

Open

# Licensing and Environmental Committee

## Agenda

10.30am  
Monday, 5th February 2018  
Council Chamber  
Wyre Forest House  
Finepoint Way  
Kidderminster



## Licensing and Environmental Committee

### **Members of Committee:**

**Chairman: Councillor J A Hart**  
**Vice-Chairman: Councillor J Baker**

**Councillor J Aston**

**Councillor J R Desmond**

**Councillor V Higgs**

**Councillor M Rayner**

**Councillor R J Vale**

**Councillor R Bishop**

**Councillor I Hardiman**

**Councillor F M Oborski MBE**

**Councillor J D Smith**

**Councillor R Wilson**

### **Information for Members of the Public:**

**Part I of the Agenda includes items for discussion in public. You have the right to request to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.**

**Part II of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.**

### **Declaration of Interests by Members – interests of members in contracts and other matters**

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct ("the Code") requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a disclosable interest in the matter under discussion.

Please see the Members' Code of Conduct as set out in Section 14 of this constitution for full details.

### **Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)**

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If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

### **For further information:**

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email [louisa.bright@wyreforestdc.gov.uk](mailto:louisa.bright@wyreforestdc.gov.uk)

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\* Unless there are no items in the open session

Wyre Forest District Council

Licensing and Environmental Committee

Monday, 5th February 2018

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
1.	<b>Apologies for Absence</b>	
2.	<b>Appointment of Substitute Members</b>  To receive the name of any Councillor who is to act as a substitute, together with the name of the Councillor for whom he/she is acting.	
3.	<b>Declarations of Interests by Members</b>  In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered.  Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	<b>Minutes</b>  To confirm as a correct record the Minutes of the meeting held on the 4th December 2017.	6
5.	<b>Child Sexual Exploitation (CSE) Presentation</b>  To receive a verbal presentation from the Licensing Manager, the Police and a representative from Young Solution's (training provider), in relation to a training opportunity which is being made available to WFDC licensed hackney carriage and private hire drivers on raising awareness of Child Sexual Exploitation.	
6.	<b>National Inspection Standards for Hackney Carriage and Private Hire Vehicles</b>  To receive a report from the Head of Worcestershire Regulatory Services on behalf of Wyre Forest District Council which seeks approval to undertake a 12 week consultation with relevant parties on a proposed introduction of The Hackney Carriage and Private Hire Vehicle National Inspection Standards Best Practice Guide.	9

7.	<b>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>	
8.	<p><b>Exclusion of the Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in the paragraph 1 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2

Not open to the Press and Public

9.	<p><b>Application for the Grant of a Hackney Carriage/Private Hire Driver’s Licence</b></p> <p>To receive a report from the Corporate Director: Economic Prosperity and Place which asks the Committee to consider an application for the grant of a Hackney Carriage/Private Hire Driver’s Licence.</p>	
10.	<b>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>	

WYRE FOREST DISTRICT COUNCIL

LICENSING AND ENVIRONMENTAL COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

4TH DECEMBER 2017 (10.30AM)

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**Present:**

Councillors: J A Hart (Chairman), J Baker (Vice-Chairman), J Aston, R Bishop, J R Desmond, V Higgs, N Martin, F M Oborski MBE, J D Smith, R J Vale and R Wilson.

**Observers:**

There were no members present as observers.

**LIC.18 Apologies for Absence**

Apologies for absence were received from Councillors I Hardiman and M Rayner.

**LIC.19 Appointment of Substitutes**

Councillor N Martin was appointed as a substitute for Councillor M Rayner.

**LIC.20 Declaration of Interests**

Councillor N Martin declared, in respect of exempt agenda item number 8 – Application for the Renewal of a Hackney Carriage / Private Hire Driver's Licence, that she knew the person named in appendix 6 in a professional capacity and advised that it would have no impact on the process or her decision.

**LIC.21 Minutes**

**Decision: The minutes of the meeting held on 2nd October 2017 be confirmed as a correct record and signed by the Chairman.**

**LIC.22 Scrap Metal Licensing Policy and Guidelines**

The Committee received a report from the Head of Worcestershire Regulatory Services (WRS) on behalf of Wyre Forest District Council which presented the responses which had been received during the consultation on a draft policy and guidelines for the licensing of scrap metal sites and collectors in the District.

The Senior Practitioner – Licensing (WRS) led Members through the report and advised that the Scrap Metal Dealers Act 2013 (the Act) had been introduced to replace the previous regulatory scheme for scrap metal dealers and for vehicle dismantlers. He explained that the Act required anyone who

## Agenda Item No. 4

deals in scrap metal to obtain and display a relevant licence. Licences can be refused and subsequently revoked if dealers are deemed 'unsuitable'. He added that the Committee had previously received reports briefing them on the provision of the Act which came into force on 1<sup>st</sup> October 2013, with full enforcement powers coming into effect on 1<sup>st</sup> December 2013.

The Senior Practitioner said that during the 12 week consultation period, one response had been received by the Council. He advised that the response from Chaddesley Corbett Parish Council had requested the draft policy be amended so that Parish Council's were consulted in relation to the issue of licenses and (or) the revocation or imposition of conditions on licences. He added that following careful consideration, it was decided that the policy should not be amended for the following reasons:

- *The consultation in section 3(7) of the Act is not a general right to consult but a right to consult to ascertain whether the applicant is suitable. Unlike requesting information from a different district council, which might have previously granted the applicant with a licence and have experience of their operations, a parish council would not have this working knowledge.*
- *Section 4 provides for the "authority" i.e. Wyre Forest District Council to make these decisions the Act unfettered by a requirement to consult.*
- *Section 6 clearly provides to whom this information must be given. We cannot extend the legislation in our policy as we would not want to provide information under our policy which we might be prevented in providing under other legislative restraints.*

The Senior Practitioner confirmed that for the purpose of reporting related complaints, full contact details for the Licensing Office and details of the Environment Agency's National Register of Scrap Metal Dealers, would be given to all Parish and Town Councils within the District.

### **Agreed:**

- 1. The consultation responses be noted.**
- 2. Recommend to Council that the finalised policy and guidelines at "Appendix 1" of the report be approved and published.**

### **LIC.23 Exclusion of the Press and Public**

**Decision: Under Section 100A(4) of the Local Government Act, 1972 the press and public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of "Exempt Information" as defined in paragraphs 7 of Part I of Schedule 12A of the Act.**

The meeting was adjourned at this point, (10.43am), and reconvened at 10.51am.

Councillor N Martin declared her interest at this point.

**LIC. 24 Application for the Renewal of a Hackney Carriage / Private Hire Driver's Licence**

The Committee received a report from the Corporate Director: Economic Prosperity and Place that asked Members to consider an application for renewal of a hackney carriage / private hire driver's licence.

The Senior Practitioner led Members through the report and highlighted the relevant convictions listed on the Disclosure and Barring Service (DBS) enhanced disclosure form, Notice of Fine and Collection Order and Community Order documents which were circulated to Members at the meeting.

Members were advised that the criminal convictions were disclosed on the licence renewal application form. In response to a Member question, the Senior Practitioner confirmed that as part of the licence policy and conditions, which are issued to all drivers, convictions and cautions must be disclosed at the time they occur.

The applicant and his partner addressed the Committee and asked Members to support his application renewal. Following questions from Members, the applicant and his partner outlined the circumstances surrounding the applicant's convictions. The applicant explained the actions he had taken since that time.

The Senior Practitioner, applicant and his partner left the meeting at this point, (11.23am), for Members to deliberate their decision. The Solicitor and Principal Committee and Member Services Officer stayed in the meeting whilst the Committee reached their decision.

The Senior Practitioner, applicant and his partner re-entered the meeting at this point, (11.52am). The Solicitor read out the decision of the Committee.

**Decision: Having carefully considered the application to renew a Hackney Carriage/Private Hire Driver's Licence for the Applicant, the Committee has decided that the application to renew his Hackney Carriage/Private Hire Driver's Licence be refused on the grounds that the applicant did not appear to the Committee, with due consideration of the Council's "Guidelines relating to the Relevance of Convictions", to be "a fit and proper person" to hold such a Licence in light of:**

- 1. the Applicant did not report his convictions at the time that they occurred as he should have done under the policy and conditions attached to his licence; and**
- 2. the Applicant having been convicted of three offences of assault by beating in less than a year; and**
- 3. the Applicant has not offered the Committee sufficient mitigating circumstances to go against the detailed and strict guidelines set out in the Council's Policy.**

There being no further business, the meeting ended at 11.54am.



**WYRE FOREST DISTRICT COUNCIL****LICENSING AND ENVIRONMENTAL COMMITTEE****5<sup>TH</sup> FEBRUARY 2018****National Inspection Standards  
for Hackney Carriage and Private Hire Vehicles**

<b>OPEN</b>	
<b>DIRECTOR:</b>	Head of Worcestershire Regulatory Services on behalf of Wyre Forest District Council
<b>CONTACT OFFICER:</b>	Natalie Graham – 01905 822799 <a href="mailto:natalie.graham@worcsregservices.gov.uk">natalie.graham@worcsregservices.gov.uk</a>
<b>APPENDICES:</b>	Appendix 1 – Hackney Carriage and Private Hire Vehicle National Inspection Standards Best Practice Guide.

**1. PURPOSE OF REPORT**

- 1.1 To seek approval from the Committee to undertake a 12 week consultation with relevant parties on a proposed introduction of The Hackney Carriage and Private Hire Vehicle National Inspection Standards Best Practice Guide attached at **Appendix 1.**

**2. RECOMMENDATION**

**The Committee is asked:**

- 2.1 **To consider and approve the introduction of The Hackney Carriage and Private Hire Vehicle National Inspection Standards Best Practice Guide attached at **Appendix 1.****
- 2.2 **If agreed, Members are asked to instruct Officers to undertake a consultation exercise with Wyre Forest's hackney carriage and private hire trade, the Council's testing station and other key stakeholders.**

**3. BACKGROUND**

- 3.1 Currently Wyre Forest District Council requires that all Hackney Carriage and Private Hire vehicles are inspected and mechanically tested to ensure that they are fit for use prior to any licence being granted or renewed. At present all licensed vehicles are tested at The Council's Green Street Depot twice per year.
- 3.2 The current testing arrangements have been in place for a significant length of time and Officers are now tasked with reviewing the standards to which vehicles are tested.

**4. KEY ISSUES**

- 4.1 The National Inspection Standards Best Practice Guide was prepared by the Technical Officer Group (TOG) and is a minimum inspection standard of inspection for Hackney Carriages and Private Hire vehicles, recommended by the TOG. A

copy of the National Inspection Standards Best Practice Guide is attached at **Appendix 1.**

- 4.2 The National Inspection Standards Best Practice Guide has also received input from the Department of Transport (DfT), Vehicle and Operator Services Agency (VOSA), Disabled Persons Transport Advisory Committee (DPTAC) and the Institute of Licensing.
- 4.3 The guidance 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.
- 4.4 The Inspection Standards Best Practice Guide provides additional testing requirements to those in the MOT inspection manual. It is recommended by the TOG that the National Inspection Standards Best Practice Guide and the MOT testing manual are used in conjunction as an advocate for public safety.
- 4.5 Paragraph 33 of the Department for Transport's best practice guidance states that 'local licensing authorities might find it helpful to refer to the testing standards set out in the National Inspection Standards Best Practice Guide in carrying out their licensing responsibilities.'
- 4.6 The National Inspection Standards have already been adopted by two of the six district Councils in Worcestershire and are being put forward to the other districts for consideration. It is envisaged that by adopting the National Inspection Standards, with local variations it will improve consistency of practise across the County.
- 4.7 Preliminary liaison with the Depot has indicated that they are in support of the proposal to adopt the guide.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 The introduction of the national inspection standards will result in a longer and more thorough inspection than the current mechanical test; which may have an impact upon the vehicle inspection fee. It should be noted that any increase in fee's would have to go out for consultation and be brought in front of the Committee before going to Council for a final decision.

## **6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 Section 68 of the Local Government (Miscellaneous Provisions) Act 1976 ("the Act") gives the Council powers to inspect the "fitness" of hackney carriages and private hire vehicles.
- 6.2 Sections 61 and 68 of the Act give the Council powers to suspend, revoke or refuse to grant or renew a vehicle licence if it is not satisfied that the vehicle is suitable for licensing. There is a statutory right of appeal in respect of any Council decision under the above sections.
- 6.3 Having clearly defined inspection standards which reflect national best practice guidance would provide clarity to the Council and licensed trade and reduce the risk associated with defending a decision to suspend, revoke or refuse a licence on the basis of a failed vehicle test.

**7. RISK MANAGEMENT**

7.1 The introduction and application of the National Inspection Standards Best Practice Guide will provide clarity and consistency when undertaking mechanical vehicle testing and will reduce the risk of challenge and appeal. Consultation with relevant stakeholders will also minimise the risk of challenge to the new guidelines if imposed.

**7.2 Corporate/Policy Implications**

All policies approved by Wyre Forest District Council comply with the Regulators Code. The regulators Code seeks to promote proportionate, consistent and targeted regulatory activity through the development of transparent and effective dialogue and understanding between regulators and those they regulate.

**7.3 Equality Implications**

No equality implications have been identified.

**7.4 Human Resources Implications**

No human resource implications have been identified.

**7.5 Health and Safety Implications**

No Health and Safety implications have been identified.

**8. EQUALITY IMPACT ASSESSMENT**

8.1 The Licensing and Environmental Committee will ensure it has regard to the desirability of exercising its functions with regard to the need to eliminate discrimination and to increase equality of opportunity.

**9. CONCLUSION**

9.1 Members are asked to consider and support the introduction of a testing manual in line with the National Inspection Standards Best Practice Guide for Hackney Carriage and Private Hire vehicles; to include any such amendments that are deemed necessary following full consultation with Wyre Forest's taxi trade, the Council Depot and other key stakeholders. Following consultation the matter will be brought before Committee for consideration in order that their recommendations can be made to Council prior to final agreement on the guidelines.

9.2 The introduction of the National Inspection Standards will work toward a consistent approach to vehicle inspection levels throughout the County and will bring Wyre Forest District Council's testing regime in line with at least two other Districts within Worcestershire.

**10. CONSULTEES**

10.1 Solicitor to the Council, Legal Services.

**11. BACKGROUND PAPERS**

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](http://www.dft.gov.uk)

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### 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](http://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**

<b>Name</b>	<b>Organisation</b>	<b>Position</b>
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
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Paul Stretford	Wiltshire CC	Fleet Group
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# **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"><li>• Reversing Lamps</li><li>• Front Fog/Driving Lamps</li><li>• For Hire and Roof Signs</li></ul>

**1.3. STOP LAMPS - HIGH LEVEL STOP LAMPS**

<b>Method of Inspection</b>	<b>Reason for Rejection</b>
<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"> <li>a. Is not obscured, and is not obviously incorrectly positioned.</li> <li>b. At least 50% of the lamp must be visible from the rear.</li> </ul>	<p>High level stop lamp</p> <ul style="list-style-type: none"> <li>a. Obscured or obviously incorrectly positioned.</li> <li>b. Less than 50% of the lamp not working or obscured</li> </ul>

**1.8. ELECTRICAL WIRING AND EQUIPMENT**

<b>Method of Inspection</b>	<b>Reason for Rejection</b>
<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"> <li>a. Check all electrical wiring for:                             <ul style="list-style-type: none"> <li>o Condition</li> <li>o Security</li> <li>o Position</li> <li>o Signs of overheating</li> <li>o Heavy oil contamination</li> </ul> </li> <li>b. Battery and carrier for:                             <ul style="list-style-type: none"> <li>o Security</li> <li>o Battery for leaks</li> </ul> </li> <li>c. Check all switches controlling all obligatory lights</li> </ul>	<ul style="list-style-type: none"> <li>a. Wiring                             <ul style="list-style-type: none"> <li>o Not adequately insulated</li> <li>o Not adequately secured</li> <li>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</li> <li>o With clear evidence of overheating</li> <li>o Heavily contaminated with oil</li> </ul> </li> <li>b. Battery and carrier:                             <ul style="list-style-type: none"> <li>o A battery and /or carrier not secure and likely to become displaced</li> <li>o Battery leaking</li> </ul> </li> <li>c. Insecurity or malfunction of a switch controlling an obligatory light</li> </ul>

### 1.9. ADDITIONAL LAMPS

Method of Inspection	Reason for Rejection
<p>With the ignition switched on check:</p> <p>Reversing lamps</p> <ol style="list-style-type: none"> <li>The reversing lamps emit a diffused white light when reverse gear is selected.</li> <li>The lamps extinguish when neutral gear is selected</li> <li>The lamps are in good working order and are secure.</li> <li>The lamps do not flicker when lightly tapped by hand.</li> </ol> <p>Front Fog/Driving Lamps</p> <p>Check that:</p> <ol style="list-style-type: none"> <li>A single front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected</li> <li>A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together</li> <li>A pair of matched, long-range driving lamps, both emitting a white diffused light should illuminate together.</li> </ol>	<p>A reversing lamp:</p> <ol style="list-style-type: none"> <li>That fails to operate or does not emit a white diffused light</li> <li>Fails to extinguish when neutral or forward gear is selected</li> <li>Are not in good working order or insecure.</li> <li>Lamps flicker when tapped lightly by hand.</li> </ol> <p>Front Fog/Driving Lamps</p> <ol style="list-style-type: none"> <li>Lamp inoperative or operates other than in dipped beam mode</li> <li>Lamps operate incorrectly</li> <li>Lamps operate incorrectly</li> </ol>

<p><b>Additional Lamps (continued)</b></p> <p><b>Method of Inspection</b></p> <p>'For Hire' and Roof Signs</p> <p>Check that:</p> <ul style="list-style-type: none"> <li>a. Correct style and type of sign fitted.</li> <li>b. Ensure the sign is securely fastened to the vehicle</li> <li>c. Check condition and security of wiring</li> <li>d. Functional test of signs for illumination</li> </ul>	<p><b>Reason for Rejection</b></p> <p>'For Hire' and Roof Signs</p> <ul style="list-style-type: none"> <li>a. Incorrect colour or details shown on sign, i.e. registration number, vehicle number etc.</li> <li>b. Insecure sign</li> <li>c. Wiring is not in good condition and is loose or chaffed</li> <li>d. Illumination not consistent across the sign, i.e. all light bulb(s) LED(s) illuminated when switched on.</li> </ul>
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## SECTION 2 - STEERING

Section Contents:	
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**

<b>Method of Inspection</b>	<b>Reason for Rejection</b>
<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"> <li>a. Fractures in steering wheel hub.</li> <li>b. Fractures in steering wheel rim.</li> <li>c. Steering wheel spokes loose or fractured.</li> <li>d. Jagged edges on steering wheel rim.</li> <li>e. If possible, check the retaining device on steering wheel is fitted.</li> </ul>	<ul style="list-style-type: none"> <li>a. Steering wheel hub fractured.</li> <li>b. Steering wheel rim fractured.</li> <li>c. A steering wheel spoke loose or fractured.</li> <li>d. Jagged edges on steering wheel rim likely to injure the driver.</li> <li>e. A steering wheel hub-retaining device not fitted.</li> </ul>

## 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><b>Note:</b> 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
<p><b>Coil Springs</b></p> <ul style="list-style-type: none"><li>a. Welding repairs</li></ul>	<ul style="list-style-type: none"><li>a. Repaired by welding</li></ul>

## **SECTION 3 - BRAKES**

### **Section Contents:**

**Sub-section**                      **Subject**

No additional inspection requirements

## SECTION 4 – TYRES & ROADWHEELS

Section Contents:	Subject
4.1	Tyres – Condition

4.1 TYRES

Method of Inspection	Reason for Rejection
<p><b>Condition of Tyres</b></p> <p>On all the tyres, including spare wheel - <b>where fitted</b>, examine each tyre meets all the requirements laid down in the MOT Inspection Manual for Car &amp; Light Commercial Vehicles (ISBN <b>0-9549239-0-1</b>)</p> <p><b>Note 1</b> 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><b>SPECIAL NOTICE – STRETCHED LIMOUSINES:</b> 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 &amp; Light Commercial Vehicles (ISBN <b>0-9549239-0-1</b>)</p> <p><b>Note 2</b> 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><b>STRETCHED LIMOUSINES</b> More information, guidance and the procurement of suitable tyres can be obtained from: North Hants Tyres &amp; Wheels, Henry John House 2 Ivy Road, Aldershot GU12 4TX Telephone: 01252 318666</p> <p style="text-align: center;"><b>OR</b></p> <p>National Limousine &amp; Chauffeur Association on: <a href="http://www.nlca.co.uk">www.nlca.co.uk</a></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><b>Method of Inspection</b></p> <p><b>Body Condition (Exterior)</b> Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.</p>	<p><b>Reason For Rejection</b></p> <p><b>Body Condition (Exterior)</b></p> <ul style="list-style-type: none"> <li>a. An insecure or missing body panel, trim, step or accessory.</li> <li>b. Any sharp edge whatsoever which may cause injury.</li> <li>c. Heavy scuffing, abrasions or deformation to front and rear bumper.</li> <li>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.</li> <li>e. More than 8 stone chips on any panel including door edges, provided the base coat has not been penetrated.</li> <li>f. More than 4 stone chips on any panel where the base coat has been penetrated to the metal and is untreated.</li> <li>g. A single dent of more than 80mm, or more than 3 dents of not more than 20mm in any one panel</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>k. Obvious signs of rust/corrosion of any size particularly those that are covered by advertising signs.</li> <li>l. Lack of clearly displayed or omission of 'No Smoking' signs.</li> </ul>
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6.1 VEHICLE BODY, SECURITY AND CONDITION – (INTERIOR)

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



Reason for Rejection	Method of Inspection
<ul style="list-style-type: none"> <li>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).</li> <li>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.</li> <li>k. No maximum seating capacity sign or signs displayed. A sign or signs not clearly visible to all passengers</li> </ul>	<p><b>Body Condition (Interior) (continued)</b></p> <ul style="list-style-type: none"> <li>i. Examine the boot for access, contents, cleanliness, and water ingress.</li> </ul> <p>Additional items to be inspected in limousines and novelty vehicles:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> <p><b>Note: <u>Any vehicle presented in a dirty, untidy condition will not be tested</u></b></p>

6.2 DOORS and SEATS

Method of Inspection	Reason for Rejection
<p><b>Doors and Emergency Exits</b></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><b>IMPORTANT NOTE: With the exception of 'novelty vehicles' only vehicles with forward and rear facing seats will be accepted.</b></p> <p><b>For more information on seating for novelty vehicles see Section 12.2</b></p>	<p><b>Doors and Emergency Exits</b></p> <ol style="list-style-type: none"> <li>a. A door or emergency exit does not latch securely in the closed position.</li> <li>b. A door or emergency exit cannot be opened from both the inside and outside the vehicle from the relevant control in each case.</li> <li>c. Missing, loose or worn handles, lock or striker plate.</li> <li>d. Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect.</li> <li>e. Missing, loose or damaged trim/cover plate.</li> <li>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.</li> </ol>

**6.2 DOORS and SEATS (continued)**

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

**6.4 BUMPER BARS**

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

## SECTION 7 – FUEL & EMISSIONS

### Section Contents:

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

**7.1 EXHAUST SYSTEM**

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

## 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**

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

8.3 WINDSCREEN - VIEW TO THE FRONT

Method of Inspection	Reason for Rejection
<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"> <li>o The condition of any visible piping</li> <li>o The function of the operating mechanism, and</li> <li>o The function of necessary valves to protect the braking system</li> </ul> <p><b>Note:</b> 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"> <li>o Pipes inadequately clipped or supported</li> <li>o Incorrect function of the wipers or leaking components</li> <li>o Incorrect operation of protection valves</li> </ul>

**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 discoloration.</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><b>Note:</b> 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"> <li>o Impairs the driver's front, side, or rear view of the road, or;</li> <li>o Presents a danger to any person in the vehicle.</li> </ul> <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**

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

**10.2 TRANSMISSION**

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

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"> <li>○ Wear and security</li> <li>○ Damage to flexible rubber or fabric universal joints</li> <li>○ Security and oil contamination of flexible rubber or fabric universal joints</li> <li>○ Condition, presence and security of constant velocity joint gaiters</li> </ul>	<ul style="list-style-type: none"> <li>○ Drive shaft constant velocity or universal joint coupling worn or insecure</li> <li>○ A flexible rubber or fabric universal coupling unit damaged by severe cracking or breaking up</li> <li>○ A flexible rubber or fabric universal coupling unit excessively softened by oil contamination or insecure</li> <li>○ A drive shaft constant velocity joint gaiter split, missing or insecurely mounted</li> </ul>



**10.3 ENGINE AND TRANSMISSION MOUNTINGS**

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

**10.4 OIL AND WATER LEAKS**

<b>Method of Inspection</b>	<b>Reason for Rejection</b>
<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><b>Note:</b> 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"> <li>o Contaminate areas</li> <li>o Could potentially cause a health, safety or fire risk</li> </ul>

**10.5 LUGGAGE/LOAD SPACE**

<p><b>Method of Inspection</b></p> <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><b>Reason for Rejection</b></p> <ul style="list-style-type: none"> <li>○ Load restraint system, if required, not present at time of test.</li> <li>○ Load restraint system faulty or unserviceable.</li> </ul>
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**10.6 TRAILERS & TOWBARS**

Method of Inspection	Reason for Rejection
<p><b>TRAILERS</b></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><b>Note:</b></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><b>TOW-BARS</b></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><b>WHEELCHAIR RESTRAINT</b></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><b>WHEELCHAIR ACCESS &amp; EQUIPMENT</b></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><b>Note:</b> 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 <b>Disabled Persons Transport Advisory Committee (DPTAC) website opposite</b> </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> <p><a href="http://www.dptac.gov.uk">www.dptac.gov.uk</a></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"> <li>• the expiry date</li> <li>• Seal.</li> <li>• Type – water, CO<sub>2</sub> or foam or dry powder</li> <li>• Approved mark - BS5423 or EN3</li> </ul> <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"> <li>• out of date</li> <li>• broken or missing seal.</li> <li>• No approved marking visible or other non-approved marking shown</li> </ul> <p>b. Not fitted in an accessible position or its position is not clearly marked.</p>



11.3 FIRST AID KIT

<b>Method of Inspection</b>	<b>Reason For Rejection</b>
<p>a. Check the first aid kit for presence, the expiry date and the seal is intact.</p> <p>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.</p>	<p>a. A first aid kit is missing, out of date, broken or the seal has been broken.</p> <p>b. The first aid kit is not fitted in an accessible position or its position is not clearly marked.</p>

**SECTION 12 – NOVELTY VEHICLES (STRETCH LIMOUSINES):**

**Section Contents:**

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

**12.1 Vehicle Identification Number (VIN)**

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

<b>Method of Inspection</b>	<b>Reason For Rejection</b>
<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

<b>Method of Inspection</b>	<b>Reason For Rejection</b>
<p>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.</p>	<p>Tolerances and wear should be as defined in the VOSA Car &amp; Light Commercial Vehicle Testing Manual as follows:</p> <ul style="list-style-type: none"><li>• Steering - Section 2</li><li>• Brakes - Section 3</li><li>• Tyres - Section 4</li></ul>

## 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: .....

<b>Inspection area</b>	<b>Description</b>	<b>Pass (✓)</b>	<b>Fail (x)</b>
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
<b>M</b>	<b>A motor vehicle with at least four wheels designed and constructed for the carriage of passengers.</b>
<b>M<sub>1</sub></b>	Vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the drivers seat.
<b>M<sub>2</sub></b>	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
<b>M<sub>3</sub></b>	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