

REPORT ON HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE INSPECTIONS - GUIDELINES

1. No hole or tear of metal, or other items (e.g. trim) to be capable of injuring a pedestrian or passenger. This is to include doors, door panels (inside) etc.
2. The bodywork, partially or wholly to show no discoloration that is beyond normal ageing, for the vehicles age/mileage in the opinion of the Licensing Enforcement Officer. It is not acceptable for panels to be of contrasting colour e.g. panels, door skins, bonnet, that are replacements by 'second hand' or primer coated.
Note for tester: If in doubt please contact the Licensing Enforcement Officer.
3. All seats are to be secure. No movement will be allowed that compromises the safety and comfort of any passenger or driver.
4. All floor covering should be secure, tear/hole free, appropriate and present no risk to safety. With reference to No's 3 & 4 above the tester shall assess the overall cleanliness of the vehicle, both internally and externally. Seats and upholstery shall be dry and have no obvious stains, rips, tears or holes. All upholstery shall match. No noticeable/abnormal odours. Externally the vehicle shall be presented in a clean condition. No tape or other means of fixings to any parts of the vehicle will be accepted other than the vehicle's standard fixings.
5. Not acceptable if any luggage/goods placed in boot/luggage area will be soiled.
6. Estate cars must be fitted with a securely fixed, suitable means of luggage restraint, to prevent luggage entering the passenger compartment.
7. All windows must be able to be wound down (to it's full extent) and up with ease, by the use of winders or by way of an electric mechanism.
8. Hackney (Taxis) must display a table of fares, which must be readily visible to passengers.
9. Speedometer and odometer must be working correctly and illuminated.
An interior passenger light shall be fitted and operative.
10. All settings to work and de-mist.
Air-conditioning must be in working order where fitted.
11. All pedal rubbers should be fitted; none should be worn to the metal, or missing.
12. No signs other than the council's livery, shall occupy the upper panel of the front passenger and driver doors. No other signs or livery shall be attached to the vehicle other than to indicate the operator of that vehicle/taxi company and telephone No.
13. Must conform to British Standards.
14. Passenger leg room shall not be less than seven inches (180 cm) measured from the back of the forward seat in it's furthest pushed back position, to the leading edge of the passenger seat, or any combination of seats.
15. The height as measured at the centre of any passenger seat and the height to the roof lining in a vertical plain, must be not less than 34 inches (860mm).
16. As stated 1200 cc.

17. As stated, a spare tyre must be present, securely fixed correctly inflated and have 3mm of tread depth over central $\frac{3}{4}$ of the tread.
18. Licence plate must be fitted to the rear of the vehicle as stated in the Councils terms and conditions (renewals only)
19. Roof signs only to be illuminated while the taxi meter is in the 'For Hire Mode' Light is not to show in the 'Hired' and 'Stopped' modes. Light must be directly controlled by the meter.
20. Details on taximeter should be recorded. There shall be no evidence of tampering to any seal fixed to the meter and all seals must be present.
21. Internal plate, securely fixed in a vertical position, as stated in the Councils terms and conditions. To ensure licence plate number and occupancy correspond with the number of passenger seats and rear licence plate details.
22. Vehicles fitted with a Liquid Petroleum Gas fuel system, must produce an LPG conversion certificate or safety check report from an LPG Gas Association approved installer, at the time of testing.
23. Trailers must comply with the road vehicle lighting regulations and the road vehicle construction and use regulations. Trailers should be fitted with a water tight, lockable cover or door. Any trailer presented for inspection must have a serial number or other means for it to be permanently identifiable.
24. Signs must be fixed to both front doors, as stated in the Council's terms and conditions and show and show no signs of tamper, damage or weathering and positioned centrally to the upper/main panel of the door and no other lettering/livery shall interfere with the Council's sign, which shall be fixed securely in a readable position. The use of magnetic attachments is not permissible.). Any additional livery must not be above 12" measured from the bottom of the door, and in any case must not protrude higher than the bump bar strip fitted to the door, this area will be regarded as the lower panel of the door. (renewals only)
25. Any other defect, which in the opinion of the examiner would cause injury or discomfort to members of the public or occupants of the vehicle. Please contact the Licensing and Enforcement Officer.
26. Please state if the vehicle has been subjected to a road test, if yes please state any concerns.
27. Approved no smoking signage must be fitted internally to the vehicle for the benefit of all passengers.
28. a) Please ensure that where a Vehicle Safety Report (VSR) is required by a vehicle that has reached 3 years or more in age; the proprietor of that vehicle **must** produce and hand to the examiner a completed VSR for that vehicle, **prior** to the taxi test.

The report must be for that vehicle, and all the relevant boxes must be completed. Please check that the document is signed and dated correctly. If you have any doubts with regard to the authenticity of the document or vehicle, please contact the licensing office. The BSR must be retained and attached to the Taxi Testing documentation.

- b) Where the examiner has been instructed by the Council to complete a BSR, it is intended that the examiner shall have regard for those criteria as set in the VSR while conducting the Taxi Test. Examiners are reminded that where a vehicle may pass the Council's Taxi Test, the criteria of assessment for the purpose of passing the BSR, exceeds those of the Taxi Test.

The examiner shall have regard for all criteria of the VSR and report as appropriate.

Where a vehicle has reached 8 years old and the examiner has reason to fail the vehicle at examination of the Taxi Test or/and the VSR then no further testing of that vehicle will be permitted.

Only vehicles declared as new at first UK registration are eligible for licensing.

Except stretch limo's and vehicles of alike nature shall be at the discretion of the Council.

29. Please retain all documents, they will be collected on a regular basis by the Council's Licensing Enforcement Officer.

Guidance Note

Should the tester have any concerns with regards to the identity and or integrity of the vehicle. The mechanical condition or the condition with regards to passenger safety and comfort, or if the tester has any reason to believe that the vehicle is not subject to regular servicing and maintenance, please contact the Licensing Officer who will, where necessary inspect the vehicle without delay.