

Public Document Pack

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

*We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*



Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate

Deialu uniongyrchol / Direct line /: 01656 643148 / 643147 / 643694

Gofynnwch am / Ask for: Democratic Services

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Wednesday, 11 November 2020

Dear Councillor,

LICENSING COMMITTEE

A meeting of the Licensing Committee will be held remotely via Skype for Business on **Tuesday, 17 November 2020** at **09:30**.

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members Code of Conduct adopted by Council from 1 September 2008.
3. Approval of Minutes 3 - 6
To receive for approval the minutes of the Licensing Committee and Licensing Act 2003 Committee of the 06/10/2020
4. Hackney Carriage/Private Hire Vehicle Policy 7 - 66
5. Urgent Items
To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Note: Please note: Due to the current requirement for social distancing this meeting will not be held at its usual location. This will be a virtual meeting and Members and Officers will be attending remotely. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you have any queries regarding this, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643147 / 643148.

Yours faithfully

K Watson

Chief Officer, Legal, HR & Regulatory Services

By receiving this Agenda Pack electronically you will save the Authority approx. £1.32 in printing costs

Councillors:

PA Davies
DRW Lewis
JE Lewis
RM James
RJ Collins

Councillors

B Jones
G Thomas
AA Pucella
JE Williams
MJ Kearn

Councillors

A Hussain
TH Beedle
JR McCarthy
A Williams

LICENSING COMMITTEE - TUESDAY, 6 OCTOBER 2020

MINUTES OF A MEETING OF THE LICENSING COMMITTEE HELD IN REMOTELY VIA SKYPE FOR BUSINESS ON TUESDAY, 6 OCTOBER 2020 AT 09:30

Present

Councillor DRW Lewis – Chairperson

PA Davies
G Thomas
A Hussain

JE Lewis
AA Pucella

RM James
JE Williams

RJ Collins
MJ Kearns

Officers:

Julie Ellams	Democratic Services Officer - Committees
Mark Galvin	Senior Democratic Services Officer - Committees
Andrea Lee	Senior Lawyer
Yvonne Witchell	Team Manager Licensing

47. DECLARATIONS OF INTEREST

None.

48. APPROVAL OF MINUTES

RESOLVED: That the minutes of meetings of the Licensing Committee dated 25 February and 14 July 2020, be approved as a true and accurate record.

49. APPOINTMENT OF LICENSING SUB-COMMITTEE(S) AND DELEGATIONS TO OFFICERS

The Chief Officer – Legal, HR and Regulatory Services submitted a report, in order to propose the membership of the Licensing Committee Sub-Committees following the Annual Meeting of Council 30 September 2020.

The Team Manager – Licensing advised that it is proposed that the Licensing Committee continue with the existing arrangements and approve the formation of two panels sitting on a rota basis each consisting of seven Members of the Licensing Committee and chaired by the Chairperson and Vice Chairperson of the Licensing Committee where possible.

In the event that the Chair or Vice Chair are not able to attend their respective sub-committee meeting, a chair will be elected from those in attendance.

Following discussions that ensued between Members and Officers on the report, it was

RESOLVED: That Committee approved the formation of two panels sitting on a rota basis each consisting of seven Members of the Licensing Committee and chaired by the Chairperson and Vice Chairperson of the Licensing Committee where possible.

Licensing Sub-Committee (A) – Cllrs D Lewis (Chairperson), T Beedle, R Collins, M Kearns, A Pucella, J Williams, G Thomas

LICENSING COMMITTEE - TUESDAY, 6 OCTOBER 2020

Licensing Sub-Committee (B) – Cllrs P Davies, A Hussain, M James, B Jones, J Lewis, J McCarthy, A Williams

The Licensing Sub-Committees would undertake licensing functions, including taxi licensing and street trading as set out in the Council's Constitution.

50. **URGENT ITEMS**

None

The meeting closed at 09:50

MINUTES OF A MEETING OF THE LICENSING ACT 2003 COMMITTEE HELD IN REMOTELY VIA BUSINESS SKYPE ON TUESDAY, 6 OCTOBER 2020 AT 10:00

Present

Councillor DRW Lewis – Chairperson

RJ Collins
MJ Kearn

PA Davies
JE Lewis

A Hussain
AA Pucella

RM James
G Thomas

Officers:

Julie Ellams
Mark Galvin
Andrea Lee
Yvonne Witchell

Democratic Services Officer - Committees
Senior Democratic Services Officer - Committees
Senior Lawyer
Team Manager Licensing

21. DECLARATIONS OF INTEREST

None

22. LICENSING ACT 2003 AND GAMBLING ACT 2005 DELEGATION OF FUNCTIONS

The Team Manager Licensing presented a report on the proposed arrangements for the authorisation of officers under the Licensing Act 2003 and Gambling Act 2005 and confirmed arrangements for the formation of sub-committees following the Annual Meeting of Council 2020.

The Team Manager Licensing explained that in the interests of effective performance, responsibility for authorising officers to administer the requirements of the Licensing Act 2003 and Gambling Act 2005, would be delegated to the Chief Officer - Legal, HR and Regulatory Services for the Chief Officer - Legal, HR and Regulatory Services to institute proceedings under those Acts.

It was also proposed that, where appropriate, the Chief Officer – Legal, HR and Regulatory Services, the Team Manager Licensing (Bridgend and Vale), the Senior Licensing Officer (Technical), Senior Licensing Enforcement Officer and Licensing Policy Officer would be authorised to acknowledge and issue Notices relating to Temporary Event Notices; to issue, refuse, suspend licences, registrations, certificates, permits and notices, to implement the relevant provisions in respect of offences, reviews or other requirements; pursuant to any of the rules, regulations and/or Orders made under the Licensing Act 2003 and Gambling Act 2005 (as amended). The authorisation in respect of the licensing officers would only take effect when they were made available to Bridgend County Borough Council in accordance with section 113 of the Local Government Act 1972.

The Team Manager Licensing explained that Committee was also asked to approve the existing arrangement of the formation of further Sub-Committees consisting of three Members of the Licensing Act 2003 Committee to determine applications under the Licensing Act 2003 and Gambling Act 2005. It was proposed that the Licensing Act 2003 Sub-Committees were chaired by the Chairperson or Vice Chairperson of the Licensing Act 2003 Committee where possible. In the event that the Chair or Vice Chair were not able to attend, a chair person would be elected.

RESOLVED:

Committee exercised its delegated authority to:

- Authorise the Chief Officer - Legal, HR and Regulatory Services to institute proceedings under the Acts detailed in the report.
- Authorise the Chief Officer - Legal, HR and Regulatory Services, the Team Manager Licensing (Bridgend and Vale), the Senior Licensing Officer (Technical), Senior Licensing Enforcement Officer, and Licensing Policy Officer to acknowledge and issue Notices relating to Temporary Event Notices; to issue, refuse, suspend licences, registrations, certificates, permits and notices, to implement the relevant provisions in respect of offences, reviews or other requirements; pursuant to any of the rules, regulations and/or Orders made under the Licensing Act 2003 and Gambling Act 2005 (as amended).
- Approve the arrangements for the formation of Sub-Committees set out in paragraphs 4.3 and 4.4 of the report.

23. URGENT ITEMS

None

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO LICENSING COMMITTEE

17 NOVEMBER 2020

REPORT OF THE CHIEF OFFICER – LEGAL, HR AND REGULATORY SERVICES

HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE POLICY

1. Purpose of Report.

1.1 The purpose of the report is to:

- Report back to the Committee on the results of the consultation carried out in respect of the maximum age at which hackney carriage and private hire vehicles may be licensed for the first time, and once licensed, the frequency at which they are tested;
- Consider an amendment to the Age Policy Guidelines (APG) in respect of the maximum age at which hackney carriage and private hire vehicles may be licensed for the first time;
- Consider a proposal to amend the testing frequency of hackney carriage and private hire vehicles
- Consider a proposal to amend the vehicle testing and compliance procedure for hackney carriage and private hire vehicles.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 This report assists in the achievement of the following corporate priority/priorities:-

- **Supporting a successful economy*** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.

3. Background.

3.1 The Local Government (Miscellaneous Provisions) Act 1976 makes provision for the Council to attach conditions to hackney carriage and private hire vehicle licences as they may consider reasonably necessary.

3.2 Conditions may include the age at which a vehicle can be presented for first time licensing and once licensed, the frequency at which it must be presented for testing.

3.3 If a vehicle is found not to comply with its licence conditions, the licence may be suspended until compliance is achieved. This ensures that vehicles are kept in a safe, suitable and mechanical condition and are comfortable for the travelling public.

- 3.4 The local trade asked the Council to review the age policy guidelines. As part of that process, there would have been an impact on the testing regime and licensing conditions. Unfortunately, the possibility of Welsh Government introducing national standards and the Covid pandemic delayed the process of reporting back the proposals. This report outlines the action required to implement changes to the current policy and has been prepared following discussions with the Fleet Workshop Manager at the Ty Richard Thomas testing facility.
- 3.5 In terms of the testing regime, hackney carriage and private hire vehicles licensed in the County Borough of Bridgend are currently tested under the Road Traffic Act 1988 exemption process. As the results of MOT tests are now logged electronically on a national database, all test results since 2005 are publically accessible. However, there is no electronic register for vehicles that have been issued with an exemption certificate. A revision to the policy for testing to enable vehicle proprietors to obtain MOT Certificates, will benefit the trade who can then pay their Vehicle Excise Duty online and the police and the public will also be able to check online whether a licensed vehicle has an up to date MOT Certificate.
- 3.6 Changes to the APG and testing regime will impact on the licence conditions for hackney carriage and private hire vehicles.

4. Current situation / proposals

Age Policy

- 4.1 The impetus for reviewing the policy came from the local trade who indicated that the current policy requiring vehicles presented for their first licence to be new or nearly new, placed a significant economic burden on the trade, whilst providing a marginal benefit in terms of public safety.
- 4.2 The current age policy for hackney carriage and private hire vehicles first licensed by the Authority was approved by the Licensing Committee on 10 March 2008.
- 4.3 The current policy states that applicants for the first licensing of a hackney carriage or private hire vehicle should be submitted to the Council within 14 days of the first registration of the vehicle at the DVLA. The mileage at the time of application should be no greater than 500 miles so the majority of vehicles are new when they are first licensed.
- 4.4 Applications for the first licensing of vehicles falling outside these policy guidelines will normally be refused but a relaxation of the policy may be considered in exceptional circumstances. Details of the current age policy are detailed in **Appendix A**.

Vehicle Testing Regime

- 4.5 Any change to the age policy will have an impact on the vehicle testing regime. With the majority of vehicles new at first application, the current policy requires 2 tests per year for vehicles up to 5 years old, and 3 tests per year for vehicles over 5 years old. Hackney carriage and private hire vehicles are tested at the Ty Richard Thomas Joint Vehicle Maintenance Facility, jointly utilised by South Wales Police and the Council

as the approved testing station for licensed vehicles in the County Borough of Bridgend.

Consultation

- 4.6 In response to the trade views, a consultation was carried out by way of a questionnaire, seeking the views from the trade and public on proposed changes to the age and testing policies for hackney carriage and private hire vehicles. A copy of the questionnaire is included in **Appendix B** and the responses are detailed in **Appendix C**. No consultation was undertaken in respect of an upper age limit for vehicles as the Department for Transport guidelines recommend that a local authority does not impose arbitrary upper age limits beyond which it will not continue to licence a vehicle.
- 4.7 There were 19 responses to the consultation questionnaire. The summary results showed:
- 95% of respondents expressing a view were in favour of the proposal to introduce 2 classes of vehicle. 1 respondent was unsure.
 - 79% of respondents were in favour of the proposal to amend the current age policy for both hackney carriage and private hire vehicles so that Class 1 vehicles, when presented for their first licence, will be under 5 years old and Class 2 vehicles, when presented for their first licence, will be under 10 years old. 16% were not in favour.
 - 63% of respondents expressing a view were in favour of amending the testing policy so that licensed vehicles be tested in accordance with the MOT regime with an additional compliance test. 32% of respondents were not in favour. 1 respondent was unsure.
 - 74% of respondents expressing a view were in favour of proposals to amend this vehicle testing policy so that vehicles up to 10 years old would be tested twice per year and vehicles 10 years or older will be tested 3 times per year. 26% of respondents were not in favour.
- 4.8 In April 2018, following the commencement of the relevant provisions of the Wales Act 2017, the licensing of taxis and private hire vehicles was devolved to Welsh Government. The review of age policy and testing was therefore put on hold whilst the Authority awaited the publication of national proposals which might have had an impact on local policy development. However, whilst there have been consultations and proposals, including a proposal for national standards and a Joint Transport Authority for Wales, there is no indication as to when any legislative changes will take place and therefore it is prudent to progress these local changes to policy.

Proposals

- 4.9 When reviewing the age policy guidelines of other authorities, it was clear that there were variations in the age of the vehicle at first licensing. Of the three authorities forming Shared Regulatory Services the current Bridgend policy required vehicles to

be new at first licensing, Cardiff 25 months, and the Vale of Glamorgan 5 years (subsequently increased to 6 years) all with complex variations on age limits for “prestige” and wheelchair accessible vehicles. In the absence of any national guidelines there are considerable variations in policy across Wales, but all should have been developed locally and in line with trade consultation and involvement. The initial consultation was undertaken to align with the Vale of Glamorgan guidelines of five years but it is recognised that all policies change according to local needs or trade requests. The testing frequency is based on the Local Government (Miscellaneous Provisions) Act 1976 which enable the Council to require testing up to a maximum of three times per year to reflect higher usage than private vehicles. When consulting the frequency of testing for older vehicles was based on the Department for Transport Guidelines that, whilst older vehicles can be in good condition, greater frequency of testing may be appropriate for older vehicles. The testing frequency consultation was based on the then Vale of Glamorgan requirements.

- 4.10 It is felt that the reasons for an age policy, such as improved comfort and improved safety standards, should apply to all saloon vehicles, and minibuses (Class 1) but that those vehicles fitted with a permanent automated tail lift would be accepted for first licensing aged up to 10 years (Class 2). All applications for vehicles will need to provide evidence of vehicle type approval, or vehicle conversion if applicable and undergo voluntary independent testing to the satisfaction of the Council. Applications for converted or modified vehicles outside the M1 Vehicle Type approval category must be accompanied by a full service history and appropriate safety certification including a Voluntary Individual Vehicle Approval (IVA) Certificate issued by the Driving and Vehicle Standards Agency (DVSA).
- 4.11 It is proposed that hackney carriage and private hire vehicles aged up to 10 years old will be tested twice a year. Vehicles that are 10 years or older will be tested three times a year. In order to implement this proposal, the following will be inserted into the hackney carriage and private hire vehicle conditions of licence:
- “Testing of vehicles*
- a) Vehicles aged up to 10 years old from the date of first registration, or first use/date of manufacture if the vehicle is imported, will be tested twice a year.*
- b) Vehicles that are 10 years or older, from the date of first registration, or first use/date of manufacture if the vehicle is imported, will be tested three times a year.”*
- 4.12 In order to facilitate the proposed changes, the vehicle conditions will be renumbered. A copy of the updated hackney carriage conditions of licence are contained in **Appendix D** and the updated private hire vehicle conditions are contained in **Appendix E**. References to the Head of Legal and Regulatory Services have also been replaced with “the Council” to reduce the number of amendments needed should there be any changes to the department/officer title. Any conditions which duplicated powers granted to the Council under the Local Government (Miscellaneous Provisions) Act 1976 have also been removed.
- 4.13 Officers have met with officers of the Ty Richard Thomas Joint Vehicle Maintenance Facility to agree a way forward to provide MOT certificates, together with a protocol

for testing additional features unique to licensed vehicles. This latter test will be referred to as the Declaration of Fitness Form attached at **Appendix F**. It is also recommended that the authority adopt the Freight Transport Association - National Inspection Standards for Hackney Carriage and Private Hire Vehicles which are attached at **Appendix G**. This best practice guide provides additional testing requirements to those in the MOT Inspection Manual. It is proposed that the new regime of issuing an MOT Certificate and Declaration of fitness form comes into effect on 1 February 2021.

- 4.14 The fee charged by Ty Richard Thomas for a vehicle test is £46.00. The proposed fee for the MOT Test and Declaration of Fitness will be £48.50 from 1 February 2021. This fee is separate from the vehicle licence fee.
- 4.15 The Committee is requested to grant delegated power to the Chief Officer – Legal, HR and Regulatory Services, to grant all applications which fall within the age policy guidelines. All cases outside the policy guidelines will therefore be reported to a Licensing Sub-Committee for determination.
- 4.16 If the Committee is minded to approve the new age policy guidelines, and delegations, it is also requested to determine whether they should, in future, apply to licensees who fail to renew their licences on time. For example, a vehicle is licensed under the new policy at four years old, but two years later, the licensee fails to renew the licence by the expiry date. In these circumstances, the policy would require the vehicle to be presented to a Sub-Committee for determination as the vehicle would be six years old. This issue has arisen in the Vale of Glamorgan and Cardiff Councils where licensees have been unable to submit their renewal. Both Councils have made provisions in these cases, that provided the application is received within a set period, the requirement for the case to be referred to a Sub-Committee is waived. It is proposed that provided an application is made within five working days of the expiry date of the previous licence, the case is dealt with under the Scheme of Delegation.

5. Effect upon Policy Framework & Procedure Rules.

- 5.1 None.

6. Equality Impact Assessment

- 6.1 There are no equality implications arising from this report.

7. Well-being of Future Generations (Wales) Act 2015 implications

- 7.1 The five ways of working have been considered when developing this policy as follows: A summary of the implications from the assessment: The policy will be reviewed should Welsh Government introduce national standards as referred to in 4.8 above.
- Integration/Prevention – Taxis form part of the public transport network with environmental and economic benefits for the wellbeing goal of 'A Prosperous Wales'. Consideration has been given to the economic detriment if the age limit of vehicles is not reduced.

- Collaboration/Involvement - Stakeholders within the taxi trade have asked for a review of the existing policy and have had the opportunity to consider the proposals and respond to the consultation

8. Financial Implications.

8.1 Approval to increase the test fee from £46 to £48.50 was granted under the Scheme of Delegation to officers under reference CMM-TE-20-010.

9. Recommendations.

9.1 It is recommended that the Committee:

- (i) Approve the proposal to amend the age policy guidelines so that from 1 February 2021, vehicles submitted for licensing for the first time must be less than 5 years old from the date of first registration; or first use/date of manufacture if the vehicle is imported, with the exception of minibus type vehicles fitted with permanent automated tail lifts which may be aged up to 10 years on first licensing.
- (ii) Approve the proposal to amend the testing frequency so that from 1 February 2021, vehicles aged up to 10 years old will be tested twice a year and vehicles that are 10 years or older will be tested three times a year.
- (iii) Approve the revised conditions which take effect from 1 February 2021 for hackney carriage and private hire vehicles, as set out in Appendices D and E.
- (iv) Approve the Declaration of Fitness Form set out in Appendix F, for use from 1 February 2021.
- (v) Adopt the Freight Transport Association – National Inspection Standards for Hackney Carriage and Private Hire Vehicle as set out in Appendix G, from 1 February 2021.
- (vi) Authorise the Chief Officer – Legal, HR and Regulatory Services to prepare (and subsequently amend if necessary) the detailed administrative processes in conjunction with the Fleet Workshop Manager at Ty Richard Thomas.
- (vii) Approve the proposal that applications which fall under the policy guideline set out at (i) above are dealt with by the Chief Officer Legal, HR and Regulatory Services under the Scheme of Delegation to officers. In addition, to approve the proposal that in a case where an applicant fails to submit an application for the renewal of a licence prior to the expiry date, and the application falls outside the policy guidelines, the requirement for the application to be dealt with by a Sub-Committee is waived, provided that the application is received within five working days of the expiry date. All other cases falling outside the policy guidelines will be dealt with by a Sub-Committee.

Kelly Watson
Chief Officer – Legal, HR and Regulatory Services
11 November 2020

Contact Officer: **Yvonne Witchell**
Team Manager Licensing

Telephone: (01656) 643643

E-mail: Yvonne.Witchell@bridgend.gov.uk

Postal Address Civic Offices, Angel Street, Bridgend, CF31 4WB

Background documents

Freight Transport Association - National Inspection Standards for Hackney Carriage and Private Hire Vehicles

Welsh Government. Taxi and Private Hire Vehicle Licensing in Wales - Summary outcome report

Department for Transport Best Practice:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/212554/taxi-private-hire-licensing-guide.pdf

This page is intentionally left blank

BRIDGEND COUNTY BOROUGH COUNCIL

APPLICATION FOR HACKNEY CARRIAGE LICENCE
GUIDANCE TO APPLICANTS

1. MAKING AN APPLICATION

Application forms should be returned to the Assistant Chief Executive of Legal and Regulatory Services (L.A.R.S.) Legal and Regulatory Services Department, Bridgend County Borough Council, Civic Offices, Angel Street, Bridgend. CF31 4WB

The Council must be satisfied that the applicant is a fit and proper person to hold a Hackney Carriage Proprietor's Licence.

The vehicle for which application is made must be registered under the Vehicles (Excise) Act 1949 or the Vehicles (Excise) Act 1971. A policy of insurance on a minimum of a third party basis or such security as complying with the requirements of Part VI of the Road Traffic Act 1988 must be obtained in respect of the vehicle concerned. The Certificate of Registration and insurance together with a Motor Vehicle Test Certificate (where appropriate) must be available for examination by the Council.

If a vehicle does not meet current policy guidelines, you are advised not to purchase it until a decision has been made on your application.

2. CURRENT VEHICLE POLICIES

The following policy relates to the age limits on the first licensing of hackney carriage and private hire vehicles which was approved by the Licensing Committee on 10 March 2008. As from 1st June 2004, upon grant of licence ALL hackney carriage vehicles shall be white in colour, including "London Type" taxis. Private hire vehicles must NOT be white in colour.

2.1 Applications for the first licensing of a hackney carriage or private hire vehicle should be submitted to the Council within 14 days of the first registration of the vehicle at the DVLA. The mileage at the time of application should be no greater than 500 miles. The applicant may be the second or a subsequent registered keeper but the applicant must demonstrate that there is no more than 14 days between the first registration and transfer to the applicant's name. Applications will normally be dealt with under the Scheme of Delegation to Officers.

2.2 Applications for the first licensing of vehicles falling outside the above policy guidelines will normally be refused but a relaxation of the policy may be considered in exceptional circumstances. The general guidelines for relaxation of the policy are as follows but each case will be dealt with on its merits:

2.2.1 A relaxation of the policy in respect of hackney carriages is likely to relate only to evidenced delay in the DVLA registration process or minor variations in delivery mileage. Applications will normally be dealt with under the Scheme of Delegation to Officers.

2.2.2 In recognition of the exceptional nature of vehicles which are classed as "stretch limousines" or prestige limousine marques no age limit will apply on

first licensing as a private hire vehicle provided that a full service history and appropriate safety certification is provided with the application and the vehicle is fit for purpose as a private hire vehicle. Applications of this type will normally be dealt with under the Scheme of Delegation to Officers.

2.2.3 In order to ensure that customers can hire taxis with the minimum delay and inconvenience, the policy may be relaxed to allow the licensing of wheelchair accessible hackney carriage or private hire vehicles up to three years old on application, provided that a full service history and safety certification, including a satisfactory conversion certification is provided with the application and the vehicle can satisfy the general licensing requirements. Applications of this type will normally be dealt with under the Scheme of Delegation to Officers.

2.2.4 The licensee of any vehicle licensed under the Council's special policy for wheelchair accessible vehicles must ensure that the vehicle is wheelchair accessible at all times and carry such ramps etc that are necessary. The maximum capacity of the vehicle will be specified in the licence and must include provision for at least one wheelchair.

2.2.5 A relaxation of the policy will also be considered in exceptional circumstances for applications relating to the first licensing of private hire vehicles. The Council does not seek to limit or define a particular vehicle which is suitable but will adhere to the minimum standards for the size of seats and legroom etc which are available on request. Irrespective of the age of the vehicle it must be capable of satisfying the general licensing conditions and be fit for purpose as a private hire vehicle in terms of passenger safety and comfort. Each application will be reported to the Licensing Sub-Committee for determination on its merits having regard to the following criteria:

- That the vehicle presented is in an exceptional condition in relation to its exterior and interior appearance with no evidence of defects, chips, marks or other evidence of unreasonable wear and tear or damage.
- That the vehicle presented offers an exceptional standard of safety and comfort for passengers in terms of features offered for example ABS, passenger airbags and ability to meet current requirements on emissions testing.
- That the application includes evidence that the vehicle has been serviced at the intervals recommended by the manufacturer and at an approved garage. Other relevant documentations such as an MOT certificate should also be provided.

2.3 These provisions are not intended to affect the special policy adopted by the Licensing Committee on 16 November 2007 in respect of private hire vehicles affected by the repeal of Section 75 of the Local Government (Miscellaneous Provisions) Act 1976 by the Road Safety Act 2006. (Contract exemption vehicles). This special policy only applies to a specific type of application and is not affected by the proposals contained within this report.

2.4 All applicants should be satisfied that they can meet all current policy requirements before submitting an application and are advised that they submit an application which falls outside the above policy guidelines at their own risk. Acceptance of an application does not infer that it will be granted. Applicants are strongly advised not to purchase a vehicle or make any other financial commitment until the application is determined.

2.5 Applicants are reminded that if they fail to make application to renew an existing licence before the expiry date any subsequent application must be treated as one of grant. Any relaxation of current policies will only be granted

in very exceptional circumstances. The responsibility for making an application rests solely with the licence holder. All applications of this type will normally be reported to the Licensing Sub-Committee for determination.

3. TESTING OF VEHICLES

- (a) A vehicle which has failed the vehicle inspection test must be submitted for re-test, if the application has not been withdrawn, within 14 days from the date of the test or such further period as may be agreed with the Council.
- (b) The part of the licence fee relating to the cost of the vehicle inspection test carried out by the Council is not refundable in the event that the application is not granted by the Council.
- (c) As from 21 February 2002, any applicant whose vehicle is five or more years old (from date of first registration) is required to present the vehicle for testing **THREE** times a year. In all other cases the number of inspections per year will be **TWO**.

4. VEHICLE SPECIFICATIONS

The vehicle must be fitted with four road wheels, at least three doors and be of right hand drive.

The vehicle must be of sufficient seating capacity to carry at least four and not more than eight passengers in addition to the driver. The seating capacity, head and knee room shall be as follows:-

- (a) Height (Inside): From the top of the seat cushion to the lowest part must be not less than 30".
- (b) Knee Space: The measurement between the front of the rear seat and the rear of the driver's seat be not less than 8" when the driver's seat is in a position for a driver of average height.
- (c) Seat Width: The width of the back seat from the squab to the front edge must not be less than 17".

Condition (c) above does not apply to rear facing seats in Council approved purpose built vehicles.

- (d) Rear Seat (Length): The length of the rear seat measured in a straight line over the majority of its length be such as to allow adequate seating accommodation to the extend of at least 16" per person.

All vehicles, other than mini-buses, **must** have rear seat belts fitted in accordance with Motor Vehicles (Fitting of Seat Belts) Regulations 1987

All mini-buses licensed from 1 March 1999 **must** have seat belts fitted to all seats and where fitted **must** comply with the technical and installation requirements of Regulations 46-48 of the Road Vehicles (Construction and Use) Regulations 1986 (as amended).

The vehicle may be fitted with or have use of an ordinary domestic or car wireless receiving set subject to such set not causing any annoyance to other persons for reason of loud continuous or repeated use.

All remould/retread tyres, as from 3 February 1999, **must** be marked and comply with the current BS number.

If the vehicle is an estate car, it must be fitted with a grill sufficient to prevent luggage carried in the rear compartment from coming into contact with persons in the rear seat.

Every "estate car" type vehicle which has more than four seats must have a means of opening the rear tailgate from the inside and signs indicating "Emergency Exit" and the method of operation to open the door must be clearly marked on the inside of the door.

No signs or advertisements shall be displayed in, on or from the vehicle unless first approved by the Council in writing.

5. METER AND EQUIPMENT

The proprietor of a hackney carriage shall cause the same to be provided with a taxi meter so constructed, attached and maintained as to comply with the following requirements: that is to say:-

- (a) the taximeter shall be fitted with a key, flag or other device the turning of which will bring the machinery of the taxi meter into action and cause the word "HIRED" to appear on the face of the taximeter;
- (b) such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
- (c) when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate of fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance on pursuance of the bylaw in that behalf;
- (d) the word "FARE" shall be printed on the face of the taximeter in plain letters so as to clearly apply to the fare recorded thereon;
- (e) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring.
- (f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

The hackney carriage must be fitted with an illuminated roof sign, so constructed to bear the word "TAXI" in plain letters at least two inches in height, with a further fluorescent sign of similar dimensions bearing the words "FOR HIRE" such sign being affixed to the front windscreen of the vehicle and wired to the taximeter so as to enable it to be extinguished during the carrying of a fare, for which the meter is in operation. The design of these signs is to be approved by the Council. This condition will not relate to the 'London type Taxi' where the flag indicating "FOR HIRE", attached to the meter is plainly visible.

An appliance for extinguishing fire must be carried in such a position as to be readily available for use and maintained in good working order at all times. It must be a minimum of 2.0 kg dry powder meeting the requirements of European Standards BS EN3:1996. Any previously approved appliance may continue to be carried until its expiry date has elapsed or is found to be in an unserviceable condition.

The proprietor of a hackney carriage shall cause to be carried within the vehicle, a first aid kit of no less a standard than the "Industrial Size No. 1 Kit" required under the Office, Shops and Railways Premises Act 1963.

Proprietors should also read a copy of the Council's Byelaws before making an application.

DATED : APRIL 2008

A copy of this leaflet is available at www.bridgend.gov.uk

O:\vehicle\HackneyNotes.Explanatory Notes.doc

This page is intentionally left blank

APPENDIX B

Consultation questionnaire on the amendment of the hackney carriage and private hire vehicle age policy guidelines and testing policies

Q1.

Please let us know in what capacity you are responding to this consultation

(Please select all boxes that apply to you).

- As a hackney carriage/private hire vehicle owner
- As a hackney carriage/private hire vehicle driver
- As a hackney carriage/private hire vehicle operator
- As a member of the public that uses taxi services
- As a member of the public that requires disabled access taxi services
- As an elected member
- Other, please specify:.....

Q2.

It is proposed that 2 classes of vehicles will be introduced, Class 1 being a standard saloon, multi-purpose vehicle (MPV) or wheelchair accessible vehicle not fitted with an automated wheelchair lift, and Class 2 being a wheelchair accessible vehicle that has been fitted with an automated wheelchair lift.

Overall, are you in favour of the proposal to introduce 2 classes of vehicle?

- Yes
- No
- Unsure

Please provide any additional comments:

.....
.....

.....

Q3.

It is proposed to amend the current age policy for both hackney carriage and private hire vehicles so that Class 1 vehicles, when presented for their first licence, will be under 5 years old and Class2 vehicles, when presented for their first licence, will be under 10 years old.

Overall, are you in favour with the above proposal?

- Yes
- No
- Unsure

Please provide any additional comments:

.....

.....

.....

Q4.

Hackney carriage and private hire vehicles are currently exempt from the MOT testing regime as they are tested by Bridgend CBC and issued with an exemption certificate. It is proposed to amend the testing policy so that hackney carriage and private hire vehicles will be tested in accordance with the MOT regime administered by the Driver and Vehicle Standards Agency (DVSA). Alongside the MOT test, it is also proposed that vehicles will be required to undertake an additional compliance test, in accordance with the Hackney Carriage and Private Hire Vehicles National Inspection Standards, produced by the Freight Transport Association, that includes items that would not be covered by an MOT test (such as a taxi roof-light).

Overall, are you in favour with the above proposal?

- Yes
- No
- Unsure

Please provide any additional comments:

.....

.....

.....

Q5.

At present, hackney carriage and private hire vehicles up to 5 years old are tested twice per year and vehicles older than this are tested 3 times a year. It is proposed to amend this policy so that vehicles up to 10 years old will be tested twice per year and vehicles 10 years or older will be tested 3 times per year.

Overall, are you in favour with the above proposal?

- Yes
- No
- Unsure

Please provide any additional comments:

.....

.....

.....

The Licensing department have received comments from disabled access groups that they have difficulty accessing wheelchair accessible vehicles. The following questions relate to the provision of hackney carriage and private hire services in Bridgend County Borough.

Q6.

Do you consider the hackney carriage and private hire vehicles available in Bridgend County Borough to meet the needs of disabled passengers?

- Yes
- No
- Unsure

Please provide any additional comments:

.....

.....

.....

Q7.

Do you consider the service provided by hackney carriage and private hire vehicle drivers in Bridgend County Borough to be suitable for the needs of disabled passengers?

Yes

No

Unsure

Please provide any additional comments:

.....
.....
.....

Q8.

What barriers (if any) do you feel prevent the supply of wheelchair accessible hackney carriage and private hire vehicles in Bridgend County Borough?

.....
.....
.....

Q9.

Is there anything else that could be done to improve the provisions for disabled passengers in Bridgend County Borough?

.....
.....
.....

Q10.

Do you have any other comments or suggestions about taxi and private hire services in Bridgend County Borough?

.....
.....
.....

Please return this form to:

Licensing and Registration Section,
Bridgend County Borough Council
Civic Offices
Angel Street
Bridgend. CF31 4WB

Alternatively, please email your views to licensing@bridgend.gov.uk

Closing date for responses is 31 January 2018

Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh

This page is intentionally left blank

Consultation

Summary Headlines

19 respondents to the consultation questionnaire

- 95% of respondents expressing a view were in favour of the proposal to introduce 2 classes of vehicle. 1 respondent unsure
- 79% of respondents were in favour of the proposal to amend the current age policy for both hackney carriage and private hire vehicles so that Class 1 vehicles, when presented for their first licence, will be under 5 years old and Class2 vehicles, when presented for their first licence, will be under 10 years old. 16% not in favour
- 63% of respondents expressing a view were in favour of amending the testing policy so that licensed vehicles be tested in accordance with the MOT regime with an additional compliance test. 32% of respondents were not in favour. 1 unsure
- 74% of respondents expressing a view were in favour of proposals to amend this vehicle testing policy so that vehicles up to 10 years old would be tested twice per year and vehicles 10 years or older will be tested 3 times per year. 26% of respondents were not in favour.
- 44% of respondents expressing a view felt that hackney carriage and private hire vehicles available in Bridgend County Borough meet the needs of disabled passengers. 44% of respondents not in favour. 11% unsure
- 53% of respondents expressing a view believed that the service provided by hackney carriage and private hire vehicle drivers in Bridgend County Borough to be suitable for the needs of disabled passengers. 35% of respondents did not. 12% unsure

Questions 6-9 on the consultation, relating to accessibility and passengers with additional needs were asked as part of a process to set up specific enforcement exercises to ensure that taxi drivers are fulfilling their duties under the Equality Act 2010.

This page is intentionally left blank

HACKNEY CARRIAGES CONDITIONS OF LICENCE

The proprietor shall observe and perform the following terms and conditions in respect of hackney carriages:

1. All vehicles shall be white in colour.
2. Adhesive signs be affixed on the upper part of the driver and front passenger side doors indicating that the vehicle is licensed by the Council with the number of the vehicle in letters no smaller than 3" in height.
3. The licence plate shall be fixed and displayed outside on the rear of the vehicle directly on or immediately above the bumper in such a position that the vehicle's registration mark is not obscured, with the particulars there on facing outwards in such a manner and place that the licence plate is clearly visible by daylight from the road at the rear of the vehicle.
4. The licence disc and licence plate shall remain the property of the Council and shall be returned to them within seven days after the service on him of an appropriate notice by the Council in the event of the Hackney Carriage Licence ceasing to be in force in respect of the vehicle.
5. At all times, the proprietor shall during the currency of the licence keep in force in relation to the use of the hackney carriage, a policy of insurance issued on a minimum of third party basis by an approved insurance company and comply with the requirements of Part V1 of the Road Traffic Act 1988.
6. A copy of the current Insurance Certificate in respect of the vehicle shall at all times be displayed on the windscreen of the vehicle so as to be available for inspection.
7. TESTING OF VEHICLES
 - 7.1 As a policy guideline, vehicles submitted for licensing for the first time must be less than 5 years old from the date of first registration or first use/date of manufacture if the vehicle is imported, with the exception of minibus type vehicles fitted with permanent automated tail lifts which may be aged up to 10 years on first licensing. Applications for converted or modified vehicles outside the M1 Vehicle Type approval category must be accompanied by a full service history and appropriate safety certification including a Voluntary Individual Vehicle Approval (IVA) Certificate issued by the Driving and Vehicle Standards Agency (DVSA).
 - 7.2 Vehicles aged up to 10 years old from the date of first registration, or first use/date of manufacture if the vehicle is imported, will be tested twice a year.

- 7.3 Vehicles that are 10 years or older, from the date of first registration, or first use/date of manufacture if the vehicle is imported, will be tested three times a year.
8. No signs or advertisements shall be displayed in, on or from the vehicle unless first approved by the Council in writing.
9. All vehicles, other than mini-buses must have rear seat belts fitted in accordance with Motor Vehicles (Fitting of Seat Belts) Regulations 1987.
10. All mini-buses licensed from 1st March 1999 must have seat belts fitted to all forward facing seats and where fitted must comply with the technical and installation requirements of regulations 46-48 of the Road Vehicles (Construction and Use) Regulations 1986 (as amended).
11. An appliance for extinguishing fire must be carried in such a position as to be readily available for use and be a minimum of 2.0 kg dry powder meeting the requirements of European Standard BS EN3:1996, such extinguisher to be fixed on the vehicle in such a position as to be readily available for use and maintained in good working order at all times. Any previously approved appliance may continue to be carried until its expiry date has elapsed or is found to be in an unserviceable condition.
12. The proprietor of a hackney carriage shall cause to be carried within the vehicle, a first aid kit of no less a standard than the "Industrial Size No. 1 Kit" required under the Office, Shops and Railway Premises Act 1963.
13. The licensee of any vehicle licensed under the Council's special policy for wheelchair accessible vehicles must ensure that the vehicle is wheelchair accessible at all times and carry such ramps etc that are necessary. The maximum seating capacity of the vehicle will be specified in the licence and must include provision for at least one wheelchair.
14. The proprietor shall not cause or suffer or permit to be conveyed in the vehicle a greater number of persons exclusive of the driver than the number of persons specified in the licence provided.
15. The Licensee shall obtain any necessary planning permission for any premises intended to be used for Private Hire or Hackney Carriages and shall not engage in or allow such business to be carried on from any premises until any necessary planning permission has been so obtained.
16. All remould/retread tyres, as from 3rd February 1999 must be marked and comply with the current BS number.
17. Every "estate car" type vehicle which has more than four seats must have a means of opening the rear tailgate from the inside and signs indicating "Emergency Exit" and the method of operation to open the door must be clearly marked on the inside of the door.

18. Where the licence fee is paid by cheque which is subsequently dishonoured and any licence issued shall be revoked as from the date on which the Licensee is notified of such revocation.
19. A Certificate issued by the Council indicating that a vehicle is licensed as a Hackney Carriage shall be displayed on the left hand side of the windscreen of such vehicle in such a position that it can be easily seen from the front of the vehicle.
20. The proprietor shall cause the number of the licence to be fixed and displayed on the vehicle at all times this number to be displayed by means of a licence disc and licence plate and door signs issued by the Council to the proprietor.
21. The licence disc shall be fixed and displayed inside the vehicle in such manner and place that the particulars there on are clear and visible to any passenger being conveyed in the vehicle.
22. On being so required by an authorised officer, the proprietor shall produce to that officer for examination a Certificate of Insurance issued by an approved insurance company in respect of the vehicle for the purposes of Part VI of the Road Traffic Act 1988 (as amended) provided that if the proprietor fails to produce such Certificate to the officer on request, the proprietor shall within five days of such request produce it to that officer or to any other authorised officer at the Council's Offices.
23. Any alteration in the design of the vehicle to the machinery or the body shall be reported to the Council who may require the proprietor to submit the vehicle for further examination.
24. The proprietor of a Hackney Carriage shall cause the table of fares fixed by the Council to be exhibited inside the carriage, such table to be of clearly distinguishable letters and figures, together with a notice displaying the limitations on the fare rates and charges to be made.
25. The proprietor shall inform the Council within 72 hours of any accident to the vehicle where damage materially affects the safety, performance and appearance of the vehicle.
26. The proprietor shall ensure that the vehicle shall not be used under contract or purported contract for hire except at the rate of fares fixed by the Council for Hackney Carriages.
27. Without prejudice to the aforementioned provisions, the proprietor on receipt of a notice in writing from the Council shall present the Hackney Carriage Vehicle for inspection and testing by or on behalf of the Council.
28. The vehicle must be fitted with four road wheels, at least three doors and be of right hand drive.
29. The vehicle must be of sufficient seating capacity to carry at least four and not more than eight passengers in addition to the driver. The seating capacity, head and knee room shall be as follows:

- (a) Height (Inside): From the top of the seat cushion to the lowest part must be not less than 30”.
- (b) Knee Space: The measurement between the front of the rear seat and the rear of the driver’s seat be not less than 8” when the driver’s seat is in a position for a driver of average height.
- (c) Seat Width: The width of the back seat from the squab to the front edge must not be less than 17”.

Condition (c) above does not apply to rear facing seats in Council approved purpose built vehicles.

- (d) Rear Seat (Length): The length of the rear seat measured in a straight line over the majority of its length be such as to allow adequate seating accommodation to the extent of at least 16” per person.

30. If the vehicle is an estate car, it must be fitted with a grill/fitting sufficient to prevent luggage carried in the rear compartment from coming into contact with persons in the rear seat.

31. METER AND EQUIPMENT

The proprietor of a hackney carriage shall cause the same to be provided with a taxi meter so constructed, attached and maintained as to comply with the following requirements: that is to say:

- (a) the taximeter shall be fitted with a key, flag or other device the turning of which will bring the machinery of the taxi meter into action and cause the word “HIRED” to appear on the face of the taximeter;
- (b) such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
- (c) when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate of fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance on pursuance of the bylaw in that behalf;
- (d) the word “FARE” shall be printed on the face of the taximeter in plain letters so as to clearly apply to the fare recorded thereon;
- (e) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring.
- (f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

32. The hackney carriage must be fitted with an illuminated roof sign, so constructed to bear the word "TAXI" in plain letters at least two inches in height, with a further fluorescent sign of similar dimensions bearing the words "FOR HIRE" such sign being affixed to the front windscreen of the vehicle and wired to the taximeter so as to enable it to be extinguished during the carrying of a fare, for which the meter is in operation. The design of these signs is to be approved by the Council. This condition will not relate to the 'London type Taxi' where the flag indicating "FOR HIRE", attached to the meter is plainly visible.

DRAFT

This page is intentionally left blank

PRIVATE HIRE VEHICLE CONDITIONS OF LICENCE

The proprietor shall observe and perform the following terms and conditions in respect of Private Hire Vehicle Licences.

1. The vehicle must not be white in colour.
2. The licence plate shall be fixed and displayed outside the rear of the vehicle directly on or immediately above the bumper in such a position that the vehicle's registration mark is not obscured, with the particulars thereon facing outwards in such a manner and place that the licence plate is clearly visible by daylight from the road at the rear of the vehicle.
3. Adhesive signs, provided by the Council, shall be affixed on the upper part of the driver and front passenger side doors indicating that the vehicle is licensed by the Council, by showing the licence number of that vehicle in the Council approved format.
4. A Certificate issued by the Council indicating that a vehicle is licensed as a Private Hire Vehicle shall be displayed on the left hand side of the windscreen of such vehicle in such a position that it can be easily seen from the front of the vehicle.
5. Testing of vehicles
 - 5.1 As a policy guideline, vehicles submitted for licensing for the first time must be less than 5 years old from the date of first registration or first use/date of manufacture if the vehicle is imported, with the exception of minibus type vehicles fitted with permanent automated tail lifts which may be aged up to 10 years on first licensing. Applications for converted or modified vehicles outside the M1 Vehicle Type approval category must be accompanied by a full service history and appropriate safety certification including a Voluntary Individual Vehicle Approval (IVA) Certificate issued by the Driving and Vehicle Standards Agency (DVSA).
 - 5.2 Vehicles aged up to 10 years old from the date of first registration, or first use/date of manufacture if the vehicle is imported, will be tested twice a year.
 - 5.3 Vehicles that are 10 years or older, from the date of first registration, or first use/date of manufacture if the vehicle is imported, will be tested three times a year.
6. The proprietor shall not display or suffer or permit to be displayed on or from a Private Hire Vehicle any sign, notice, device or livery which includes the word "Taxi" or "Cab" whether in the singular or plural or "Hire", or any word of similar meaning or appearance to any of those words, whether alone or as part of another word.

7. The proprietor shall not display or suffer or permit to be displayed in or on the vehicle any advertisement without the prior written approval of the Council. For the purposes of this condition, "advertisement" means any word, letter, sign, notice, illumination, device or representation in the nature of the advertisement.
8. Conditions 6 and 7 shall not apply to:-
 - a) a sign or notice displayed on or from the vehicle which is prescribed by or under an enactment;
 - b) A sign being not more than 4" in depth fixed to the front windscreen of the vehicle indicating the name of the owner or operator, which has been approved by the Council.
9. The proprietor shall cause to be carried on the vehicle a minimum of 2.0 kg dry powder fire extinguisher meeting the requirements of European Standard BS EN3, such extinguisher to be fixed on the vehicle in such a position as to be readily available for use and maintained in good working order at all times.
10. The licensee of any vehicle licensed under the Council's special policy for wheelchair accessible vehicles must ensure that the vehicle is wheelchair accessible at all times and carry such ramps etc. that are necessary. The maximum seating capacity of the vehicle will be specified in the licence and must include provision for at least one wheelchair.
11. Every "estate car" type vehicle which has more than four seats must have a means of opening the rear tailgate from the inside and signs indicating "Emergency Exit" and the method of operation to open the door must be clearly marked on the inside of the door.
12. Where payment of the licence fee is made by a cheque which is subsequently dishonoured any licence shall be revoked as from the date on which the licensee is notified of such revocation.
13. The proprietor shall not cause or suffer or permit to be conveyed in the vehicle a greater number of persons exclusive of the driver than the number of persons specified in the Licence provided.
14. The licence shall remain in force for a period of one year and is not transferable to any other vehicle unless such vehicle has passed the Council's test for private hire vehicles.
15. The proprietor shall cause the number of the licence to be affixed and displayed on the vehicle at all times during which the vehicle is being used as a Private Hire Vehicle, this number to be displayed by means of a licence disc and licence plate issued by the Council to the proprietor.
16. The licence disc shall be fixed and displayed inside the vehicle in such a manner and place that the particulars thereon are clear and visible to any passenger being conveyed in the vehicle.

17. The licence disc and licence plate shall remain the property of the Council and shall be returned to them within seven days after the service on the proprietor of an appropriate notice by the Council proprietor no longer holds a Private Hire Vehicle Licence with the Council which is in force in respect of the vehicle.
18. The proprietor shall permit an authorised officer of the Council or police officer to inspect and test a vehicle at all reasonable times. If the officer is not satisfied as to the fitness or condition of the Private Hire Vehicle he shall give notice in writing to the proprietor to make the vehicle available for further inspection and testing at such reasonable times and place as specified in the notice, the vehicle licence being suspended until such time as the officer is so satisfied; provided that if the officer is not so satisfied before the expiration of a period of two months, the licence shall be revoked. The disc and plate shall on revocation of the licence be handed to the officer but will be returned upon reinstatement of the licence.
19. In the event of a vehicle licence being suspended, the licence disc and plate shall be surrendered to the authorised officer or police officer, and shall be held by him pending the testing of the vehicle.
20. Without prejudice to the aforementioned provisions, the proprietor on receipt of a notice in writing from the Council shall present the Private Hire Vehicle for inspection and testing by or on behalf of the Council.
21. At all times, the proprietor shall during the currency of the licence keep in force in relation to the user of the vehicles as a Private Hire Vehicle a policy of insurance issued by an approved insurance company on a minimum of a third party basis and comply with the requirements of Part VI of the Road Traffic Act 1988.
22. On being so required by an authorised officer, the proprietor shall produce to that officer for examination a Certificate of Insurance issued by an approved insurance company in respect of the vehicle for the purpose of Part VI of the Road Traffic Act 1988, provided that if the proprietor fails to produce such certificate to the officer on request, the proprietor shall within five days of such request produce it to that officer or to an authorised officer at the Council's Offices, Bridgend.
23. Any alteration in the design of the vehicle, whether to the machinery or the body, shall be reported to the Council who may require the proprietor to submit the vehicle for further examination.
24. The proprietor shall inform the Council within 72 hours of any accident to the vehicle where damage materially affects the safety, performance and appearance of the vehicle.
25. If the proprietor of a private hire vehicle in respect of which a vehicle licence has been granted by the Council transfers his interest in the vehicle to a person other than the proprietor whose name is specified in the licence, he shall within

14 days after the transfer give notice in writing thereof to the Council specifying the name and address of the person to whom the private hire vehicle has been transferred.

26. The vehicle must be fitted with four road wheels, at least four doors and be of right hand drive.
27. The vehicle must be of sufficient seating capacity to carry at least four and not more than eight passengers in addition to the driver. The seating capacity, head and knee room shall be as follows:
 - (a) Height (Inside): From the top of the seat cushion to the lowest part must be not less than 30".
 - (b) Knee Space: The measurement between the front of the rear seat and the rear of the driver's seat be not less than 8" when the driver's seat is in a position for a driver of average height.
 - (c) Seat Width: The width of the back seat from the squab to the front edge must not be less than 17".
Condition (c) above does not apply to rear facing seats in Council approved purpose built vehicles.
 - (d) Rear Seat (Length): The length of the rear seat measured in a straight line over the majority of its length be such as to allow adequate seating accommodation to the extent of at least 16" per person.
28. If the vehicle is an estate car, it must be fitted with a grill/fitting sufficient to prevent luggage carried in the rear compartment from coming into contact with persons in the rear seat.
29. Exemptions for Specialist Vehicles

Where a private hire vehicle has been licensed and approved as a specialist vehicle, exemptions to the above conditions will apply. These exemptions are listed on the attached sheet and form part of these conditions of licence.

Exemption 1

Approved specialist vehicles only may be white in colour.

Exemption 2

Approved specialist vehicles only are exempt from the requirement to display a licence plate at all times. All other conditions requiring display of licence discs remain.

Exemption 3

Approved specialist vehicles only may be left hand drive.

DRAFT

This page is intentionally left blank

**BRIDGEND COUNTY BOROUGH COUNCIL
DECLARATION OF FITNESS FORM HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE**

Vehicle Reg		Plate No	
Make & Model			
Last Inspection		Passenger Seats	
VIN			
Mileage		MOT Cert No	

ITEM	TESTABLE ITEM	PASS	FAIL	COMMENTS/REASONS FOR FAILURE
S1	Lamps, reflectors and electrical equipment			
01	Lamps front			
02	Lamps rear			
03	Direction indicators			
04	Electrical wiring and equipment including EMU warning lights			
S2	Steering and suspension			
06	Steering control			
07	Steering mechanism/system			
08	Power steering			
09	Transmission			
10	Wheel bearings			
11	Front suspension			
12	Rear suspension			
13	Shock absorbers			
S3	Braking system			
14	Controls/ABS warning system			
15	Footbrake and handbrake			
S4	Tyres and road wheels			
16	Tyre type and condition			
17	Road wheels			
S5	Seat Belts			
18	Mountings			
19	Condition			
S6	Body, structure and general items			
20	Vehicle body and condition (exterior)			
21	Vehicle body, security, condition and cleanliness (interior)			
22	Doors and seats (security, operation and cleanliness)			
S7	Exhaust, fuel and emissions			
23	Exhaust system			
24	Fuel system – pipes and tanks			
S8	Driver's view of the road			
25	Mirrors and view from rear windscreen			
26	Front windscreen and window glass (inc. operation and unrestricted view of road)			
27	Windscreen washers/wipers			
S9	Additional requirements			
28	Oil and water leaks			
29	Ancillary equipment			
30	Meter - test and seal			
31	Speedometer			
32	Roof sign/For Hire sign/Roof light			
33	Page 41 Roof plates/discs/door signs			

34	Table of fares displayed			
S10	Ancillary equipment			
35	Wheelchair restraint and access equipment (if applicable)			
36	Wheel Chair Ramps present Yes/No			
37	Wheel Chair Tail lift fitted Yes /No			
38	Spare bulb kit			
39	CCTV/Dashcam fitted (with signage for passenger) Yes/No			
40	Fire Extinguisher and First Aid Kit			

Passed for plate		Failed as above	
------------------	--	-----------------	--

(tick as appropriate)

I have examined this vehicle and certify that in my opinion this report is correct at the time of examination

Examiner Name	
Date	
Signature	



Best Practice Guide

August 2012

Produced by Hackney Carriage and Private Hire Inspection Technical Officer Group
Public Authority Transport Network (PATN)

Supported by



Delivering safe, efficient, sustainable logistics



FREIGHT TRANSPORT ASSOCIATION

FTA best practice guide to inspection of Hackney Carriage and Private Hire Vehicles

August 2012

Editor: **Andy Mair**

Production: **Hilary Kingdon**

Design: **Tracey Garrett**

This best practice guide sets out the procedures and standards for those who carry out inspections of hackney carriage and private hire vehicles. It is recommended that the guide is also made freely available to owners, proprietors, operators and drivers of hackney carriage and private hire vehicles, who may find it useful as it details the standards that vehicles are subjected to. The guide also explains the reasons why, a vehicle presented for inspection has not been issued with a pass certificate.

This guidance deliberately seeks to embrace safety aspects of vehicle inspections using, as a basic inspection standard, those laid down in the MOT Inspection Manual – Private Passenger & Light Commercial Vehicle Testing issued by VOSA. This best practice guide provides additional testing requirements to those in the MOT Inspection Manual. It is advised that local licensing authorities use the best practice guide in conjunction with the VOSA MOT Inspection Manual as an advocate to public safety.

This best practice guide has been developed to provide all local licensing authorities with a benchmark with regard to vehicle inspections and safety.

For details of how to join FTA contact the Member Service Centre on 08717 11 22 22*

*Calls may be recorded for training purposes

Contents

	Page
Foreword	3
Part 1: Introduction	4
1.1 Best practice guide	4
1.2 Application to devolved administrators	4
1.3 Technical safety issues	4
1.4 Scope of the guidance	4
1.5 Specification of vehicle types that may be licensed	4
1.6 Accessibility	5
1.7 Type approval	5
1.8 Vehicle testing	5
2 Novelty vehicles (stretched limousines)	6
3 General information	6
Part 2: Procedures and standards of inspection	8
Section 1 Lamps, reflectors and electrical equipment	8
Section 2 Steering and suspension	9
Section 3 Brakes	10
Section 4 Tyres and road wheels	10
Section 5 Seat belts and supplementary restraint systems	11
Section 6 Body, structure and general items	11
Section 7 Exhaust, fuel and emissions	15
Section 8 Driver's view of the road	14
Section 9 Tricycles and quadricycles	16
Section 10 Additional requirements	16
Section 11 Ancillary equipment	17
Section 12 Novelty vehicles	19
Appendices	
A Trailer inspection form	20
B Definition of motor vehicles	21
C Inspection form	22

Foreword

The Vehicle and Operator Services Agency (VOSA) is committed to saving lives, making roads safer, cutting crime and protecting the environment.

As responsibility for the maintaining of vehicle safety standards of hackney carriage and private hire vehicles falls to various local authorities, VOSA, in the pursuit of its objectives, fully supports the Public Authority Transport Network (PATN) in its promotion of common standards and best practice within industry.

VOSA recommends that local authorities consider this guide when setting technical standards and take the opportunity to become involved in its continued development such that we all contribute to a safer environment.

Nigel R Maden

*Process Manager Light Vehicles and Vehicle Approval
Vehicle & Operator Services Agency*



Revision record

Section number	Section title	Description of change	Revision date	Revision number
	2009 version	VOSA foreword	November 2009	1
	2012 update	Revised due to changes to MOT scheme from 2012	August 2012	2

Part I: Introduction

1.1 Best practice guide

This best practice guide has been prepared by the Technical Officer Group (TOG) to assist Hackney Carriage proprietors (HC) and Private Hire Vehicle (PHV) drivers/owners and operators. It is intended for use by local licensing authorities, vehicle inspectors and local authority authorised officers.

It is intended that this best practice guide will endorse a *minimum* national vehicle inspection standard. It will be appreciated that it is for individual local licensing authorities to reach their own decisions, both on overall policies and on individual inspection standards, in the light of their own operational needs and geographical circumstances.

Various interested parties, including the Department for Transport (DfT), Vehicle & Operator Services Agency (VOSA), Disabled Persons Transport Advisory Committee (DPTAC) and the Institute of Licensing, have been consulted on this best practice guide.

The Technical Officer Group commends the DfT for the production of the Taxi and Private Hire Vehicle Licensing: Best Practice Guidance. Vehicle operators, local licensing authorities and vehicle inspectors are strongly advised to refer to the DfT guide in conjunction with this best practice guide. More information can be obtained on the DfT website at www.dft.gov.uk

1.2 Application to devolved administrations

The Department for Transport (DfT) has responsibility for HC and PHV legislation in England and Wales and, accordingly, the guidance that has been published will be directed at local authorities in England and Wales. Responsibility for HC and PHV licensing in Scotland and Northern Ireland is devolved, but the respective administrations have been involved in the preparation



of the licensing guidance and will decide for themselves the extent to which they wish to make use of or adapt to suit their own purposes.

1.3 Technical safety issues

The aim of a local licensing authority is to protect the public. Local licensing authorities will be aware that the public should have reasonable access to safe and well maintained HC and PHVs. For example, it is clearly important that somebody using a HC or PHV should be confident that the vehicle is safe.

To this end, this best practice guide will detail specific vehicle safety issues based on expert technical knowledge and experience of the Technical Officer Group (TOG). This guide will focus therefore on technical safety issues and make recommendations towards safe working practices. For example, the TOG supports the DfT recommendation that there is no upper age limit for HC and PHVs provided there is documentary evidence to support a routine maintenance regime.

Local licensing authorities will want to ensure that each of their various licensing requirements is properly justified by the risk it aims to address. This is not to propose that a detailed, over-zealous inspection regime creates difficulties for the HC and PHV trades but primarily to promote vehicle safety for the protection of passengers and not for the benefit of operators.

1.4 Scope of the guidance

This guidance deliberately seeks to embrace safety aspects of vehicle inspections using, as a basic inspection standard, those laid down in the *MOT Inspection Manual – Private Passenger & Light Commercial Vehicle Testing* issued by VOSA. This best practice guide provides additional testing requirements to those in the MOT Inspection Manual. It is advised that local licensing authorities use the best practice guide in conjunction with the VOSA MOT Inspection Manual as an advocate to public safety.

This best practice guide has been developed to provide all local licensing authorities with a benchmark with regard to vehicle inspections and safety.

1.5 Specification of vehicle types that may be licensed

The legislation gives local authorities a wide range of discretion over the types of vehicle that they can license as HC or PHVs.

Some authorities specify conditions that in practice can only be met by purpose-built vehicles but the majority license a range of vehicles.

Normally, best practice is for local licensing authorities to adopt the principle of specifying as many different types of vehicles as possible. Indeed, local licensing authorities might usefully specify only general criteria, leaving it open to the HC and PHV trades to put forward vehicles of their own choice which can be shown to meet those criteria. In that way, there can be flexibility for new vehicle types to be readily taken into account.

It is suggested that local licensing authorities should give very careful consideration to a policy which automatically rules out particular types of vehicle or prescribes only one type or a small number of types of vehicle. For example, the Department believes authorities should be particularly cautious about specifying only purpose-built taxis, with the strict constraint on supply that that implies. But, of course, the purpose-built vehicles are amongst those which a local authority could be expected to license. Similarly, it may be too restrictive to automatically rule out considering Multi-Purpose Vehicles, or to license them for fewer passengers than their seating capacity (provided of course that the capacity of the vehicle is not more than eight passengers).

1.6 Accessibility



In addition to their general conditions, local licensing authorities will want to consider the accessibility for disabled people (including – but not only – people who need to travel in a wheelchair) of the vehicles they licence as Hackney Carriage or Private Hire vehicles.

Licensing authorities will be aware that it remains the Department

for Transport's intention to make accessibility regulations for Hackney Carriage vehicles subject to a Law Commission review. In the meantime, licensing authorities are encouraged to introduce HC accessibility policies for their areas.

1.7 Type approval

It may be that from time to time a local licensing authority will be asked to license, as a HC or PHV, a vehicle that has been imported independently (that is, by somebody other than the manufacturer). Such a vehicle might meet the local licensing authority's criteria for licensing, but may nonetheless be uncertain about the wider rules for foreign vehicles being used in the UK. Such vehicles will be subject to the 'type approval' rules. For passenger cars up to 10 years old at the time of first GB registration, this means meeting the technical standards of either:

- European Community Whole Vehicle Type Approval (ECWVTA)
- National Small Series Type Approval (NSSTA) or
- Individual Vehicle Approval (IVA)

Most registration certificates issued since late 1998 should indicate the approval status of the vehicle. Further information about these requirements and the procedures for licensing and registering imported vehicles can be seen at www.businesslink.gov.uk

It is important for local licensing authorities to insist that **at least one** of the above 'type approvals' is produced prior to any **imported vehicle** being licensed as a Hackney Carriage or Private Hire Vehicle. Local authorities are advised to verify the validity of an IVA certificate by contacting the VOSA helpline number 0300 123 9000.

Voluntary inspections

Vehicles that are already registered for use in the UK are not eligible for a statutory approval, however there are situations where evidence of compliance with the approval standard would be beneficial or be a requirement. An example would be a local licensing authority that may require evidence of compliance for a vehicle that has been modified since original registration, or where evidence of compliance is being used as part of a contractual agreement on a modified vehicle. To facilitate this requirement, a non-statutory voluntary IVA test is available, and it would be appropriate for local authorities to accept a 'basic' IVA certification as a minimum requirement. The test criteria applied will be dependent on the vehicle category/class nominated on the application form VIVA 1. The fees are the same as those appropriate to the particular class of vehicle/test required, other than VAT is payable. If the vehicle is found to meet the requirements, a letter of compliance with the technical standards will be issued and not an Individual Approval certificate. The letter of compliance is not acceptable for first licensing/registration purposes.

1.8 Vehicle testing

There is considerable variation between local licensing authorities on vehicle testing. This best practice guide provides local licensing authorities with a **minimum** standard for vehicle inspections. All HC and PHV must be maintained to no less than the standards set out in the VOSA publication 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing', ISBN 978-0-9549352-5-2.

As the term implies, hackney carriage and private hire vehicles are vehicles used for hire and reward purposes and as such are subject to much higher annual mileages and more arduous driving than normal private vehicles. Therefore, in the interests of passenger and other road user's safety, a more stringent maintenance and testing regime is required.

The purpose of the HC and PHV test is to confirm vehicles meet these more stringent standards. Vehicles must be submitted fully prepared for the test. **It is not intended that the test be used in lieu of a regular preventative maintenance programme.** If, in the opinion of the vehicle examiner, the vehicle has not been fully prepared, the test will be terminated and a further full test shall be required. It is an offence under the road traffic regulations to use an unroadworthy vehicle on the public highway.

HC proprietors and PHV drivers/owners and operators failing to maintain their vehicles in a safe and roadworthy condition may have their vehicle licence suspended, revoked or their licensing application refused by the local licensing authority. In addition, licence holders risk the suspension or revocation of their driver or operator licences by the local licensing authority.

This best practice guide should be read in conjunction with Vehicle & Operator Services Agency (VOSA) publication 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing', ISBN 978-0-9549352-5-2. This best practice guide provides a working document for those who inspect, maintain and prepare vehicles for inspection prior to being issued with a hackney carriage or private hire licence. Although detailed in its content the best practice guide is not exhaustive.

However, in assessing the mechanical condition of a vehicle, it is more likely an item which would ordinarily pass an MOT test with an advisory note, could fail the HC and PHV test.

2 Novelty vehicles (stretched limousines)

This section of the best practice guide offers advice to local licensing authorities on the requirements for licensing novelty vehicles. The standard of the test for novelty vehicles will be at the same standard as for other private hire vehicles. That is, as a basic inspection standard, those laid down in the 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing' issued by VOSA and this best practice guide. *(For the purpose of clarity, novelty vehicles in this guide will refer to stretch limousines only until such times as further guidance is obtained on any other such vehicle, ie fire tenders etc.)*



A novelty vehicle shall only be registered as a private hire vehicle if it complies with the following conditions.

- Vehicles with no more than eight passenger seats as indicated on the V5C. The V5C will state the number of seats and **must be produced to the local licensing authority prior to the vehicle being licensed or inspected.** If the number of seats differs to what is indicated on the V5C, then contact VOSA and your local area DVLA office immediately. Failure to produce a valid and current V5C for the vehicle to be tested could result in refusal to inspect the vehicle
- Evidence of either European Community Whole Vehicle Type Approval (ECWVTA) or Individual Vehicle Approval (IVA) being presented for inspection
- Local licensing authorities may consider, as novelty vehicles are not factory produced, that a recommended vehicle maintenance inspection be applied every 10 weeks. The frequency of maintenance inspections is recommended by Traffic Commissioners, VOSA and the National Limousine and Chauffeur Association (NLCA)
- The inspection standards to be applied to novelty vehicles are the same standards as those applied to other hackney carriage and private hire vehicles with the following additions:
 - Any additional item previously mentioned in this paragraph with regard to seating capacity, the production of the relevant documents and frequency of vehicle inspections
 - See part 2, section 4 – Tyres and road wheels. Reference in this section is made to tyre rating to be applied to novelty vehicles
 - See part 2, section 12 – Vehicle Identification Number (VIN) markings should be checked to ensure compliance, seating capacities and undue stresses

Local licensing authorities are strongly advised to obtain a declaration, from the operator of a licensed novelty vehicle, that the side facing seats will never be used to carry passengers under 16 years of age, **regardless of whether the vehicle is fitted with or without seat belts.**

It is strongly advised that notices forbidding children to be carried in side facing seats are displayed in prominent positions, ie on entry to the passenger compartment and on either side of the passenger compartment. Local licensing authorities may also require additional outward facing signs adjacent to all entrance/exit doors to the passenger compartment.

3 General information

Only vehicles complying with the following conditions will generally be considered for licensing as private hire vehicles.

-
- Cars fitted with at least four doors and four wheels
 - Right-hand drive vehicles – with the exception of stretch limousines (where applicable)
 - Vehicles with adequate space for luggage
 - Vehicles must be capable of carrying at least four and not more than eight passengers in addition to the driver
 - With the exception of stretch limousines, vehicles will not be accepted with blacked out windows. Passengers being carried in the vehicle must be visible from the outside. In **exceptional circumstances**, tinted windows may be acceptable
 - To allow a thorough examination of a vehicle or any part thereof, it must be presented for test in a clean condition. The vehicle presented will fail the test if, in the opinion of the vehicle examiner, the vehicle is so dirty that it would be unreasonable for the test to be carried out
 - A test will not be carried out unless the licence fee/ examination fee has been paid in advance

Statement of undertakings and declaration

In the interests of road and passenger safety, the licensed driver/ owner or operator undertakes to make proper arrangements so that licensed vehicles are kept in a roadworthy condition at all times.



Part 2: Procedures and standards of inspection

This best practice guide sets out the procedures and standards for those who carry out inspections of hackney carriage and private hire vehicles.

It is recommended that the guide is also made freely available to owners, proprietors, operators and drivers of hackney carriage and private hire vehicles, who may find it useful as it details the standards that vehicles are subjected to. The guide also explains the reasons why a vehicle presented for inspection, has not been issued with a pass certificate.

Contents

	Page		Page
Section 1 Lamps, reflectors and electrical equipment	8	Section 8 Driver's view of the road	15
1.9 Electrical wiring and equipment		8.1 Mirrors and view to the rear	
1.9 Additional lamps		8.3 Windscreen – view to the front	
Section 2 Steering and suspension	9	8.5 Window glass or other transparent material	
2.1 Steering control – steering wheel		Section 9 Tricycles and quadricycles	16
2.1 Steering control – steering column		Section 10 Additional requirements	16
2.4 Suspension spring units and linkage		10.1 Transmission	
Section 3 Brakes	10	10.2 Oil and water leaks	
Section 4 Tyres and road wheels	10	10.3 Luggage/load space	
4.1 Tyres – condition		10.4 Trailers and towbars	
Section 5 Seat belts and supplementary restraint systems	11	Section 11 Ancillary equipment	17
Section 6 Body, structure and general items	11	11.1 Wheelchair restraint and access equipment	
6.1 Vehicle body and condition (exterior)		11.2 Fire extinguisher	
6.1 Vehicle body, security and condition (interior)		11.3 First aid kit	
6.1 Bumper bars		Section 12 Novelty vehicles	19
6.2 Doors and seats		12.1 Seating capacity	
Section 7 Exhaust, fuel and emissions	14	12.2 Undue stresses	
7.1 Exhaust system		12.3 Passenger notices	
7.2 Fuel system – pipes and tanks			

Section 1

Lamps, reflectors and electrical equipment

1.9 Electrical wiring and equipment

Method of inspection	Reason for rejection
<i>This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle.</i>	
a Check all electrical wiring for: <ul style="list-style-type: none"> condition security position signs of overheating heavy oil contamination 	a Wiring <ul style="list-style-type: none"> positioned so that it is chafing or clipped to a fuel line or likely to be damaged by heat so that insulation will become ineffective with clear evidence of overheating heavily contaminated with oil
b Check all switches controlling all obligatory lights	b Switches <ul style="list-style-type: none"> Insecurity or malfunction of a switch controlling an obligatory light

1.9 Additional lamps

Method of inspection	Reason for rejection
<i>With the ignition switched on check the following.</i>	
Reversing lamps <ul style="list-style-type: none"> a The reversing lamps emit a diffused white light when reverse gear is selected b The lamps extinguish when neutral gear is selected c The lamps are in good working order and are secure d The lamps do not flicker when lightly tapped by hand 	Reversing lamps <ul style="list-style-type: none"> a Fails to operate or does not emit a white diffused light b Fails to extinguish when neutral or forward gear is selected c Are not in good working order or insecure d Flickers when tapped lightly by hand
Front fog/driving lamps <ul style="list-style-type: none"> e A single front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected f A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together g A pair of matched, long-range driving lamps, both emitting a white diffused light, should illuminate together 	Front fog/driving lamps <ul style="list-style-type: none"> e Lamp inoperative or operates other than in dipped beam mode f Operate incorrectly g Operate incorrectly
'For Hire' and roof signs <ul style="list-style-type: none"> a Correct style and type of sign fitted b Ensure the sign is securely fastened to the vehicle c Condition and security of wiring d Functional test of signs for illumination 	'For Hire' and roof signs <ul style="list-style-type: none"> a Incorrect colour or details shown on sign, ie registration number, vehicle number etc b Insecure sign c Wiring is not in good condition or is loose or chuffed d Illumination not consistent across the sign, ie all light bulb(s) LED(s) illuminated when switched on

Section 2

Steering and suspension

2.1 Steering control – steering wheel

Method of inspection	Reason for rejection
<i>With both hands rock the steering wheel from side to side at right angles to steering column and apply slight downward and upward pressure to the steering wheel rim (in line with column). Note the following.</i>	
<ul style="list-style-type: none"> a Fractures in steering wheel hub b Fractures in steering wheel rim c Steering wheel spokes loose or fractured d Jagged edges on steering wheel rim e. If possible, check the retaining device on steering wheel is fitted 	<ul style="list-style-type: none"> a Steering wheel hub fractured b Steering wheel rim fractured c A steering wheel spoke loose or fractured d Jagged edges on steering wheel rim likely to injure the driver e. A steering wheel hub-retaining device not fitted

2.1 Steering control – steering column

Method of inspection	Reason for rejection
a Try to lift the steering in line with the steering column and note the movement at centre of steering wheel	a Excessive movement at centre of steering wheel in line with steering column (end float) <i>Note: Certain types of steering column might show some movement not due to excessive wear, eg those fitted with universal joints or flexible couplings</i>
b While steering wheel is rotated, check for deterioration in any flexible coupling or universal joint of steering column	b A flexible coupling or universal joint deteriorated, worn or insecure
c Where practical, check any clamp bolts for presence and security of locking devices. (These may be located in the engine compartment or under chassis)	c A coupling clamp bolt or locking device loose or missing

2.4 Suspension spring units and linkages

Method of inspection	Reason for rejection
Coil springs	Coil springs
a Welding repairs	a Repaired by welding

Section 3

Brakes

No additional inspection requirements

Section 4

Tyres and road wheels

4.1 Tyres – condition

Method of inspection	Reason for rejection
On all the tyres, including spare wheel where fitted , examine each tyre meets all the requirements laid down in the 'MOT Inspection Manual – Private Passenger and Light Commercial', ISBN 978-0-9549352-5-2 <i>Note: Where a doughnut tank is fitted in the boot for LPG, the spare wheel if still carried in the boot must be properly secured. Alternatively, a spare wheel cage installed to manufacturer's and British Standards may be fitted to the underside of the vehicle</i>	In accordance with the 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing', ISBN 978-0-9549352-5-2 <i>Note: Space saver tyres should only be approved with the support of a method statement highlighting driver responsibilities with regard to the maximum permitted speed and that space savers are a temporary 'get-you-home tyre'</i>

Method of inspection	Reason for rejection
<p>Important note: stretched limousines</p> <p>In the case of American imported stretched limousines, vehicle inspectors will need to be vigilant when inspecting tyres for suitability, and an assessment should be made with the information detailed on the convertor plate. Most converted stretched limousines are converted from Ford Lincoln Town Cars with a number of Cadillac variants also.</p> <p>In approved 'stretch' limousine conversions, the maximum weight can be in excess of 7,100lbs (3.2 tonnes) and care should be exercised when determining suitable tyre ratings. Generally speaking a Ford Lincoln or Cadillac would require a tyre rating index of at least 107T, which gives a load rating of 2,149lbs (975kgs) with a maximum speed of 118 miles per hour.</p>	<p>Stretched limousines</p> <p>More information and guidance can be obtained from: National Limousine & Chauffeur Association on: www.nlca.co.uk</p>

Section 5

Seat belts and supplementary restraint systems

No additional inspection requirements

Section 6

Body, structure and general items

6.1 Vehicle body and condition (exterior)

Method of inspection	Reason for rejection
<p>Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury</p>	<ul style="list-style-type: none"> a An insecure or missing body panel, trim, step or accessory b Any sharp edge whatsoever which may cause injury c Heavy scuffing, abrasions or deformation to front and rear bumper d More than 8 stone chips visible on a bonnet/grill that has not penetrated to the metal or more than 4 stone chips that have penetrated to the metal e More than 8 stone chips on any panel including door edges, provided the base coat has not been penetrated f More than 4 stone chips on any panel where the base coat has been penetrated to the metal and is untreated g A single dent of more than 80mm, or more than 3 dents of not more than 20mm in any one panel h More than 4 scratches and or abrasions of more than 50mm in length in any one panel provided that the base coat has not been penetrated i Dull, faded paintwork which has lost its gloss finish or paint miss-match to a panel(s) to such an extent that it detracts from the overall appearance of the vehicle

Method of inspection	Reason for rejection
	<p>j Evidence of poor repairs and or paint finish to a repaired panel(s) including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle</p> <p>k Obvious signs of rust/corrosion of any size particularly those that are covered by advertising signs</p> <p>l Lack of clearly displayed or omission of 'No Smoking' signs</p>

6.1 Vehicle body, security and condition (interior)

Method of inspection	Reason for rejection
a Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories	a Insecure and loose fixtures, fittings or accessories
b Dirty, missing and worn trim, carpets, seat belts, mats, headlining, boot area and inclusion of prescribed items. Remove mats to inspect carpets underneath for cleanliness and wear	b Missing, dirty, soiled, stained worn or insecure trim, carpets, headlining, and mats in such a condition that they are likely to soil or damage passengers' clothing or luggage
c Examine interior lights, motion door locks and warning lights	c An inoperative interior light (all lights must illuminate if they are part of the manufacturer's standard equipment). Missing or defective motion switch/lock or warning lamp not illuminated
d Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters)	d A system(s) which does not function correctly, or any part is missing including vents, controls and switches
e Examine all windows ensuring they allow lowering and rising easily	e An opening window that is inoperative or difficult to open and or close mechanism broken/missing
f Examine interior door locks, grab handles/rails safety covers	f Missing, defective or loose door locks, child locks, protective covers grab handles and rails. Grab handles/rails, which are rigid to aid the blind and partially sighted, and are worn to excess
g Examine grills/partitions for security and condition	g A grill/partition which is insecure or has sharp edge which may cause injury to passengers or driver
h Examine electrical wiring for condition, security, including intercom systems	h Frayed, chaffing wiring, non-shielded terminals and cables so routed that they cause a trip hazard, cables that can be easily disconnected. Intercom system defective, warning light inoperative and signs illegible/missing
i Examine the boot for access, contents, cleanliness and water ingress	i Unable to open, close and or lock boot lid, failure of boot lid support mechanism, defective seals/evidence of water ingress, dirty boot and/or carpets, loose items stored in boot (ie spare wheel tools and equipment etc)
Additional items to be inspected in limousines and novelty vehicles.	
j All fixtures and fittings, ie mirror balls, drinks cabinets, televisions etc must be stored securely and not hinder the ingress or egress from the passenger compartment	j Any fixture or fitting that is loose or insecure or where walkways are blocked that prevent ease of ingress or egress from the passenger compartment

Method of inspection	Reason for rejection
<p>k A notice identifying the maximum seating capacity to be displayed in the passenger compartment and clearly visible to all passengers. It may be necessary to display more than one sign indicating the maximum seating capacity</p> <p><i>Note: Any vehicle presented in a dirty, untidy condition will not be tested</i></p>	<p>k No maximum seating capacity sign or signs displayed. A sign or signs not clearly visible to all passengers</p>
<p>Mandatory 'No Smoking' sign</p> <p>l Check for presence and display of No Smoking sign</p>	<p>l No Smoking sign missing/not adequately displayed</p>

6.1 Bumper bars

Method of inspection	Reason for rejection
<p>Examine the bumper bars and check the following.</p> <p>a They are secure to their mountings</p> <p>b The mountings are secure to the vehicle</p> <p>c There is no evidence of damage</p>	<p>a A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs</p> <p>b A fractured mounting bracket. Mounting bolts so worn or elongated that the bumper bar is likely to detach partially or completely from the vehicle when in use. A bumper bar secured by wire or other temporary means is regarded as insecure and must be rejected</p> <p>c Bumper bars which have jagged edges, cracks, splits or projections, which may cause injury to persons near the vehicle. Paint miss-match or fading which is significantly different to that of the rest of the paintwork</p>

6.2 Doors and seats

Method of inspection	Reason for rejection
<p>Doors and emergency exits</p> <p>Examine the condition of all doors and emergency exits. Check door locks, striker plates, handles and hinges for security, wear and missing and damaged trim/cover plates</p> <p>Check the presence, condition and correct functioning of all door stay catches and devices (including sliding doors)</p> <p>Check markings describing the presence and method of opening emergency exit(s) are readily visible on or adjacent to the exit and are legible</p> <p>Check that seats are secure, clean and not unduly worn</p>	<p>Doors and emergency exits</p> <p>a A door or emergency exit does not latch securely in the closed position</p> <p>b A door or emergency exit cannot be opened from both the inside and outside the vehicle from the relevant control in each case</p> <p>c Missing, loose or worn handles, lock or striker plate</p> <p>d Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect</p> <p>e Missing, loose or damaged trim/cover plate</p> <p>f Seat cushion(s) stained, torn, holed, worn or insecure. A seat that does not provide adequate support at base or backrest. Torn, slashed or badly stained seats are not acceptable</p> <p>g A door stay catch or device missing, excessively worn or not fulfilling its function</p>

Method of inspection	Reason for rejection
<p>Important note</p> <p>With the exception of 'novelty vehicles' only vehicles with forward and rear facing seats will be accepted.</p> <p>For more information on seating for novelty vehicles see section 12.1</p>	
<p>Accessibility: wheelchair vehicles</p> <p>Door configurations for wheelchair accessible vehicles</p> <p>a Single rear door – must open to a minimum of 90 degrees and be capable of locking in place</p> <p>b Twin rear doors – both must open to a minimum of 180 degrees and be capable of being locked in place. This is to enable an attendant (driver or guide) to assist the wheelchair passenger if required</p>	<p>Accessibility: wheelchair vehicles</p> <p>a Door does not open to a full 90 degrees and cannot be secured in the open position</p> <p>b Twin doors do not open to a full 180 degrees and cannot be secured in the open position</p>

Section 7

Exhaust, fuel and emissions

7.1 Exhaust system

Method of inspection	Reason for rejection
Where applicable, check for presence, security and adequacy of grease shields to hot exhausts	A heat shield missing, insecure or inadequate

7.2 Fuel system – pipes and tanks

Method of inspection	Reason for rejection
<p>a Check that fuel tank filler caps are:</p> <ul style="list-style-type: none"> • present • of the correct type • secure and seated properly to ensure correct function of sealing <p>b Examine pipes to see they are securely clipped to prevent damage by chafing and cracking, and are not in a position where they will be fouled by moving parts</p> <p>c Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system</p>	<p>a A filler cap missing or unsuitable or in such condition that it would not prevent fuel leaking or spilling</p> <p>b Damaged, chafed, insecure pipes or pipes so positioned that there is a danger of them fouling moving parts</p> <p>c A fuel pipe immediately adjacent to or in direct contact with electrical wiring or exhaust system</p> <p>d Temporary/emergency fuel cap fitted</p>

Section 8

Driver's view of the road

8.1 Mirrors and view to rear

Method of inspection	Reason for rejection
<i>The number and position of all obligatory mirrors must be checked.</i>	
Check the condition of each mirror reflecting surface	A mirror reflecting surface deteriorated or broken. <i>Note: A defective additional external mirror is not a reason for rejection</i>

8.3 Windscreen – view to the front

Method of inspection	Reason for rejection
<i>Sit in the driver's seat and check that there is reasonable view of the road ahead, bearing in mind the original design of the vehicle.</i>	The position or size of any object restricts the driver's view of the road ahead, bearing in mind the original design of the vehicle
For all air operated wipers examine: <ul style="list-style-type: none">the condition of any visible pipingthe function of the operating mechanismthe function of necessary valves to protect the braking system <p><i>Note: Equipment or objects not originally fitted to the vehicle as part of the original design must not obstruct the designed forward view of the driver. In particular, objects such as (but not limited to) pennants, cab decorations and external stone guards/visors should not interrupt the view through the swept area by the windscreen wipers</i></p>	Air operated wipers: <ul style="list-style-type: none">pipes inadequately clipped or supportedincorrect function of the wipers or leaking componentsincorrect operation of protection valves

8.5 Window glass or other transparent material

Method of inspection	Reason for rejection
a Visually check the condition of all windscreens, internal screens, partitions, side, rear, roof and door windows for cracks, surface damage and discolouration	a A crack, surface damage or discoloration in glass or other transparent material that: <ul style="list-style-type: none">impairs the driver's front, side, or rear view of the roadpresents a danger to any person in the vehicle
b Check presence and security of all windscreens, side, roof, or rear windows, or internal screens or partitions	b A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure
c Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows	c Any external window or windscreen is obviously leaking
d Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions	d A guard-rail or barrier at a window, internal screen or partition missing, insecure or damaged
e For all vehicles first used before 1 January 1959. As far as is practicable, check that glass fitted to windscreens and outside windows facing to the front is safety glass, except glass fitted to the upper deck of a double deck bus	e The windscreen and/or any outside window facing to the front of a vehicle obviously not safety glass fitted to a vehicle first used before 1 January 1959
f For all vehicles used on or after 1 January 1959, as far as is practicable, check that glass used for windscreens and all outside windows is safety glass, or safety glazing	f Glass used for a windscreen or an outside window is obviously not safety glass

Method of inspection	Reason for rejection
<p>g Vehicles first used on or after 1 June 1978, check that windscreens and other windows, wholly or partly, on either side of the drivers' seat are made from safety glass displaying an acceptable safety mark</p> <p><i>Note: Marking is not required for safety glass on vehicles first used before 1 June 1978</i></p>	<p>g For vehicles first used on or after 1 June 1978, that windscreens and/or other windows wholly or partly on either side of the drivers seat that are not made from safety glass display an acceptable safety mark</p>

Section 9

Tricycles and quadricycles

No additional inspection requirements

Section 10

Additional requirements

10.1 Transmission

Method of inspection	Reason for rejection
Examine transmission, check for the following.	
a Missing or loose flange bolts	a A loose or missing flange bolt(s)
b Cracked or insecure flanges	b A flange cracked, or loose on the transmission shaft
c Wear in shaft and/or wheel bearings	c Excessive wear in shaft bearing
d Security of bearing housings	d A bearing housing insecure to its fixing
e Cracks or fractures in bearing housings	e A cracked or fractured bearing housing
f Wear in universal joints	f Excessive wear in a universal joint
g Deterioration of flexible couplings	g Deterioration of a transmission shaft flexible coupling
h Distorted, damaged shafts	h A damaged, cracked or bent shaft
i Deterioration of bearing housing flexible mountings	i Deterioration of a flexible mounting of a bearing housing
j Clearance between transmission shafts and adjacent components	j Evidence of fouling between any transmission shaft and an adjacent component

10.2 Oil and water leaks

Method of inspection	Reason for rejection
<p>a Check vehicle for oil and water leaks from any assembly or component to the ground</p> <p>b And/or which could be deposited on surrounding bodywork or onto the exhaust system.</p> <p><i>Note: If necessary, the engine can be run at idle speed to confirm the existence of an oil leak</i></p>	<p>a An oil or water leak, from any assembly, which deposits fluids underneath the vehicle whilst stationary</p> <p>b Leaks which, when the vehicle is moving, could be deposited upon the surrounding bodywork, exhaust and brake system so that it would:</p> <ul style="list-style-type: none"> contaminate areas could potentially cause a health, safety or fire risk

10.3 Luggage/load space

Method of inspection	Reason for rejection
<p>Physical separation is not so much an issue as is the safety of passengers in the event of an accident. The luggage should therefore be secure and prevented from becoming dislodged in an accident in such a manner as may cause injury. Such security can be by means of a sheet or net, which could be anchored to the floor of the luggage area. Clearly if the luggage compartment is not physically separated from the passenger compartment then care will need to be taken so as not to carry any hazardous items such as fuel cans, detergents or other loose items that could leak if they become damaged</p>	<p>Load restraint system, if required, not present at time of test</p> <p>Load restraint system faulty or unserviceable</p>

10.4 Trailers and towbars

Method of inspection	Reason for rejection
<p>Trailers</p> <p>Where a local licensing authority permits the use of trailers for the carriage of luggage, then the trailer needs to be presented for test along with the vehicle that will be authorised to tow it. The trailer will also need to display the appropriate registration plate and a licence plate</p> <p><i>Note: Trailers presented for inspection should be built by an approved or recognised trailer manufacturer</i></p> <p><i>An example of a typical trailer inspection sheet can be found at Appendix A</i></p>	<p>Trailers</p> <p>Rejections as indicated on the trailer inspection sheet shown at Appendix A</p>
<p>Towbars</p> <p>Where tow bars are fitted checks must be made on the condition and security to the towing vehicle</p>	<p>Towbars</p> <p>Rejections as indicated on the trailer inspection sheet shown at Appendix A</p>

Section 11

Ancillary equipment

11.1 Wheelchair restraint and access equipment

Method of inspection	Reason for rejection
<p>Wheelchair restraint</p> <p>a Where applicable check condition and operation of wheelchair restraint</p> <p>b A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces</p>	<p>Wheelchair restraint</p> <p>a A wheelchair restraint is defective, worn or missing.</p> <p>b Wheelchair anchorage systems and devices do not conform to European Directive 76/115 EEC (as amended)</p>
<p>Wheelchair access and equipment</p> <p>A vehicle shall be fitted with either of the following forms of wheelchair access equipment:</p>	

Method of inspection	Reason for rejection
<p><i>Ramps</i></p> <p>c Check that appropriate ramps fitted are securely installed in the designated storage area. Examine for damage, deformity, sharp edges etc. and provision of anti-slip covering</p> <p><i>Wheelchair lift</i></p> <p>d A purpose designed wheelchair lift shall conform to the LOLER 98 Regulations. A report, confirming that the lifting equipment is safe to use, shall be presented at the time of the vehicle inspection. Vehicles presented for inspection with a wheel chair lift will require a LOLER certificate that is valid for a period of six months from the date of issue</p> <p><i>Note: Passenger lifting equipment will need to be thoroughly examined by a competent person, in use, at least once every six months</i></p> <p>e Any purpose designed wheelchair access ramp that is carried must be lightweight and easy to deploy. The installed ramp shall have visible reference to safe working load of 250kgs and certified to BS 6109</p> <p>f Wheelchair access equipment shall be fitted either into the rear or side access door of the vehicle. Where it is fitted to a side door this shall be the door situated on the nearside of the vehicle, ie kerbside when stopped in a normal road</p> <p>g The aperture of the door into which the access equipment is fitted shall have minimum clear headroom in its central third of 48 inches (1,220mm). The measurement shall be taken from the upper centre of the aperture to a point directly below on either the upper face of the fully raised lift platform or the upper face of the ramp fully deployed on level ground</p> <p>h A locking mechanism shall be fitted that holds the access door in the open position whilst in use</p> <p>i All wheelchair tracking must be fit for purpose and structurally sound</p>	<p>c Ramps missing, insecurely stored, damaged/deformed, anti-slip covering in poor condition or missing</p> <p>d Vehicle not presented with a valid or current LOLER certificate</p> <p>e The installed ramp does not have any visible reference to a maximum safe working load or certification to BS 6109</p> <p>f Wheelchair access equipment is fitted to the offside access door of the vehicle</p> <p>g There is not clear headroom in the aperture within the central third of 48 inches (1,220mm)</p> <p>h No evidence of a suitable locking mechanism to hold the door open</p> <p>i Damaged or insecure tracking or detritus deposits within the tracking rails</p>

11.2 Fire extinguisher

Method of inspection	Reason for rejection
<p>a Check the fire extinguisher for presence:</p> <ul style="list-style-type: none"> • the expiry date • seal • type – water or foam • approved mark – BS5423 or EN3 <p>b The fire extinguisher must be kept in an accessible position inside the vehicle. The extinguisher may be carried out of view, ie in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location</p>	<p>a A fire extinguisher is missing or:</p> <ul style="list-style-type: none"> • out of date • broken or missing seal • no approved marking visible or other non-approved marking shown • incorrect type • in an obviously poor condition or discharged state <p>b Not fitted in an accessible position or its position is not clearly marked</p>

11.3 First aid kit

Method of inspection	Reason for rejection
a Check the first aid kit for presence, the expiry date and the seal is intact. There is no requirement to inspect the contents of the first aid kit	a A first aid kit is missing, out of date, in a poor or contaminated condition or the seal has been broken
b The first aid kit must be kept in an accessible position inside the vehicle. The first aid kit may be carried out of view, ie in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location	b The first aid kit is not fitted in an accessible position or its position is not clearly marked

Section 12

Novelty vehicles (stretch limousines)

12.1 Seating capacity

Method of inspection	Reason for rejection
It is strongly recommended that prior to the inspection of a novelty vehicle the inspector checks the seating capacity on the V5C to ensure it does not exceed 8 passenger seats	If the V5C states more than 8 passengers, then this vehicle MUST NOT be tested or licensed as a Private Hire Vehicle. The vehicle should be referred to VOSA for licensing as a passenger carrying vehicle (PCV)

12.2 Undue stresses

Method of inspection	Reason for rejection
Vehicle inspectors should be aware of undue stresses caused to the steering, brakes and tyres due to the additional weight imposed on the vehicle at the modification process	Tolerances and wear should be as defined in the VOSA MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing as follows: <ul style="list-style-type: none">• steering – section 2• brakes – section 3• tyres – section 4

12.3 Passenger notices

Driver declaration

Local licensing authorities are strongly advised to obtain a declaration, from the operator of a licensed novelty vehicle, that side facing seats will never be used to carry passengers under 16 years of age, **regardless of whether the vehicle is fitted with or without seat belts**

Passenger notices

- In addition, notices forbidding children to be carried in side facing seats must be displayed in prominent positions, ie on entry to the passenger compartment and on the inside of the vehicle on either side of the passenger compartment. In addition, local licensing authorities may require outward facing signs adjacent to all entrance/exit doors to the passenger compartment
- Further notices should be displayed inside the vehicle, where all passenger can clearly read the notice, advising passengers of the maximum carrying capacity of the vehicle and a warning to passengers that should the capacity be exceeded then the vehicle will not be insured

Appendices

Appendix A

Hackney Carriage and Private Hire – Trailer inspection form

Hackney Carriage and Private Hire Trailer inspection sheet

Space for
local authority logo




Plate number of towing vehicle _____

Registration number of towing vehicle _____

Registered owner of vehicle _____

Manufacturer's plate showing chassis number _____

Manufacturer's plate showing maximum weight _____

Inspection area	Description	Pass (✓)	Fail (X)
Licence plate	Contains details and complies with local licensing authorities' format		
Licence plate	Clearly displayed, legible and securely fixed		
Licence plate	Serviceable – not damaged or defaced		
Trailer couplings	Check condition and operation and presence of a safety breakaway cable		
Tow bar mounting brackets	Check condition and security		
Trailer body	Check condition of side and rear tailboards		
Trailer chassis	Check condition		
Suspension	Check condition and operation		
Wheel bearings	Check for excessive free play or roughness in bearings		
Tonneau cover and fittings	Check for condition		
Wheels and tyres	Check security, condition and wear		
Braking system	Operates satisfactorily		
Lighting	All obligatory lights work		
Indicators	All indicators work		
Reflective triangle	Check presence and condition		
Numberplate	Check condition, security of fitting and displayed clearly		
Speed restriction notice	Check condition and displayed clearly		

I hereby certify that the above trailer has been inspected and has/has not* been found to be roadworthy and suitable to be used as a hackney carriage/private hire* trailer at the time of inspection.

Examined by (name) _____

Signature _____ Date _____

*Delete as appropriate

Appendix B

Definition of motor vehicles

Category	Definition
M	A motor vehicle with at least four wheels designed and constructed for the carriage of passengers
M1	Vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat
M2	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass not exceeding five tonnes
M3	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass exceeding five tonnes

Appendix C

Hackney Carriage and Private Hire – Inspection sheet (front)

Hackney Carriage and Private Hire
Inspection form

Space for
local authority logo



IMPORTANT: READ NOTES OVERLEAF

Chassis no	Certificate of Compliance serial no		Class of inspection (tick) <input type="checkbox"/> Hackney Carriage <input type="checkbox"/> Private hire <input type="checkbox"/> Car purchase
Vehicle reg mark	Make and model	Year of manufacture	
Plate no	Recorded mileage	Colour	

A	Item tested	Pass (✓)	Fail (X)	Reasons for failure
	Lighting equipment			
	Front and rear lamps			
	Headlamps			
	Headlamp aim			
	Stop lamps			
	Rear reflectors			
	Direction indicators			
	Steering and suspension			
	Steering control			
	Steering mechanism/system			
	Power steering			
	Transmission			
	Wheel bearings			
	Front suspension			
	Rear suspension			
	Shock absorbers			
	Brakes			
	Controls/ABS warning system			
	Condition of service brake system			
	Condition of parking brake system			
	Service brake performance			
	Parking brake performance			
	Tyres and wheels			
	Tyre type			
	Tyre condition (including spare)			
	Road wheels			
	Seat belts			
	Mountings			
	Condition			
	General			
	Driver's view of the road, mirrors			
	Horn			
	Exhaust system			
	Fuel system			
	Exhaust emissions			
	Vehicle structure			
	Body interior and luggage space			
	Fire extinguisher, first aid kit and bulb kit			
	Meter – test and seal			
	Licence plates/discs			
	Roof sign and For Hire sign			
	Body exterior			
	Doors and seats			
	Electrical wiring and equipment			
	Speedo			
	Oil and water leaks			
	Ancillary equipment			
	Trailers and tow bars Yes/No			

*delete as appropriate

B	I hereby certify that the above vehicle has been inspected and has/has not* been found to be roadworthy and suitable to be used as a hackney carriage/private hire* vehicle at the same time of inspection.	Authentication stamp
	Signed _____ (Tester/Inspector) Name in capitals _____ Date _____	

C	WARNING: IN MY OPINION, THE VEHICLE IS DANGEROUS TO DRIVE BECAUSE OF THE FOLLOWING DEFECT:
---	--

Hackney Carriage and Private Hire – Inspection sheet (back)

If your vehicle has failed the test please read the following notes

- 1 Your vehicle does not meet the legal requirements. You should have it repaired without delay and you are not to use the vehicle for hire and reward until such repairs are carried out.
- 2 It is an offence to use on a public road a vehicle of testable age that does not have a current certificate of compliance, except when:
 - bringing it away from a testing station after it has failed the test
 - taking it to or bringing it away from a place where by PREVIOUS ARRANGEMENT repairs are to be or have been made to remedy the defects for which the vehicle was failed
 - taking it to the testing station for a test booked in advance

Even in the above circumstances you may still be prosecuted for driving an unroadworthy vehicle if it does not comply with the various regulations affecting its construction and use.

Additionally the insurance may not be operative.

- 3 A FULL FEE IS PAYABLE IF:
 - a the vehicle is submitted for retest at the testing station more than seven days after being failed
 - b having been presented for a retest, fails any subsequent test

ACKNOWLEDGEMENTS (current and past contributors)

Don Allison, Transport Manager
Luton Borough Council

Phil Clifford, Fleet & Technical Manager
St Edmundsbury Borough Council

Brendan McNamara, Transport Operations Manager
City of Wakefield Metropolitan District Council

Andy Mair, Head of Engineering Policy
Freight Transport Association

Barry Pearson, Technical Officer
Staffordshire County Council

Simon Smith, Fleet Manager
Luton Borough Council

Derek Rooker, Fleet Engineer
Barnsley Metropolitan District Council

Dave Moyle, Workshops Supervisor
Vale of Glamorgan

Barry Richards, Service Team Manager – Fleet Management
Bath & North East Somerset Council

Kevin Spiers, Transport Workshop Coordinator
Oxford City Council

Ken Stone, Principal Licensing Officer
Liverpool City Council

Dave Colligan, Principal Enforcement Officer
Liverpool City Council

Marten Pleaden, Vehicle Examiner
Walsall Council

Martin Hamer, Principal Licensing Officer
City of Bradford Metropolitan District Council

Paul Dibb, Workshop Manager
City of Bradford Metropolitan District Council

Adam Snape, Fleet Manager
Worcestershire County Council

Jamie Robson, Fleet Services Manager
Worcestershire County Council

Terry Naylor, Supervising Technician
City of Wakefield Metropolitan District Council

Rod Darton, Assistant Director Contact Services
Chichester District Council

John Hoole, Transport Manager
Chichester District Council

Dave Pike, Workshop Foreman
Vale of Glamorgan Council

Keith Miller, Fleet Manager
Milton Keynes Council

Kevin Lewis, Fleet Technical and Compliance Officer
Neath & Port Talbot County Borough Council

Jim Sullivan, Licensing Manager
Neath & Port Talbot County Borough Council

John Webb, Licensing Officer
Salisbury District Council

Paul Stretford, Fleet Group
Wiltshire County Council

Mike Tonks, Transport Manager
Salisbury District Council

Rob Armye, Fleet Inspector
Wiltshire County Council

Tony Milella, Compliance Supervisor
Luton Borough Council

Gary Chapman, Workshop Manager
City of Wakefield Metropolitan District Council

Pete Johnson, Transport Services Manager
City of Wakefield Metropolitan District Council

Freight Transport Association Limited
Hermes House
St John's Road
Tunbridge Wells
Kent
TN4 9UZ

Telephone: 01892 526171
Fax: 01892 534989
Website: www.fta.co.uk

Registered in England Number 391957

©TOG/PATN 08.12/AM