

These documents are for reference only. We are not currently accepting new applications

## Clarifications

### Ensuring the application process is fair and consistent

We are committed to providing a fair and transparent application process for the Transport for London (TfL) approved assessment centre scheme. To do this, we will be publishing clarifications that we have provided to applicants here and citing any updates that have been made to the application pack. Please check this document frequently as it will be regularly updated with information that you may find useful to your application.

### Updates to the application pack

20 September 2016

- update to the application form, Schedule 2 – Section 5 ‘Past Performance’ (Ref5.3):  
The text of the question was changed from ‘You have had a London PrivateHire Operator License revoked’ to ‘You have had a London Private Hire OperatorLicense or a Topographical Assessment Centre accreditation suspended orrevoked’

3 November 2016

- Update to the Statement of Requirements – Requirement 10 has been removed

3 November 2016

- Update to the Deed of Appointment to The definition of “Atlas” and “Pre Licensing Assessment”
  - Minor changes to the following definitions for clarity of expression: “Approved Centre”; “Benefits”; and “Service Provider”
  - The definition of “Scheme Start Date” has been moved to condition 2.5
  - Minor changes to the following Conditions for clarity of expression: 2.1; 2.2; 2.3; 2.4; 2.5; 7.1; 7.2; 14.5 and 14.7

5 December 2016

An update to the Deed of Appointment

- Definition of “TfL Approved Assessment Centre Scheme”, “TfL Scheme” has been moved after the definition “TfL Approval Notice”.
- Definition of “Third Party” has been moved to the end of the definitions section.
- Amendments to the following definitions:
  - “Atlas”: replacement of the year from “2015” to “2017”
  - “Application Form”: replacement of the second use of “ITA” with the word “Deed”;
  - “Approved Centre”: deletion of “the ITA” in the third and fourth line;
  - “Processes”: the underlined language has been added: “has the meaning given to it by section 1(l) of the Data Protection Act 1998 (and any amendment or re-enactment of it) and “Processing” and “Processed” will be construed accordingly; and

“Service Provider”: deletion of “the ITA and” in the fourth line.

- Addition of new definition “Data Protection Legislation”.
- Condition 2.6 has been amended as follows: “The Service Provider shall continue providing the Statement of Requirements from the Scheme Start Date until the expiry of the TfL Scheme in on [ ] October 2019 (“Term”).
- Condition 2.8.3 has been amended as follows:  
“shall comply with all of its obligations under the Data Protection Legislation Act 1998 and, if Processing Personal Data and / or Sensitive Data (as such terms are defined in section 1(l) and 2 of that the Data Protection Act 1998 respectively) on behalf of TfL, shall only carry out such Processing for the purposes of providing the Statement of Requirements in accordance with these Terms and Conditions.
- Condition 2.12.1.3 - the underlined language has been added:  
“has executed these Terms and Conditions are executed by a duly authorised representative of the Service Provider.
- Condition 10.5 - the underlined language has been added:  
In the event that any of the Insurances are cancelled or not renewed, the Service Provider shall immediately notify TfL and shall at its the Service Provider’s own cost arrange alternative Insurances with an insurer or insurers acceptable to TfL.
- Condition 12.1 has moved and is now 13.1 because it relates to suspension and termination rather than withdrawal from the TfL Scheme.
- Under Condition 14.1, reference to “13.1” has been changed to “13”.

Reference Only