

# Rail Delivery Group



National Rail



## APPLICATION FOR A

## THIRD PARTY RETAILER LICENCE

### APPLICANT:

#### NOTES TO APPLICANT

- 1. The purpose of the attached form is to provide Rail Delivery Group with an overview of your company structure and plans for entering the rail retailing market, and the market you are proposing to enter.*
- 2. Please complete this form in as much detail as possible to enable us to make a preliminary assessment of your application (grey boxes will expand to accept text).*
- 3. Following receipt of your application we will begin high level discussions on the retailing licence you have applied for and associated commercial terms.*
- 4. If you are applying for a Third Party Investor Licence we would initially aim to agree an Interim Retail Licence with you in advance of pilot where, following a successful pilot phase, we would expect you to be in a position to move to a Third Party Investor Licence, normally within six months of the start of operations*
- 5. If you are applying for a Third Party Retailing Licence, there is a licence application fee of £10,000 which will be due on signature of the Interim Retail Licence.*
- 6. Please note that it is your responsibility to make early contact with the Rail Settlement Plan TIS Accreditation team to ensure that your technical development and*

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## 1. COMPANY DETAILS

<b>COMPANY</b> Registered Name <i>legal name</i> Company Registration No. Place of Incorporation VAT Registration No. Trading Name	
<b>ADDRESSES</b> Company Registered Address UK Business Address <i>for service of notices/documents</i>	
<b>GROUP COMPANIES</b> <i>Please provide details of any holding/parent, related or subsidiary companies</i>	
<b>CONTACT DETAILS</b> <b>Primary Contact</b> Job Title/Designation Phone Fax Email <b>Secondary Contact</b> Job Title/Designation Phone Fax Email	
<b>PRINCIPAL DIRECTORS</b> <i>enter name &amp; designation</i>	
<b>OTHER RAIL LICENCES HELD</b> <i>list here details of any other Rail Delivery Group/TOC licences held, or any rail operators/intermediaries in the UK or overseas for whom you act as sales agent in the UK</i>	
<b>INVOLVEMENT OF TOC EMPLOYEES</b> <i>list here names of any individuals connected with your organisation or licence application who are current, or recent (within past 6 months), TOC employees</i>	

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**2. FINANCIAL & LEGAL**

<b>BANK DETAILS</b> <i>provide full details of bank which will be used for the operation of your service</i>	
<b>LAWYERS</b> <i>name, address, contact details</i>	
<b>ACCOUNTANTS</b> <i>name, address, contact details</i>	
<b>TRADE REFERENCES</b> <i>supply names/addresses of two registered companies (not subsidiary, holding or associated company of your company) that can be approached for a reference</i>  Trade Reference 1  Trade Reference 2	

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**3. LICENCE BEING APPLIED FOR**

Please indicate the licence type you are applying for

Third Party Investor Licence		International Licence		Season Retailing Licence	
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**4. PROPOSED STRATEGY & TECHNOLOGY**

<p><i>Please outline below the key features of your planned approach to the market, for example:</i></p> <ul style="list-style-type: none"> <li>• <i>your key competences</i></li> <li>• <i>market sectors you plan to enter (B2B, B2C)</i></li> <li>• <i>fulfilment and customer support structures you will put in place to meet the Rail Delivery Group retailing standards</i></li> <li>• <i>your proposed timescales for development and launch</i></li> </ul>

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*Please provide details of the Ticket Issuing System (TIS) and other supporting systems you are currently using.*

*If you are entering the market for the first time, please indicate whether you are planning to build your own TIS or to procure a system from a TIS supplier.*

**NOTE: TIS Accreditation process is separate from this Licence Application. Please contact the RSP TIS Accreditation team to discuss your proposed development and schedule for launch.**

*Please list below those Rail Products you plan to sell in addition the list of mandatory products.*

*Please indicate below the Methods of Retailing you plan to use (web, telesales, kiosks, mobile, App)*

*If you are already trading, please also list, as appropriate, website URLs, call centre, phone numbers and National Location Codes (NLCs)*

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**4. DECLARATION**

I confirm that, to the best of my knowledge, all information provided in support of this Third Party retailing licence application is complete and accurate.

I understand that the provision of any false or misleading information may result in the refusal of this application.

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

DATE: \_\_\_\_\_

*Please forward your completed Application to:*

Peter Scranney  
Rail Delivery Group  
200 Aldersgate Street  
London EC1A 4HD

Email: [peter.scranney@raildeliverygroup.com](mailto:peter.scranney@raildeliverygroup.com)