

Appendix 2 Hackney Carriage and Private Hire Vehicle Inspection Standards



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Hackney Carriage and Private Hire Vehicle Inspection Standards

(Appendix R – Hackney Carriage and Private Hire Policy 2016)

INTRODUCTION

One of the principal aims of West Lancashire Borough Council's (the Council) licensing regime for Hackney Carriages (HC) and Private Hire Vehicles (PHV) is to protect the public. The public should have reasonable access to safe and well maintained HC and PHV, for example, it is clearly important that somebody using a HC or PHV should be confident that the vehicle is safe.

Under the Contract for the testing of HC and PHV, the Council holds a contractual relationship with nominated Vehicle Examiners to conduct inspections of HC and PHV. This standards document has been prepared to provide a technical guide for Vehicle Examiners when inspecting HC and PHV. All vehicles presented for inspection must comply with these standards.

This document does not establish a detailed inspection regime to create difficulties for the HC and PHV trades, but it is primarily to promote vehicle safety for the protection of passengers and not for the benefit of operators. The Council therefore considers the contents of this document to be justified by the risks it aims to address.

SCOPE

These standards apply to all HC and PHV licensed by the Council. The contents of this document are derived from:

- The MOT Inspection Manual for Private Passenger & Light Commercial Vehicle Testing (as amended) issued by the Vehicle and Operator Services Agency (VOSA) as the basic inspection standard for HC and PHV, which should be read in conjunction with this document.
- The specification and conditions for HC and PHV contained in the Council's Hackney Carriage and Private Hire Licensing Policy (the Policy) is based on the National Inspection Standards for Hackney Carriages and Private Hire Vehicles published by the Public Authority Transport Network and the Department for Transport Taxi and Private Hire Vehicle Licensing: Best Practice Guidance.

All licensed vehicles must meet the requirements of the MOT Inspection Manual and the items contained in this document.

Accordingly, this document details only those requirements the Council considers appropriate over and above the requirements of the MOT Inspection Manual derived from the above

information. Vehicle Examiners and drivers should therefore read this document in conjunction with the VOSA publication 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing', (as amended), the Policy and the National Inspection Standards for Hackney Carriages and Private Hire Vehicles published by the Public Authority Transport Network.

Vehicle Examiners and drivers should also be aware that in assessing a vehicle, it is possible that an item which would ordinarily pass an MOT test with an advisory note could fail the Council's HC & PHV test.

VEHICLE TESTING

As the term implies, HC and PHV 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.

All HC and PHV are licensed for 12 months. All HC and PHV must be maintained to no less than the standards set out in the VOSA publication 'MOT Inspection Manual – Private Passenger and Light Commercial', as amended and the more stringent requirements of this document. 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 a vehicle that is not roadworthy on the public highway. HC & PHV drivers/operators who fail to maintain their vehicles in a safe and roadworthy condition may have their licence(s) suspended, curtailed or revoked by the Council.

SPECIFICATION OF VEHICLE TYPES THAT MAY BE LICENCED

The legislation gives the Council a wide range of discretion over the types of vehicle that it can licence as HC or PHVs. Vehicle Examiners will be aware that the Council specifies that HC must be a purpose-built vehicle. With regard to PHV, the Council adopts the principle of specifying as many different types of vehicles as possible, so long as the vehicle meets the specification contained in the Policy. Such requirements are detailed in this document and are derived from the specification and conditions for HC and PHVs contained in the Policy.

ACCESSIBILITY

In addition to the general conditions, these standards consider accessibility for disabled people (including - but not only - people who need to travel in a wheelchair) when using vehicles the Council licences as a HC. The Council's requirements are detailed in the Policy and form part of this document.

TYPE APPROVAL

It may be that from time to time the Council will be asked to licence, 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

[Further information is available from the Licensing Service.](#)

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LAMPS, REFLECTORS & ELECTRICAL EQUIPMENT

Front and Rear Position Lamps and Registration Plate Lamps

Method of Inspection	Reason for rejection
No additional requirements.	

Stop lamps

Method of Inspection	Reason for rejection
No additional requirements.	

Rear fog lamps

Method of Inspection	Reason for rejection
No additional requirements.	

Direction Indicators and Hazard Warning Lamps

Method of Inspection	Reason for rejection
No additional requirements.	

Rear reflectors

Method of Inspection	Reason for rejection
No additional requirements.	

Audible Warning (Horn)

Method of Inspection	Reason for rejection
No additional requirements.	

Headlamps

Method of Inspection	Reason for rejection
No additional requirements.	

Headlamp aim

Method of Inspection	Reason for rejection
No additional requirements.	

Electrical Wiring and Battery

Method of Inspection	Reason for rejection
No additional requirements.	

STEERING & SUSPENSION

Steering control

Method of Inspection	Reason for rejection
1. Check vehicle is right hand drive and has been since date of first registration.	1. Vehicle is not right hand drive and/or has been changed from left hand drive since first registration.

Steering system

Method of Inspection	Reason for rejection
No additional requirements.	

Power steering

Method of Inspection	Reason for rejection
No additional requirements.	

Suspension – general

Method of Inspection	Reason for rejection
No additional requirements.	

Front Suspension Front Wheel Bearings and Drive Shafts

Method of Inspection	Reason for rejection
No additional requirements.	

Rear Suspension and Wheel Bearings

Method of Inspection	Reason for rejection
No additional requirements.	

Shock absorbers

Method of Inspection	Reason for rejection
No additional requirements.	

BRAKES

Parking brake control

Method of Inspection	Reason for rejection
No additional requirements.	

Hand operated brake control valves

Method of Inspection	Reason for rejection
No additional requirements.	

Service brake control

Method of Inspection	Reason for rejection
No additional requirements.	

Anti-Lock Braking and Electronic Stability Control Systems

Method of Inspection	Reason for rejection
No additional requirements.	

Mechanical brake components

Method of Inspection	Reason for rejection
No additional requirements.	

Braking Systems and Additional Braking Devices

Method of Inspection	Reason for rejection
No additional requirements.	

Brake performance testing

Method of Inspection	Reason for rejection
No additional requirements.	

Brake Performance (Decelerometer Test)

Method of Inspection	Reason for rejection
No additional requirements.	

Brake Performance (Plate Brake Test)

Method of Inspection	Reason for rejection
No additional requirements.	

Brake Performance (Gradient Test)

Method of Inspection	Reason for rejection
No additional requirements.	

TYRES AND ROAD WHEELS

Tyres (Structure)

Method of Inspection	Reason for rejection
No additional requirements.	

Load Index and Speed Rating (Class 5 & 7 Only)

Method of Inspection	Reason for rejection
No additional requirements.	

Tyres (Restricted Speed Vehicles – Class 5 Only)

Method of Inspection	Reason for rejection
No additional requirements.	

Tyres (Condition)

Method of Inspection	Reason for rejection
No additional requirements.	

Tyres (tread pattern, breadth and depth)

Method of Inspection	Reason for rejection
No additional requirements.	

Road wheels

Method of Inspection	Reason for rejection
No additional requirements.	

Road wheels additional checks

Method of Inspection	Reason for rejection
No additional requirements.	

SEAT BELTS & SUPPLEMENTARY RESTRAINT SYSTEMS (SRS)

Seat Belt Requirements: Fitment

Method of Inspection	Reason for rejection
No additional requirements.	

Seat belt condition

Method of Inspection	Reason for rejection
No additional requirements.	

Seat belt installation check

Method of Inspection	Reason for rejection
No additional requirements.	

Supplementary Restraint Systems (SRS)

Method of Inspection	Reason for rejection
No additional requirements.	

BODY, STRUCTURE AND GENERAL ITEMS

Vehicle structure, body and general items

Method of Inspection	Reason for rejection
<p>A. Vehicle Structure No additional requirements.</p> <p>B. Body Security (applies to vehicles with separate bodies only) No additional requirements.</p> <p>C. Body Condition</p> <ol style="list-style-type: none"> 1. Check vehicle is presented in a clean and tidy condition. 2. Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury. <p>Note: Corrosion includes visible rust and signs of rust by virtue of the paintwork being blistered.</p>	<ol style="list-style-type: none"> 1. Vehicle is presented in a dirty and untidy condition. 2. <ol style="list-style-type: none"> a. An insecure or missing body panel, trim, step or accessory. b. Any sharp edge whatsoever which may cause injury. c. Heavy scuffing, abrasions or deformation to front and rear bumper. d. All body panels should be in good, clean condition with no broken, untreated paintwork so as not to detract from the overall appearance of the vehicle. e. A single dent of more than 80mm width in any one panel. f. Dull, faded paintwork which has lost its uniform finish or paint miss match to a panel(s) to such an extent that it detracts from the overall appearance of the vehicle. g. Evidence of poor repairs and or paint finish to a repaired panel(s) including significant runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle. h. Obvious signs of rust/corrosion of any size particularly those that are covered by advertising signs.

Vehicle structure, body and general items: continued

Method of Inspection	Reason for rejection
<p>D. Engine Mountings No additional requirements.</p> <p>E. Steps and Stairs (Class 5 only) No additional requirements.</p> <p>F. Running boards and steps</p> <p>1. If fitted, check running boards are fitted by manufacturer.</p> <p>Hackney Carriages only</p> <p>2. If fitted, measure the running board to ensure a minimum 125mm in width, all of which shall be available as a step.</p> <p>3. Where the top tread of the entrance to the vehicle exceeds 460 mm and the vehicle is not fitted with approved running boards, check that a moveable intermediate step is provided at each entrance into the passenger compartment.</p> <p>Note: The intermediate step shall be encased beneath the vehicle and be electrically or manually operated to extend outwards. When not in use and whenever the vehicle is in motion, the step shall not extend outwards beyond the vertical line of the bodywork.</p> <p>4. If fitted, check that electrically operated steps are operated from within the driver's compartment and shall have a failsafe device linked to the handbrake mechanism to prevent the possibility of the vehicle being driven while the step is extended.</p> <p>5. Check that any step is covered with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the vehicle.</p>	<p>1. If fitted, running boards are not fitted by manufacturer.</p> <p>2. If fitted, running board is less than 125mm width, all of which shall be available as a step.</p> <p>3. Where required, moveable intermediate step is not provided at each entrance to the passenger compartment.</p> <p>4. If fitted, electrically operated steps are not operated from within the driver's compartment and/or do not have a failsafe device linked to the handbrake mechanism to prevent the possibility of the vehicle being driven while the step is extended.</p> <p>5. Any step is not fitted with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the vehicle.</p>

Vehicle structure, body and general items: continued

Method of Inspection	Reason for rejection
<p>G. Driver's compartment <u>Hackney Carriages only</u></p> <ol style="list-style-type: none"> 1. Check that the driver's compartment is separated from the passenger compartment by a partition and transparent screen, capable of having fixed to it approved notices for the benefit of passengers. Note: This shall not apply to a manufacturer fitted front seat, which has received prior approval from the Council. 2. Check driver's compartment allows adequate room and allows the driver to easily reach and quickly operate the controls, and give hand signals on the offside of the vehicle. 3. Check controls are so placed as to allow reasonable access to the driver's seat and, when centrally placed, are properly protected from contact with luggage. 4. Check that a serviceable device for demisting the windscreen is fitted. 5. Where fitted, an intercom type system should permit the driver and passenger(s) to communicate verbally. 6. Check that a suitable sliding window, or similar device, is fitted in the screen to the driver's compartment. 7. Check that space is provided on the nearside of the driver compartment for the carriage of luggage. Note: Access to this luggage space shall be by way of the nearside front door. The nearside front door shall be locked and only be capable of being unlocked, from either inside or outside the vehicle by the driver. 	<ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. Driver's compartment is not separated from the passenger compartment by a partition and transparent screen, capable of having fixed to it approved notices for the benefit of passengers. b. Driver's compartment is a 'mesh type' screen 2. Driver's compartment does not allow adequate room and allows the driver to easily reach and quickly operate the controls, and give hand signals on the offside of the vehicle. 3. Controls are not so placed as to allow reasonable access to the driver's seat and, when centrally placed, are properly protected from contact with luggage. 4. A serviceable device for demisting the windscreen is not fitted. 5. Where fitted, an intercom type system does not permit the driver and passenger(s) to communicate verbally. 6. Vehicle is not provided with a suitable sliding window, or similar device, is fitted in the screen to the driver's compartment. 7. Space is not provided on the nearside of the driver compartment for the carriage of luggage.

Vehicle structure, body and general items: continued

Method of Inspection	Reason for rejection
<p>H. Passenger compartment <u>Hackney Carriages only</u></p> <ol style="list-style-type: none"> 1. Measure the vertical distance between the highest part of the floor and the roof to ensure this is not less than 1300 mm. 2. Check that suitable provision is made for the seating of not less than 4 and not more than 8 passengers. Note: The carrying capacity of all vehicles shall be at the discretion of the Authority having regard to manufacturer's specifications and compliance with dimensions referred to in this document. 3. Check that there are no steps within the passenger compartment. 4. Measure the clear height of the doorway to ensure this is not less than 1200 mm. 5. Check the nearside door and doorway is so constructed to permit an unrestricted opening across the centre of the doorway of at least 740 mm. 6. Check that grab handles are fitted at door entrances, to aid passenger ingress to and egress from the vehicle. These should be of a high visibility colour different from the interior colour scheme of the vehicle. 7. Check the outer edge of the floor at each entrance is fitted with non-slip treads. 8. Check the top tread for any entrance is at floor level of the passenger compartment and (except as detailed in F.3 above) shall not exceed 460 mm above ground level when the vehicle is un-laden. 	<ol style="list-style-type: none"> 1. The vertical distance between the highest part of the floor and the roof is less than 1300 mm. 2. Suitable provision is not made for the seating of not less than 4 and not more than 8 passengers. 3. Steps are present within the passenger compartment. 4. The clear height of the doorway is less than 1200 mm. 5. The nearside door and doorway is not so constructed to permit an unrestricted opening across the centre of the doorway of at least 740 mm. 6. Grab handles are not fitted at door entrances, to aid passenger ingress to and egress from the vehicle / grab handles are not a high visibility colour different from the interior colour scheme of the vehicle. 7. The outer edge of the floor at each entrance is not fitted with non-slip treads. 8. The top tread for any entrance is not at floor level of the passenger compartment and (except as detailed in F.3 above) exceeds 460 mm above ground level when the vehicle is un-laden.

Vehicle structure, body and general items: continued

Method of Inspection	Reason for rejection
<p data-bbox="136 229 629 296">H. Passenger compartment continued <u>Hackney Carriages only</u></p> <p data-bbox="136 336 1055 368">9. Check that the minimum angle of the door when opened is 90 degrees.</p> <p data-bbox="136 408 1055 475">10. Check the floor of the passenger compartment is covered with non-slip material, which can easily be cleaned.</p> <p data-bbox="136 515 1055 582">11. Check all parts of the passenger compartment are clean and free of any damage, which may affect its suitability for the carriage of passengers.</p>	<p data-bbox="1189 336 2074 368">9. The minimum angle of the door when opened is less than 90 degrees.</p> <p data-bbox="1189 408 2074 475">10. The floor of the passenger compartment is not covered with non-slip material, which can easily be cleaned.</p> <p data-bbox="1189 515 2085 582">11. All parts of the passenger compartment are not clean and free of any damage, which may affect its suitability for the carriage of passengers.</p>

Vehicle structure, body and general items: continued

Method of Inspection	Reason for rejection
<p>1. Interior</p> <p>1. Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories.</p> <p>2. 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.</p> <p>3. Examine interior lights, motion door locks and warning lights.</p> <p>4. Examine heating and ventilation systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters).</p> <p>5. Examine all windows ensuring they are operational and allow lowering and rising easily.</p> <p>6. Examine interior door locks, grab handles/rails safety covers.</p> <p>7. Examine grills/partitions for security and condition.</p> <p>8. Examine electrical wiring for condition, security, including intercom systems.</p> <p>9. Examine the boot for access, contents, cleanliness, and water ingress.</p>	<p>1. Insecure and loose fixtures, fittings or accessories.</p> <p>2. Missing, heavily soiled, stained, worn or insecure trim, carpets, headlining, and mats or any of the aforementioned not repaired in a uniform manner to match existing colour and/or material.</p> <p>3. 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.</p> <p>4. A system(s), which does not function correctly, or any part is missing including vents, controls and switches.</p> <p>5. An opening window that is inoperative or requires unreasonable force to open and or close mechanism broken/missing.</p> <p>6. 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.</p> <p>7. A grill/partition which is insecure or has sharp edge which may cause injury to passengers or driver.</p> <p>8. Frayed, chaffing wiring, non-shielded terminals and cables so routed that they cause a trip hazard, cables that can be easily disconnected. Intercom system defective, warning light inoperative and signs illegible/missing.</p> <p>9. Unable to open, close and or lock boot lid, failure of boot lid support mechanism, defective seals/evidence of water ingress, dirty boot &/or carpets, loose items stored in boot (ie spare wheel tools & equipment etc.)</p>

Vehicle structure, body and general items: continued

Method of Inspection	Reason for rejection
<p>10. Check 'No Smoking' signs displayed.</p> <p>Luggage / load space</p> <p>11. Physical separation is not so much an issue as is the safety of passengers in the event of an accident. In most cases, the boot space will provide suitable luggage storage. 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>Private Hire Only</p> <p>12. Measure available legroom in rear and front passenger seats to ensure minimum available legroom is 200mm. Note: rear legroom to be measured from base of the driver seat in front when the driver seat is positioned in the driver's normal seated position. The front passenger seat to be able to be positioned to provide minimum legroom of 200mm to any passenger. Where there is no seat in front of the rear seats, the measurement will be taken from the base of the rear seat to the nearest obstruction in front.</p> <p>13. Measure the internal headroom from the seat cushion to the lowest part of the roof in a vertical line to ensure a minimum of 920mm.</p> <p>Hackney Carriages only</p> <p>14. Check adequate lighting is provided for the driver and passengers. Note: Separate lighting controls for both passenger and driver shall be provided. In the case of the passenger compartment, an illuminated control switch shall be fitted, marked and in such a position that it is clearly visible to the passengers and is not easily confused with any other control.</p>	<p>10. Lack of clearly displayed or omission of 'No Smoking' signs. Signs must be visible to all passengers.</p> <p>11. If fitted and required, load restraint system:</p> <ul style="list-style-type: none"> • Not present at time of test. • Faulty or unserviceable. <p>12. Available passenger legroom is less than 200mm in the front and/or rear of the vehicle.</p> <p>13. Available headroom is less than 920mm.</p> <p>14. Adequate lighting is not provided for the driver and/or passengers.</p>

Vehicle structure, body and general items: continued

Method of Inspection	Reason for rejection
<p><u>Limousines and novelty vehicles</u></p> <p>15. All fixtures and fittings i.e. mirror balls, drinks cabinets, televisions etc. must be stored securely and not hinder the ingress or egress from the passenger compartment.</p> <p>16. A notice identifying the maximum seating capacity to be displayed in the passenger compartment and clearly visible to all passengers. It may be necessary to display more than one sign indicating the maximum seating capacity.</p> <p>J. 'For Hire' roof sign <u>Hackney Carriages only</u></p> <p>1. Check the vehicle is fitted with an operational 'For Hire' roof sign that is:</p> <ul style="list-style-type: none"> a. Of the correct style and type b. Securely fastened to the vehicle c. Adequately and securely wired d. Functional 	<p>15. Any fixture or fitting, that is loose or insecure or where walkways are blocked that prevents ease of ingress or egress from the passenger compartment.</p> <p>16. No maximum seating capacity sign or signs displayed. A sign or signs not clearly visible to all passengers.</p> <p>1.</p> <ul style="list-style-type: none"> a. Incorrect colour or details shown on sign b. Insecure sign c. Wiring is not in good condition and/or is loose and/or chaffed d. Illumination not consistent across the sign i.e. all lamps/LEDs are illuminated when switched on.

Seats and Doors

Method of Inspection	Reason for rejection
<p>A. Seats</p> <ol style="list-style-type: none">1. 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.2. Check markings describing the presence and method of opening emergency exit(s) are readily visible on or adjacent to the exit and are legible.3. Check that seats are secure, clean and not unduly worn.	<ol style="list-style-type: none">1.<ol style="list-style-type: none">a. A door or emergency exit does not latch securely in the closed position.b. A door or emergency exit cannot be opened from both the inside and outside the vehicle from the relevant control in each case.c. Missing, loose or worn handles, lock or striker plate.2.<ol style="list-style-type: none">a. Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect.b. Missing, loose or damaged trim/cover plate.3. Seat cushion(s) stained, torn, significantly 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.

Seat and Doors: continued

Method of Inspection	Reason for rejection
<p>Private Hire only</p> <p>4. Check vehicle has a passenger seating capacity of not less than 4 persons and not more than 8 persons.</p> <p>5. Check each seat is not be less than 406mm in width.</p> <p>6. Where bench seats are provided, check the seat shall provide a minimum of 406mm seating space for each passenger Note: i.e. a rear bench seat shall not be less than 1218mm in order to accommodate 3 passengers.</p> <p>7. Check that the seating configuration of the vehicle is as its factory manufactured state. Note: Any amendments to seating configuration can only be made with the permission of the Licensing Service.</p> <p>8. Check each row of seats has door access immediately adjacent to it, unless in the case of multi passenger vehicles (i.e. vehicles designed to carry 5 or more passengers) where the following shall apply:</p> <ul style="list-style-type: none"> a. Check all seats are fixed and permanent (i.e. not flexible configuration seating designed for family use); b. Check that at least one principal means of access/egress is provided from the main passenger compartment which is immediately adjacent to a door; c. Where additional secondary means of access/egress are fitted from the main passenger compartment, check these are clearly identified as such for use in cases of emergency; d. Check that a break glass hammer is fitted to the rear windows (i.e. those furthest away from the principle means of access/egress) and are clearly labelled "EMERGENCY EXIT – break glass with hammer". 	<p>4. Vehicle has a passenger seating capacity of less than 4 persons or more than 8 persons.</p> <p>5. Each seat is less than 406mm in width.</p> <p>6. Where bench seats are provided, the seat does not provide a minimum of 406mm seating space for each passenger</p> <p>7. Unless exemption provided, the seating configuration of the vehicle is not as its factory manufactured state.</p> <p>8. Each row of seats does not have door access immediately adjacent to it.</p> <ul style="list-style-type: none"> a. All seats are not fixed and permanent (i.e. not flexible configuration seating designed for family use); b. At least one principal means of access/egress is not provided from the main passenger compartment which is immediately adjacent to a door; c. Where additional secondary means of access/egress are fitted from the main passenger compartment, these are not clearly identified as such for use in cases of emergency; d. A break glass hammer is not fitted to the rear windows and/or are not clearly labelled "EMERGENCY EXIT – break glass with hammer".

Seat and Doors: continued

Method of Inspection	Reason for rejection
<p><u>Hackney Carriages only</u></p> <p>9. Check occasional seats are at least 400mm in width and that the minimum distance from the back of the upholstery to the front edge of the seat is 355 mm.</p> <p>10. Check occasional seats are so arranged as to rise automatically when not in use.</p> <p>11. Check occasional and fixed seats, when not in use, do not obstruct doorways.</p> <p>12. Where the rear seat is a bench type, check the overall width of the seat is not less than 1190 mm.</p> <p>13. Where seat covers are used, check these are properly affixed to the seat so as not to become loose during use. Check they are clean and devoid of damage of any kind.</p>	<p>9. Occasional seats are not at least 400mm in width and/or the minimum distance from the back of the upholstery to the front edge of the seat is less than 355 mm.</p> <p>10. Occasional seats are not so arranged as to rise automatically when not in use.</p> <p>11. Occasional and fixed seats, when not in use, do obstruct doorways.</p> <p>12. Where the rear seat is a bench type, the overall width of the seat is less than 1190 mm.</p> <p>13. Where seat covers are used, these are not properly affixed to the seat so as not to become loose during use and/or are unclean and/or damaged.</p>

Seat and Doors: continued

Method of Inspection	Reason for rejection
<p>B. Doors</p> <p>1. <i>Interior door handles are clearly visible and easily accessible to passengers when the door is in a fully open position.</i></p> <p><i>Private Hire only</i></p> <p>2. <i>Check vehicle has minimum of 4 side opening doors, which open sufficiently wide and are easily accessible to passengers without the need to move or adjust any seats etc., to gain access to them. Access to and from vehicles such as minibuses will be determined by the Licensing Service.</i></p> <p><i>Hackney Carriages only</i></p> <p>3. <i>Check an approved type of automatic door locking device is fitted to passenger doors.</i> <i>Note: When the vehicle is stationary the passenger doors shall be capable of being readily opened from the inside and from the outside of the vehicle by one operation of the latch mechanism. The interior door handle shall be clearly identified, to prevent it being mistaken for any other control.</i></p>	<p>1. <i>Interior door handles are not clearly visible and easily accessible to passengers when the door is in a fully open position.</i></p> <p>2. <i>Vehicle does not have a minimum of 4 side opening doors which open sufficiently wide and provides easy access to passengers without the need to move or adjust any seats etc.</i></p> <p>3. <i>An approved type of automatic door locking device is not fitted to passenger doors.</i></p>

Registration plates

Method of Inspection	Reason for rejection
No additional requirements.	

Vehicle identification number

Method of Inspection	Reason for rejection
No additional requirements.	

Load Security, Spare Wheel and Carrier

Method of Inspection	Reason for rejection
<p>Spare Wheel and Carrier</p> <p>1. Check the vehicle is fitted with a spare wheel conforming to construction and use regulations. Note: space saver spare wheels are permitted only when fitted as standard equipment to a vehicle.</p> <p>2. Check the vehicle is provided with a suitable wheel brace and jack except if the vehicle is fitted with run flat tyres. Note: vehicles fitted with run flat tyres must also be fitted with a tyre pressure sensor / warning device.</p>	<p>1. a. No spare wheel provided. b. Space saver spare wheel provided when not fitted as standard equipment. c. Vehicle presented for test with space saver spare wheel fitted as a road wheel.</p> <p>2. a. No suitable wheel brace and jack provided except with run flat tyres. b. Vehicle fitted with run flat tyres, but not fitted with a tyre pressure sensor / warning device.</p>

Speed limiter plate

Method of Inspection	Reason for rejection
No additional requirements.	

Speed Limiter

Method of Inspection	Reason for rejection
No additional requirements.	

Towbars

Method of Inspection	Reason for rejection
No additional requirements.	

Speedometer

Method of Inspection	Reason for rejection
No additional requirements.	

Driving controls

Method of Inspection	Reason for rejection
No additional requirements.	

Glazing

Method of Inspection	Reason for rejection
<p>1. Check opening windows are provided in the rear of the vehicle capable of being opened by the rear seat passengers.</p> <p>2. Check vehicle is fitted with windscreen glass that has a light transmittance of 75%, and all other window glass have a light transmittance of not less than 70% Note: Except those parts of the rear window or any side windows adjacent to the luggage space in any estate-type vehicle which can be of any tint fitted at manufacture providing it is not opaque. No vehicle shall be fitted with any form of additional means to darken or tint the glass on any part of the vehicle.</p> <p>3. Check a serviceable device for demisting the rear window is fitted.</p>	<p>1. Opening windows are not provided in the rear of the vehicle capable of being opened by the rear seat passengers.</p> <p>2. Vehicle is not fitted with windscreen glass that has a light transmittance of 75% and any other window glass has a light transmittance of less than 70%.</p> <p>3. A serviceable device for demisting the rear window is not fitted.</p>

Exhaust System

Method of Inspection	Reason for rejection
No additional requirements.	

Fuel System

Method of Inspection	Reason for rejection
No additional requirements.	

Exhaust emissions – spark ignition – general

Method of Inspection	Reason for rejection
No additional requirements.	

Exhaust emissions – spark ignition – non CAT test

Method of Inspection	Reason for rejection
No additional requirements.	

Exhaust emissions – spark ignition – BET test

Method of Inspection	Reason for rejection
No additional requirements.	

Exhaust Emissions - Spark Ignition – CAT Test

Method of Inspection	Reason for rejection
No additional requirements.	

Exhaust emissions – compression ignition

Method of Inspection	Reason for rejection
No additional requirements.	

View to rear

Method of Inspection	Reason for rejection
No additional requirements.	

Wipers and washers

Method of Inspection	Reason for rejection
No additional requirements.	

Windscreen

Method of Inspection	Reason for rejection
No additional requirements.	

Bonnet

Method of Inspection	Reason for rejection
No additional requirements.	

Facilities for wheelchair users

Method of Inspection	Reason for rejection
<p><u>Door configurations for wheelchair accessible vehicles</u></p> <ol style="list-style-type: none"> 1. Single rear door – must open to a minimum of 90 degrees and be capable of locking in place. 2. Twin rear doors – both must open to a minimum of 180 degrees and be capable of being locked in place. This is to enable an attendant (driver or guide) to assist the wheelchair passenger if required. <p><u>Wheelchair restraint and access equipment (where fitted)</u></p> <ol style="list-style-type: none"> 3. Where applicable check condition and operation of wheelchair restraint. 4. A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces. 5. A vehicle shall be fitted with either of the following forms of wheelchair access equipment: <p><u>Ramps</u></p> <ol style="list-style-type: none"> a. 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><u>Wheelchair lift</u></p> <ol style="list-style-type: none"> b. 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>Note: Passenger lifting equipment will need to be thoroughly examined by a competent person, in use, at least once every six months.</p>	<ol style="list-style-type: none"> 1. Door does not open to a full 90 degrees and cannot be secured in the open position. 2. Twin doors do not open to a full 180 degrees and cannot be secured in the open position 3. A wheelchair restraint is defective, worn or missing. 4. Wheelchair anchorage systems and devices does not conform to European Directive 76/115 EEC (as amended by 90/629 EEC). 5. a. Ramps missing, insecurely stored, damaged/deformed, anti-slip covering in poor condition or missing. b. Vehicle not presented with a valid or current LOLER certificate.

Facilities for wheelchair users: continued

Method of Inspection	Reason for rejection
<p>6. Any purpose designed wheelchair access ramp that is carried must be lightweight and easy to deploy. The installed ramp shall have visible reference to safe working load of 250kgs and certified to BS 6109.</p>	<p>6. The installed ramp does not have any visible reference to a maximum safe working load or certification to BS 6109.</p>
<p>7. 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>7. Wheelchair access equipment is fitted to the off- side access door of the vehicle.</p>
<p>8. 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>8. There is not clear headroom in the aperture within the central third of 48 inches (1,220mm).</p>
<p>9. A locking mechanism shall be fitted that holds the access door in the open position whilst in use.</p>	<p>9. No evidence of a suitable locking mechanism to hold the door open.</p>
<p>10. All wheelchair tracking must be fit for purpose and structurally sound.</p>	<p>10. Damaged or insecure tracking or detritus deposits within the tracking rails</p>
<p>Further information on disabled people's transport is available from the Disabled Persons Transport Advisory Committee (DPTAC) www.dptac.gov.uk</p>	

CCTV

Method of Inspection	Reason for rejection
<p>1. If such devices are fitted, check adequate signage is displayed in the passenger compartment advising passengers that they are being monitored / recorded.</p> <p>2. Check any such equipment is maintained in working order, fitted overtly and in such a way as not to present any danger or hazard to any passenger. Note: It will be the driver / proprietor's responsibility to comply with all aspects of the law regarding such surveillance equipment.</p>	<p>1. If such devices are fitted, adequate signage is not displayed in the passenger compartment advising passengers that they are being monitored / recorded.</p> <p>2. Any such equipment is not maintained in working order, fitted overtly and in such a way as not to present any danger or hazard to any passenger.</p>

Stretch limousines (novelty vehicles)

Method of Inspection	Reason for rejection
<p><u>Vehicle Identification Number (VIN)</u></p> <p>1. Vehicle Identification Number (VIN), should be checked to ensure it complies with the guidance as follows:</p> <ul style="list-style-type: none"> • For vehicles constructed from 1998 onwards the VIN should begin with ILI; • Pre 1998 vehicles (not recommended for licensing as private hire vehicles) VIN should begin with ILM; • If a VIN begins with ILN or anything other, then this is likely to be a non-approved ('cut-and-shut') modification. <p><u>Seating Capacity</u></p> <p>2. 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><u>Undue Stresses</u></p> <p>3. Vehicle Examiners 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>1. Inappropriate VIN markings displayed or no VIN markings present.</p> <p>2. 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> <p>3. Tolerances and wear should be as defined in the MOT Inspection Manual for Private Passenger & Light Commercial Vehicle Testing (as updated) as follows:</p> <ul style="list-style-type: none"> • Steering suspension • Brakes • Tyres

STRETCHED LIMOUSINES - TYRES

In the case of American imported stretched limousines, vehicle Examiners 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 kg.) with a maximum speed of 118 miles per hour.

More information, guidance and the procurement of suitable tyres can be obtained from:

- North Hants Tyres & Wheels, Henry John House, 2 Ivy Road, Aldershot GU12 4TX Tel: 01252 318666
- National Limousine & Chauffeur Association on: www.nlca.co.uk

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 less than 16 years of age, regardless of whether the vehicle is fitted with or without seatbelts.

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 passengers 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.