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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



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*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, 16 November 2022

Dear Councillor,

LICENSING COMMITTEE

A meeting of the Licensing Committee will be held Hybrid - Council Chamber/Remotely on
Tuesday, 22 November 2022 at 11:00.

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 27/09/2022
4. Bridgend County Borough Council Tax Testing Regime 7 - 76
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: This will be a hybrid meeting and Members and Officers will be attending in the Council Chamber and 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 and Regulatory Services, HR and Corporate Policy

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Councillors:

M Lewis
R Williams
J Llewellyn-Hopkins
J E Pratt
I Williams

Councillors

R J Smith
RM James
RJ Collins
MJ Kearn
H T Bennett

Councillors

A R Berrow
S J Bletsoe
H Griffiths
P W Jenkins

Present

Councillor M Lewis – Chairperson

| | | | |
|------------|-------------|-------------|-------------|
| R Williams | J E Pratt | I Williams | R J Smith |
| RM James | RJ Collins | MJ Kearn | H T Bennett |
| A R Berrow | S J Bletsoe | H Griffiths | P W Jenkins |

Apologies for Absence

J Llewellyn-Hopkins

Officers:

| | |
|--------------|---|
| Kirsty Evans | Senior Licensing Officer |
| Julie Ellams | Democratic Services Officer - Committees |
| Mark Galvin | Senior Democratic Services Officer - Committees |
| Andrea Lee | Senior Lawyer |

5. DECLARATIONS OF INTEREST

None

6. APPROVAL OF MINUTES

RESOLVED: That the Minutes of the meeting of the Licensing Committee of 25 May 2022 be approved as a true and accurate record.

7. PROPOSED AMENDMENT TO THE HACKNEY CARRIAGE VEHICLE LICENCE CONDITIONS, PRIVATE HIRE VEHICLE CONDITIONS AND THE HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCE CONDITIONS

The Senior Licensing Officer presented a report seeking to amend the Hackney Carriage and Private Hire Vehicle licence conditions along with the dual Hackney Carriage/Private Hire Driver's Licence conditions to promote public safety, and to seek approval to formally consult with the taxi trade.

The Senior Licensing Officer explained that although the Welsh Government was proposing to introduce national guidelines for taxis, it was believed that the proposed amendments they were looking to introduce would not have a detrimental impact on that process and in the interim, these amendments were necessary to strengthen current conditions. The first condition was in relation to the vehicle licenses. A condition was being proposed that in the case of Licensees/Proprietors who rent, lease, hire or loan out their Hackney or Private Hire Vehicle, the Licensee/Proprietor shall provide and keep a suitable register in which he/she shall enter the following particulars relating to the details of the driver to whom the vehicle has been rented, hired, leased or loaned.

- a) The name and address of the driver.
- b) The Badge number and expiry date of the Hackney Carriage/Private Hire Driver's Licence relating to the driver.
- c) The plate number and registration number of the vehicle rented, hired, leased or loaned.

- d) The date(s) and time(s) the vehicle is rented, hired, leased or loaned by the driver.

She added that the records should be kept for a minimum of 12 months in chronological order and must be produced on request to an authorised officer of the Council or a Police Constable for inspection.

The Senior Licensing Officer explained that the second condition was also in relation to Drivers Licenses. The proposal was to add:

The licensee shall notify the Council in writing, within seven days if:

- a) he/she is convicted of any offence or receives a caution, warning, fixed penalty notice or any other kind of penalty notice.
- b) he/she is the subject of any pending criminal investigation
- c) If he/she is notified of the outcome of any pending criminal investigation

This would place an onus on licensees to inform the Licensing Authority of any convictions or pending convictions/investigations during the course of their licence.

The Senior Licensing Officer explained that applicants and licensees were also required to provide a medical certificate upon the grant and renewal of a licence. A medical certificate was required to ensure that drivers were in good enough health to maintain public safety on the roads. Hackney carriage and private hire drivers were subject to higher medical standards than ordinary drivers. They were legally obliged to report any changes in their medical condition to the Driver and Vehicle Licensing Agency (DVLA) for an assessment as to whether this affected their legal ability to drive safely, but this proposal also placed an onus on them to report any changes to the Licensing Authority. There was a further proposal that the following condition also be added to the current Hackney Carriage/Private Hire Driver's Licence conditions:

The licensee shall notify the Council in writing within seven days of:

- a) any change or deterioration to his/her health which requires notification to the Driver and Vehicle Licensing Agency (DVLA).
- b) The Council reserves the right to require an existing licence holder to produce medical evidence of their continuing fitness to drive, from their own GP or consultant (as deemed appropriate), during the period of the licence. Such medical evidence shall be produced by the licensee to the Council within fourteen days of request.

The Senior Licensing Officer added that the Committee was requested to authorise a 14 day consultation with the taxi and private hire trade in relation to the addition of the aforementioned conditions.

The Senior Lawyer asked why a consultation period of only 14 days was proposed for such major changes to the licenses. The Senior Licensing Officer replied that they proposed a 14 day consultation period because they were in constant communication with the trade. This was not the full Welsh Government standardised conditions, only part of it, so they believed a 14 day consultation would suffice.

A member agreed with the legal advice given and added it did not give a lot of time for licensees to consider their options. With regard to the absence of records showing who vehicles were rented, leased, hired or loaned to, he asked what processes were in place in the past and what problems they had had prosecuting or investigating in these cases. With regard to the condition relating to a change or deterioration in health which required notification to the DVLA, what need was there for the local authority to have

that information and why did the Council want to reserve the right to pursue medical evidence of continuing fitness to drive.

The Senior Licensing Officer replied that in relation to the first condition, when they were investigating complaints, although proprietors should advise when they take out their license, who was insured to drive their vehicle, they did not currently have to keep records of the name and address of who was driving. This slowed the process down when it came to investigating complaints. If they were required to keep a record of the name, the badge number and the license number, the process would be much easier for the Enforcement Team to be able to investigate. She was unable to confirm if there were any failed prosecutions but the Enforcement Team would be able to provide that information. This had been an issue in neighbouring authorities such as the Vale of Glamorgan.

The Senior Licensing Officer explained that drivers did have to declare any deterioration or change to the DVLA however taxi and private hire drivers were subject to higher medical standards than the normal driver. They were required to get a group two medical which was a higher standard. They were driving considerably more hours than the standard person and they were responsible for carrying passengers in the car. The authority had to take these matters seriously and seek further advice from a GP if necessary.

Members raised concerns about the 14 day consultation. The Senior Licensing Officer explained that this was a small amendment compared to the drastic changes proposed in future. They had regular meetings with recognised trade groups and would bring this to attention during the meetings. The Senior Lawyer advised that under no circumstances would she advise the Committee to accept the 14 day consultation period as it was against Case Law and Central Government guidance. She advised a longer consultation period in their decision.

A Member referred to the nationwide shortage of taxis and drivers and asked how this requirement for extra paperwork would impact drivers and businesses at the moment. He also asked who would be responsible for making sure the paperwork was correctly recorded. The Senior Licensing Officer replied that the proprietor would be responsible for making sure the paperwork was correct.

A member asked if there was a legal requirement to keep details of who was driving a vehicle at all times. The Senior Lawyer informed the Committee that there was a legal requirement for this information to be available to the Police who can prosecute if someone fails to identify a driver however this was for taxi purposes within the authority so this was different to the Police powers.

A member referred to general driver dissatisfaction and asked if there was anything that could be done to make it easier for licence holders such as removing the limit on the number of garages that could be used for MOTS. The Senior Lawyer replied that that issue was not part of the report before them and not for consideration at that time. The Chairperson added that a meeting had been arranged with SRS to discuss that issue

The Senior Lawyer explained that if the Committee agreed to approve the report she would recommend a consultation period of 12 weeks.

RESOLVED: Committee considered the contents of the report and authorised officers to carry out a 12 week consultation with the taxi and private hire trade on:

1) Amending the Hackney Carriage and Private Hire Vehicle conditions to include the condition:

In the case of Licensees/Proprietors who rent, lease, hire or loan out their [Hackney Carriage] [Private Hire Vehicle], the Licensee/Proprietor shall provide and keep a suitable register in which he/she shall enter the following particulars relating to the details of the driver to whom the vehicle has been rented, hired, leased or loaned.

- a) The name and address of the driver.
- b) The Badge number and expiry date of the Hackney Carriage/Private Hire Driver's Licence relating to the driver.
- c) The plate number and registration number of the vehicle rented, hired, leased or loaned.
- d) The date(s) and time(s) the vehicle is rented, hired, leased or loaned by the driver.

The records shall be kept for a minimum of 12 months, be in chronological order and must be produced on request to an authorised officer of the Council or a police constable for inspection.

2) Amending the dual Hackney Carriage/Private Hire Driver's Licence conditions to include the conditions:

The licensee shall notify the Council in writing, within seven days if:

- a) he/she is convicted of any offence or receives a caution, warning, fixed penalty notice or any other kind of penalty notice.
- b) he/she is the subject of any pending criminal investigation
- c) If he/she is notified of the outcome of any pending criminal investigation

The licensee shall notify the Council in writing within seven days of:

- c) any change or deterioration to his/her health which requires notification to the Driver and Vehicle Licensing Agency (DVLA).
- d) The Council reserves the right to require an existing licence holder to produce medical evidence of their continuing fitness to drive, from their own GP or consultant (as deemed appropriate), during the period of the licence. Such medical evidence shall be produced by the licensee to the Council within fourteen days of request.

8. **URGENT ITEMS**

None

The meeting closed at 14:45

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO LICENSING COMMITTEE

22 NOVEMBER 2022

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

BRIDGEND COUNTY BOROUGH COUNCIL TAXI TESTING REGIME

1. Purpose of report

- 1.1 The purpose of this report is to advise Members of a request from the taxi trade to review the current method of taxi testing and to consider whether they want Officers to undertake a feasibility study

2. Connection to corporate well-being objectives/other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:

- **Supporting a successful sustainable economy** – taking steps to make the county borough a great place to do business, for people to live, work, study and visit, and to ensure that our schools are focussed on raising the skills, qualifications and ambitions for all people in the county borough.
- **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3. Background

- 3.1 The Council is the licensing authority for the regulation of hackney carriage and private hire vehicles. The power to issue vehicle licences is controlled through the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976. Whilst the two pieces of legislation were enacted over one hundred years apart, the primary role of the Council is to ensure the safety of the public using taxis and private hire vehicles, prior to a licence being granted, and throughout the duration of the licence.
- 3.2 Fundamental to the process is the vehicle testing regime. The Council must be satisfied that a vehicle is in a suitable mechanical condition, safe and comfortable before issuing a licence.
- 3.3 Section 47 of the Road Traffic Act 1988 governs the testing of all motor vehicles and requires cars and minibuses to hold Ministry of Transport (MOT) Certificates. However, as passenger carrying vehicles, the current vehicle testing regime also involves elements which relate specifically to taxis and private hire vehicles and are based on the National Inspection Standards produced by the Freight Transport

Association. These standards are attached as **Appendix A**. A copy of the taxi test element of the testing regime is attached at **Appendix B**.

- 3.4 The age policy in respect of the first licensing of vehicles is also complimentary to the testing regime and aims for a balance between the affordability of vehicles for those who want to work in the taxi trade and a robust testing regime.
- 3.5 The Council currently uses its powers under Section 50 of the Local government (Miscellaneous Provisions) Act 1976 to require all vehicles to be presented to the Council's in-house MOT testing station at Ty Thomas Joint Vehicle Maintenance Facility, Newlands Avenue, Brackla Industrial Estate, Bridgend. There is a contractual arrangement in place to facilitate this requirement which comes to an end in 2024.
- 3.6 Under Section 50, the Council may serve notice on a vehicle proprietor to present the vehicle for testing up to three separate occasions during any one period of twelve months **within the area** of the Council. The current age policy determines that vehicles up to 10 years old are tested twice a year, and vehicles over 10 years old are tested three times per year.
- 3.7 The final element of public safety is covered through licence conditions which places the onus on the proprietor to maintain the vehicle to an acceptable standard through the course of a licence together with enforcement exercises carried out by licensing enforcement officers.
- 3.8 The current testing fee is £46.00 and a retest fee £20.00. The testing fees are collected by the Licensing Team on behalf of Ty Thomas and recharged on a quarterly basis. Test slots are booked in advance in Ty Thomas by the Licensing Team and when the test is completed satisfactorily the Licensing Team are advised and a vehicle licence issued.

4. Current situation/proposal

- 4.1 The Council has received representations from the taxi trade, through local Members and a petition of approximately 170 signatories, to open up taxi testing to other MOT garages.

The specific request in the petition is to allow for testing in any MOT testing station:

- 4.2 "We the undersigned, affix our signatures in support of this petition requesting that Bridgend County Borough Council pass a motion to adopt as policy (already used by Cardiff City Council). This is due to the fact that the present system of the Ty Richard Thomas facility (Brackla Industrial Estate) being the sole testing station for Hackney Carriage/Private Hire Vehicles in the borough has become unworkable. It geographically disadvantages many due to the location and causes unacceptable business disruption in the case of MOT failures and retests."
- 4.3 An internet based research exercise has been conducted to determine how other authorities in Wales conduct the taxi testing regime. The results are at **Appendix C** and show a variety of models adopted by Welsh Councils. These range from in-house testing only, to a combination of external MOT testing and in-house checks along with any MOT station being approved to carry out the work.

- 4.4 The principal duty of the licensing authority in relation to licensed vehicles is to ensure that the fleet is both safe and in a suitable condition to transport members of the public. The main advantage of having an in-house testing regime is that the local authority can have complete confidence in the adequacy of the tests being undertaken and retain tight regulatory and supervisory control of the process. This has to be weighed against the arguments that are being put forward by the taxi trade in relation to accessibility and convenience that are referred to in the petition that has been submitted.

Ty Thomas advises that during the period September 2021 to August 2022, the taxi test failure rate was 19%.

- 4.5 From a licensing perspective, it is crucial that whatever testing regime is in place ensures that both the best practice National Taxi standards and the standard MOT tests are complied with.
- 4.6 If Members wish Officers to explore alternative models of delivering the vehicle testing regime, we will need to undertake a feasibility study with relevant stakeholders in order to report back to the Committee with options for them to consider. The feasibility study will also take into account the current contractual arrangements that expire in 2024.

The feasibility study will draw from approaches taken by other Licensing Authorities and will consider the following four models:

- 4.7.1 Proprietors obtain a MOT Certificate from any MOT testing station in the County Borough, and that the same testing station undertakes the additional taxi compliance check;
- 4.7.2 Proprietors obtain a MOT Certificate from any MOT testing station in the County Borough but require a separate taxi compliance check to be undertaken in-house;
- 4.7.3 Select an approved number of MOT testing stations to conduct MOT testing and/or taxi compliance checks;
- 4.7.4 Retain the current in-house regime.

5. Effect upon policy framework and procedure rules

- 5.1 The report content has no direct effect upon the policy framework and procedure rules.

6. Equality Act 2010 implications

- 6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report. However, an Equality Impact assessment (EIA) screening/full EIA will be carried out as this policy is developed and Members receive a report back on the recommendations.

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

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial implications

8.1 Income received in 2021-2022 by Ty Thomas through taxi test fees was £55,722. The feasibility study and consultation will encompass all financial implications of the options open to Members.

9. Recommendations

9.1 That Members note the contents of the report and decide if they wish to authorise Officers to undertake a feasibility study on alternative models of discharging our statutory duties in respect of the testing and licensing of hackney carriage and private hire vehicles.

9.2 If a decision is taken to authorise Officers to do so, that a report is brought to Committee in 2023 for consideration of the options available to them.

Kelly Watson

CHIEF OFFICER – LEGAL AND REGULATORY SERVICES, HR AND CORPORATE POLICY

17 November 2022

Contact officer: Yvonne Witchell
Team Manager Licensing

Telephone: (01656) 643643

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Postal address: Civic Offices Angel Street Bridgend CF31 4WB

Background documents:

None

Hackney Carriage and Private Hire Vehicle

NATIONAL INSPECTION STANDARDS



A best practice guide produced by the Hackney Carriage and Private Hire Inspection Technical Officer Group



Foreword

There are numerous bodies inspecting hackney carriage and private hire vehicles, VOSA is supportive of the Public Authority Transport Network (PATN) initiative to develop and share best practice. A common standard applied consistently across the country will no doubt benefit all involved in the industry.

VOSA hopes that local authorities consider the guide when setting inspection standards and actively participate in its future development.

Philip Bailey

SVA and IVA Policy Engineer (Light Vehicles)
Vehicle & Operator Services Agency
Roadworthiness & Testing Policy Group



FREIGHT TRANSPORT ASSOCIATION

BEST PRACTICE GUIDE FOR THE INSPECTION OF HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES

PART 1

INTRODUCTION

This best practice guide sets out the procedures and standards for those who carry out inspections of hackney carriage & private hire vehicles. It is recommended that the guide is also made freely available to owners, proprietors, operators and drivers of hackney carriage & 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.

INTRODUCTION

1.1 BEST PRACTICE GUIDE

This Best Practice Guide has been prepared by the Technical Officer Group (TOG) to assist Hackney Carriage (HC) and Private Hire Vehicle (PHV) operators, vehicle presenters, licensing authorities and vehicle inspectors

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* web site 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 for Car & 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, (such as vehicles with four doors as HC) 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 be particularly cautious about specifying only purpose-built HC, with the strict constraint on supply that this implies. (There are at present only two designs of purpose-built HC.) However, purpose-built vehicles are amongst those that a local licensing authority could be expected to license.

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 license as Hackney Carriage. For more details, see Section 2 – Accessibility.

Licensing authorities will be aware that it remains the Department for Transport's intention to make accessibility regulations for Hackney Carriage vehicles under the Disability Discrimination Act 1995. 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 Whole Vehicle Type approval;
- British National Type approval; or
- British Single Vehicle Approval (before 29 April 2009) or:
- Individual Vehicle Approval (from 29 April 2009)

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.dft.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.

Voluntary Inspections

Vehicles that are already registered for use in the UK are not eligible for a Single Vehicle 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 SVA" or "Voluntary IVA" test is available. The test criteria applied will be dependant on the vehicle category/class nominated on the application form VSVA 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 a Minister's 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 - Car and Light Commercial', ISBN 0-9549239-0-1.

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 & 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 could be required.

It is an offence under the road traffic regulations to use an unroadworthy vehicle on the public highway.

HC & PHV operators failing to maintain their vehicles in a safe and roadworthy condition may have their licence suspended, curtailed or revoked by the Local Licensing Authority.

This Best Practice Guide should be read in conjunction with Vehicle & Operator Services Agency (VOSA) publication 'MOT Inspection Manual - Car and Light Commercial Vehicle Testing', ISBN 0-9549239-0-1 or as amended. 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 & 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 for Car & 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, i.e. 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 8 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 licenced or inspected**. If the number of seats differs to what is indicated on the V5C, then contact VOSA and your local area Traffic Commissioner 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 Single Vehicle Approval (SVA) 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 Section 4 – Tyres and roadwheels. Reference in this section is made to tyre rating to be applied to novelty vehicles.
 - See Section 12 - Vehicle Identification Number (VIN). 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 vehicles with 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 seatbelts.**

It is strongly advised that notices forbidding children to be carried in side facing seats are displayed in prominent positions, i.e. 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 License fee/Examination Fee has been paid in advance.

Statement of Undertakings and Declaration:

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

ACKNOWLEDGEMENTS

| Name | Organisation | Position |
|------------------|------------------------------------|--|
| Don Allison | Luton BC | Transport Manager |
| Phil Clifford | St. Edmundsbury BC | Fleet & Technical Manager |
| Chris Ruane | Freight Transport Association | Sector Head Public Authorities, Waste, Utilities, Construction & Plant |
| Andy Mair | Freight Transport Association | Head of Engineering Policy |
| Barry Pearson | Staffordshire County Council | Technical Officer |
| Simon Smith | Luton BC | Fleet Manager |
| Derek Rooker | Barnsley MBC | Fleet Engineer |
| Dave Moyle | Vale of Glamorgan | Workshops Supervisor |
| Barry Richards | Bath & North East Somerset Council | Service Team Manager – Fleet Management |
| Kevin Spiers | Oxford City Council | Transport Workshop Coordinator |
| Ken Stone | Liverpool City Council | Principal Licensing Officer |
| Dave Colligan | Liverpool City Council | Principal Enforcement Officer |
| Marten Pleaden | Walsall Council | Vehicle Examiner |
| Martin Hamer | City of Bradford MDC | Principal Licensing Officer |
| Paul Dibb | City of Bradford MDC | Workshop Manager |
| Adam Snape | Worcestershire CC | Fleet Manager |
| Jamie Robson | Worcestershire CC | |
| Brendan McNamara | City of Wakefield MDC | Transport Operations Manager |
| Rod Darton | Chichester DC | Assistant Director Contact Services |
| John Hoole | Chichester DC | Transport Manager |
| Dave Pike | Vale of Glamorgan | Workshop Foreman |
| Keith Miller | Milton Keynes Council | Fleet Manager |
| Kevin Lewis | Neath & Port Talbot CBC | Fleet Technical Supervisor |
| Jim Sullivan | Neath & Port Talbot CBC | Licensing Manager |
| John Webb | Salisbury DC | Licensing Officer |
| Paul Stretford | Wiltshire CC | Fleet Group |
| Mike Tonks | Salisbury DC | Transport Manager |
| Rob Armev | Wiltshire County Council | Fleet Inspector |

BEST PRACTICE GUIDE FOR THE INSPECTION OF HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES

PART 2

PROCEDURES & STANDARDS OF INSPECTION

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

It is recommended that the guide is also made freely available to owners, proprietors, operators and drivers of hackney carriage & 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.

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SECTION 1 - LIGHTING AND SIGNALLING EQUIPMENT

Section Contents:

| Sub-section | Subject |
|-------------|--|
| 1.3 | Stop Lamps – High Level Stop Lamps |
| 1.8 | Electrical Wiring and Equipment |
| 1.9 | Additional Lamps <ul style="list-style-type: none">• Reversing Lamps• Front Fog/Driving Lamps• For Hire and Roof Signs |

1.3. STOP LAMPS - HIGH LEVEL STOP LAMPS

| Method of Inspection | Reason for Rejection |
|---|---|
| <p>Any additional stop lamps fitted and connected must be tested. Where high level stop lamps are fitted and there is doubt as to whether they are connected, the benefit of this doubt should be given to the presenter.</p> <p>Check the high level stop lamp where fitted:</p> <ul style="list-style-type: none">a. Is not obscured, and is not obviously incorrectly positioned.b. At least 50% of the lamp must be visible from the rear. | <p>High level stop lamp</p> <ul style="list-style-type: none">a. Obscured or obviously incorrectly positioned.b. Less than 50% of the lamp not working or obscured |

1.8. ELECTRICAL WIRING AND EQUIPMENT

| Method of Inspection | Reason for Rejection |
|---|--|
| <p>This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle.</p> <ul style="list-style-type: none"> a. Check all electrical wiring for: <ul style="list-style-type: none"> o Condition o Security o Position o Signs of overheating o Heavy oil contamination b. Battery and carrier for: <ul style="list-style-type: none"> o Security o Battery for leaks c. Check all switches controlling all obligatory lights | <ul style="list-style-type: none"> a. Wiring <ul style="list-style-type: none"> o Not adequately insulated o Not adequately secured o 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 o With clear evidence of overheating o Heavily contaminated with oil b. Battery and carrier: <ul style="list-style-type: none"> o A battery and /or carrier not secure and likely to become displaced o Battery leaking c. Insecurity or malfunction of a switch controlling an obligatory light |

1.9. ADDITIONAL LAMPS

| Method of Inspection | Reason for Rejection |
|--|--|
| <p>With the ignition switched on check:</p> <p>Reversing lamps</p> <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. <p>Front Fog/Driving Lamps</p> <p>Check that:</p> <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. | <p>A reversing lamp:</p> <ul style="list-style-type: none"> a. That 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. Lamps flicker when tapped lightly by hand. <p>Front Fog/Driving Lamps</p> <ul style="list-style-type: none"> e. Lamp inoperative or operates other than in dipped beam mode f. Lamps operate incorrectly g. Lamps operate incorrectly |

| <p>Additional Lamps (continued) Method of Inspection 'For Hire' and Roof Signs Check that:</p> <ol style="list-style-type: none"> Correct style and type of sign fitted. Ensure the sign is securely fastened to the vehicle Check condition and security of wiring Functional test of signs for illumination | <p>Reason for Rejection 'For Hire' and Roof Signs</p> <ol style="list-style-type: none"> Incorrect colour or details shown on sign, i.e. registration number, vehicle number etc. Insecure sign Wiring is not in good condition and is loose or chaffed Illumination not consistent across the sign, i.e. all light bulb(s) LED(s) illuminated when switched on. |
|---|--|
| | |

SECTION 2 - STEERING

| Section Contents: | Subject |
|--------------------------|--------------------------------------|
| Sub-section | Subject |
| 2.1 | Steering Control – Steering Wheel |
| 2.1 | Steering Control – Steering Column |
| 2.4 | Suspension Spring Units and Linkages |

2.1 STEERING CONTROL - STEERING WHEEL

| Method of Inspection | Reason for Rejection |
|--|---|
| <p>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:</p> <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 |
|--|---|
| <p>a. Try to lift the steering in line with the steering column and note the movement at centre of steering wheel.</p> <p>b. Push steering wheel away and then pull it towards you. Note any side play.</p> <p>c. While steering wheel is rotated, check for deterioration in any flexible coupling or universal joint of steering column.</p> <p>d. Where practical, check any clamp bolts for presence and security of locking devices. (These may be located in the engine compartment or under chassis).</p> | <p>a. Excessive movement of centre of steering wheel in line with steering column (end float).</p> <p>Note: Certain types of steering column might show some movement not due to excessive wear, e.g. those fitted with universal joints or flexible couplings</p> <p>b. Excessive side play indicating worn top bearings or insecure top mounting bracket.</p> <p>c. A flexible coupling or universal joint deteriorated, worn or insecure.</p> <p>d. A coupling clamp bolt or locking device loose or missing.</p> |

2.4 SUSPENSION SPRING UNITS AND LINKAGES

| Method of Inspection | Reason for Rejection |
|---|-----------------------------|
| Coil Springs a. Welding repairs | a. Repaired by welding |

SECTION 3 - BRAKES

Section Contents:

Sub-section Subject

No additional inspection requirements

SECTION 4 – TYRES & ROADWHEELS

Section Contents:

| Sub-section | Subject |
|-------------|-------------------|
| 4.1 | Tyres – Condition |

4.1 TYRES

| Method of Inspection | Reason for Rejection |
|--|---|
| <p>Condition of Tyres</p> <p>On all the tyres, including spare wheel - where fitted, examine each tyre meets all the requirements laid down in the MOT Inspection Manual for Car & Light Commercial Vehicles (ISBN 0-9549239-0-1)</p> <p>Note 1 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 manufacturers and British Standards may be fitted to the underside of the vehicle.</p> <p>SPECIAL NOTICE – STRETCHED LIMOUSINES: In the case of American imported stretched limousines, vehicle inspectors will need to be vigilant when inspecting tyres for suitability. Most converted stretched limousines are converted from Ford Lincoln Town Cars with a number of Cadillac variants also. In approved ‘stretch’ limousine conversions, the maximum weight is approximately 7,100lbs (3.2tonnes) 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 107 T, which gives a load rating of 2,149 lbs (975 kgs) with a maximum speed of 118 miles per hour.</p> | <p>In accordance with the MOT Inspection Manual for Car & Light Commercial Vehicles (ISBN 0-9549239-0-1)</p> <p>Note 2 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’.</p> <p>STRETCHED LIMOUSINES More information, guidance and the procurement of suitable tyres can be obtained from: North Hants Tyres & Wheels, Henry John House 2 Ivy Road, Aldershot GU12 4TX Telephone: 01252 318666</p> <p>OR National Limousine & Chauffeur Association on: www.nlca.co.uk</p> |

SECTION 5 – SEAT BELTS

Section Contents:

Sub-section **Subject**

No additional inspection requirements

SECTION 6 – BODY AND STRUCTURE

| Section Contents: | |
|--------------------------|---|
| Sub-section | Subject |
| 6.1 | Vehicle Body and Condition – (Exterior) |
| 6.1 | Vehicle Body, Security and Condition – (Interior) |
| 6.2 | Doors and Seats |
| 6.4 | Bumper Bars |

6.1 VEHICLE BODY AND CONDITION – (EXTERIOR)

| <p>Method of Inspection</p> <p>Body Condition (Exterior) Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.</p> | <p>Reason For Rejection</p> <p>Body Condition (Exterior)</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. 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. k. Obvious signs of rust/corrosion of any size particularly those that are covered by advertising signs. l. Lack of clearly displayed or omission of 'No Smoking' signs. |
|---|--|
|---|--|

6.1 VEHICLE BODY, SECURITY AND CONDITION – (INTERIOR)

| Method of Inspection | Reasons For Rejection |
|---|--|
| <p>Body Condition (Interior)</p> <ul style="list-style-type: none"> a. Examine thoroughly the interior for damaged, insecure or 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. c. Examine interior lights, motion door locks and warning lights. d. Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters) e. Examine all windows ensuring they allow lowering and rising easily. f. Examine interior door locks, grab handles/rails safety covers g. Examine grills/partitions for security and condition h. Examine electrical wiring for condition, security, including intercom systems. | <ul style="list-style-type: none"> a. Insecure and loose fixtures, fittings or accessories. b. Missing, dirty, soiled, stained worn or insecure trim, carpets, headlining, and mats. 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. A system(s), which does not function correctly, or any part is missing including vents, controls and switches. e. An opening window that is inoperative or difficult to open and or close mechanism broken/missing. 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. A grill/partition which is insecure or has sharp edge which may cause injury to passengers or driver. 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. |

| <p>Method of Inspection</p> <p>Body Condition (Interior) (continued)</p> <p>i. Examine the boot for access, contents, cleanliness, and water ingress.</p> <p>Additional items to be inspected in limousines and novelty vehicles:</p> <p>j. All fixtures and fittings i.e. mirror balls, drinks cabinets, televisions etc must be stored securely and not hinder the ingress or egress from the passenger compartment.</p> <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>Note: <u>Any vehicle presented in a dirty, untidy condition will not be tested</u></p> | <p>Reason for Rejection</p> <p>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 (i.e. spare wheel tools and equipment etc).</p> <p>j. Any fixture or fitting, that is loose or insecure or where walkways are blocked that prevents ease of ingress or egress from the passenger compartment.</p> <p>k. No maximum seating capacity sign or signs displayed. A sign or signs not clearly visible to all passengers</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 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>IMPORTANT NOTE: 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 12.2</p> | <p>Doors and Emergency Exits</p> <ol style="list-style-type: none"> a. A door or emergency exit does not latch securely in the closed position. b. A door or emergency exit cannot be opened from both the inside and outside the vehicle from the relevant control in each case. c. Missing, loose or worn handles, lock or striker plate. d. Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect. e. Missing, loose or damaged trim/cover plate. 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. |

6.2 DOORS and SEATS (continued)

| Method of Inspection | Reason for Rejection |
|---|---|
| <p>Accessibility: Wheelchair Vehicles</p> <p>Door Configurations for wheelchair accessible vehicles:</p> <ul style="list-style-type: none"> a. Single rear door – must open to a minimum of 90 degrees and be capable of locking in place. 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. | <ul style="list-style-type: none"> a. Door does not open to a full 90 degrees and cannot be secured in the open position b. Twin doors do not open to a full 180 degrees and cannot be secured in the open position |

6.4 BUMPER BARS

| Method of Inspection | Reason for Rejection |
|---|---|
| <p>Examine the bumper bars and check:</p> <ul style="list-style-type: none"> a. They are secure to their mountings. b. The mountings are secure to the vehicle. c. There is no evidence of damage. | <ul style="list-style-type: none"> a. A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs. 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. 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. |

SECTION 7 – FUEL & EMISSIONS

Section Contents:

| Sub-section | Subject |
|--------------------|-----------------------------|
| 7.1 | Exhaust System |
| 7.2 | Fuel System – Pipes & Tanks |

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 & TANKS

| Method of Inspection | Reason for Rejection |
|---|--|
| <ul style="list-style-type: none"> a. Examine fuel tank(s) for security and leaks b. Check that fuel tank filler caps are: <ul style="list-style-type: none"> ○ Present ○ Of the correct type ○ Secure and seated properly to ensure correct function of sealing c. 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 d. Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system | <ul style="list-style-type: none"> a. Fuel tank insecure or leaking b. A filler cap missing or unsuitable or in such condition that it would not prevent fuel leaking or spilling <p>Note: Temporary/emergency fuel caps are not permitted.</p> <ul style="list-style-type: none"> c. Damaged, chafed, insecure pipes, or pipes so positioned that there is a danger of them fouling moving parts d. A fuel pipe immediately to or in direct contact with electrical wiring or exhaust system |

SECTION 8 – DRIVERS VIEW OF THE ROAD

Section Contents:

| Sub-section | Subject |
|-------------|--|
| 8.1 | Mirrors |
| 8.3 | Windscreen – View to the Front |
| 8.5 | Window Glass or Other Transparent Material |

8.1 MIRRORS

| Method of Inspection | Reason for Rejection |
|---|--|
| <p>The number and position of all obligatory mirrors must be checked:</p> <ol style="list-style-type: none">a. Check the condition of each mirror reflecting surface and whether a person sitting in the drivers seat can see clearly to the rear | <p>Note: A defective additional external mirror is not a reason for rejection.</p> <ol style="list-style-type: none">a. Mirror condition<ul style="list-style-type: none">• A mirror reflecting surface deteriorated or broken.• In such a position that a person sitting in the driver's seat cannot see clearly to the rear. |

8.3 WINDSCREEN - VIEW TO THE FRONT

| <p>Method of Inspection</p> | <p>Reason for Rejection</p> |
|---|--|
| <p>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.</p> <p>a. For all air operated wipers examine:</p> <ul style="list-style-type: none"> ○ The condition of any visible piping ○ The function of the operating mechanism, and ○ The function of necessary valves to protect the braking system <p>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.</p> | <p>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.</p> <p>a. Air operated wipers</p> <ul style="list-style-type: none"> ○ Pipes inadequately clipped or supported ○ Incorrect function of the wipers or leaking components ○ Incorrect operation of protection valves |

8.5 WINDOW GLASS OR OTHER TRANSPARENT MATERIAL

| Method of Inspection | Reason for Rejection |
|--|--|
| <p>a Visually check the condition of all windscreens, internal screens, partitions, side, rear, roof and door windows for cracks, surface damage and discolouration.</p> <p>b Check presence and security of all windscreens, side, roof, or rear windows, or internal screens or partitions.</p> <p>c Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows.</p> <p>d Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions</p> <p>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.</p> <p>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.</p> <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>Note: Marking is not required for safety glass used on vehicles first used before 1 June 1978.</p> | <p>a A crack, surface damage or discoloration in glass or other transparent material that:</p> <ul style="list-style-type: none"> o Impairs the driver's front, side, or rear view of the road, or; o Presents a danger to any person in the vehicle. <p>b A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure.</p> <p>c Any external window or windscreen is obviously leaking.</p> <p>d A guard-rail or barrier at a window, internal screen or partition missing, insecure or damaged.</p> <p>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.</p> <p>f Glass used for a windscreen or an outside window is obviously not safety glass.</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 & Quadricycles

Section Contents:

Sub-section

Subject

No additional inspection requirements

SECTION 10 – ADDITIONAL REQUIREMENTS

Section Contents:

| Sub-section | Subject |
|--------------------|---------------------------------|
| 10.1 | Speedometer |
| 10.2 | Transmission |
| 10.3 | Engine & Transmission Mountings |
| 10.4 | Oil & Water Leaks |
| 10.5 | Luggage/Load Space |
| 10.6 | Trailers & Towbars |

10.1 SPEEDOMETER

| Method of Inspection | Reason for Rejection |
|---|---|
| <ul style="list-style-type: none">a. Check that a speedometer is fitted.b. Check the condition of the speedometer.c. Check that the speedometer can be illuminated. | <ul style="list-style-type: none">a. Speedometer not fitted.b. Speedometer not complete or clearly inoperative, or dial glass broken or missing.c. The speedometer cannot be illuminated. |

10.2 TRANSMISSION

| Method of Inspection | Reason for Rejection |
|--|---|
| <p>Examine transmission, check for:</p> <ul style="list-style-type: none"> a. Missing or loose flange bolts b. Cracked or insecure flanges c. Wear in shaft and/or wheel bearings d. Security of bearing housings e. Cracks or fractures in bearing housings f. Wear in universal joints g. Deterioration of flexible couplings h. Distorted, damaged shafts i. Deterioration of bearing housing flexible mountings j. Clearance between transmission shafts and adjacent components | <ul style="list-style-type: none"> a. A loose or missing flange bolt(s) b. A flange cracked, or loose on the transmission shaft c. Excessive wear in shaft bearing d. A bearing housing insecure to its fixing e. A cracked or fractured bearing housing f. Excessive wear in a universal joint g. Deterioration of a transmission shaft flexible coupling h. A damaged, cracked or bent shaft i. Deterioration of a flexible mounting of a bearing housing j. Evidence of fouling between any transmission shaft and an adjacent component |

10.2 TRANSMISSION (cont'd)

| Method of Inspection | Reason for Rejection |
|---|---|
| <p>Front Wheel Drive</p> <p>a. Check the drive shaft inner and outer universal joint couplings and constant velocity joints for:</p> <ul style="list-style-type: none"> ○ Wear and security ○ Damage to flexible rubber or fabric universal joints ○ Security and oil contamination of flexible rubber or fabric universal joints ○ Condition, presence and security of constant velocity joint gaiters | <ul style="list-style-type: none"> ○ Drive shaft constant velocity or universal joint coupling worn or insecure ○ A flexible rubber or fabric universal coupling unit damaged by severe cracking or breaking up ○ A flexible rubber or fabric universal coupling unit excessively softened by oil contamination or insecure ○ A drive shaft constant velocity joint gaiter split, missing or insecurely mounted |

10.3 ENGINE AND TRANSMISSION MOUNTINGS

| Method of Inspection | Reason for Rejection |
|---|---|
| <p>a. Examine condition of:</p> <ul style="list-style-type: none"> ○ mountings ○ sub-frames <p>And</p> <p>b. The security to chassis and check for:</p> <ul style="list-style-type: none"> ○ fractures ○ looseness ○ Deterioration | <p>} } } } } } } } } } } } } }</p> <p>Any mounting or sub-frame</p> <ul style="list-style-type: none"> - loose - fractured - deteriorated - inappropriate repair |

10.4 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>Note: If necessary, the engine can be run at <u>idle speed</u> to confirm the existence of an oil leak.</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"> o Contaminate areas o Could potentially cause a health, safety or fire risk |

10.5 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> | <ul style="list-style-type: none">○ Load restraint system, if required, not present at time of test.○ Load restraint system faulty or unserviceable. |

10.6 TRAILERS & TOWBARS

| Method of Inspection | Reason for Rejection |
|---|---|
| <p>TRAILERS</p> <p>a. 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>Note:</p> <p>Trailers presented for inspection should be built by an approved or recognised trailer manufacturer.</p> <p>An example of a typical trailer inspection sheet can be found at Appendix 'A'.</p> | <p>a. Rejections as indicated on the trailer inspection sheet shown at Appendix 'A'</p> |
| <p>TOW-BARS</p> <p>b. Where tow bars are fitted checks must be made on the condition and security to the towing vehicle.</p> | <p>b. Rejections as indicated on the trailer inspection sheet shown at Appendix 'A'</p> |

SECTION 11 – ANCILLARY EQUIPMENT


Section Contents:

| Sub-section | Subject |
|--------------------|---|
| 11.1 | Wheelchair Restraint & Access Equipment |
| 11.2 | Fire Extinguisher |
| 11.3 | First Aid Kit |

11.1 WHEELCHAIR RESTRAINT & 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 ACCESS & EQUIPMENT</p> <p>A vehicle shall be fitted with either of the following forms of wheelchair access equipment:</p> <p><u>Ramps</u></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><u>Wheelchair lift</u></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>Note: Passenger lifting equipment will need to be thoroughly examined by a competent person, in use, at least once every six months.</p> | <p>a. A wheelchair restraint is defective, worn or missing.</p> <p>b. Wheelchair anchorage systems and devices does not conform to European Directive 76/115 EEC (as amended by 90/629 EEC). See Appendix 'B'.</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> |

11.1 WHEELCHAIR RESTRAINT & ACCESS EQUIPMENT (Continued)

| Method of Inspection | Reason for Rejection |
|--|--|
| <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 250 kgs 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 near side of the vehicle, i.e. 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><i>Further information on disabled people's transport is available from the Disabled Persons Transport Advisory Committee (DPTAC) website opposite</i> </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 off- side 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> <hr data-bbox="1218 777 1226 1039"/> |

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, CO₂ or foam or dry powder • 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, i.e. 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 <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 |
|--|---|
| <ul style="list-style-type: none">a. Check the first aid kit for presence, the expiry date and the seal is intact.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, i.e. in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location. | <ul style="list-style-type: none">a. A first aid kit is missing, out of date, broken or the seal has been broken.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):

Section Contents:

| Sub-section | Subject |
|--------------------|-------------------------------------|
| 12.1 | Vehicle Identification Number (VIN) |
| 12.2 | Seating Capacity |
| 12.3 | Undue Stresses |
| 12.4 | Passenger Notices |

12.1 Vehicle Identification Number (VIN)

| Method of Inspection | Reason For Rejection |
|--|--|
| <p>Vehicle Identification Number (VIN), should be checked to ensure it complies with the guidance as follows:</p> <ul style="list-style-type: none">• For vehicles constructed from 1998 onwards the VIN should begin with ILI;• Pre 1998 vehicles (not recommended for licensing as private hire vehicles) VIN should begin with ILM;• If a VIN begins with ILN or anything other, then this is likely to be a non approved ('cut-and-shut) modification. | <p>a. Inappropriate VIN markings displayed or no VIN markings present.</p> |

12.2 Seating Capacity

| Method of Inspection | Reason For Rejection |
|--|--|
| <p>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.</p> | <p>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).</p> |

12.3 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 Car & Light Commercial Vehicle Testing Manual as follows: <ul style="list-style-type: none">• Steering - Section 2• Brakes - Section 3• Tyres - Section 4 |

12.4 Passenger Notices

Driver Declaration

Local licensing authorities are strongly advised to obtain a declaration, from the operator of a licensed novelty vehicle, that vehicles with 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 seatbelts.**

Passenger Notices

- i. In addition, notices forbidding children to be carried in side facing seats must be displayed in prominent positions, i.e. 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.
- ii. 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.

APPENDIX 'A'

HACKNEY CARRIAGE & PRIVATE HIRE

TRAILER INSPECTION SHEET

Plate Number of towing vehicle:

Registration number of towing vehicle:

Registered owner of vehicle:

Manufacturers plate showing chassis number:

Manufacturers plate showing maximum weight:

| Inspection area | Description | Pass (✓) | Fail (x) |
|---------------------------|--|-----------------|-----------------|
| Licence plate | Contains details & 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 & operation and presence of a safety <i>breakaway</i> 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 & 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 | | |
| Number plate | 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

DEFINITION OF MOTOR VEHICLES

Appendix 'B'

| 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 drivers seat. |
| M₂ | Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the drivers 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 drivers seat, and having a maximum mass exceeding five tonnes |

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

| | | | |
|----------------------|------------|--------------|------------|
| Examiner Name | [REDACTED] | Plate No | [REDACTED] |
| Vehicle Registration | [REDACTED] | Make & Model | [REDACTED] |
| Passenger Seats | [REDACTED] | Mileage | [REDACTED] |
| VIN | [REDACTED] | | |
| MOT Certificate No | | | PASS |

| | 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 & equipment inc. 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/cleanliness (interior) | / | | |
| 22 | Doors & seats (security/operation/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 & window glass (inc. operation & view of road) | / | | |
| 27 | Windscreen washers/wipers | / | | |
| S9 | Additional requirements | / | | |
| 28 | Oil and water leaks | / | | |
| 29 | Ancillary equipment | / | | |
| 30 | Meter - test and seal | NA | | |
| 31 | Speedometer | NA | | |
| 32 | Roof sign/For Hire sign/Roof light | NA | | |
| 33 | Licence plates/discs/door signs | NA | | |
| 34 | Table of fares displayed | NA | | |
| S10 | Ancillary equipment | / | | |
| 35 | Wheelchair restraint & access equipment (if applicable) | NA | | |
| 36 | Wheel Chair Ramps present Yes/No | NA | | |
| 37 | Wheel Chair Tail lift fitted Yes /No | NA | | |
| 38 | Spare bulb kit | / | | |
| 39 | CCTV/Dashcam fitted and signage Yes/No Not a failure item | NA | | |
| 40 | Fire Extinguisher & First Aid Kit | / | | |

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

| | | | |
|-----------|------------|------|------------|
| Signature | [REDACTED] | Date | [REDACTED] |
|-----------|------------|------|------------|

Pass or Fail as above **PASS** / PASS/FAIL

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Testing Process

Internet Research

| Council | Testing regime |
|-------------------|---|
| Cardiff | Any MOT testing station |
| Vale of Glamorgan | In House MOT testing station |
| Bridgend | In House MOT testing station |
| Neath Port Talbot | Any MOT testing station and a separate taxi test at In House facility |
| Swansea | In House MOT testing station |
| Carmarthen | In House MOT testing station |
| Pembrokeshire | In House MOT testing station |
| Ceredigion | Any MOT testing station plus taxi compliance from participating station in Ceredigion |
| Powys | Any MOT testing station |
| Newport | Approved MOT testing stations |
| Monmouthshire | Approved MOT testing stations |
| Torfaen | Approved MOT testing station |
| Blaenau Gwent | Council approved examiner |
| Rhondda Cynon Taf | Any MOT testing station and a separate test at an In House facility |
| Wrexham | Any MOT testing station |
| Ynys Mon | In House testing station |
| Gwynedd | Any MOT testing station plus local authority test certificate on grant |
| Denbigh | In House testing |
| Caerphilly | In House testing |
| Conwy | Approved testing stations plus officer inspection |
| Flintshire | Nominated testing stations |
| Merthyr Tydfil | Approved testing stations |

Results as of October 2022 only from website and terminology not checked with originating Council.

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