

Pedicab Operator and Owner-Operator Application Form and Agreement with The London Pedicab Operators' Association (LPOA)

Registration Details

LPOA operator ID _____

Operator Name: _____

Office Address: _____

Base Address if different: _____

Legal Structure: Limited Company; Partnership; Sole-Trader (circle as appropriate)

Company Registration Number: _____

Web Address _____

Email address (general) _____

Landline Tel No _____

24 Hour Contact Tel No. _____

Staff Details:

Family Name _____

Forenames _____

Nationality _____

Passport Number _____

Landline _____

Mobile _____

Email _____

Position _____

Staff Details:

Family Name _____

Forenames _____

Nationality _____

Passport Number _____

Landline _____

Mobile _____

Email _____

Position _____

Staff Details:

Family Name _____
Forenames _____
Nationality _____
Passport Number _____
Landline _____
Mobile _____
Email _____
Position _____

Above details required for all employees, directors and owners
If more please continue on a separate document

Agreement

I/We hereby certify that as an Operator or Owner-Operator of Pedicabs in London that I/we will comply with the following Code of Practice:

Insurance cover

I/we hereby certify that I / we have in place 3rd Party Public Liability insurance cover, minimum £5M any one event at all times. I/we will ensure that the policy cover note states the number of pedicabs being operated by my organisation (copy of insurance certificate required)

Name of Insurance Company: _____

Policy Number: _____

Cover dates Start __/__/____ Expire __/__/____

Number of pedicabs covered _____

Pedicabs

I/we will only operate pedicabs which are on the LPOA Approved Pedicab List (make / model)

I/we will ensure that pedicabs are at all times clean, presentable and in full working order

The LPOA will issue a Registration Plate which will have a unique reference linked to the Frame Number of each pedicab

Number of Pedicabs _____ (schedule attached)

Maintenance

I/we confirm that we have a regular Maintenance Programme and that all pedicabs are kept in a clean, safe and roadworthy condition.

Record Keeping

I/we confirm that I/we will maintain comprehensive records as follows:

Riders – Rider Registration documents

Training – trainer details

Pedicab Register

Operational – which rider is / was riding which pedicab on any occasion

Riders

I/we will ensure that the Rider Code of Conduct is clearly explained to each rider and that each rider who I employ or to whom I rent a pedicab will be Registered with the LPOA Registration Scheme and has signed the Code as agreement that they have understood and will abide by all aspects of the Code

I/we will ensure that riders complete the Safety Checks required by the LPOA before embarking on a shift.
LPOA Photo ID badges for riders will be issued on Registration of each Rider

Rider Training

All riders who I engage whether as an employee, contractor or one who rents / leases / rides a pedicab from my organisation will be trained by a trainer accredited by the CTC or other accrediting body, to the National Cycling Standard Level 3

Disciplinary Procedure

I/we have the Disciplinary Procedure in place (being developed by the LPOA)

Reporting information to the LPOA

I/we will inform the LPOA about any changes in my Registration details including riders and pedicabs.

General

I/we confirm that I/we have in place procedures for dealing with the following:
Lost Property
Incidents & accidents
Street monitoring

I/we confirm that I/we will not do or allow my/our riders to do anything that would harm the reputation of the industry

Data Protection

I hereby agree that any of the above information may be submitted to the police or the London Authorities by the London Pedicab Operators' Association for prevention of crime and disorder purposes only. All data will remain on the LPOA database indefinitely

Conditions of LPOA membership

Annual LPOA membership fees are payable in advance and are non-refundable.

Undertaking

I hereby certify that to the best of my knowledge and belief the above information is true and correct

Signature

Name	Position	Date