

NOTES FOR TESTER / REPORT MAKER

A new policy relating to the age of vehicles has been introduced by Chorley Council.

- **New vehicles and vehicles up to 3yrs old since date of registration**
Pay for 12 month licence and have MOT & Taxi Test every 12 months or
Pay for 6 month licence and have MOT & Taxi Test every 6 months
- **Vehicles 3yrs to 6yrs old since date of registration**
Pay for 6 month licence and have MOT & Taxi Test every 6 months
Also must produce an engineers report annually.
- **Vehicles 6yrs and over since date of registration**
Pay for 4 month licence and have MOT & Taxi Test every 4 months
Also must produce an engineers report annually.

No 'Q' plated vehicles will be considered for licensing.

This policy has been introduced to ensure safe, comfortable and reliable hackney carriage and private hire vehicles.

The engineers report can be completed by any competent motor vehicle engineer who complies with one of the following criteria:

- 1) MOT tester and City and Guilds Level III (Motor Vehicle Systems)
- 2) MOT tester and HND or BSc in Mechanical Engineering
- 3) Other such qualification and experience as may be agreed in writing by the Licensing Manager or the Licensing & Enforcement Officer of Chorley Council.

This report is not a substitute for an MOT, it is to establish whether a vehicle is suitable to go on to be licensed as a Hackney Carriage or Private Hire vehicle.

Any queries regarding the attached criteria should be addressed to the Licensing Section, Chorley Council, Civic Offices, Union Street, Chorley, PR7 1AL. Telephone 01257 515164, fax 01257 515211.

Stephen Culleton
Licensing Manager

CRITERIA & REPORT GUIDELINES

The following are guidelines and any clarification necessary can be obtained from the Council. If you wish to seek clarification, in the first instance please contact the Licensing & Enforcement Officer, then the Licensing Manager.

The vehicle report to which these guidelines relate will only be accepted by the Council if it is fully completed and subsequently signed by a competent motor vehicle engineer who complies with one of the following criteria:

1. MOT tester and City & Guilds Level III (Motor Vehicle Systems)
2. MOT tester and HND or BSc in Mechanical Engineering
3. Other such qualification and experience as may be agreed in writing by the Environmental Protection Manager or the Licensing Manager of Chorley Council.

INTERIOR	POINT FOR FAILURE OR COMMENT
1. VIN number and plate.	Report any tampering with vehicle identification number and plate must be legible.
2. Condition of all seating.	No cigarette burn holes acceptable. No cut, tear acceptable.
3. Security of seats.	Any movement, loose or missing bolts or cracks are unacceptable.
4. Operation of all seat mechanisms.	Front passenger/driver seat must slide back and forth without snagging.
5. Condition of headlining.	No cigarette burn holes acceptable. No cut, tear etc acceptable.
6. Operation/fitting of sunroof.	No leakage or sign of leakage. If retrofit, must have been fitted by approved installer.
7. Condition of carpets/gear lever/handbrake gaiter.	Fair wear and tear on gaiter acceptable. Tears or insecurity unacceptable.
8. Condition of door trims.	Must not be loose or missing.
9. Condition of seat belts.	Must conform to MOT standard.
10. Security of seat belts and mountings.	Must conform to MOT standard.

11. Operation of window mechanisms.	All passenger windows must have handles or switches and all windows must be able to be opened fully.
12. Operation of interior door mechanisms including child locks.	Must open by operation of door mechanism without the need for any physical aid.
13. Operation of headlights.	Fail if water penetration or wrong bulb has been fitted. Height adjustment where fitted must be in good working order.
14. Operation of sidelights.	Fail if water penetration or wrong bulb has been fitted.
15. Operation of direction indicators.	Fail if water penetration or wrong bulb has been fitted.
16. Operation of hazard warning lights.	Fail if water penetration or wrong bulb has been fitted.
17. Operation of brake lights.	Fail if water penetration or wrong bulb has been fitted, including retrofit lights.
18. Operation of reversing lights.	Fail if water penetration or wrong bulb has been fitted.
19. Operation of number plate lights.	Fail if water penetration or wrong bulb has been fitted.
20. Operation of spot lights (if fitted).	Fail if water penetration or wrong bulb has been fitted. Must be firmly fixed to vehicle if retrofit.
21. Operation of horn.	As MOT standard.
22. Operation of heated rear window.	Must be in working order.
23. Operation of heater fan.	Must work on all settings, air-conditioning must be in working order.
24. Operation of courtesy lights.	Must operate automatically on opening and closing any passenger door (if fitted)
25. Operation of panel lights.	All warning lights to show.

BOOT/LUGGAGE AREA	POINT FOR FAILURE OR COMMENT
26. Condition of spare tyre.	Must have 3mm over central $\frac{3}{4}$ of tread pattern. Slim/space saver type tyre must be to manufacturer specification. Tyres must be correctly inflated.
27. Condition of spare wheel rim.	Fail if damaged and unsatisfactory for road use.
28. Condition of boot carpet and trim.	Missing, torn or badly stained carpet/matting unacceptable.
29. Condition of tools (if fitted).	Must carry manufacturer's wheel brace (or acceptable alternative) and jack or B.S. alternative.
30. Tools and spare wheel stowed correctly.	Fail if spare wheel is unable to be secured. Tools/jack to be stowed.
31. Internal boot/hatch opening mechanism.	Boot lid/hatch must stay fully open.
32. Boot lid/hatch seals.	Gaps or broken or unsecure seal to be reported. Failure if missing in part or whole.
33. Signs of water ingress.	Any water ingress, failure.
EXTERIOR	POINT FOR FAILURE OR COMMENT
34. Bodywork and bumpers for damage.	No dents or damage to any panel other than marks to paintwork or minor dents not exceeding 2cm. Bodywork / bumper: - unless manufactures' two tone, must be same colour all over with no visible signs of fading or colour change throughout the vehicle.
35. Paintwork for scratches.	Scratches over 3cm unacceptable. No scratch acceptable if scored to metal.
36. Evidence of previously repaired bodywork damage.	All previous repairs to be to manufacturer's standard.
37. Trim damaged/missing.	Unacceptable if any trim etc. is missing, or trim has sharp or protruding edges.
38. Light lenses and reflectors for damage.	No cracks or pits acceptable. All reflectors to be present. Water damage / ingress unacceptable.

39. Condition of front and rear wiper blades.	Must effectively clear screen. Must operate on all settings.
40. Windscreen for chips/cracks and compliance with MOT regulations.	Any cracks / chips unacceptable. Repairs must comply with MOT standards. Windscreen tinting must not exceed MOT standards.
41. All other glass for condition.	Side and rear glass to be clear and free from cracks. Front side windows, tinting must not exceed MOT standards.
42. Wheel trims not matching, damaged or missing.	Wheel trims if fitted must not be missing.
43. Operation of exterior lock mechanisms including keys.	Remote central locking to work for all doors. Driver's door lock/key to work.
44. Condition and legality of number plates.	'Fogging' etc. not acceptable. All numbers and letters must be legal and correctly spaced.
ENGINE COMPARTMENT	POINT FOR FAILURE OR COMMENT
45. Cam box/rocker cover gasket not leaking.	Excessive leak is unacceptable.
46. Drive and fan belts.	Show no signs of wear or damage.
47. Fuel filter (not leaking).	Show not signs of damage or leaking.
48. Brake fluid level.	As MOT standard.
49. Power steering fluid level.	As MOT standard.
50. Radiator for leakage/damage/security.	As MOT standard.
51. Hoses and clips for leakage/damage/security.	Any leakage or serious deterioration of hoses etc. failure.
52. Water pump for free play.	As MOT standard.
53. Cooling fan for free play.	As MOT standard.

54. Condition of washer bottle.	Pump must be working and bottle not damaged.
55. Battery security and condition.	Must be secure.
56. All engine bay wiring for security.	Bare wire(s) unacceptable.
57. All engine wiring for wear.	Bare wire(s) unacceptable.
58. Oil leaks from engine.	Excessive leak unacceptable.
59. Oil leaks from gearbox/axle/final drive assembly (as applicable).	Excessive leak unacceptable.
60. Clutch slave cylinder for leaks.	Excessive leak unacceptable.
UNDER THE VEHICLE	POINT FOR FAILURE OR COMMENT
61. Clutch cable.	Loose or worn unacceptable.
62. Steering assembly for damage.	Any sign of damage is unacceptable.
63. Steering assembly for wear and leaks.	Steering must be positive and free from wear and leaks.
64. Propshaft/driveshafts and gaiters for security.	Excessive play unacceptable.
65. Propshaft/driveshafts and gaiters for signs of wear and leaks.	Excessive play or leaks unacceptable.
66. Exhaust for security and condition.	Must not show any signs of deterioration. Must be secure along complete system.
67. Gearchange external linkage joints.	Must be secure.
68. Suspension mounting points for damage.	Must be secure.
69. Suspension units for damage.	Any damage unacceptable.

70. Suspension units for wear and leaks.	Any leaks unacceptable.
71. Suspension bushes for excessive wear.	Excessive wear unacceptable.
72. Shock absorbers for leaks.	Any leaks unacceptable.
73. Clearance for axle/suspension with bump stops or chassis.	Bump stops where fitted must be in good condition and free from damage and obstruction.
74. Chassis rails for damage/corrosion.	Any damage/corrosion unacceptable.
75. Brake pipes for damage.	Any damage unacceptable.
76. Brake pipes for corrosion.	As MOT standard.
77. Brake pipes for security.	Insecurity unacceptable.
78. Fuel pipes for leaks.	Any leak unacceptable.
79. Fuel pipes and tank hoses for security.	Insecurity unacceptable.
80. Fuel tank for damage.	Any damage or leak unacceptable.
BRAKES, WHEELS AND TYRES	POINT FOR FAILURE OR COMMENT
81. Handbrake cable and mechanism for damage/corrosion.	Any damage or corrosion unacceptable.
82. Brake pads/shoes for wear.	Must have more than 2mm remaining (pads) sufficient for correct operation (shoes).
83. Condition of discs/drums.	Discs / drums must not be damaged, excessively worn, warped or corroded.
84. Wheel cylinders and calipers for fluid leaks.	Any leak unacceptable.

85. Tyres for 3mm tread depth.	Must have 3mm over the central $\frac{3}{4}$ of the tread pattern.
86. Permanent 4 wheel drive models maximum 1mm difference in tread depth front/rear.	As applicable.
87. Sidewalls for cracks/damage and tyre compatibility.	All tyres to be same size/type. No evidence of damage or repair to any part of the tyre.
88. Wheel bearings.	MOT standard for play.
89. Tyre pressures, including spare.	Correctly inflated.
90. Wheel alignments.	Wheels must be correctly aligned.
91. Headlamp alignment.	As MOT standard.
ROAD CHECK	POINT FOR FAILURE OR COMMENT
92. Engine.	Engine must be not less than 1400cc.
93. Visible exhaust emissions.	To be reported. Excessive smoke unacceptable.
94. Clutch slip/drag/judder (or kickdown on automatic).	Clutch / slip / drag or judder unacceptable, kickdown on automatic must function correctly.
95. Gearbox operation.	All gears must work/engage. All gears must be easily selected. Gear stick must be secure.
96. Foot brake operation, pull and fade.	Any excessive pull or fade not acceptable.
97. Steering wheel alignment with road wheels.	Steering wheel must be straight or within 10° when travelling in straight line.
98. Handbrake operation and adjustment.	As MOT standard.
99. Steering for pull, judder, knock or wander.	Any pull, judder, knock or wander unacceptable.

100. Wheel bearing noise.	Any noise unacceptable.
101. Transmission/axle noise.	Excessive noise unacceptable.
102. Internal trim rattles.	Slight 'rattle' from internal trim acceptable for age. Loose trim unacceptable.
103. Speedometer operation.	Must be working.
104. Odometer/tripmeter operation.	Both must work.
105. Operation and accuracy of fuel and temperature gauges.	Both gauges to be working or unacceptable.
106. Operation and self canceling of direction indicators.	Must be working.
107. Operation of wiper/washer of front and rear.	Must clear screen. If rear wiper/washer fitted by manufacturer, must be in place and working.
108. Operation and glass of door mirrors.	Any discolouration/loss of silvering is unacceptable. Must have a nearside mirror fitted to the exterior of the vehicle.
109. Security of door mirrors.	No tape or other fastening acceptable. Manufacturer's mirrors only acceptable.
110. Operation, security and glass of interior rear view mirror.	Must be fitted and adjustable.

VEHICLE REPORT FOR LICENSING AS A HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE

NAME OF OWNER:	ADDRESS:
MAKE:	REGISTRATION NO:
MODEL:	CHASSIS NO:
MILEAGE:	

REPORT COLUMN: Enter ✓ if passed. Enter X if failed and work required or replacement needed.

To be completed in conjunction with the Criteria & Report Guidelines.

INTERIOR	REPORT	DESCRIBE FAULT OR RECTIFICATION WORK IF REQUIRED
1. VIN number and plate.		
2. Condition of all seating.		
3. Security of seats.		
4. Operation of all seat mechanisms.		
5. Condition of headlining.		
6. Operation/fitting of sunroof.		
7. Condition of carpets/gear lever/handbrake gaiter.		
8. Condition of door trims.		
9. Condition of seat belts.		

10. Security of seat belts and mountings.		
11. Operation of window mechanisms.		
12. Operation of interior door mechanisms including child locks.		
13. Operation of headlights.		
14. Operation of sidelights.		
15. Operation of direction indicators.		
16. Operation of hazard warning lights.		
17. Operation of brake lights.		
18. Operation of reversing lights.		
19. Operation of number plate lights.		
20. Operation of spot lights (if fitted).		
21. Operation of horn.		
22. Operation of heated rear window.		
23. Operation of heater fan.		
24. Operation of courtesy lights.		
25. Operation of panel lights.		

BOOT/LUGGAGE AREA		
26. Condition of spare tyre.		
27. Condition of spare wheel rim.		
28. Condition of boot carpet and trim.		
29. Condition of tools (if fitted).		
30. Tools and spare wheel stowed correctly.		
31. Internal boot/hatch opening mechanism.		
32. Boot lid/hatch seals.		
33. Signs of water ingress.		
EXTERIOR		
34. Bodywork and bumpers for damage.		
35. Paintwork for scratches.		
36. Evidence of previously repaired bodywork damage.		
37. Trim damaged/missing.		
38. Light lenses and reflectors for damage.		
39. Condition of front and rear wiper blades.		

40. Windscreen for chips/cracks and compliance with MOT regulations.		
41. All other glass for condition.		
42. Wheel trims.		
43. Operation of exterior lock mechanisms including keys.		
44. Condition and legality of number plates.		
ENGINE COMPARTMENT		
45. Cam box/rocker cover gasket not leaking.		
46. Drive and fan belts.		
47. Fuel filter (not leaking).		
48. Brake fluid level.		
49. Power steering fluid level.		
50. Radiator for leakage/damage/security.		
51. Hoses and clips for leakage/damage/security.		
52. Water pump for free play.		
53. Cooling fan for free play.		
54. Condition of washer bottle.		

55. Battery security and condition.		
56. All engine bay wiring for security.		
57. All engine wiring for wear.		
58. Oil leaks from engine.		
59. Oil leaks from gearbox/axle/final drive assembly (as applicable).		
60. Clutch slave cylinder for leaks.		
UNDER THE VEHICLE		
61. Clutch cable.		
62. Steering assembly for damage.		
63. Steering assembly for wear and leaks.		
64. Propshaft/driveshafts and gaiters for security.		
65. Propshaft/driveshafts and gaiters for signs of wear and leaks.		
66. Exhaust for security and condition.		
67. Gear change external linkage joints.		
68. Suspension mounting points for damage.		
69. Suspension units for damage.		

70. Suspension units for wear and leaks.		
71. Suspension bushes for excessive wear.		
72. Shock absorbers for leaks.		
73. Clearance for axle/suspension with bump stops or chassis.		
74. Chassis rails for damage/corrosion.		
75. Brake pipes for damage.		
76. Brake pipes for corrosion.		
77. Brake pipes for security.		
78. Fuel pipes for leaks.		
79. Fuel pipes and tank hoses for security.		
80. Fuel tank for damage.		
BRAKES, WHEELS AND TYRES		
81. Handbrake cable and mechanism for damage/corrosion.		
82. Brake pads/shoes for wear.		
83. Condition of discs/drums.		

84. Wheel cylinders and calipers for fluid leaks.		
85. Tyres for 3mm tread depth.		
86. Permanent 4 wheel drive models maximum 1mm difference in tread depth front/rear.		
87. Sidewalls for cracks/damage and tyre compatibility.		
88. Wheel bearings.		
89. Tyre pressures, including spare.		
90. Wheel alignments to manufacturer's standard.		
91. Headlamp alignment.		
ROAD CHECK		
92. Engine performance.		
93. Visible exhaust emissions.		
94. Clutch slip/drag/judder and kickdown on automatic.		
95. Gearbox operation.		
96. Foot brake operation, pull and fade.		
97. Steering wheel alignment with road wheels.		

98. Handbrake operation and adjustment.		
99. Steering for pull, judder, knock or wander.		
100. Wheel bearing noise.		
101. Transmission/axle noise.		
102. Internal trim rattles.		
103. Speedometer operation.		
104. Odometer/tripmeter operation.		
105. Operation and accuracy of fuel and temperature gauges.		
106. Operation and self canceling of direction indicators.		
107. Operation of wiper/washer of front and rear.		
108. Operation and glass of door mirrors.		
109. Security of door mirrors.		
110. Operation, security and glass of interior rear view mirror.		

I declare that I have inspected vehicle registration number in accordance with the Criteria Report and Guidelines and:

Found that the vehicle is in exceptional condition for its age.

OR

That it is not in exceptional condition and therefore not fit for the use as a hackney carriage/private hire vehicle.

(Please tick which is applicable)

I also understand that the Council will consider refusing to accept vehicle reports completed by me and could take legal action if I am found to have made a false statement.

Signed..... Print Name.....

Qualifications.....

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Garage Address.....

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Date.....

Garage Stamp.....

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