

HACKNEY CARRIAGE INSPECTION MANUAL

This manual is a working guide for the Council licensing officers, vehicle proprietors and others involved with the maintenance of hackney carriages in Wychavon. The vehicle will be assessed against the criteria set out in Council's licensing policy and this manual describes how those criteria are assessed.

A hackney carriage is defined in Section 38 Town Police Clauses Act 1847 which says "every wheeled carriage, whatever may be its form or construction, used in standing or plying for hire in any streetshall be deemed to be a hackney carriage". A hackney carriage must be constructed or adapted to seat fewer than 9 passengers because carrying 9 or more passengers for hire and reward would make the vehicle a public service vehicle as defined by the Public Passenger Vehicles Act 1981. Public service vehicle licensing is not a Local Authority function.

The Council's licensing policy requires a hackney carriage to be a four wheel fully enclosed motor vehicle with either a M.1 European Whole Vehicle Type Approval, or a UK Low Volume Type Approval, or an Individual Vehicle Approval. Where the vehicle has an UK Low Volume Type Approval or an Individual Vehicle Approval a copy of the Vehicle Certificate of Conformity will be required.

The hackney carriage must be properly maintained and all fixtures and fittings must be kept clean and maintained in good working order. Hackney carriages may be subjected to on-going inspections throughout the period of the licence. If any defects are found during the licence period, the registered proprietor may be issued with a 'Suspension Notice' under the provisions of Section 60 of the Local Government (Miscellaneous Provisions) Act 1976 prohibiting the vehicle from being used as a hackney carriage until the defect has been rectified and the 'Removal of a Suspension Notice' has been served on the registered proprietor.

Note: The Council may, from time to time, make alterations to this manual to reflect changes in licensing policy or changes to national legislation.

Abbreviations used throughout this manual.

BSI	British Standards Institute
CE	European Community Standards.
DVLA	Driver and Vehicle Licensing Agency.
MOT	Roadworthiness Certificate issued by VOSA (VT 20).
VEL	Vehicle Excise Licence (Tax disc).
VIN	Vehicle Identification Number.
VOSA	Vehicle & Operator Services Agency.
VRC	Vehicle Registration Document / Certificate (V5) or (V5c).
VRM	Vehicle Registration Mark.

Hackney carriage licensing

All hackney carriage licensing inspections will be by appointment only.

The person presenting the vehicle must submit all necessary documents to the licensing officer before the start of the vehicle examination. All documents must be the original and relate to the vehicle being inspected.

- The Vehicle Registration Document (V5 or V5c) for the vehicle.
- A MOT certificate issued not more than 30 days before the date of the licensing inspection (the date of the MOT is considered to be day 1 for the calculation). The only exception is for new vehicles (i.e. registered with the DVLA for the first time within the previous 30 days) with nominal mileage where the dealer's signed pre-delivery inspection form will be accepted.
- A current insurance certificate or a cover note or a group policy insurance certificate that satisfies the requirements of the Road Traffic Act 1988. The original document should be produced, except where the insurance broker faxes the document directly to the licensing officer.
- A Certificate of Conformity for all vehicles not initially manufactured as a passenger carrying vehicle (M.1 Type Approval) or initially manufactured as a passenger carrying vehicle and subsequently adapted to be wheelchair accessible.
- A valid Vehicle Excise Licence (tax disc) attached to the vehicle.
- A valid certificate of examination for any lifting equipment fitted to the vehicle.
- A valid safety certificate if the vehicle has been converted LPG.

In the event that the licensing officer sees a defect that poses a risk to the driver, the passenger, other road users, or compromises the roadworthiness or safety of the vehicle, the licensing officer will immediately terminate the inspection giving reasons in writing if necessary. The Council may also report such vehicle defects or any discrepancies with vehicle or owner details to other agencies such as the DVLA or VOSA.

SECTION 1 VEHICLE REGISTRATION DOCUMENT

Testable Items	Additional information	Reason for Rejection
<p><i>DVLA Registration Document (V5).</i></p> <p>Ensure that:</p> <ul style="list-style-type: none"> • The DVLA (V5 or V5c) document has been submitted for inspection. • The vehicle VRM matches the details printed on the V5 or V5c. • The VIN matches the manufacture's VIN plate and all other documents. • The change of ownership (new keeper supplement) slip has been completed and presented for inspection (where applicable), • The vehicle details agree with the Council records. • There is no evidence of tampering with any of the information on the document • There is no evidence of the document being a forgery. • The V5 or V5c is an original document. 	<p>Compare the details contained within the V5 or V5c to ensure that they relate to the vehicle in question.</p> <p>Check the authenticity of the document, and check for evidence of tampering or forgery.</p> <p>Where the change of ownership slip is presented without a copy of the V5, use other documents to confirm the identity of the vehicle. Note: The new keeper supplement is only valid for two months after the transfer of ownership.</p> <p>Check "Body Type" shown on the V5 (not "Taxation Class"). If the vehicle is described as a Panel Van or Van / Side Windows or Goods, a Certificate of Conformance will be required (see section 5).</p> <p>If the number of seats (including the driver) shown on the V5 is more than 9 the vehicle is M.2 and doesn't meet policy conditions.</p>	<p><i>DVLA Registration Document (V5).</i></p> <ul style="list-style-type: none"> • The DVLA (V5 or V5c) document has not been submitted for inspection. • The owner's details do not agree with the Council records. • The Vehicle VRM does not match the number printed on the V5 or V5c. • The VIN fails to match the manufacture's VIN plate or fails to match any of the other documents. • The change of ownership slip has not been completed or has not been presented for inspection. • The vehicle details do not agree with the Council records. • There is evidence of tampering with the information on the document. • There is evidence that the document is a forgery. • The V5 or V5c is not an original document.

SECTION 2 ROAD FUND/EXCISE LICENCE

Testable Items	Additional information	Reason for Rejection
<p><i>Vehicle excise licence (tax disc).</i></p> <p>Ensure that:</p> <ul style="list-style-type: none"> • The vehicle excise licence (tax disc) is affixed to the vehicle. • The vehicle excise licence is an original document. • The vehicle excise licence is current. • The vehicle excise licence relates to the vehicle. • All information and vehicle details are clearly legible. 	<p>Visually check all details.</p>	<p><i>Vehicle excise licence (tax disc).</i></p> <ul style="list-style-type: none"> • The vehicle excise licence (tax disc) is not affixed to the vehicle. • The vehicle excise licence is not an original document. • The vehicle excise licence is out of date. • The vehicle excise licence does not relate to the vehicle. • The information and, or vehicle details are not legible.

SECTION 3 MOT CERTIFICATE

Testable Items	Additional information	Reason for Rejection
<p><i>MOT certificate (VT20).</i></p> <p>Ensure that:</p> <ul style="list-style-type: none"> • The MOT certificate has been submitted for inspection. • The MOT certificate relates to the vehicle. • The VRM, VIN and all other relevant vehicle details have been correctly recorded on the MOT certificate. • The VIN matches the manufacturer's plate and all other documents. • The MOT certificate is correctly endorsed with the test station authentication stamp. • The MOT certificate has been issued no more than 30 days before the date of the inspection. • The MOT tester has signed and printed his / her name on the certificate. • Vehicle mileage is recorded on the certificate. • There is no evidence of tampering or alteration to any of the information on the document. • The MOT is an original document. • Certificate date of issue and date of expiry format is correct. 	<p>Compare the details of all documents presented to ensure they relate to the vehicle in question.</p> <p>Check for evidence of tampering, forgery and authenticity.</p> <p>Note the MOT start and end dates.</p> <p>Where the vehicle is less than 30 days old the motor dealer who supplied and registered the vehicle from new has provided a dated signed pre-delivery inspection report (PDI).</p>	<p><i>MOT certificate (VT20).</i></p> <ul style="list-style-type: none"> • The MOT certificate has not been submitted for inspection. • The MOT certificate does not relate to the vehicle being presented for inspection. • The VRM and or VIN and or other relevant vehicle details have not been recorded on the MOT certificate. • The VIN fails to match the manufacturer's plate or any of the other documents. • The MOT certificate is not correctly endorsed with the test station authentication stamp. • The MOT certificate was issued more than 30 days before the date of the inspection. • The MOT tester has not signed and printed his / her name on the certificate. • Vehicle mileage not recorded on certificate. • There is evidence of tampering or alteration to the information on the document. • The MOT certificate is not an original document. • Certificate date of issue or date of expiry format is incorrect.

SECTION 4 INSURANCE CERTIFICATE & COVER NOTE

Testable Items	Additional information	Reason for Rejection
<p><i>Certificate of Insurance or Cover note.</i></p> <p>Ensure that:</p> <ul style="list-style-type: none"> • The insurance certificate or cover note has been presented for inspection. • The insurance certificate or cover note is endorsed for “public hire” or “hackney carriage” use. • No alterations have been made to the document. • Where applicable the VRM matches all other documents. • The insurance certificate or cover note is current. • The insurance certificate or cover note is signed on behalf of the insurer. • The certificate or cover note is an original document. • Vehicle identified by VRM on certificate. • Fleet insurance is in the name of the vehicle proprietor. 	<p>Compare the details of all documents presented to ensure they relate to the vehicle in question.</p> <p>Check for evidence of tampering, forgery and authenticity.</p> <p>Note and record insurance policy start and end dates.</p> <p>Check format of times and dates of insurance commencement and or expiry is consistent with insurance certificate or cover note wording.</p> <p>The vehicle must be covered for “public hire” or “hackney carriage” use. The words “hire & reward” are not sufficient as this probably only covers private hire use.</p> <p>If a fleet insurance policy is presented the vehicle must identified by VRM on the insurance policy schedule and the insurance policy must be in the name of the vehicle proprietor.</p>	<p><i>Certificate of Insurance or Cover note.</i></p> <ul style="list-style-type: none"> • The insurance certificate or cover note has not been presented. • The insurance certificate or cover note is not endorsed for “public hire” or “hackney carriage” use. • The document has been altered or defaced. • Format of inserted times and dates not consistent with certificate or cover note wording. • The VRM does not match the other documents. • The insurance certificate or cover note has expired. • The insurance certificate or cover note has not been signed on behalf of the insurer. • The certificate or cover note is not an original document. • Vehicle not identified by VRM on certificate. <p>Group insurance certificate is not in the name of the vehicle proprietor.</p>

SECTION 5 COMFORMANCE

Testable Items	Additional information	Reason for Rejection
<p>Ensure that:</p> <ul style="list-style-type: none"> • The vehicle is fitted with four road wheels. • The vehicle is fully enclosed i.e. not open topped or convertible. • The vehicle was not constructed to seat more than 8 passengers. • There is not more than one front passenger seat. • Each passenger seat is accessible without tipping or folding or sliding any other seat. • The steering wheel is on the right hand side or offside of the vehicle. • The vehicle has M.1 Type Approval or is a converted or an adapted vehicle with a Certificate of Conformance. • The vehicle is a historic vehicle or novelty vehicle and an exemption to licensing conditions has been granted by the Council. • Where the vehicle has been fuel converted the fuel conversion is certified as safe. 	<p>Check to ensure that the vehicle satisfies Local Government (Miscellaneous Provisions) Act 1976 and Council licensing policy requirements.</p> <p>Vehicles not manufactured from new as a passenger vehicle and converted to a passenger vehicle or wheelchair accessible vehicle or; a passenger vehicle adapted to be a wheelchair accessible vehicle will require a Certificate of Conformance</p> <p>For vehicles with an UK Low Volume Type Approval the certificate is issued by the vehicle builder / manufacturer.</p> <p>For a converted vehicle requiring an Individual Vehicle Approval the Vehicle Certification Agency issues the certificate.</p> <p>Vehicles built as new with more than 8 passenger seats are not M.1 passenger vehicles and don't comply with the licensing policy.</p> <p>Any seat preventing direct passenger access to any other passenger seat must be permanently removed from the vehicle.</p>	<ul style="list-style-type: none"> • The vehicle is fitted with fewer than four road wheels. • The vehicle is not fully enclosed i.e. it has no roof or hasn't a fixed hard roof. • The vehicle was constructed with more than 8 passenger seats. • There is more than one front passenger seat or a front bench seat. • The steering wheel is not on the right hand side and the Council has not granted an exemption. • The vehicle has been converted or adapted and there is no evidence that an UK Low Volume Type Approval certificate or Individual Vehicle Approval is in force. • The vehicle is not a historic vehicle or not novelty vehicle and no exemption to licensing conditions has been granted by the Council. • The vehicle has been converted to run on LPG and there is no evidence that the fuel conversion has been certified as safe.

SECTION 6 Vehicle Identification Number

Testable Items	Additional information	Reason for Rejection
<p><i>Engine Compartment</i></p> <p>Ensure that:</p> <ul style="list-style-type: none"> • The VIN plate is accessible. . • The VIN plate is fitted to the vehicle. • The VIN plate has not been tampered with. • The VIN is consistent with all other documents. 	<p>Visually check for any obvious signs or defects.</p> <p>Note that VIN plates may be located in the engine compartment of certain vehicles.</p>	<p><i>Engine Compartment.</i></p> <ul style="list-style-type: none"> • The VIN plate is not accessible. • The VIN plate is not fitted to the vehicle. • The VIN plate has been tampered with. • The VIN plate is not consistent with the other documents.

SECTION 7 TOPSIDE BODY INSPECTION

Testable Items	Additional information	Reason for Rejection
<p><i>Topside body examination</i></p> <p>Ensure that:</p> <ul style="list-style-type: none"> • There is no evidence of significant damage to the external body panels. • Where there is only one passenger door that door is on the kerbside of the vehicle. • There is no visual evidence of crudely repaired or, insecure body panels. • That there is no evidence of significant rusting or corrosion. • The paintwork is finished and presents a satisfactory appearance. • Any additional lighting is secure and complies with lighting regulations. • Any exterior alteration or modification has been approved. • All windows are clean, undamaged and free from unapproved advertising medium. 	<p>Significant means:</p> <p>One or more body panels having sustained disproportionate amount of damage and / or poses a potential risk to the passengers, driver or other road users.</p> <p>Visual inspection of all body panels.</p> <p>Satisfactory appearance means:</p> <p>No panel should show the base primer nor show signs of body filler and should not be dull in appearance.</p> <p>The paintwork must have a reasonable sheen.</p> <p>Do not attempt to make holes in the body work or enlarge any hole that already exists.</p>	<p><i>Topside body examination</i></p> <ul style="list-style-type: none"> • There is evidence of significant damage to the external body panels. • Single passenger door is not on the kerbside of the vehicle. • There is evidence of crudely repaired or insecure body panels. • There is evidence of significant rusting or corrosion. • Paintwork is poor and presents an unsatisfactory appearance. • Additional lighting does not comply with lighting regulations. • The exterior alteration or modification is not approved and/or presents a safety hazard. • The windows are soiled, damaged or littered with unapproved advertising.

SECTION 8 UNDERSIDE INSPECTION

Testable Items	Additional information	Reason for Rejection
<p><i>Underside body examination</i></p> <p>Ensure that:</p> <ul style="list-style-type: none"> • There are no signs of water or fluid leaks from under the vehicle. • There are no signs of oil leaks from under the vehicle. • The exhaust pipe is secure to the vehicle. • The towing assembly is fully secured to the vehicle (if applicable). 	<p>Visually inspect the underside of the vehicle for any fluid leaks.</p>	<p><i>Underside body examination</i></p> <ul style="list-style-type: none"> • There is evidence of water or fluid leaking from under the vehicle. • There is sign of oil leak from under the vehicle. • The exhaust pipe is not fully secured to the vehicle. • The towing assembly is not fully secured to the vehicle.

SECTION 9 PASSENGER COMPARTMENT

Testable Items	Additional information	Reason for Rejection
<p><i>Passenger Compartment.</i></p> <ul style="list-style-type: none"> • Ensure that: • Window glass tint complies with the Council's licence conditions. • The upholstery, headlining, carpets and door trims are not damaged or soiled. • The devices designed for opening any passenger windows are in place and operate correctly. • All passenger doors can be opened from inside and outside the vehicle. • All passenger doors close securely and the child locks can be engaged and disengaged. • Passenger courtesy lights operate correctly. • All passenger seat adjustment mechanisms are in good working condition. • All passengers, seats, are fitted with seat belts. • Passenger seats are in good condition, the seat frame is secured and the inner fibre is not exposed 	<p>Visual inspection to ensure window glass complies with the licence conditions.</p> <p>Note If there is any doubt about the level of tint applied to any of the windows, carry out measurement using a correctly calibrated TINTMASTER.</p> <p>Check that all child locks are disengaged, and operate freely.</p> <p>For the purpose of this section, all passenger doors must open and close from both inside and outside of the vehicle.</p>	<p><i>Passenger Compartment.</i></p> <ul style="list-style-type: none"> • Tinted windows don't comply with the Council's licence conditions. • The upholstery, headlining, carpets, door trims are damaged and or soiled. • Passenger windows fail to operate correctly. • Passenger door or doors can not be opened from inside or outside the vehicle. • Passenger door or doors cannot be closed securely and /or the child locks do not operate correctly • The passenger courtesy lights are inoperative. • The passenger seat adjustment mechanisms are not in good working condition. • Passenger seat belts are not fitted, or are missing, and the Council has not granted an exemption. • The passenger seats are not in good condition, the seat frame not secured or the inner fibre is exposed.

SECTION 10 DRIVER/ FRONT PASSENGER COMPARTMENT

Testable Items	Additional information	Reason for Rejection
<p><i>Driver / front passenger compartment</i> Ensure that:</p> <ul style="list-style-type: none"> • An approved taximeter is fitted to the vehicle. • The taximeter seals are intact or undamaged. • The taximeter is mounted so the passengers can see the tariff display. • The driver / front passenger compartment is clean and accessible. • Any additional installed equipment doesn't adversely encroach into the passenger area and doesn't affect the safety of the driver or any other person. • The driver's seat adjustment mechanism is in good working condition. • The driver's seat is in a good condition and the inner fibre is not exposed. • The driver's seat frame is fully secured to the vehicle. • There are no signs of damage to the airbag housing that prevents deployment. • The driver / passenger headrest has not been removed and is fitted securely. • Any safety warning device designed to alert the driver of a fault with any of the vehicles' safety features is not malfunctioning. 	<p>Visually inspect the position and condition of fixtures and fittings.</p> <p>Safety enhancement features; Visually / aurally check that the safety enhancement equipment, such as airbags, seatbelt tensioner, warning lights appear to be in order.</p> <p>Taximeters;</p> <p>The taximeter must be capable of being sealed by the licensing officer to prevent tampering and mounted so the passengers can see the tariff display.</p> <p>The taximeter must be set with the tariffs set by the Council as shown on the Table of Fares.</p> <p>Taximeters will be tested and sealed by the licensing officer before first time use or at tariff change or if there is reason to suspect tampering with the taximeter.</p>	<p><i>Driver / front passenger compartment</i></p> <ul style="list-style-type: none"> • A non-approved taximeter is fitted to the vehicle or no taximeter is fitted to the vehicle. • The taximeter has been unsealed or seals are damaged. • The taximeter is mounted so the passengers cannot see the tariff display. • The driver / front passenger compartment is not clean or accessible. • Additional installed equipment adversely encroaches into the passenger area or affects the safety of the driver or other persons. • The driver's seat adjustment mechanism is defective or inoperative. • The driver's seat is in a poor condition or the inner fibre is exposed. • The driver's seat frame is not fully secured to the vehicle. • . • The damage to the airbag housing prevents deployment. • The driver / passenger headrest has been removed. • The fitted headrest is insecure. • There is evidence to show that a warning device in respect of the vehicle safety equipment is malfunctioning.

SECTION 11 LUGGAGE / BOOT COMPARTMENT

Testable Items	Additional information	Reason for Rejection
<p data-bbox="191 240 499 272"><i>Luggage Compartment.</i></p> <p data-bbox="191 310 352 342">Ensure that:</p> <ul data-bbox="191 380 695 509" style="list-style-type: none"><li data-bbox="191 380 695 509">• The luggage area is uncluttered, is suitable for use and is capable of carrying the amount of luggage for which the vehicle was designed.	<p data-bbox="772 272 1335 337">Visually check for adequate luggage / boot space.</p>	<p data-bbox="1356 240 1665 272"><i>Luggage Compartment.</i></p> <ul data-bbox="1356 310 1850 440" style="list-style-type: none"><li data-bbox="1356 310 1850 440">• The luggage area is unsuitable for use and is not capable of carrying the amount of luggage for which the vehicle was designed.

SECTION 12 EXTERNAL SIGNAGE

Testable Items	Additional information	Reason for Rejection
<p>Ensure that:</p> <ul style="list-style-type: none"> • The roof sign or built-in roof light complies with the Council's licensing conditions. • The content of any external signage or lettering complies with any Council licensing conditions. • Any advertisements are of an appropriate size, have been approved and are displayed in an approved place and comply with the Council's licensing conditions. 	<p>Check that any roof signs or built-in roof light complies with the Council's licensing conditions.</p> <p>Check that any external signage or lettering complies with the Council's licensing conditions.</p> <p>Check that any displayed advertisements have been approved and comply with Council licensing conditions.</p> <p>The roof sign or built-in roof light must only show the word "Taxi" to the front and the sign's internal illumination can be switch on or off by the driver.</p>	<ul style="list-style-type: none"> • The fitted roof sign doesn't comply with the Council's licensing conditions. • The external signage or lettering contain the words "taxi" or "cab" or otherwise implies the vehicle is a hackney carriage. • Non approved advertisements are displayed or are an inappropriate size, or are displayed in a non approved place or otherwise don't comply with the Council's licensing conditions.

SECTION 13 ADDITIONAL ITEMS

Testable Items	Additional information	Reason for Rejection
<p><i>Additional items.</i></p> <p>Ensure that:</p> <ul style="list-style-type: none"> • Any wheelchair restraints are BSI or CE marked and in good condition and operate correctly. • A valid examination certificate for the lifting or winch equipment is available for inspection. • Any additional fuel cut off switches is correctly identified. (Where applicable). • A valid fuel conversion installation certificate or safety report is presented for inspection. (Where applicable). • Any two way radio has been installed correctly and safely. • Any satellite navigation equipment has been installed correctly and safely. • Any data dispatch equipment has been installed correctly and safely. • Any hands free mobile phone equipment has been installed correctly and safely. • Additional lighting has been installed correctly and safely. • Additional lifting equipment operates correctly. • Ensure that the Council has approved any modification. 	<p>Check all certificates</p> <p>Check date of expiry (if applicable).</p> <p>Check for authenticity and evidence of tampering, forgery.</p> <p>Check that the two-way radio or data dispatch equipment is fitted safely and securely and any visible wiring is safe, permanent and does not present a hazard to the passenger or driver.</p> <p>Check that any mobile phone equipment has not been installed so that it is directly in front of the passenger seat.</p> <p>Drivers should not need to reach across passengers to operate equipment.</p> <p>All equipment installations must be secure and any wiring doesn't present a hazard to the passenger or driver.</p>	<p><i>Additional items.</i></p> <ul style="list-style-type: none"> • The wheelchair restraints are in poor condition or inoperative. • The wheelchair restraints are not BSI or CE approved. • A valid test certificate for the lifting equipment or winch equipment is not presented. • The additional fuel cut off switch is not clearly identified. • A valid fuel conversion installation certificate or safety report has not been presented • The two-way radio has not been installed correctly or safely. • Satellite navigation equipment has not been installed correctly or safely. • Data dispatch equipment has not been installed correctly or safely. • Hands free mobile phone equipment has not been installed correctly or safely. • Additional lighting has not been installed correctly or safely • Additional lifting equipment is inoperative. • Unapproved modification fitted.

If the vehicle passes the licensing inspection and all the relevant documentation has been presented and is satisfactory, the licensing officer will:

- Seal the taximeter (where necessary).
- Issue the current Table of Fares (where necessary).
- Require the proprietor to pay the licence fee.
- Copy all relevant documentation and return originals to proprietor.
- Issue the licence plate and windscreen “disc”.
- Update the vehicle licensing database.

If the vehicle fails the licensing inspection, or not all the relevant documentation has been presented or the documents are not satisfactory, the licensing officer will:

Give verbal or written reasons why a licence cannot be issued.

Advise if necessary on how to achieve full compliance.

Allocate a new appointment if required.

If the vehicle cannot be made to meet the Council’s licensing policy conditions or the proprietor does not chose to make the vehicle comply with the licensing policy conditions, licensing officer will:

Give the vehicle proprietor written notice their right to apply the Council for an exemption from the licensing policy conditions.

Give the vehicle proprietor written notice their right to appeal to the Magistrates Court against the Council’s licensing conditions.