

**LONDON CYCLE HIRE SCHEME AGREEMENT**

**Schedule 22 – Collateral Deed**

**SCHEDULE 22**

**Collateral Deed**

**DATED** \_\_\_\_\_ [ ]

**TRANSPORT TRADING LIMITED**

**and**

**[SERVICE PROVIDER]**

**and**

**[SUB-CONTRACTOR]**

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**SUB-CONTRACTOR'S COLLATERAL DEED**

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**THIS DEED** is dated the [ ] day of [ ] 2009 and made

**BETWEEN:-**

- (1) **TRANSPORT TRADING LIMITED**, a company registered in the United Kingdom with company number 03914810 and having its registered office at Windsor House, 42-50 Victoria Street, London SW1H 0TL TTL ("**TTL**");
- (2) [ ], a company incorporated under the laws of England and Wales with registered number [ ], whose registered office is at [ ] (the "**Sub-Contractor**"); and
- (3) [ ], a company incorporated under the laws of England and Wales with registered number [ ], whose registered office is at [ ] (the "**Service Provider**")

**BACKGROUND:**

- (A) TTL and the Service Provider have agreed the terms on which the Service Provider will provide the Services (as defined below) to TTL and, accordingly, have entered into the Agreement (as defined below).
- (B) The Sub-Contractor has entered into the Sub-Contract (as defined below) with the Service Provider to support certain elements of the Service Provider's obligations under the Agreement.
- (C) It is all the parties' intention to enter into this Deed as a collateral deed as contemplated by the Agreement.

**IT IS AGREED** as follows:

1. **Definitions and Interpretation**

1.1 **Definitions**

In this Deed the following terms shall, unless the context otherwise requires, have the following meanings:

**"Agreement"** means the agreement relating to the provision of services for the London Cycle Hire Scheme dated [ ] between TTL and the Service Provider for the provision of the Services;

**"New Service Provider"** means any person nominated by TTL (which could be any person including TTL or any member of the TfL Group) to provide part or all of the Services or substantially similar services as successor or partial successor to the Service Provider under the Agreement;

**"Novation Agreement"** means an agreement in the form set out in Annex 1 (*Deed of Novation*) hereto or in such other form as TTL in its sole discretion may agree;

**"Novation Effective Date"** means the date upon which any novation of the Sub-Contract from the Service Provider to the New Service Provider or TTL will become effective;

**"Novation Notice"** means a notice from TTL to the Sub-Contractor specifying TTL's intention to have the Sub-Contract novated to a New Service Provider or to itself in circumstances of the termination or Partial Termination of the Agreement and stating the identity of the New Service Provider (where applicable) and the Proposed Novation Date;

**"Proposed Novation Date"** means the date (being no later than thirty (30) Working Days following the date of issue of the Novation Notice) on which the Sub-Contract is to be novated to the New Service Provider or to TTL;

**"Services"** means the services to be provided by the Service Provider under the Agreement;

**"Step-in Action"** means such action as may be taken by TTL from time to time whereby TTL steps-in in relation to the Services in accordance with the terms of the Agreement;

**"Sub-Contract"** is the contract between the Service Provider and the Sub-Contractor entered into on [ ] in relation to any activity arising out of or related to any activity arising out of or related to the provision of the Services;

**"TfL"** means Transport for London, a statutory corporation established under the Greater London Authority Act 1999;

**"TfL Group"** means TfL and all its subsidiaries, including TTL, (as defined in section 736 of the Companies Act 2006) from time to time together with Cross London Rail Links Limited (company number 04212657) and reference to any **"member of the TfL Group"** shall refer to TfL or any such subsidiary; and

**"Third Parties Act"** means the Contracts (Rights of Third Parties) Act 1999.

## 1.2 Construction

Save to the extent that the context or the express provisions of this Deed otherwise require:

- (A) headings and sub-headings are for ease of reference only and shall not be taken into consideration in the interpretation or construction of this Deed;
- (B) all references to clauses are references to clauses of this Deed;
- (C) all references to agreements, documents or other instruments include (subject to all relevant approvals) a reference to that agreement, document or instrument as amended, supplemented, substituted, novated or assigned from time to time;
- (D) all references to any statute or statutory provision shall include references to any statute or statutory provision which amends, extends, consolidates or replaces the same or which has been amended, extended, consolidated or replaced by the same and shall include any orders, regulations, codes of practice, instruments or other subordinate legislation made under the relevant statute or statutory provision;

- (E) any reference to time of day shall be a reference to London time;
- (F) words importing the singular include the plural and vice versa;
- (G) words importing a particular gender include all genders;
- (H) "**person**" includes any individual, partnership, firm, trust, body corporate, government, governmental body, authority, agency, unincorporated body of persons or association;
- (I) references to "**party**" means a party to this Deed and references to "**parties**" shall be construed accordingly;
- (J) references to the word "**includes**" or "**including**" are to be construed without limitation; and
- (K) the obligations of any party under this Deed are to be performed at that party's own cost and expense.

## 2. **Step-in Action**

- 2.1 In the event that TTL exercises its right to take Step-in Action in respect of the Agreement, the Sub-Contractor shall, for the period during which such rights are exercised:
  - (A) to the extent that the particular Step-in Action relates to the Services that are the subject to the Sub-Contract:
    - (1) observe and perform its obligations under the Sub-Contract and observe any restrictions therein; and
    - (2) treat TTL for all purposes as though it was the Service Provider and able to enforce each and every term of the Sub-Contract against the Sub-Contractor; and
  - (B) in all other instances, co-operate with all reasonable requirements of TTL to assist in relation to such Step-in Action.
- 2.2 TTL shall have no liability for any acts or omissions of the Service Provider arising from or in connection with the Sub-Contract prior to TTL taking Step-in Action.
- 2.3 The Sub-Contractor shall not exercise any right of termination of the Sub-Contract whilst TTL takes Step-in Action.
- 2.4 Subject to clause 2.3 above, nothing in this clause 2 shall impose any obligations on TTL or affect the Sub-Contractor's rights and obligations vis-à-vis the Service Provider.
- 2.5 TTL shall have no liability to the Sub-Contractor for any cost, loss, liability, claim or damage arising from, in relation to, or by virtue of TTL taking Step-in Action.

3. **Novation**

- 3.1 Following service of a Novation Notice by TTL, the Sub-Contractor, the Service Provider and the New Service Provider (or TTL) shall enter into the Novation Agreement and any other requisite agreements, pursuant to which the New Service Provider (or TTL) shall be granted all of the rights and assume all of the obligations and liabilities of the Service Provider under the Sub-Contract from the Novation Date.
- 3.2 The New Service Provider (or TTL) and the Sub-Contractor shall use all reasonable endeavours to agree any amendments to the terms of the novated Sub-Contract necessary to reflect the fact that the Agreement or relevant part(s) thereof will have terminated at the time of the Novation Effective Date.
- 3.3 TTL shall procure that the New Service Provider (or TTL) shall enter into the Novation Agreement as specified in clause 3.1 above and shall agree amendments to the Sub-Contract as specified in clause 3.2 above.

4. **Entire Agreement**

- 4.1 This Deed, together with any documents referred to in it, constitutes the whole agreement between the parties relating to its subject matter and supersedes and extinguishes any prior drafts, agreements, undertakings, representations, warranties and arrangements of any nature, whether in writing or oral, relating to such subject matter.
- 4.2 Each party acknowledges that it has not been induced to enter into this Deed by any representation or warranty other than those contained in this Deed and, having negotiated and freely entered into this Deed, agrees that it shall have no remedy in respect of any other such representation or warranty except in the case of fraud.

5. **Assignment**

- 5.1 Subject to clause 5.2 below, no party shall assign or transfer any part of its respective rights or obligations under this Deed without the prior consent of the other.
- 5.2 TTL shall be entitled to assign any part or all of its rights and obligations under this Deed to such third party or parties as it deems appropriate but only in connection with a corresponding assignment of its rights and obligations under the Agreement to the same third party or parties.

6. **Notices**

- 6.1 Any notice (which term shall in this clause 6 include any other communication) required to be given under this Agreement or in connection with the matters contemplated by it shall, except where otherwise specifically provided, be in writing in the English language.
- 6.2 Any such notice shall be addressed as provided in clause 6.3 below and may be:
- (A) personally delivered, in which case it shall be deemed to have been given upon delivery at the relevant address if it is delivered not later than

17:00 hours on a Working Day, or, if it is delivered later than 17:00 hours on a Working Day or at any time on a day which is not a Working Day, at 08:00 hours on the next Working Day; or

- (B) if within the United Kingdom, sent by first class pre-paid post, in which case it shall be deemed to have been given two (2) Working Days after the date of posting; or
- (C) if from or to any place outside the United Kingdom, sent by pre-paid airmail, or by air courier, in which case it shall be deemed to have been given seven (7) Working Days after the date of posting in the case of pre-paid airmail or two (2) Working Days after delivery to the courier, in the case of air courier; or
- (D) sent by facsimile, in which case it shall be deemed to have been given when despatched, subject to confirmation of uninterrupted transmission by a transmission report provided that any notice despatched by facsimile after 17:00 hours on any Working Day or at any time on a day which is not a Working Day shall be deemed to have been given at 08:00 hours on the next Working Day.

6.3 The addresses and other details of the parties referred to in clause 6.2 above are, subject to clause 6.4 below:

- (A) Name: Transport Trading Limited  
For the attention of: TfL's Director of Congestion Charging and Traffic Enforcement  
Address: Palestra, 197 Blackfriars Road, London SE1 8NJ  
Facsimile number: 0203 054 2007  
E-mail address: graemecraig@tfl.gov.uk
- (B) Name: [X]  
For the attention of: [X]  
Address: [X]  
Facsimile number: [X]  
E-mail address: [X]
- (C) Name: [X]  
For the attention of: [X]  
Address: [X]  
Facsimile number: [X]  
E-mail address: [X]

6.4 Any party to this Deed may notify the other parties of any change to the address or any of the other details specified in clause 6.3 above, provided that such notification shall only be effective on the date specified in such notice or five (5) Working Days after the notice is given, whichever is later and provided also that any new address shall be in the United Kingdom.

7. **Waiver**

Failure by any party at any time to enforce any provision of this Deed or to require performance by the other parties of any provision of this Deed shall not be construed as a waiver of such provision and shall not affect the validity of this Deed or any part of it or the right of the relevant party to enforce any provision in accordance with its terms.

8. **Counterparts**

This Deed may be executed in one or more counterparts. Any single counterpart of a set of counterparts executed, in either case, by all the parties shall constitute a full and original instrument for all purposes.

9. **Severability**

If any condition, clause or provision of this Deed, is held to be illegal, void, invalid or unenforceable under the laws of any jurisdiction, the legality, validity and enforceability of the remainder of this Deed in that jurisdiction shall not be affected thereby, and the legality, validity and enforceability of the whole of this Deed in any other jurisdiction shall not be affected thereby.

10. **Costs and Expenses**

Each party shall be responsible for paying its own costs and expenses incurred in connection with the negotiation, preparation and execution of this Deed.

11. **Amendments**

No amendment to this Deed shall be binding unless in writing and signed by the duly authorised representatives of the parties.

12. **Third Party Rights**

12.1 Any member of the TfL Group has the right to enforce the terms of this Deed in accordance with the Third Parties Act.

12.2 Except as set out in clause 12.1 above, the parties do not intend that any of the terms of this Deed will be enforceable by virtue of the Third Parties Act by any person not a party to it.

12.3 Notwithstanding clause 12.1 above, the parties are entitled to vary the Deed without the consent of any or all members of the TfL Group.



13. **Law and Jurisdiction**

13.1 **Law**

This Deed and any issues, disputes or claims arising out of or in connection with it (whether contractual or non-contractual in nature such as claims in tort, from breach of statute or regulation or otherwise) shall be governed by and construed in all respects in accordance with English and Welsh law.

13.2 **Jurisdiction**

The parties each submit to the exclusive jurisdiction of the English Courts as regards any claim or matter arising in relation to this Deed. The Parties agree irrevocably to submit to that jurisdiction.

**IN WITNESS** whereof the parties have executed and delivered this Deed as a Deed on the date first before written.

**THE COMMON SEAL** of **TRANSPORT TRADING LIMITED** was hereunto affixed.

)  
)

Authenticated by [Secretary/Assistant Secretary/Commissioner/Chief Officer (delete as appropriate)]

**EXECUTED** as a **DEED** [(but not delivered until )  
the date hereof)] by [**X**]  
acting by )

.....

Director

.....

Secretary

**EXECUTED** as a **DEED** [(but not delivered until )  
the date hereof)] by [**X**]  
acting by )

.....

Director

.....

Secretary

**Deed of Novation**

DATED

[ ]

(1) ("**Service Provider** ")

and

(2) ("**New Service Provider**")

and

(3) ("**Sub-Contractor**")

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**DEED OF NOVATION**

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**THIS DEED OF NOVATION** is made on [ ]

**BETWEEN**

- (1) [ ] (the "**Service Provider**")
- (2) [ ] (the "**New Service Provider**")
- (3) [ ] (the "**Sub-Contractor**")

**BACKGROUND**

- (1) This deed of novation ("**Deed of Novation**") is supplemental to the Sub-Contract dated [ ] between the Service Provider and the Sub-Contractor.
- (2) Pursuant to clause 3.1 of a Collateral Deed between Transport Trading Limited ("**TTL**"), the Service Provider and the Sub-Contractor dated [ ] the Service Provider, New Service Provider and Sub-Contractor are required to enter into this Deed of Novation.
- (3) The Service Provider wishes to be released and discharged from the Sub-Contract as from [ ] (the "**Effective Date**") and the Sub-Contractor has agreed to release and discharge the Service Provider from the Sub-Contract from the Effective Date upon the New Service Provider undertaking to be bound by the terms of the Sub-Contract in place of the Service Provider.

**THE PARTIES AGREE AS FOLLOWS:**

1. **Purpose**

Save as provided in clauses 3, 4 and 5, the Service Provider and the Sub-Contractor hereby mutually release each other from their obligations to each other under the Sub-Contract as from the Effective Date.

2. **Novation**

As from the Effective Date:

- 2.1 the New Service Provider undertakes to be bound by the terms of the Sub-Contract in every way as if the New Service Provider had been a party to it in place of the Service Provider; and
- 2.2 the Sub-Contractor undertakes to be bound by its obligations to the New Service Provider under the Sub-Contract.

3. **Release and discharge**

Subject to clause 4 below, the Sub-Contractor releases and discharges the Service Provider from any further performance of the Sub-Contract and from all liabilities, claims and demands whatsoever in respect of the Sub-Contract arising after the Effective Date and accepts the liability of the New Service Provider to perform under the Sub-Contract from the Effective Date.

4. **Claims**

Nothing in this Deed of Novation shall affect or prejudice any claim or demand whatsoever which either the Sub-Contractor or the Service Provider may have against the other relating to matters arising prior to the Effective Date.

5. **Indemnity**

- 5.1 The Service Provider shall fully indemnify the New Service Provider and keep the New Service Provider fully indemnified at all times against any loss, liability, damage, expenses or costs suffered or incurred by the New Service Provider as a result of any breach, claim or demand in respect of the subject matter of the Sub-Contract, where such breach, claim or demand occurred or first occurred prior to the Effective Date.
- 5.2 The New Service Provider shall fully indemnify the Service Provider and keep the Service Provider fully indemnified at all times against any loss, liability, damage, expenses or costs suffered or incurred by the Service Provider as a result of any breach, claim or demand in respect of the subject matter of the Sub-Contract, where such breach, claim or demand occurred or first occurred on or after the Effective Date.
- 5.3 In each case the party providing the indemnity shall be given prompt notice and permitted full conduct of any claim made by a third party which, if successful, would give rise to liability under the relevant indemnity.

6. **Assignment**

No party shall assign or transfer any part of its respective rights or obligations under the Deed without the prior consent of the other.

7. **Notices**

- 7.1 Any notice (which term shall in this clause 7 include any other communication) required to be given under this Deed or in connection with the matters contemplated by it shall, except where otherwise specifically provided, be in writing in the English language.
- 7.2 Any such notice shall be addressed as provided in clause 7.3 and may be:
- (A) personally delivered, in which case it shall be deemed to have been given upon delivery at the relevant address if it is delivered not later than 17:00 hours on a Working Day, or, if it is delivered later than 17:00 hours on a Working Day or at any time on a day which is not a Working Day, at 08:00 hours on the next Working Day; or
  - (B) if within the United Kingdom, sent by first class pre-paid post, in which case it shall be deemed to have been given two (2) Working Days after the date of posting; or
  - (C) if from or to any place outside the United Kingdom, sent by pre-paid airmail, or by air courier, in which case it shall be deemed to have been given seven (7) Working Days after the date of posting in the case of pre-paid

airmail or two (2) Working Days after delivery to the courier, in the case of air courier; or

- (D) sent by facsimile, in which case it shall be deemed to have been given when despatched, subject to confirmation of uninterrupted transmission by a transmission report provided that any notice despatched by facsimile after 17:00 hours on any Working Day or at any time on a day which is not a Working Day shall be deemed to have been given at 08:00 hours on the next Working Day.

7.3 The addresses and other details of the parties referred to in clause 7.2 above are, subject to clause 7.4 below:

(A) **Name:**  [X]

For the attention of:  [X]

Address:  [X]

Facsimile number:  [X]

(B) **Name:**  [X]

For the attention of:  [X]

Address:  [X]

Facsimile number:  [X]

(C) **Name:**  [X]

For the attention of:  [X]

Address:  [X]

Facsimile number:  [X]

7.4 Any party to this Deed may notify the other parties of any change to the address or any of the other details specified in clause 7.3 above, provided that such notification shall only be effective on the date specified in such notice or five (5) Working Days after the notice is given, whichever is later and provided also that any new address shall be in the United Kingdom.

## 8. **Waiver**

Failure by any party at any time to enforce any provision of this Deed or to require performance by the other parties of any provision of this Deed shall not be construed as a waiver of such provision and shall not affect the validity of this Deed or any part of it or the right of the relevant party to enforce any provision in accordance with its terms.

9. **Counterparts**

This Deed may be executed in one or more counterparts. Any single counterpart of a set of counterparts executed, in either case, by all the parties shall constitute a full and original instrument for all purposes.

10. **Severability**

If any condition, clause or provision of this Deed, is held to be illegal, void, invalid or unenforceable under the laws of any jurisdiction, the legality, validity and enforceability of the remainder of this Deed in that jurisdiction shall not be affected thereby, and the legality, validity and enforceability of the whole of this Deed in any other jurisdiction shall not be affected thereby.

11. **Costs and Expenses**

Each party shall be responsible for paying its own costs and expenses incurred in connection with the negotiation, preparation and execution of this Deed.

12. **Amendments**

No amendment to this Deed shall be binding unless in writing and signed by the duly authorised representatives of the parties.

13. **Third Party Rights**

13.1 No person who is not a party to this Deed shall have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Deed.

14. **Law and Jurisdiction**

14.1 **Law**

This Deed and any issues, disputes or claims arising out of or in connection with it (whether contractual or non-contractual in nature such as claims in tort, from breach of statute or regulation or otherwise) shall be governed by and construed in all respects in accordance with English and Welsh law.

14.2 **Jurisdiction**

The parties each submit to the exclusive jurisdiction of the English Courts as regards any claim or matter arising in relation to this Deed. The parties agree irrevocably to submit to that jurisdiction.

**IN WITNESS** whereof the parties hereto have caused this Deed to be duly executed on the day and year first before written.

**EXECUTED AS A DEED** (but not )  
delivered until the date hereof) by )  
**[X]** acting by )

Director

Secretary

**EXECUTED AS A DEED** (but not )  
delivered until the date hereof) by )  
**[X]** acting by:

Director

Secretary

**EXECUTED AS A DEED** (but not )  
delivered until the date hereof) by )  
**[X]** acting by:

Director

Secretary