

Please explain briefly how the office space is used and the business operates:

The office space is within a business centre (WeWork) used by many other businesses. It is used primarily for administrative purposes. Our business involves managing bookings, dispatching chauffeurs, handling customer inquiries, and maintaining business records. The office staff coordinates schedules and ensures smooth operations between clients and chauffeurs. All bookings and client communications are handled via phone, email, or online booking systems.

Please confirm whether the operation is purely administrative and if the office will be accessible or used by customers or the general public:

The operation is purely administrative. The office will not be accessible to customers or the general public. All interactions with clients are conducted remotely via phone or online platforms. Clients do not need to visit the office for any reason.

Hours/days of operation (typical week):

Our office operates from Monday to Friday, 9:00 AM to 6:00 PM. Occasionally, administrative tasks may be handled on weekends, but the primary office hours are limited to weekdays.

Does the operation involve any external alterations, such as the installation of radio equipment/antenna or display of advertising/signs?

The operation does not involve any external alterations. There will be no installation of radio equipment or antennas, and no advertising signs will be displayed on the premises.

How many vehicles are associated with the operation?

There are 7 vehicles associated with the operation. These vehicles are used by our chauffeurs to provide transportation services to clients.

Is the premises or local area used as a set-off, pick-up, or drop-off point for customers?

No, the premises or local area is not used as a set-off, pick-up, or drop-off point for customers. All pick-ups and drop-offs are coordinated at the client's specified locations, which are typically their homes, offices, or other locations within London.

Where do vehicles associated with the operation park?

Vehicles associated with the operation do not park at the office premises. Chauffeurs take the vehicles home or use secure parking facilities when they are not in use. The office area is strictly for administrative purposes and does not serve as a parking or dispatch point for the vehicles.