK and Ireland, Uber
Enc.

