



CITY OF VINCENT

**APPROVAL OF CAR SHARE PROVIDER
APPLICATION FORM**

1. Applicant information:

Please provide all information requested below relating to the organisation applying to operate as a car share provider in the City of Vincent.

Company/Business/Entity Name (Block Letters):

ABN: _____ **GST Status:** _____

ACN (if applicable): _____

Street Address: _____

Suburb: _____ **State:** _____ **Post Code:** _____

Postal Address: _____

Suburb: _____ **State:** _____ **Post Code:** _____

Telephone No: _____ **Facsimile No:** _____

E-mail: _____

Web Address: _____

2. Assessment Criteria

Please read and complete this section in conjunction with City of Vincent Planning Policy 7.7.2 – Car Sharing.

Please provide supporting documents as attachments and tick the relevant boxes below to confirm their inclusion in the application.

Financial soundness:

Applicants must demonstrate their capacity to remain viable through the establishment phase of their car sharing scheme and also demonstrate subsequent capacity to expand in response to demand.

Please submit the following supporting documentation:

- Independent financial audit report current at the time of the application, demonstrating financial soundness of the Applicant.
- Business plan for the proposed operation, outlining how obligations to members will be met in the establishment phase and how the scheme will grow to meet increasing demand.

Proposed network:

A viable car share scheme requires that alternative share-cars are available at a walkable distance when nearby share-cars are in use.

Please submit the following information about the proposed network of share-cars within the City of Vincent:

- A map showing the indicative location of share-cars during the establishment phase of the business.
- A proposal for expansion beyond the establishment phase, including indicative timelines and locations.
- Supporting documentation including data or modelling that has led to the selection of indicated car share locations and contributed to the development of the expansion strategy presented above.

Ability to fill spaces:

To make the most efficient use of limited parking space, designated car share spaces must have share-cars operating from them at all times. Only spaces that can be filled immediately upon completion of space marking will be approved.

The timing of space marking following approval of car share spaces will be negotiated between the City and the approved car share provider to ensure that spaces are marked out only when car share vehicles are ready for deployment. To establish a functional network, all allocated car share spaces must be filled at the time of launching the car share scheme.

Please submit the following in relation to the ability to fill allocated car share spaces:

- A document outlining the process and timeline involved in the acquisition and placement of cars following approval of car share spaces.
- A written statement by an authorised representative of the car share provider verifying that the car share provider will fill all allocated car share spaces immediately upon completion of space marking and prior to the launch of the scheme.

Driver eligibility / restrictions:

Young drivers are likely to be the fastest adopters of car sharing and the most likely to avoid private vehicle ownership as a result. Licensed drivers over the age of 18 should be eligible for car share membership, subject to reasonable creditworthiness and driving history checks.

Please submit the following:

- Eligibility requirements and restrictions for car share membership.

Website and / or mobile app:

Information about car share locations, booking details for cars in the network and clear terms of use must be available to and readily accessible by all members any time they wish to book, including outside regular business hours.

Please submit the following:

- Description of the website and/or mobile application through which car share members will access all relevant booking and user information. Include a web link if available.

Booking system:

A convenient booking service needs to be available to all members at all times including outside regular business hours. Car share schemes should have a simple to use internet and/or phone-based booking system available to members 24 hours per day and allowing immediate booking of vehicles.

Please submit:

- Description of the booking service, including how it will be accessed and how double bookings will be prevented.

Booking duration and prevention of exclusive use:

Bookings of shorter duration make share-cars available to more users in any given time period. Longer booking durations reduce the number of cars available for use, decreasing convenience and the efficiency of the network.

Please submit the following information relating to booking durations:

- Minimum booking duration that will be available to car share members.
- Maximum booking duration that will routinely be allowed.
- Measures that will be put in place to prevent the continuous use of a single vehicle by one member for more than one day at a time.

Removal of damaged vehicles:

Damaged vehicles may pose a safety risk if driven and should be removed from the booking system immediately upon the damage being reported to the car share operator.

Vehicles that have been removed from the booking system but remain parked in allocated car share spaces reduce the availability of vehicles in the network and should be replaced as quickly as possible.

Please submit the following information in relation to how damaged vehicles will be dealt with:

- How car share users and the wider community will be encouraged to report damage to vehicles.
- Process for removing damaged vehicles from the booking system and the maximum time from reporting to removal.
- Process for removing damaged vehicles from their allocated car share space and the maximum time from reporting to physical removal of the vehicle.

Replacement vehicles:

Share-cars that are unavailable for extended periods inconvenience users and weaken the network. A replacement vehicle should be provided for any share-car that will be absent (for any reason) for a period of four days (96 hours) or longer.

Please submit the following information relating to the provision of replacement vehicles:

- Processes that will be put in place to ensure that no car share spaces are left empty for more than four days (96 hours) at a time.

Vehicle environmental and safety standards:

Car share vehicles operating within the City of Vincent are expected to meet minimum environmental and safety standards:

- Australian Green Vehicle Guide: 4-star rating
- Australasian New Car Assessment Program (ANCAP): 4-star safety rating

Please submit the following information relating to the vehicles that will be used by the car sharing scheme:

- Makes, models, year of manufacture, Australian Green Vehicle Guide rating and ANCAP safety rating.

Additional supporting evidence:

Please provide any additional information that would support your application to operate within the City of Vincent.

- Additional information provided:

3. Acknowledgement

Please complete and sign the below as requested.

I have read and understood City of Vincent Planning Policy 7.7.2 – Car Sharing and the Guidelines for Car Share Providers set out in Appendix 1 to the Policy.

Full Name of authorised signatory (BLOCK LETTERS):

Mr. Mrs. Ms. Other _____ (Please tick one)

First Name: _____ Surname: _____

Position: _____

Address: _____

Signature of Applicant:

Date:

Signature of Witness:

Date:

Name of witness: (BLOCK LETTERS): _____

Position: _____

All information provided to the City as part of this application will remain commercial in confidence.

For any questions regarding this application, please email mail@vincent.wa.gov.au or call 92736000.

Please submit the completed application form to the City of Vincent:

- *In person at 244 Vincent Street, Leederville WA; or*
- *Via mail to PO Box 82 LEEDERVILLE WA 6902.*

This form can be downloaded from www.vincent.wa.gov.au/CSP