



GEDLING BOROUGH COUNCIL LICENSED

HACKNEY CARRIAGE

&

PRIVATE HIRE VEHICLE

SPECIFICATION, INSPECTION AND TESTING MANUAL

Including One Passenger Vehicles as a Private Hire Vehicle

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SECTION 1 – Vehicle Specification

Before a Licence is granted in respect of a Hackney Carriage or Private Hire vehicle, the applicant must ensure that the vehicle is suitable in type, size and design for use as a Hackney Carriage or Private Hire vehicle in accordance with the standards laid down by the Council.

Without prejudice to the generality of the foregoing, a licence will only be issued in respect of a Hackney Carriage or Private Hire vehicle provided it complies with all the following requirements (note that at the Council's discretion any of the following items can be relaxed).

1. Age and Condition

A new Hackney Carriage or Private Hire Vehicle Licence will not be issued to any vehicle over 6 years of age. The age of the vehicle will be measured from the date of first registration.

All vehicles are tested on a six monthly basis and, provided they satisfactorily pass the Council's test, will be issued with a licence for a period of six months. However, Vehicles which are 3 years of age or under and have a mileage of less than 36,000, (the Council considers 12000 miles per year to be average mileage) will be granted a licence for a period of one year provided the vehicle satisfactorily passes the Council's test. The vehicle must be under 3 years of age from date of registration and the Vehicle Inspector will need to check the Vehicle Registration Document to verify this.

Every vehicle must have a valid MOT certificate, except vehicles that are presented for a test within one year of first registration.

Vehicles that have been declared to be an insurance 'write off' in category A, B, S will not be licensed. Vehicles that have been declared a category N 'write off' may be licensed providing the applicant provides an appropriate Engineer's report, approved by the Council, verifying the standard of repairs.

2. Engine - layout, fuel type and minimum capacity

The vehicle must have a front engine layout and be powered by a fuel type of either petrol, diesel, LPG, electric, or a combination of the aforementioned. The **minimum** capacity for an internal combustion engine powered by petrol, diesel or LPG is 1000cc. Vehicles with 1000cc registered before 1st January 2015 will not be granted a licence. The minimum capacity for vehicles registered before 1st January 2015 is 1300cc.

3. Vehicle Format – Including Cars & Mini Buses

Cars

The vehicle must be in the format of having 4 operational passenger doors and a watertight roof. Four road wheels fitted with the manufacturers recommended size tyres. Remoulds will only be acceptable if they carry a clearly legible manufacturer's mark that the tyres conform to the current British Standard BSAU144E

.The vehicle must achieve the minimum dimensions as specified within Vehicle Dimension section of this specification. (11. Vehicle Dimensions).

Mini Buses

The vehicle must be in the format of having a minimum of 2 operational unobstructed emergency exits, (front passenger door included) and a watertight roof. Four road wheels fitted with the manufacturers recommended size tyres. Remoulds will only be acceptable if they carry a clearly legible manufacturer's mark that the tyres conform to the current British Standard BSAU144E.

The vehicle must achieve the minimum dimensions as specified within Vehicle Dimension section of this specification where applicable. (11. Vehicle Dimensions)

4. Seating Capacity – including seat belts

Cars

The vehicle must have a minimum capacity of 4 passengers, but no more than 8 passengers in addition to the driver. Seatbelts must be fitted, one for each passenger plus the driver, which shall be readily accessible for use and maintained in a usable state of repair, irrespective of the age of vehicle. Vehicles must have a free, easy access to all seats from both sides of the vehicle. (Sliding or tilting seats will not be considered an obstruction provided the seat action, tilt / slide is maintained and fully functional)

The vehicle must achieve the minimum dimensions as specified within Vehicle Dimension section of this specification. (11. Vehicle Dimensions).

Mini Buses

The vehicle must have a minimum capacity of 4 passengers, but no more than 8 passengers in addition to the driver. Seatbelts must be fitted for all passengers irrespective of the age of vehicle. Vehicles must have a free, easy access to all seats. The seats are to be arranged in theatre configurations – forward / rear facing. Side facing seating is not permitted. (Sliding or tilting seats will not be considered an obstruction provided the seat action, tilt / slide is maintained and fully functional)

The vehicle must achieve the minimum dimensions as specified within Vehicle Dimension section of this specification. (11. Vehicle Dimensions).

5. Wheelchair Lift / Hoist / Ramps and Anchor Points

Any vehicle fitted with either a wheelchair lift or hoist will require the applicant to demonstrate the equipment has been maintained and tested by qualified engineers, who by way of certification, confirm the lifting equipment is deemed safe and fit for use at the time of the vehicle test and inspection. Vehicle applications without the relevant equipment certification will not be granted a licence.

- Access to the vehicle by lift, hoist or ramps to be made via the side or rear door(s) of the vehicle.
- Wheelchair seating is restricted to the rear section of the vehicle
- When stowed the lift, hoist or ramp(s) will not obstruct access to the cabin
- Any lift, hoist or ramp fitted to the vehicle shall clearly display the operating instructions for the equipment fitted. The operating instructions are to be located adjacent to the wheelchairs point of entry / exit of the vehicle and must be easily readable by the person operating the equipment from the outside the vehicle.
- Wheelchair compatible vehicles shall not have any other seats fitted in the rear of the vehicle, other than a seat for a care assistant. This seat will be located on one side of the vehicle only and must comply with Section 4 of the specification.

All vehicles capable of loading and carrying a wheelchair whilst it is occupied must be fitted with anchor points and seat belts. All wheelchair anchor points and belts within the vehicle are to be maintained, and must be fully functional at the time of the vehicle test and inspection.

6. Spare Wheel

A spare wheel and tyre of the manufacturers design, jack and wheel brace.

Space saver tyres and other emergency repair systems are allowed provided:

- I. the type of space saver tyre is an original part of the vehicle's design and manufacture.
- II. the space saver tyre is limited to use in an emergency situation only at a maximum speed of 50 mph. Distance and mileage is to comply with manufacturer's instructions.
- III. If a vehicle is equipped with a space saver spare tyre or other emergency repair system as manufactured, it may only be used to get the vehicle to a location for the tyre to be changed for a full sized tyre – after any vehicle passengers have been transported to a place of safety.

7. Boot / Luggage Compartment

A grille, luggage cover or similar to be fitted in an estate vehicle sufficient to prevent luggage carried in the rear compartment from coming into contact with persons using the rear seat.

8. Fire Extinguisher

The vehicle is to carry an efficient fire extinguisher, which must be a two-litre AFFF foam extinguisher, or a 1 kg dry powder, and securely fitted in such a position to be readily available for use.

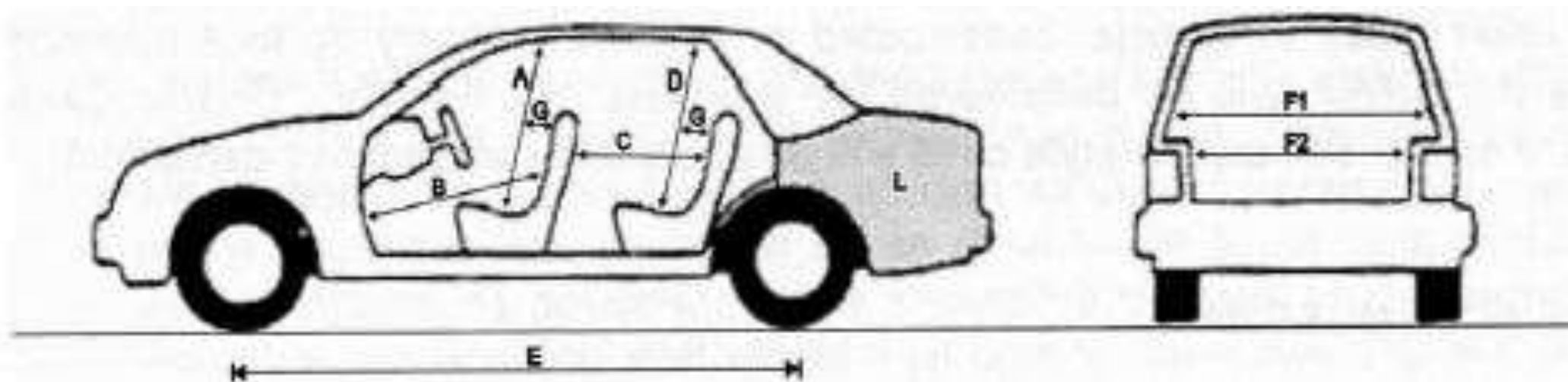
9. First Aid Kit

The vehicle is to carry an approved first aid kit, which conforms to the Health and Safety (First Aid) Regulations 1981 Specification for travelling first aid kits.

10. Replacement Fuses and Lamps

The vehicle is to carry a set of replacement fuses of various amp rating and replacement bulbs – to include headlight, taillight, side light, brake light, indicator light and rear number plate light.

11. Vehicle Dimensions



Dimensions:

A	91.5cm	(36")	Cushion not compressed
B	94 cm	(37")	Seat fully rearwards
C	61 cm	(24")	Front seat fully rearwards
D	84 cm	(33")	Cushion not compressed
E	244cm	(96")	Wheelbase
F1	132cm	(52")	Interior width between doors
F2	122cm	(48")	Between armrests
G	25.5cm	(10")	Point of measurement parallel with headrest
L	3.5m ²	(11.5 cu ft.)	Minimum luggage capacity (hard luggage)

When measuring the second row of seats in the rearmost section of the vehicle, if 2 seats are fitted on the second row, dimensions F1 and F2 may be reduced by $\frac{1}{3}$. Dimensions F1 and F2 will not be reduced when the second row consists of more than 2 seats.

12. One Passenger Vehicle

In the case of a single passenger vehicle the vehicle must comply with all the standards above save for standards 1,2 and 4 and the dimensions which are replaced with the following:-

1. Front or rear engine layout – capacity minimum 800cc
2. Two passenger doors
4. Capacity for one passenger in addition to the driver. Vehicles must have direct, unobstructed access to all seats.

Dimensions:

- The passenger seat must have a minimum width of 40cm.
- There must be adequate space for an assistance dog to be carried in the foot well in front of the passenger seat or in the luggage space at the rear of the vehicle.
- There must be a minimum of 150 ltrs of luggage space.

SECTION 2 – Vehicle Test

Vehicle Test Information

The test is to determine the vehicle is `safe and comfortable` and meets the specification and requirement as determined within this document. Vehicles will be tested to MOT standard, with the vehicle being subjected to a static inspection and a road test.

All vehicle tests should be booked and paid for before presenting the vehicle for test at the test centre. Proof of booking and payment confirmation will be required on presenting the vehicle for test.

The following documents will be required for presentation at the test centre prior to the test commencing. Failure to provide any of the following documents may result in the test being delayed or the vehicle failing the test.

- Vehicle Log Book – V5 form (A signed Green slip or notice from previous keeper if the vehicle is progressing through change of ownership)
- Current MOT Certificate (A current MOT Certificate must be produced when the vehicle is presented for inspection at the Council's Test Centre, except vehicles that are presented for a test within one year of first registration).
- Current Road Tax – print-out from the website www.gov.uk/check-vehicle-tax
- Current Certificate of Insurance
- Vehicle Test Sheet – including proof of booking and payment
- Taxi Meter Calibration Certificate (confirming the meter is calibrated with the Councils Rates of Fares, is calendar controlled and is sealed according to the Councils requirements).
- Wheelchair lift / hoist test certificate (if applicable)

All test fees are non-refundable unless the test has been cancelled 48 hours prior to the date of the test. If the vehicle presented at the test station does not match the vehicle details recorded on the booking list, the vehicle will not be tested and the test fee will not be refunded. Should the driver wish for the vehicle to be tested, then a new booking will be required and the vehicle presented on the new date.

1. Documents		
Method of Inspection	Reason for Failure	Notes
1.1 Check all relevant paperwork is present and correct	1.1 Out of date or no MOT. Vehicle does not meet the vehicle specification. Incorrect level of insurance cover for license.no proof of ownership or purchase	1.1 All Vehicles are required to have a current MOT certificate except vehicles that are presented for a test within one year of first registration
2. Vehicle Exterior		
Method of Inspection	Reason for Failure	Notes
2.1 The exterior of the bodywork, the underside of the vehicle and the engine compartment must be free from mud, oil and grease to allow for proper inspection of these areas (see Notes), i.e. cleaned.	2.1 Contamination preventing proper inspection.	2.1 If the vehicle comes for inspection in a filthy condition the inspection will not be carried out.
2.2 Check the operation of all external doors' catches and locks to ensure that all doors can be securely closed and easily opened.	2.2 Defective external door catches which prevent a door opening and closing properly. Missing or ineffective door locks.	
2.3 Check all doors to ensure that they are properly aligned and will close easily.	2.3 Poorly fitting doors to the vehicle.	
2.4 Ensure that the door hinges are in good condition allowing free movement of the door.	2.4 Defective door hinges.	
2.5 Check all wind-check positions to ensure that doors are held in place when opened.	2.5 Wind-checks which fail to hold the doors in place when opened.	2.5 Any wind check straps must be of a type approved by the manufacturer.
2.6 Examine the external body panels and structure for evidence of corrosion, damage and/or unsatisfactory repairs.	2.6 Corrosion or damage to the vehicle body or structure which adversely affects the appearance and/or safety of the vehicle.	2.6 Engineers certification may be required to satisfy the vehicle examiner that repairs have been properly carried out.

2.7 Examine the external paintwork for damage which adversely affects the appearance of the vehicle (see Notes).	2.7 Exterior of vehicle so dirty that the overall finish of the paintwork cannot be assessed. Paintwork so deteriorated, damaged, rust blistered or stone chipped, that it detracts from the overall appearance of the vehicle. Renovations to paintwork which produce runs, flat or uneven finish or of non-matching colour, i.e. not compatible with adjacent panels. Repairs incomplete in primer or undercoat. Overspray on glass or other fittings.	2.7 Hackney Carriage and Private Hire Vehicle
2.8 Check that the nearside and offside door/wing mirrors are fitted to the vehicle in a secure manner and that they function correctly.	2.8 Missing or defective door/wing mirrors.	
2.9 Ensure that the front and rear bumpers are in good order (without damage) and are securely fixed to the vehicle.	2.9 Damaged or inadequately secured front or rear bumpers.	
2.10 Ensure that front and rear number plates comply with the Vehicle Excise and Registration Act 1994 and the Road Vehicles (Registration and Licensing) Regulations. (See Notes.)	2.10 Damaged front or rear number plates e.g.: cracks, splits, and discolouration. Number plates which do not comply with the Vehicle Excise and Registration Act 1994 and Road Vehicles (Registration and Licensing) Regulations.	2.10 Registration mark obscured or indistinguishable is contrary to Section 43(1) of Vehicle Excise and Registration Act 1994. Registration mark failing to conform is contrary to regulation 17 of Road Vehicles (Registration and Licensing) Regulations and Section 59(1) of the Vehicle Excise and Registration Act 1994. Registration numbers should be (cars/mini bus):- 80mm Height 57mm Width 14mm Stroke width 11mm Space between letters 33mm Space between group of letters and figures.

		The year letter shall be regarded as a figure. Italic or gothic will normally contravene the stroke width measurement. It is an offence to rearrange, alter or miss-represent figures to form words.
2.11 Examine the rubber seals to every door for serious damage, looseness or absence.	2.11 Damaged, missing or loose door seals which are likely to cause draught, rainwater penetration, unreasonable road noise or a trip hazard.	2.11 The vehicle will fail the test where defects in a door seal are considered to be likely to cause rain penetration, excessive draught, excessive road noise inside the vehicle or represent a trip hazard to users of the vehicle.
2.12 Ensure that the vehicle boot lid opens, closes and locks properly and that the hinges and opening mechanism adequately support the lid when it is in the open position.	2.12 Worn hinges to boot lid, defective boot lock, weak or defective boot opening device and / or defective gas struts.	
2.13 Check the operation of the number plate light, reversing lights and front and rear fog lights.	2.13 Inoperable or insufficient number plate, reversing or fog lights.	2.13 Lights may be of insufficient intensity when incorrect bulbs have been fitted. Any lamp fitted must work correctly and be properly aligned.
2.14 Check operation on all wiper blades and mechanisms	2.14 Wiper mechanism incorrectly parking, torn or damaged causing poor clearance of glass.	
3. Hackney Carriage and Private Hire Vehicle Signs		
Method of Inspection	Reason for Failure	Notes
3.1 Examine the roof mounted sign affixed to the vehicle (see Notes), and ensure that its size, design and construction conform to the Council's standards. Ensure that the sign is undamaged and the lettering clearly	3.1 A sign that does not conform to the Council's standards affixed to the vehicle. Letters and numbers handwritten with permanent marker	3.1 The Council's licence conditions require that a Hackney Carriage must be equipped with an illuminated sign on the roof of the vehicle bearing the word "FOR HIRE" on the front in plain letters at least 1½" in height and 'GBC' or

legible.		GEDLING BOROUGH COUNCIL and the vehicle Licence No. on the back. Such lettering is to be of a permanent nature eg adhesive letters and numbers affixed directly to the body of the roof sign
3.2 Examine the fixing brackets which affix the roof mounted signs to the vehicle to ensure that the signs are secured in a satisfactory manner and are not likely to work loose.	3.2 A sign that is not satisfactorily secured to the vehicle.	
3.3 Check that roof mounted signs are properly illuminated (see Notes).	3.3 A sign which is damaged or has lettering which is not clearly legible.	3.3 The roof sign should be connected to the meter switch so that the cancelling of the meter automatically illuminates the sign and activating or switching off of the meter by other means (e.g. an isolator switch) extinguishes the sign.
3.4 Check that the roof mounted sign may be switched off by separate switch	3.4 A sign which can be switched off by separate means .	3.4 The roof sign should be connected to the meter switch so that the cancelling of the meter automatically illuminates the sign and activating or switching off of the meter by other means (eg an isolator switch) automatically extinguishes the sign.
3.5 Examine the signs where affixed to the vehicle to ensure that they comply with the Council's vehicle licence conditions	3.5 Non-compliance with conditions. THE ONLY ADVERTISING ALLOWED ON VEHICLES IS THE COMPANY NAME AND TELEPHONE NUMBER CONFINED TO A NOTICE FIXED TO BOTH FRONT DOOR PANELS	
4. Licence Plates – Front plates from 1st April 2016		

Method of Inspection	Reason for Failure	Notes
4.1 Inspect the vehicle licence plates (where fitted) fixed to the front and rear of the vehicle for signs of damage or excessive wear and ensure that it is securely fixed. Ensure that the information on the plate is clearly legible.	4.1 A damaged plate or a plate with information not clearly legible.	4.1 The Council's licence conditions require:- The licence plate to be displayed at all times immediately above/on/below the bumper so as not to obscure the registration mark.
4.2 Examine the plate fixings to the vehicle to ensure that it is securely fixed using bolts, screws or other method approved by the Council in accordance with the Local Authority's Conditions.	4.2 A plate which is not adequately secured to the vehicle.	4.2 Plates should be securely fixed to vehicle but must be able to be removed by a police officer or authorised officer of the Council. A plate affixed with very strong Velcro may be acceptable.
5. Tyres and Spare Wheel		
Method of Inspection	Reason for Failure	Notes
5.1 Tyres must be of the same type (see Notes). Ensure that a spare wheel or repair system is provided.	5.1 Variation in type of Tyre. A tyre which is of a different size or construction (See Notes).	5.1 SPACE SAVERS OR OTHER EMERGENCY REPAIR SYSTEMS – Space saver tyres and other emergency repair systems are allowed provided:- I. the type of space saver tyre or emergency repair system is an original part of the vehicle's design and manufacture; and II. The space saver tyre is limited to use in an emergency situation only at a maximum speed of 50 mph. Distance and mileage is to comply with manufacturer's instructions III. It may only be used to get the vehicle to a location for the tyre to be changed for a full sized tyre – after any vehicle passengers have been transported to a place of safety.
5.2 Examine the tyres for signs of damage or excessive	5.2 Damaged (e.g. Nails or objects embedded in the tyre causing puncture	5.2 Tyre tread pattern should be a minimum of 2mm in depth throughout

wear (see Notes). Ensure that the spare tyre complies with all legal requirements for tyres when fixed to the vehicle.	or other problems), worn, substandard or otherwise illegal tyres. Tyres below the Council's minimum Tread depth (see notes).	the complete circumference and tread breadth of the tyre.
5.3 Visually Check all tyre pressure to ensure that it is inflated to the correct pressure for the vehicle.	5.3 Under or over inflated spare tyre.	
5.4 Examine the jack and wheel brace provided with the vehicle to ensure that they are in good working order.	5.4 Failure to provide a suitable jack and/or wheel brace with the vehicle.	
5.5 Check the spare wheel fixing bracket (or similar securing device) to ensure that the wheel is properly secured in the correct position.	5.5 Failure to satisfactorily secure the spare wheel.	
5.6 Check the rims of all wheels for any signs of distortion or damage	5.6 A damaged or distorted wheel rim.	
5.7 Check brake discs and pads for excess wear.	5.7 Pad wear down to 2.5mm or less. Excess disc wear or disc faults.	
6. Boot / Luggage Compartment		
Method of Inspection	Reason for Inspection	Notes
6.1 Examine for evidence of damage, corrosion or water penetration.	6.1 Damage or corrosion to the floor inner wing panels or lid.	A jack, first aid kit, fire extinguisher and wheel chair ramps (where applicable) may be carried in the luggage compartment.
6.2 Examine floor covering to ensure that it is in good condition and offers adequate protection to luggage stores.	6.2 Excessive wear, damage or staining to floor covering.	
6.3 Examine the interior for accumulations of dirt, dust, grease, litter etc. or staining of any surface with which luggage may come into contact.	6.3 Accumulations of dirt, grease, rubbish etc. which could soil or damage luggage stored therein.	
6.4 Check for the presence of containers of any	6.4 Containers for the storage of oil, petrol or any flammable or corrosive	6.4 These materials are a fire hazard. They may also contaminate passengers

flammable or corrosive material (e.g. oil, petrol).	material shall not be carried in the vehicle.	luggage, taint food, etc.
6.5 Ensure that all interior panels are in position, covering electrical wiring and associated fittings	6.5 Panels insecure or missing.	
7. Engine Compartment / Transmission / Mountings		
Method of Inspection	Reason for Failure	Notes
7.1 Carry out a visual inspection of the engine compartment for signs of oil or fuel leaks. (See Notes)	7.1 Any fluid leakage where contamination is apparent over parts of the engine or underside of the vehicle or where fluid is seen to be dripping from the vehicle.	7.1 Inspection to be carried out from both above and below the vehicle.
7.2 Ensure that the battery is properly secured in position.	7.2 Insecure battery.	
7.3 Examine all rubber/plastic hoses for signs of wear or deterioration.	7.3 Significantly worn or deteriorated hoses.	
7.4 Check the fan belt for signs of incorrect adjustment and/or deterioration.	7.4 An incorrectly adjusted or deteriorated fan belt.	
7.5 Examine the engine mountings for signs of deterioration.	7.5 Insecure or deteriorated engine mountings.	
7.6 Ensure that the radiator is properly secured to the vehicle and check for signs of any leaks.	7.6 A leaking or inadequately secured radiator.	
7.7 Examine the inner wing panels and suspension mounting tops for evidence of corrosion (see Notes).	7.7 Corrosion to the inner wing panels and suspension mounting tops.	7.7 This should include any corrosion around headlamp mountings.
7.8 Check the master cylinders for any signs of spillage or leakage of fluid.	7.8 Leaking master cylinders	
7.9 Check the clutch mechanisms for correct operation.	7.9 Fluid leakage or mechanical components wear in the clutch	

	mechanisms.	
7.10 Check the operation of the bonnet release catch.	7.10 Defective bonnet release catch/mechanism.	
8. Interior of Vehicle		
Method of Inspection	Reason for Failure	Notes
8.1 Examine the floor and upholstery inside the vehicle for accumulations of dust, dirt, litter, general debris, staining or excessive wear.	8.1 A vehicle which is in a dirty condition with accumulations of dust, litter, debris etc. or staining to the carpets or upholstery or evidence of smoking.	8.1 Vehicle will be failed if cushion/backrests, upholstery, carpeting or matting is collapsed, holed, split, temporarily repaired, dirty or stained.
8.2 Check that there are no excessive unpleasant odours noticeable inside the vehicle.	8.2 Unacceptable smells of vomit, food, smoke or other contaminants	
8.3 Remove any mats from the floor and examine the carpeting for signs of leakage of water into the vehicle.	8.3 Evidence of leakage of water into the vehicle from rainwater penetration or leaking cooling/heating system.	
8.4 Examine any mats provided to ensure that they are not worn or damaged.		
8.5 Sit in each of the passenger seats within the vehicle to ensure that all seat cushions and back rests are in a good condition and offer proper support to passengers and the driver.		8.5 Correctly fitted seat covers will be acceptable.
8.6 Examine all seats to ensure that they are properly secured to the vehicle; with a fixed rear seat ensure that the seat cushion is not loose.	8.6 Seats which are not adequately secured to the vehicle.	
8.7 Check that all seats have seatbelts fitted and that the seatbelts work.	8.7 No seatbelt(s) or seatbelt(s) that do not work.	8.7 The Council's conditions specify that a seatbelt should be provided for every passenger and that these should be readily accessible and maintained in a usable state of repair.
8.8 Check the operation of the interior light within the vehicle, both the manual switch and the door operated	8.8 Faulty interior light fitting. Faulty interior light switch. Faulty interior light door switches.	

switches.		
8.9 Examine the interior rear view mirror and ensure that it is securely fixed.	8.9 A loose, damaged or missing rear view mirror.	
8.10 Check the operation of the heater/ windscreen demister to ensure that it is in satisfactory working order.	8.10 Defective heater/windscreen demister.	
8.11 Examine the clutch and brake pedal rubbers for signs of excessive wear.	8.11 Worn or missing brake and/or clutch pedal rubbers.	
8.12 Check the operation of all window winders ensuring that they allow all windows to be fully lowered and raised easily.	8.12 Window winders that do not allow windows to be easily lowered or raised.	
8.13 Check the operation of all door release catches to ensure that doors can be opened easily from within the vehicle.	8.13 Defective interior door release catches.	
8.14 Ensure that child proof locks (if fitted) to rear doors are in working order.	8.14 Defective child proof locks.	
8.15 Check that any rubbish trays provided for the vehicle are intact and capable of being used. (Where trays have been removed they should be blanked off.)	8.15 Unserviceable trays or trays that have not been blanked off where removed.	
8.16 If a metal grille is fitted, check to ensure that there are no sharp or exposed parts which could cause injury to a .passenger or driver.	8.16 Loose or incorrectly fitted grille or exposed parts which could cause injury.	8.16 The fitting of a metal grille is not compulsory.
8.17 Check that estate cars are fitted with al luggage guard or cover.	8.17 Luggage guard/cover not fitted or ineffective.	
8.18 Check 'No Smoking' Sticker(s) prominently displayed.	8.18 Not displaying sticker.	

8.19 Check steering wheel in sound condition	8.19 Steering wheel fabric/leather twists on wheel causing insecurity.	
8.20 Where vehicles have been adapted	8.20 Wheelchair fixings are not working for wheelchair access check all the Fixings necessary to carry wheelchairs	
8.21 Examine the seating capacity to check	8.21 Over 8 passenger seats (excluding for maximum allowance of 8 passengers driver) (excluding driver)	
8.22 Check position of seating for access	8.22 No clear and unobstructed access	8.22 Vehicle must have a free, easy access to all seats (Sliding or tilting seats will not be considered an obstruction provided the seat action, tilt / slide is maintained and fully functional)
8.23 Check airbag system for damage/failure.	8.23 Steering wheel or dashboard has damage to airbag area. Airbag warning lamp does not illuminate when ignition turned on or fails To go out after engine starts. Low fuel lamp illuminated.	
8.24 Check all dashboard warning lamps for correct use Check fuel level. illuminated at all times or Incorrectly.	8.24 If any warning lamp remains illuminated, the vehicle will not be subjected to a road test	
8.25 Check for Drivers Licence badge holder located on the dashboard and that it is clearly visible from all seats within the vehicle.	8.25 No badge holder / or obstructed view of badge holder.	Badge holder must not be sited over the location from where air bags are deployed
9.First Aid Kit / Replacement Bulbs & Fuses		
Method of Inspection	Reason for Failure	Notes
9.1 Ensure that a first aid kit is provided within the vehicle. Examine the kit to ensure that the contents conform to the requirements laid down in the Council's specification (see Notes).	9.1 Failure to provide a first aid kit, or a kit which does not conform to the Council's specification. A first aid kit which is sited in a position which is not readily accessible for use.	9.1 The Health & Safety (First Aid) Regulations 1981 Specification for travelling First Aid Kits is:- (a) Six individually wrapped sterile adhesive dressings. (b) One medium sized sterile non medicated dressing (20pprox.. 10cm x

		<p>8cm; examples of suitable dressings currently available are the Standard Dressings No 8 and No. 13 BPC).</p> <p>© One triangular bandage (this should, if possible, be sterile: if not, a sterile covering appropriate for serious wounds should also be included).</p> <p>(d) Six safety pins.</p> <p>The first aid kit must be within the 'use by' date.</p>
9.2 See that the first aid kit is permanently legibly marked with the registration number of the vehicle being tested.	9.2 A first aid kit which is not permanently legibly marked with the Registration number of the vehicle.	
9.3 Check the vehicle is carrying set of replacement bulbs for the headlights, taillights, sidelights, brake lights and indicators	9.3 Replacement bulb set does not contain 1 headlight, 1 taillight, 1 side light, 1 brake light, 1 indicator light and 1 rear number plate light as minimum.	9.3 bulbs to be suitable for the vehicle type and be road legal
9.4 Check the vehicle is to carry a set of replacement fuses	9.4 A selection of various sizes of fuses are not carried on the vehicle	9.4 Fuses to be suitable for vehicle type.
10. Fire Extinguishers		
Method of Inspection	Reason for Failure	Notes
10.1 Ensure that the fire extinguisher provided is a 2 litre AFFF foam extinguisher, or a minimum 1kg dry powder extinguisher.	10.1 Failure to provide a fire extinguisher, or a fire extinguisher of the stated type, within the vehicle.	
10.2 See that the fire extinguisher is sited in a conspicuous and easily accessible position within the vehicle.	10.2 A fire extinguisher which is not in a conspicuous and readily accessible position within the vehicle.	

10.3 Examine the fire extinguisher to ensure that it is within the test date and that the seal is not broken. Where a pressure gauge is fitted ensure that the extinguisher is at the correct pressure.	10.3 (a) A fire extinguisher which has a broken seal. (b) A fire extinguisher which is not pressurised (stored pressure type of extinguisher) (c) A fire extinguisher which is more than five years old from date of manufacture.	
10.4 Examine the fire extinguisher mounting to see that it is sufficiently well secured to the vehicle to prevent it becoming dislodged by normal use of the vehicle.	10.4 A fire extinguisher which is not securely fixed within the vehicle.	10.4 A fire extinguisher may be secured in the boot area provided a sign to the effect is displayed prominently and legibly inside the vehicle.
10.5 Check whether the fire extinguisher is permanently legibly marked with the Registration Number of the vehicle.	10.5 A fire extinguisher which is not permanently and legibly marked with the Registration Number of the vehicle.	
11. Road Test		
Method of Inspection	Reason for Failure	Notes
(All vehicles will undergo a road test unless the vehicle has failed any MOT testable item or there is insufficient fuel for the journey)		
11.1 Check for any vibrations through the steering column or transmission.	11.1 Any unreasonable vibration through the steering column or transmission.	
11.2 Check that the steering is true and positive and does not 'pull' to the nearside or offside.	11.2 Steering which pulls to the nearside or offside or which is not positive.	
11.3 Check that the operation of the footbrake does not cause the vehicle to judder or to pull the vehicle to the nearside or offside.	11.3 Juddering or pulling to nearside/offside when the footbrake is applied.	

11.4 Listen for any unusual noise from the engine and transmission.	11.4 Unacceptable engine or transmission noise.	
11.5 Check the clutch for correct operation.	11.5 A clutch which fails to give proper clearance or slips in operation.	
11.6 Check the operation of the gear lever for signs of wear in the mechanism.	11.6 Evidence of wear in gear lever mechanism.	
11.7 Observe the vehicle exhaust emission for evidence of excessive smoke.	11.7 Excessive smoke emission.	
11.8 Observe the performance of the engine during the road test for signs of any misfiring, lack of engine power etc., or any indication that the engine is not functioning in the correct manner.	11.8 Any evidence that there is a problem affecting the performance or reliability of the vehicle.	
11.9 Check the operation of the speedometer.	11.9 Speedometer inoperative or defective.	
11.10 Report any other matters which affect the fitness of the vehicle for use as a hackney carriage or private hire vehicle.		
12. Meters - Meters to be of Calendar Controlled type for new and renewal vehicles tested from 1st April 2016		
Method of Inspection	Reason for Failure	Notes
12.1 Ensure that the meter is sited in a position where it can be clearly seen from all passenger seats within the	12.1 Absence of a meter, or a meter which is not suitably sited within the vehicle.	12.1 Private hire vehicles are not required to have a meter fitted within the vehicle. When fitted to a private hire

vehicle or in accordance with the Authority's licence conditions.		vehicle a meter must comply with the specifications as set out in this sheet.
12.2 Examine the meter mounting to ensure that it is satisfactorily secured within the vehicle. And that mounting seals are intact	12.2 A meter which is not adequately secured within the vehicle and sealed accordingly.	
12.3 Check the meter to ensure that the figures indicating the fare are illuminated.	12.3 Lack of adequate illumination to the meter display.	
12.4 Ensure that the meter is correctly calibrated and sealed in accordance with the agreed table of fares (see Notes).	12.4 An incorrectly calibrated meter. An unsealed meter. A non-calendar controlled meter. Failure to produce Calibration Certificate Meter and Calibration Certificate do not match	12.4 The calibration test should be carried out by test driving the vehicle over the agreed 'measured distance' and ensuring the appropriate fare displayed corresponds to the distance covered. Verify meter fitted in the vehicle is the meter stated on the Calibration Certificate
12.5 Check that a table of fares (in the format laid down by the Council), is displayed in the vehicle in a position where it can be clearly seen by passengers in the front and rear of the vehicle.	12.5 Failure to display a table of fares in a conspicuous position within the vehicle.	