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**PARKING PLACES ACT
(CHAPTER 214)**

**PARKING PLACES
(LICENSING OF SHARED VEHICLES)
REGULATIONS 2018**

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In exercise of the powers conferred by section 8S of the Parking Places Act, the Land Transport Authority of Singapore, with the approval of the Minister for Transport, makes the following Regulations:

Citation and commencement

1. These Regulations are the Parking Places (Licensing of Shared Vehicles) Regulations 2018 and come into operation on 8 May 2018.

Definitions

2. In these Regulations, unless the context otherwise requires —

“identification number”, for a hirer, means —

- (a) the number (including alphanumeric characters) of the hirer’s identity card issued under the National Registration Act (Cap. 201), where the hirer is a citizen of Singapore;
- (b) the number (including alphanumeric characters) of the hirer’s birth certificate, passport or citizenship certificate, where the hirer is a citizen of Singapore but has yet to be issued with an identity card;
- (c) the number (including alphanumeric characters) of the hirer’s identity card (if any) or the hirer’s unique identification number relating to his or her permanent resident status issued to the hirer by the relevant Government department or statutory body in Singapore, where the person is not a citizen but a permanent resident of Singapore; or
- (d) the foreign identification number (including alphanumeric characters) assigned to the hirer or the number (including alphanumeric characters) of the hirer’s passport, where the hirer is neither a citizen nor a permanent resident of Singapore but holds a pass issued to him or her under the Immigration Act (Cap. 133) or the Employment of Foreign Manpower Act (Cap. 91A) entitling the hirer to enter and remain within Singapore;

“new licensee” means a licensee who, at the material point in time, has provided a licensable service for a continuous period of less than 6 months, which may include any period which is before 8 May 2018;

“non-motorised personal mobility device” or “non-motorised PMD” means a personal mobility device that —

(a) is built to transport people only (with or without carry-on baggage); and

(b) is not propelled by an electronic motor attached to the vehicle,

and includes a skateboard, but does not include a bicycle, non-motorised wheelchair, mobility scooter, pram, stroller or trolley, inline skates, roller-skates or a wheeled toy;

“unique identification code”, for a device or vehicle, means a serial number (including an alphanumeric code) that is —

(a) assigned to a deployed device for the purposes of identification by electronic means; and

(b) identical to the serial number (including an alphanumeric code) engraved on or affixed to the vehicle used or to be used by the licensee to provide the licensable service authorised by the licence.

Classes of licences

3. For the purposes of these Regulations, licences granted under Part 3 of the Act are divided as follows:

(a) a bicycle-sharing licence; that is to say, a licence to provide a licensable service using bicycles;

(b) a non-motorised PMD-sharing licence; that is to say, a licence to provide a licensable service using non-motorised personal mobility devices;

(c) a miscellaneous vehicle-sharing licence; that is to say, a licence to provide a licensable service using PABs, motorised personal mobility devices and any other vehicles not mentioned in paragraphs (a) and (b).

Application to renew licence

4. An application to renew a licence must be made no later than 3 months before the date of expiry of the licence.

Provision of accounts to Authority, etc.

5.—(1) A licensee must in respect of the whole or part, as the case may be, of every financial year, prepare such accounts and statements relating to its licensable services during the financial year according to —

- (a) the Singapore Accounting Standards;
- (b) the International Financial Reporting Standards or any accounting standards that, in the Authority's opinion, have wholly or substantially converged with the International Financial Reporting Standards; or
- (c) the United States Generally Accepted Accounting Principles.

(2) For the purposes of section 8K(1)(c) of the Act, the prescribed period within which a licensee must give the Authority those accounts and statements in paragraph (1) (duly audited by an auditor approved by the Authority) is 6 months after the end of the financial year to which the accounts or statements relate.

(3) For the purposes of section 8K(1)(d) of the Act, the prescribed period within which the licensee must keep and retain records relevant to the preparation of the accounts and statements of the licensee in paragraph (1) is a period of 5 years after the end of the financial year to which the accounts or statements relate.

Keeping of records relating to licensable services, etc.

6.—(1) For the purposes of section 8K(2)(a)(i) of the Act, the prescribed aspects about the quality of licensable services to which the relevant records must relate are —

- (a) for a new licensee —
 - (i) the total number of vehicles deployed daily; and
 - (ii) the total number of trips made on deployed vehicles daily; and
- (b) for any other licensee —
 - (i) the total number of vehicles deployed daily; and

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- (ii) the total number of trips made on deployed vehicles daily.

(2) For the purposes of section 8K(2)(a)(ii) of the Act, the prescribed information relating to hirers and hiring of vehicles to which the relevant records must relate is —

- (a) a list of all the vehicles that have been deployed for hiring, containing the unique identification code of each vehicle, the date and time stamp, and the geographical coordinates of the vehicle location device, such list being compiled at regular intervals of up to 30 minutes; and
- (b) for each hired vehicle —
 - (i) the unique identification code of the vehicle and the geographical coordinates of the vehicle location device at the start and end of hire; and
 - (ii) details of the route that the vehicle takes in the course of each hire (including the unique identification code of the vehicle, the date and time stamp, and the geographical coordinates of the vehicle location device), such information being compiled at regular intervals.

(3) For the purposes of section 8K(2)(a) of the Act, the period within which a licensee must keep and retain records relevant to matters in section 8K(2)(a)(i), (ii) or (iii) of the Act is —

- (a) for the quality of an aspect of licensable services in section 8K(2)(a)(i) of the Act — a period of 2 years after the record is made; and
- (b) for matters in section 8K(2)(a)(ii) or (iii) of the Act — a period of 2 years after the date on which the hiring of the vehicle to which the record relates ended.

Giving specified information about licensable services, etc.

7.—(1) For the purposes of section 8K(2)(b)(i) of the Act, the prescribed aspects about the quality of licensable services to which the relevant records must relate are —

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- (a) for a new licensee — the aspects mentioned in regulation 6(1)(a); and
- (b) for any other licensee — the aspects mentioned in regulation 6(1)(b).
- (2) For the purposes of section 8K(2)(b)(ii) of the Act, the prescribed information relating to hirers and hiring of vehicles to which the relevant records must relate is the information mentioned in regulation 6(2).
- (3) For the purposes of section 8K(2)(b) of the Act, the prescribed period within which a licensee must give specified information to the Authority is —
- (a) for a new licensee — at least once weekly; and
- (b) for any other licensee —
- (i) for the list mentioned in regulation 6(2)(a), in intervals of up to 30 minutes;
- (ii) for the information in regulation 6(2)(b)(i), not more than 5 minutes from the start of hiring and the end of hiring; and
- (iii) for the information in regulation 6(2)(b)(ii), daily.
- (4) The information mentioned in this regulation must be provided to the Authority in a standardised format by electronic transmission (such as by email or through a secured leased line) acceptable to the Authority.

Sharing information relating to improper parking

8.—(1) For the purposes of section 8K(2)(c) of the Act, the prescribed period within which a licensee must give to the Authority specified information that is relevant to the instances of improper parking in public places by hirers of vehicles at the end of hiring is weekly.

(2) For the purposes of section 8K(2)(c) of the Act, the specified information that is relevant to the instances of improper parking in public places by hirers of vehicles at the end of hiring is —

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- (a) in the case of a hirer to whom hire has been refused —
- (i) the username used by or associated with the hirer;
 - (ii) the hirer's name;
 - (iii) the hirer's identification number; and
 - (iv) the hirer's telephone number; and
- (b) in the case of a hirer who has improperly parked a hired vehicle in any public place on one or more earlier occasions within the year —
- (i) the username used by or associated with the hirer for hiring of vehicles from a licensee;
 - (ii) the hirer's name;
 - (iii) the hirer's identification number;
 - (iv) the hirer's telephone number;
 - (v) the number of times that the hirer is reasonably believed to have improperly parked within the year; and
 - (vi) for each instance of improper parking, the unique identification code of the vehicle, the date and time at which the hire started and ended, and the geographical coordinates of the vehicle location device at the start and end of hire.

(3) The information mentioned in paragraph (2) must be provided to the Authority in a standardised format by electronic transmission (such as by email or through a secured leased line) acceptable to the Authority.

(4) For the purposes of section 8L(3)(c) of the Act, the prescribed information to which an information sharing arrangement may relate is, where a hirer has improperly parked a hired vehicle in any public place on one or more earlier occasions within the year —

- (a) the username used by or associated with the hirer for hiring of vehicles from a licensee;
- (b) the hirer's name;

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- (c) the hirer's identification number;
 - (d) the hirer's telephone number; and
 - (e) for each instance of improper parking, the unique identification code of the vehicle, the date and time at which the hire started and ended, and the geographical coordinates of the vehicle location device at the start and end of hire.

Refusal to hire or further hire

9. For the purposes of section 8L(4)(a) of the Act, the maximum prescribed period for which a licensee is entitled to refuse to hire or further hire to any individual any undocked vehicle used by the licensee to provide a licensable service is 12 months, starting on the date that the same licensee or another licensee (each called a notifying licensee) gives notice to the individual as follows:

- (a) stating that the notifying licensee reasonably believes that the individual has, upon ending any hiring of a vehicle from any licensee, improperly parked in any public place a vehicle at least 3 times within a year;
- (b) given on or as soon as practicable after the third occasion within that year where the individual, upon ending any hiring of a vehicle from any licensee, improperly parked in any public place a vehicle.

Appeal to Minister

10. For the purposes of section 8R(3)(c) of the Act, 14 days is the prescribed period within which an appeal under section 8R of the Act may be made.

Fees

11.—(1) The fees specified in the second column of the Schedule are payable in respect of the matters specified opposite in the first column of the Schedule.

(2) The Authority may waive, reduce or refund the whole or any part of any fee payable or paid under paragraph (1).

- (3) However, no fee paid is refundable if —
- (a) a licence is cancelled or suspended under section 8P of the Act before its expiry;
 - (b) an application for or to renew a licence is withdrawn; or
 - (c) an application under section 8I of the Act to modify a licence condition is withdrawn.

THE SCHEDULE

Regulation 11(1)

FEES

| <i>First column</i> | <i>Second column</i> |
|---|--|
| 1. Application fee for or to renew — | |
| (a) a licence for bicycles | \$1,500 |
| (b) a licence for non-motorised PMDs | \$1,500 |
| 2. Late renewal application fee (payable in addition to item 1) for — | |
| (a) a licence for bicycles | \$750 |
| (b) a licence for non-motorised PMDs | \$750 |
| 3. Licence fee for new licensee for — | |
| (a) a licence for bicycles | \$12 × <i>A</i> for each year of the licence validity (or a pro-rata amount based on the number of whole months if licence validity is less than a year) |
| (b) a licence for non-motorised PMDs | \$12 × <i>A</i> for each year of the licence validity (or a pro-rata amount based on the number of whole months if licence validity is less than a year) |

THE SCHEDULE — *continued*

| <i>First column</i> | <i>Second column</i> |
|--|--|
| 4. Licence fee for other licensee for — | |
| (a) a licence for bicycles | \$30 × <i>A</i> for each year of the licence validity (or a pro-rata amount based on the number of whole months if licence validity is less than a year) |
| (b) a licence for non-motorised PMDs | \$30 × <i>A</i> for each year of the licence validity (or a pro-rata amount based on the number of whole months if licence validity is less than a year) |
| 5. Renewal fee (as applicable) for — | |
| (a) a licence for bicycles | \$30 × <i>A</i> for each year of the licence validity (or a pro-rata amount based on the number of whole months if licence validity is less than a year) |
| (b) a licence for non-motorised PMDs | \$30 × <i>A</i> for each year of the licence validity (or a pro-rata amount based on the number of whole months if licence validity is less than a year) |
| 6. Fee for application under section 8I of Act to modify licence condition for — | |
| (a) a licence for bicycles | \$750 |
| (b) a licence for non-motorised PMDs | \$750 |

Note:

In this Schedule, “*A*”, for any licensee, means the maximum number of vehicles fixed under section 8G(2)(b) of the Act which the licensee may offer or expose for hiring undocked or may allow the hiring of which to end undocked, or both, during the validity of its licence.

Made on 7 May 2018.

RICHARD LIM CHERNG YIH
*Deputy Chairman,
Land Transport Authority of
Singapore.*

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