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RMBC

**HACKNEY CARRIAGE
&
PRIVATE HIRE VEHICLE**

VEHICLE INSPECTION AND SPECIFICATION MANUAL

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PREFACE
Rotherham Metropolitan Borough Council Vehicle Inspection Manual

This document provides a working guide for proprietors (owners), inspectors and those involved with the maintenance of hackney carriage and private hire vehicles in Rotherham. As such this document may from time to time change to reflect current legislation and vehicle developments.

The vehicle will be assessed against the licensing criteria as defined in the hackney carriage or private hire vehicles regulations and this manual describes how those standards will be assessed.

On completion of the licensing inspection and the subsequent licensing of the vehicle, the vehicle can be used for hackney carriage or private hire bookings in the Rotherham Authority area as appropriate to the licence issued.

Every private hire vehicle in Rotherham must be a light passenger vehicle as defined by section 85 of the Road Traffic Act 1988(a) and must comply with the prescribed regulations as laid down by the Licensing Authority or in the Local Government (Miscellaneous Provisions) Act 1976. In addition, the vehicle must comply with the requirements of European Whole Vehicle Type Approval or Single Vehicle Approval, and all relevant road vehicle regulations in force at the time.

The contents of this manual must not be regarded as a substitute for those statutory provisions and regulations enacted. Specifics of the individual test subject items are contained in the document "hackney carriage and private hire vehicle – National Inspection Standards".

Any owner wishing to modify or alter a private hire vehicle including the fitting of extras or alternative parts to a licensed vehicle must first apply, in writing, for approval of a modification from the Licensing Authority before incurring any expense or making any change what so ever.

Only pre-approved fittings may be attached to or carried upon the inside or outside of the vehicle. Vehicle owners must understand that any alteration or fitting added to the vehicle after delivery from the manufacturer will be inspected to ensure that the addition/alteration does not present a risk to the safety of the passenger, driver or other road users.

Certain modifications may be subject to a special inspection or a trial period before the Licensing Authority gives final approval. If any unsuitable features arise following these modifications, it must be clearly understood that any approval given may be withdrawn.

All fixtures and fittings, as with the vehicle itself, must be kept clean and properly maintained. Licensed vehicles may be subjected to on-going compliance tests or inspections throughout the period of the licence. If any defects are found during the licence period, the proprietor (registered keeper/owner) may be issued with a 'Suspension Notice' under the provisions of the Local Government (Miscellaneous Provisions) Act prohibiting the vehicle from being used as a Private Hire Vehicle until the defect has been rectified or any 'Removal of a Suspension Notice' has been served (where appropriate) on the vehicle owner.

PLEASE NOTE:

The Licensing Office may, from time to time, make alterations to this manual to reflect changes in road vehicles regulations or changes to any Vehicle Regulations or Conditions. Such changes will be notified as appropriate to proprietors.

LICENSING OFFICE

VEHICLE LICENSING – INSPECTION MANUAL.

This manual provides a working guide for those involved in the licensing of vehicles in Rotherham in accordance with the provisions of the Conditions of Licence, Regulations Local Government (Miscellaneous Provisions) Act 1976.

Wherever the word “approved” is used in this manual, it refers to approval having been granted by the Licensing Authority.

Abbreviations may be used throughout this manual.

CE = Central European Standards.

C&U = Road Vehicles (Construction and Use) Regulations 1986.

DVLA = Driver and Vehicle Licensing Agency.

EWVTA = European Whole Vehicle Type Approval.

LOLER = Lifting Operations and Lifting Equipment Regulations 1998.

MOT = Roadworthiness Certificate issued by VOSA (VT 20).

MPV = Multi Purpose Vehicle.

HCV = Hackney Carriage Vehicle

PHV = Private Hire Vehicle.

PNC = Police National Computer.

RTA = Road Traffic Act 1988.

SVA = Single Vehicle Approval.

VEL = Vehicle Excise Licence.

VIN = Vehicle Identification Number.

VIR = Vehicle Inspection Report.

VOSA = Vehicle & Operator Services Agency.

VRC = Vehicle Registration Document/Certificate (V5) or (V5c) or Logbook.

VRM = Vehicle Registration Mark.

ALL PRIVATE HIRE VEHICLE LICENSING INSPECTIONS WILL BE BY PRE-BOOKED APPOINTMENT ONLY.

DOCUMENTS REQUIRED

To book an appointment the person booking must submit to the licensing office all necessary documents and the appropriate fee before any booking may be made.

- The vehicle licensing application form for Annual or Renewal Inspections only.
- The original of the Vehicle Registration Document (Log Book/V5) certificate of registration for the vehicle, for annual/renewal inspections only.
- The renewal reminder letter, sent by the Licensing Office, informing you the vehicles Intermediate or Annual/Renewal Inspection is due for booking and renewal.
- The original insurance certificate or insurance cover note for the vehicle for every inspection booked.
- Any RMBC PH or HC Vehicle Licence previously issued to the vehicle by the Licensing Office. Annual/Renewal Inspection only.
- Any vehicle not manufactured with European Whole Vehicle Type Approval will be required to undergo Single Vehicle Approval (SVA) testing and evidence of that testing and the vehicle having obtained SVA produced to the licensing office.

The person presenting the vehicle for inspection must submit to the vehicle inspector all necessary documents before the start of the vehicle examination.

- The inspection conducted will be for vehicle licensing suitability, however an MOT certificate may also be issued where appropriate.
- If the vehicle is more than 3 years old at the time of the inspection and you wish the MOT to continue from the date on the old MOT certificate it will be necessary to produce the old MOT certificate previously issued to the vehicle to the inspector before the inspection test starts. Only original MOT documents are accepted.
- An appropriate and valid vehicle road fund licence "Tax Disk" taken out under the Excise and Registration Act 1994, must be in force and on the windscreen of the vehicle at all times.
- If requested, confirmation of the vehicle booking appointment slip issued by the Licensing Office.

Confirmation of Test Results

- The service provider/vehicle inspector must confirm to the Licensing Office that a licensing inspection has taken place for the appropriate vehicle listed on the booking information following the test. This may be done by supplying the vehicle proprietor and the Licensing Office with the appropriate confirmation documentation. The design and content of which will be agreed from time to time between the Licensing Office and the inspection service provider.

- This documentation must indicate to the proprietor of the vehicle
 - if the vehicle “passed” or “failed” the inspection,
 - what point(s) the vehicle failed on (where a failure is given),
 - if a re-test inspection is required, and in what time scale this must be done (i.e. Within 48 hours or within 7 days)
 - and how a re-test may be booked (either direct with the inspection garage for minor failure points or with the licensing Office of all other major failures).

- Where a vehicle fails an inspection the inspector must supply the proprietor and licensing officer with sufficient documentation to indicate what faults exist on the vehicle and are required to be rectified to enable the vehicle to pass a re-test (including body damage/dents/scratches or damage to fabrics/missing plates or door signs). This document must be supplied to the proprietor of the vehicle at the end of that test inspection. This document should be faxed to the licensing office at the end of that full days testing (including re-tests).

ITEMS TO BE TESTED DURING INSPECTION

SECTION 1 - Vehicle Conformance to Standards Set By RMBC		
Testable Items	Additional Information	Reason for Failure
<p><u>Ensure that:</u></p> <ol style="list-style-type: none"> 1. The vehicle is fitted with a minimum of 4 road wheels and 4 doors (excluding boot doors). 2. The vehicle must comply at all times with the relevant sections of the Road Traffic Act, Construction and Use Regulations and Road Vehicles Lighting Regulations that may apply. 3. The vehicle satisfies Motor Vehicle Type Approval Regulations, or European Whole Vehicle Type Approval Regulations, or a Minister's Approval Certificate is in force for the vehicle or the vehicle is a historic vehicle. 4. The vehicle will receive a full MOT inspection (when applicable) plus other items not covered by MOT standards but required for licensing standards of fitness reasons. 5. Where the vehicle has been converted, including stretched limousines, ensure that the conversion is certified. 6. The steering wheel is on the right hand side/offside of the vehicle. 7. Any modification or conversion to the vehicle's braking system, steering, engine, transmission, fuel system (inc. LPG), suspension or lighting is supported by certification from an appropriate agency. 8. The vehicle complies with all the vehicle specifications laid out in the Specification of vehicle type's document. 	<p>Check to ensure that the vehicle satisfies detailed conformance requirements.</p> <p>Acceptable certification will include certificates issued by recognised converters.</p> <p>Items not covered by MOT standards but required for licensing standards of fitness reasons are listed in this document or on appendixes to this document.</p> <p>The V5 must show that the vehicle is registered with the DVLA, or a Single Vehicle Approval Certificate or Minister's Approval Certificate is presented if required this checking purpose.</p> <p>Copies of the appropriate vehicle specification conditions are attached as appendixes to this document titled "Specification of Vehicle Types that May Be Licensed".</p>	<ol style="list-style-type: none"> 1. The vehicle is fitted with fewer than 4 road wheels and 4 doors (excluding boot doors). 2. The vehicle fails to comply with either, the Road Traffic Act, Construction and Use Regulations or Road Vehicles Lighting Regulations. 3. The vehicle <u>fails</u> to satisfy either Motor Vehicle Type Approval Regulations, or European Whole Vehicle Type Approval regulations, or there is no evidence that a Minister's Approval certificate is in force and the vehicle is not a historic vehicle. 4. The vehicle <u>fails</u> to satisfy the test standards for items required for licensing standards of fitness. 5. A conversion is not supported by an appropriate certificate and an exemption has not been granted by the Licensing Authority. 6. The steering wheel is not on the right hand side/offside of the vehicle. 7. A modification or conversion to the vehicle's braking system, steering, engine, transmission, fuel system, suspension or lighting is not supported by a certificate from an appropriate agency or by written exemption granted by the Licensing Authority. 8. The vehicle fails to comply with the vehicle specifications laid out in the specification of vehicle type's document.

SECTION 2 – Vehicle Identification Number (VIN) & Road Fund Excise

Testable Items	<u>Additional Information</u>	Reason For Failure
<p>Ensure that:</p> <ol style="list-style-type: none"> 1. The VIN plate is accessible. 2. The VIN plate is fitted to the vehicle. 3. The VIN plate has not been tampered with. 4. The VIN plate is consistent with any other documentation presented. 5. The road fund excise licence is affixed to the vehicle. 6. The road fund excise licence is an original document. 7. The road fund excise licence is current. 8. The road fund excise licence relates to the vehicle. 9. All information and vehicle details are clear and legible. 	<p>Visually check for any obvious sign of defect, damage, replacement or alteration.</p> <p>Report any suspicious VIN identification to the appropriate authority (i.e. Police, VOSA, DVLA)</p> <p>Note: VIN plates may be located in engine compartments, dash boards or other locations depending on vehicle manufacturers.</p> <p>Visually check all excise licence details.</p>	<ol style="list-style-type: none"> 1. The VIN plate is not accessible as appropriate to the vehicle type. 2. The VIN plate is not fitted to the vehicle. 3. The VIN plate has been tampered with. 4. The VIN plate is not consistent with any other documentation presented. 5. The road fund excise licence is not affixed to the vehicle. 6. The road fund excise licence is not an original document. 7. The road fund excise licence is not current. 8. The road fund excise licence does not relate to the vehicle. 9. Information and vehicle details are not clear and/or not legible

SECTION 3 – Top Side / External Body Inspection

Testable Items	Additional Information	Reason For Failure
<p>Ensure that:</p> <ol style="list-style-type: none"> 1. There is no evidence of significant damage to the external body panels. 2. Ensure that where there is only one passenger door that door is on the nearside (kerbside) of the vehicle. 3. There is no evidence of crudely repaired or, insecure body panels. (visual examination). 4. That there is no evidence of significant rusting and/or corrosion. 5. The paintwork is finished and presents a satisfactory appearance. (visual examination). 6. Any additional lighting is secure and complies with lighting regulations. 7. Any exterior alteration or modification has been approved. 8. All windows are clean, undamaged and free from unapproved advertising medium. 9. There is sufficient space to affix the licence identifiers to the front and rear windscreens and that there is no material present that would prevent the discs being affixed directly to the screens. 10. The vehicle is not of such design that it could lead any person to believe it was a Rotherham cab. 	<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, should not show signs of body filler and should not be dull in appearance. I.e. there must be a reasonable sheen.</p> <p>Do not attempt to make holes in the body work or enlarge any hole that already exists.</p> <p>Ensure that the discs can be mounted in accordance with the PHV regs. and that affixing the discs will not cover any safety notice such as airbag warnings etc.</p> <p>Ensure that there are no clear plastic films, waxes or other such materials preventing the discs being affixed directly to the vehicle screens.</p> <p>Note: No signs or advertising material shall be displayed on the vehicle, except badges or emblems on the radiator or windscreen issued by an organisation (a) Providing vehicle repair or recovery service; or (b) required by law.</p>	<ol style="list-style-type: none"> 1. There is evidence of significant damage to the external body panels. 2. Single passenger door is not on the nearside (roadside) of the vehicle. 3. There is evidence of crudely repaired or insecure body panels. 4. There is evidence of significant rusting and/or corrosion. 5. Paintwork is poor and presents an unsatisfactory appearance making the vehicle unsuitable for use. 6. Additional lighting does not comply with lighting regulations. 7. The exterior alteration or modification is not approved and/or presents a safety hazard. 8. The windows are soiled /dirty, damaged or contain unapproved advertising. 9. There is insufficient space to affix the licence identifiers (RMBC disks) to the front windscreens and/or there is material present that would prevent the discs being affixed directly to the screens. The disk is not fitted or readable. <p>The vehicle is of such design that it is inappropriate to be a hackney carriage or private hire vehicle or the vehicle could lead any person to believe it was a hackney carriage vehicle when it was licensed for private hire purposes.</p>

SECTION 4 – Underside Inspection

Testable Items	<u>Additional Information</u>	Reason For Failure
Ensure that: 1. There are no signs of water or fluid leaks from under the vehicle. 2. There are no signs of oil leaks from under the vehicle. 3. The exhaust pipe is secure. 4. The towing assembly is fully secured to the vehicle (if applicable).	Visually inspect the underside of the vehicle for any fluid leaks.	1. There is evidence of water or fluid leaks from under the vehicle. 2. There are signs of oil leaks from under the vehicle. 3. The exhaust pipe not fully secure to the vehicle. 4. The towing assembly is not fully secured to the vehicle (if applicable).

SECTION 5 – Passenger Compartment

Testable Items	Additional Information	Reason For Failure
<p>Ensure that:</p> <ol style="list-style-type: none"> 1. All tinted windows comply with the relevant RTA and/or C&U regulations. 2. The upholstery, headlining, carpets and door trims are not damaged or soiled. 3. The devices designed for opening any passenger windows are in place and operate correctly. 4. All passenger doors can be opened from inside and outside the vehicle. 5. All passenger doors close securely. 6. Passenger courtesy lights operate correctly. 7. All passenger seat adjustment Mechanisms are in good working condition. 8. All passengers, seats, are fitted with seat belts. 9. The passenger seats are in good condition and the inner fibre is not exposed. 10. The passenger seat frame is secured. 11. The child locks can be engaged and disengaged. 12. All fixtures and fittings are approved by the Licensing Authority. 13. All mechanisms designed to release the passenger seat which enable access to another seat are in good working order. 14. All passenger doors allow safe access and egress for the number of passengers. 	<p>Visual inspection to ensure window glass complies with RTA or C&U Regulations.</p> <p>Note: If there is any doubt about the level of tint applied to any of the windows, carryout measurement using a correctly calibrated TINTMASTER.</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>Check that all child locks are disengaged, and operate freely.</p> <p>Note: that centre doors fitted to stretched limousines are not required to be fitted with child locks.</p>	<ol style="list-style-type: none"> 1. Any tinted window does not comply with the relevant RTA and/or C&U regulations. 2. The upholstery, headlining, carpets and door trims are damaged or soiled. 3. Passenger windows are not in place and/or fail to operate correctly. 4. Any passenger door, or doors, can not be opened from inside and/or outside the vehicle. 5. Any passenger door, or doors, fails to close securely. 6. Passenger courtesy lights are inoperative. 7. Any passenger seat adjustment mechanism is not in good working condition. 8. Passenger seat belts are not fitted and/or are missing. 9. The passenger seats are not in good condition or the inner fibre is exposed. 10. Passenger seat frame not secure. 11. The child locks do not operate correctly. 12. There are unapproved fixtures and fittings. 13. The passenger seat mechanism does not release to enable access to another seat. 14. There is insufficient space to allow safe access and egress for the number of passengers.

SECTION 6 – Driver Front/Passenger Compartment

Testable Items	Additional Information	Reason For Failure
<p>Ensure that:</p> <ol style="list-style-type: none"> 1. The driver/front passenger compartment is clean and accessible. 2. Any fixtures such as taxi radio, satellite navigation or CCTV equipment are fitted safely and securely and do not adversely encroach the passenger's area and do not impact on the safety of the driver, passengers or other road users. 3. The devices for opening/closing the driver or front passenger window's operate correctly. 4. The drivers seat adjustment mechanisms are in good working condition. 5. The driver's seat is in good condition and the inner fibre is not exposed. 6. The driver's seat frame is fully secured to the vehicle. 7. A taxi meter has been fitted to the vehicle (hackney carriage renewals only) 8. There are no signs of damage to the airbag housing that prevents deployment. 9. The driver/passenger headrest has not been removed and is fitted securely. 10. Any safety warning device designed to alert the driver of a fault with any of the vehicles safety features is not disabled or 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 tensioners, warning lights appear to be in order.</p>	<ol style="list-style-type: none"> 1. The driver/front passenger compartment is not clean and/or not accessible. 2. Additional fixtures are so fitted as to encroach adversely the passenger area or will impact on the safety of the driver, passengers or other road users. 3. The devices for opening/closing the driver or front passenger window fail to operate correctly. 4. The driver's seat adjustment mechanisms are defective or inoperative. 5. The drivers seat is in poor condition and/or the inner fibre is exposed to an area greater than 1cm square. 6. The driver's seat frame is not fully secured to the vehicle. 7. A taxi meter is not fitted to the vehicle (hackney carriage renewals only) 8. There are signs of damage to the airbag housing that will prevent deployment. 9. The driver/passenger headrest has been removed and/or is insecure. 10. There is evidence to show a safety warning device in respect of vehicles safety features is deliberately disabled or is malfunctioning.

SECTION 7 – Luggage/Boot Compartment

Testable Items	<u>Additional Information</u>	Reason For Failure
Ensure that: 1. The luggage area is uncluttered, is suitable for use and is capable of carrying the amount of luggage for which the vehicle is designed.	Visual check for adequate luggage/boot space	1. The luggage area is cluttered and/or is unsuitable for use; and/or is not capable of carrying the amount of luggage for which the vehicle is designed.

SECTION 8 – External Signage

Testable Items	<u>Additional Information</u>	Reason For Failure
Ensure that: 1. The content of any external signage complies with PHV regulations or HCV regulations and/or RMBC guidelines. 2. The content of any external signage has been approved by the Licensing Authority. 3. Signage is of an appropriate size. 4. Any signage is displayed in an appropriate or approved place.	Check that any external signage, complies with RMBC guidelines and that the Licensing Authority has approved the content. Check that the signage is of an appropriate size and is displayed in an approved place. (see appendix ? for signage details)	1. The content of any external signage does not comply with PHV regulations or HCV regulations and/or RMBC guidelines. 2. The content of any external signage has not been approved by the Licensing Authority. 3. Signage is of an incorrect size. 4. Signage is displayed in an unapproved or inappropriate place.

SECTION 9 – Additional Items

Testable Items	Additional Information	Reason For Failure
<p>Ensure that:</p> <ol style="list-style-type: none"> 1. Any wheelchair restraints are in good condition and operate correctly (where applicable). 2. Wheelchair restraints are BSI or CE approved (where applicable). 3. A valid test certificate for the lifting or winching equipment is available for inspection. 4. Any additional fuels cut off switches are correctly identified. (Where available). 5. A valid fuel conversion installation certificate or safety report is presented for inspection. 6. Any two way radio has been installed correctly and safely. 7. Any satellite navigation equipment has been installed correctly or safely. 8. Any data dispatch equipment has been installed correctly or safely. 9. Any hands free mobile phone equipment has been installed correctly or safely. 10. Any additional lighting has been installed correctly or safely. 11. Any additional lifting equipment is fully and correctly operative. 12. Ensure that any modification has been approved by the Licensing Authority 	<p>Check all certificate dates of expiry if available.</p> <p>Check for evidence of tampering, forgery, and authenticity.</p> <p>Where additional lighting has been fitted as an after market product ensure that the installation complies with RTA, C&U and/or Lighting Regulations.</p> <p>Note: No additional lights are permitted on the exterior of the vehicle.</p> <p>Check that the radio is fitted safely and securely, does not adversely encroach into the passenger area, and any visible wiring is safe, permanent and does not present a hazard to the passenger or driver.</p> <p>Where the equipment has been installed as an after market product the criteria for a radio installation applies.</p> <p>Ensure that the mobile phone equipment has not been installed so that it is <u>directly</u> in front of the passenger seat.</p> <p>Ensure that the installation is fitted safely and securely, does not adversely encroach the passenger area and that any wiring is permanent and does not present a hazard to the passenger or driver.</p>	<ol style="list-style-type: none"> 1. Wheelchair restraints are in poor condition and/or operate incorrectly or are inoperative. 2. Wheelchair restraints are not BSI or CE approved. 3. A valid test certificate for the lifting or winching equipment is not presented. 4. Any additional fuels cut off switches are not correctly or clearly identified. 5. A valid fuel conversion installation certificate or safety report has not been or can not be presented for inspection. 6. Any two way radio has not been installed correctly or safely. 7. Any satellite navigation equipment has not been installed correctly or safely. 8. Any data dispatch equipment has not been installed correctly or safely. 9. Any hands free mobile phone equipment has not been installed correctly or safely. 10. Any additional lighting has not been installed correctly or safely. 11. Any additional lifting equipment is inoperative. 12. Unapproved modification fitted or approved modification fitted in a dangerous or incorrect manner.

SECTION 10 – Other Defects

<u>Testable Items</u>	<u>Additional Information</u>	<u>Reason For Failure</u>
<p>Ensure that:</p> <ol style="list-style-type: none"> 1. The vehicle appears to be in a roadworthy condition. 2. The vehicle is of a suitable type and capable of carrying the amount of persons for which the vehicle is designed and purpose it is to be licensed for by the authority. 	<p>During the inspection a mechanical defect is noted under MOT regulations.</p> <p>During the inspection a defect or damage of other type is noted that may effect its “fitness” to be a licensed vehicle.</p>	<p>Luggage Compartment.</p> <ol style="list-style-type: none"> 1. The vehicle has a mechanical defect is not in a roadworthy condition. 2. The vehicle is not of a suitable type and/or capable of carrying the amount of persons for which the vehicle is designed and/or is not fit for the purpose it is to be licensed by the authority.

SECTION 11 – Special Notices

<u>Items/Documents</u>	<u>Additional Information</u>
<ul style="list-style-type: none"> • Specification of vehicle types that may be licensed. • Guidance document entitled “INSPECTION TIMES AT TRANSLINC (BRAMLEY)”. • Approved signage guidance and measurements. • Sample of a vehicle inspection sheet. • National Inspection Standards, best practice guidance produced by the hackney carriage & private hire Inspection Technical Officer Group. 	<ul style="list-style-type: none"> • Attached as appendix A • Attached as appendix B • Attached as appendix C • Attached as appendix D • Attached as appendix E

SECTION 12 – General Information

<u>PASSES</u>	<u>FAILURES</u>	<u>Additional Information</u>
<p>If the vehicle <u>passes</u> the licensing inspection the vehicle inspector will:</p> <ol style="list-style-type: none"> 1. Update MOT documentation and/or database (as appropriate). 2. Issue the inspection pass certificate/ documentation to the vehicle proprietor/driver. 3. Advise the proprietor/driver they must return the “pass” certificates to the Licensing Office immediately. 	<p>If the vehicle fails the licensing inspection, the vehicle inspector will:</p> <ol style="list-style-type: none"> 1. Update MOT documentation and/or database. (as appropriate). 2. Issue a VIR and any other appropriate documents indicating why a licence has been refused. 3. Advise the proprietor/driver they have failed to present a vehicle in a suitable condition and must return for a retest on all failed items to obtain a “pass” certificate and/or MOT certificate. 4. Allocate a retest appointment for minor retest points which can be retested in 15 minutes or less. 5. Advise the proprietor/driver they must contact the Licensing Office to book a re-test appointment for major retest points which take 30 minutes or more. 6. Advise the proprietor/driver the vehicle was not in a condition under which any test could be conducted and the test has been “Stopped”. Advise the proprietor/driver they must contact the Licensing Office to book a full test appointment (not a retest) and this test will take 45 minutes or more to conduct. 	<p>If the applicant wishes to appeal against the failure decision.</p> <p>The vehicle inspector will;</p> <ol style="list-style-type: none"> 1. Inform the vehicle owner of their rights of appeal. 2. Check if the appeal is against MOT regulation failure points or none MOT failure points. 3. If appeal is against MOT failure points provide the complainant with the appropriate MOT appeals procedure information. 4. If against none MOT failure points provide the complainant with the RMBC vehicle inspection complaints procedure documentation. 5. Notify/inform the Depot Manager of the complainant’s details. 6. Advise the complainant to make an official notification of complaint to the Depot Manager.

SECTION 13 – Guidance Notes

The vehicle inspector will need to check all appropriate documents against the vehicle to ensure that they relate to the vehicle being inspected and to ensure that the requirements of the inspection criteria are met.

The vehicle inspector will record the MOT date of expiry on any relevant databases. The MOT pass certificate must be completed in the prescribed manner as set out in the MOT Testing Guide.

The vehicle inspector will check the VIN plate for evidence of tampering. (Any evidence of tamper must be reported by the tester to the Police traffic division (or VOSA or other appropriate body).

The vehicle inspector will check the vehicle road fund licence (tax disk) and report any vehicle with no disk or an incorrect or illegal disk to the DVLA. (This may be done on line at http://dvla.gov.uk/onlineservices/report_unlicensed.aspx?ext=dg).

If the vehicle presented has been modified without authorisation, or an exemption from the licensing criteria has not been approved, this will cause the vehicle to fail the inspection. The tester should ask for evidence of written confirmation of alterations such as tow-bars or plate display exemptions etc.

In the event that the vehicle inspector observes a defect that poses a risk to the driver, passengers, other road users or vehicle inspectors/testers, or compromises the roadworthiness or safety of the vehicle, the inspector will immediately report the defect to a senior inspector and a decision on whether to continue with the test at that stage will be taken.

The vehicle inspectors/testers or Depot Manager may contact any other appropriate agencies such as the DVLA, VOSA or the South Yorkshire Police if any discrepancies with the vehicle or owner details are identified during a vehicle licensing inspection.

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- Draft content subject to consultation – March 2011

ROTHERHAM METROPOLITAN BOROUGH COUNCIL
SPECIFICATION OF VEHICLE TYPES THAT MAY BE LICENSED

Local Government (Miscellaneous Provisions) Act – Section 48 – Licensing of private hire vehicles.

Subject to the provisions of this part of this act, a district council may on the receipt of an application from the proprietor of any vehicle for the grant in respect of such vehicle of a licence to use the vehicle as a private hire vehicle, grant in respect thereof a vehicle licence:

Provided that a district council shall not grant such a licence unless they are satisfied –

a) that the vehicle is –

- (i) suitable in type, size and design for use as a private hire vehicle;
- (ii) not of such, design and appearance as to lead any person to believe that the vehicle is a hackney carriage;
- (iii) in a suitable mechanical condition;
- (iv) safe; and
- (v) comfortable

1. The vehicle shall comply with all relevant statutory requirements contained in Motor Vehicles (Construction and Use) Regulations.
2. The vehicle shall have no material alteration or change in the specification, design, condition or appearance from time of manufacture of that vehicle (without written approval of the Council).
3. The vehicle shall not have any conversion, modification or alteration which permanently allows it to carry eight or less passengers (excluding the driver) (unless notified to H.M. Customs and Excise immediately on completion of the conversion, modification or alteration).
4. The vehicle shall have 4 road wheels and a minimum of 4 doors, 2 to each side of the vehicle. A spare tyre must be carried in the vehicle.
5. The vehicle shall be right hand drive.
6. The vehicle must have sufficient seating capacity to carry a minimum of 4 and not more than 8 passengers.
7. The vehicle must, if using LPG as a fuel, either wholly or as an alternative means of propulsion, be appropriately and safely converted in line with regulations that are at the time of inspection in force. Where a doughnut tank is fitted in the boot for LPG the spare wheel if still carried in the boot must be properly secured. Alternately a spare wheel cage installed to manufacturers and British Standards may be fitted to the underside of the vehicle.
8. The vehicle shall not have displayed on or from the vehicle any sign or notice, mark, or illumination which consists of or includes the word 'taxi' or 'cab' or leads a person to believe the vehicle is a hackney carriage.
9. The vehicle shall not have any other feature which may suggest to a person seeking to hire a vehicle that the vehicle is a hackney carriage.
10. The vehicle shall be in the colour it was originally manufactured and no advertisement be displayed on the vehicle (without the written approval of the council).

11. The vehicle shall have provided and maintained at all times safety equipment that shall be, from time to time, specified by the Licensing Authority.
12. The Licensing Authority may, from time to time, make alterations to this specification to reflect changes in road vehicles regulations, manufacturing, and government guidance or conditions. Such changes will be notified as appropriate to proprietors.
13. In addition to the foregoing the proprietor/licensee is required to comply with statutory requirements and attention is drawn in particular to Part II of the Local Government (Miscellaneous Provisions) Act 1976.

ROTHERHAM METROPOLITAN BOROUGH COUNCIL
SPECIFICATION OF VEHICLE TYPES THAT MAY BE LICENSED

Local Government (Miscellaneous Provisions) Act – Section 47 (2) – Licensing of hackney carriage vehicles – Wheelchair and none-wheelchair accessible.

With out prejudice to the generality of the foregoing sub-section, a district council may require any hackney carriage licensed by them under the Act of 1847 to be of such design or appearance or bear such distinguishing marks as shall clearly identify it as a hackney carriage.

1. The vehicle shall comply with all relevant statutory requirements contained in Motor Vehicles (Construction and Use) Regulations and E.C. Whole Vehicle Type Approval (E.C.W.V.T.A.). Wheelchair accessible vehicles must comply in all respects with the requirements of The Motor Vehicle (Type Approval) Regulations 1980 and The Motor Vehicle (Type Approval) Regulations (Great Britain) 1984.

Hackney carriages offered for approval must be so constructed as to facilitate the carriage of disabled persons and be capable of accommodating a disabled person in a wheelchair in the passenger compartment, provided the wheelchair fits within the dimensions from time to time specified.

2. The vehicle shall have no material alteration or change in the specification, design, condition or appearance from time of manufacture of that vehicle (without written approval of the Council).
3. The vehicle body shall, if a wheelchair accessible type, be of a fixed head type with a partially glazed partition separating the passenger from the driver.
4. The exterior of the vehicle body shall, if a wheelchair accessible type, not have an overall width, exclusive of driving mirrors, exceeding 1.9 meters and an overall length not exceeding 4.805 metres. This may from time to time be re-specified by the Licensing Authority.
5. Wheelchair accessible vehicles must have approved anchorages, either chassis or floor linked, provided for any wheelchair and wheelchair user. Restraints for wheelchair and occupant must be independent of each other.
6. Wheelchair accessible vehicles must have doors and doorways so constructed as to permit an unrestricted opening across the doorway of at least 75cm. The minimum angle of the door when opened must be 90 degree. The clear height of the doorway must be not less than 120 cm.
7. Wheelchair accessible vehicles must have suitable means must be provided to assist persons to rise from the rear seat with particular attention to the needs of the elderly and disabled, grab handles must be placed at passenger door entrances.
8. Wheelchair accessible vehicles must have a top tread for any entrance at floor level of the passenger compartment and must not exceed 38cm above ground level when the vehicle is un-laden. The outer edge of the floor at each entrance must be fitted with non-slip treads.
9. Wheelchair accessible vehicles must have a vertical distance between the highest part of the floor and the roof in the passenger compartment of not less than 1.3metres.

10. Wheelchair accessible vehicles must have a minimum space of 42.5cm between any part of the front of a seat and any part of any other seat where seats are placed facing each other. Adequate foot room must be provided and maintained at floor level. Where all seats are placed facing to the front of the vehicle, there must be a clear space of at least 66cm in front of every part of each seat squab.

Any occasional seats (bump seat) must be at least 40cm in width and the minimum distance from the back of the upholstery to the front edge of the seat must be 35.5cm. Any occasional seats must be so arranged as to rise automatically when not in use and symmetrically placed and at least 4cm apart. When not in use, front seats must not obstruct doorways.

The rear seat dimensions must be adequate to carry two or three adult passengers comfortably in vehicles licensed to carry four or five passengers respectively.

11. The vehicle shall have a driver's compartment so designed that the driver has adequate room; can easily reach and quickly operate the controls and give hand signals on the offside of the vehicle.
12. The vehicle shall have controls so placed as to allow reasonable access to the driver's seat and when centrally placed must be properly protected from contact with luggage.
13. The vehicle shall have a serviceable device for demisting the interior of the windscreen fitted. An adequate heating and ventilation system must be provided for the driver and passenger and independent control available by the driver and passenger.
14. The vehicle shall have an approved means of communication between the passenger and the driver. If the vehicle is wheelchair accessible and a sliding window is fitted on a glazed partition the maximum width of the opening must not exceed 11.5cm.
15. The vehicle shall have windows provided at the sides and at the rear of the vehicle. Where passenger windows are openable they must be capable of being opened easily by seated passengers. The control for opening a door window must be clearly identified to prevent being mistaken for any other control.
16. The vehicle shall have an approved type of automatic door locking device fitted to passenger doors. When the vehicle is stationary passenger doors must be capable of being readily opened from the inside and outside of the vehicle by one operation of the latch mechanism. The interior door handle must be clearly identified to prevent being mistaken for any other control.
17. The vehicle shall have a floor covering in the passenger compartments of a non-slip material which can easily be cleaned.
18. The vehicle shall have adequate provision for the carrying of luggage, separated from the passenger compartment, and of such construction to prevent loose luggage striking a passenger or moving about the passenger compartment during transit.
19. The vehicle, once licensed shall have a taximeter of an approved type fitted in an approved position and must operate correctly at all times.
20. Where a vehicle has apparatus fitted for the operation of a two-way radio system no part of the apparatus may be fixed in the passenger compartment or in the rear boot compartment if L.P.G. tanks or equipment are situated therein. Any other radio equipment, either in the passenger or driver compartment, must be approved.

21. A ramp or ramps for the loading of a wheelchair and occupant must be available at all times for use at the nearside rear passenger door. An adequate locating device must be fitted to ensure that the ramp/ramps do not slip or tilt when in use. Provision must be made for the ramps to be stowed safely when not in use.
22. The vehicle shall carry a standard type roof sign bearing the word "TAXI" to the front of the sign in black lettering of 3¹/₂" high on a yellow background, and the operator's trade name and telephone number to the rear of the sign in black lettering of 2" high on a red background. The sign must be able to be illuminated.
 - a. Unless that vehicle is a purpose built Metropolitan-type hackney carriage which has in-built illuminated taxi signs.
23. The vehicle shall have two signs on both the front doors that the content and size of which may from time to time be specified by the Licensing Authority. These signs are available from the Council.
24. The vehicle shall not have displayed on, in, or from the vehicle any other signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever except as may be required by any statutory provision or conditions,
25. The vehicle shall have a taximeter fitted to the vehicle.
26. The vehicle shall have provided and maintained at all times safety equipment that shall be, from time to time, specified by the Licensing Authority.
27. The vehicle will white in colour.
28. The Licensing Authority may, from time to time, make alterations to this specification to reflect changes in road vehicles regulations, manufacturing, and government guidance or conditions. Such changes will be notified as appropriate to proprietors.
29. In addition to the foregoing the proprietor is required to comply with statutory requirements, the Town Police Clauses Act 1847, and the Local Government (Miscellaneous Provisions) Act 1976.

INSPECTION TIMES AT TRANSLINC (BRAMLEY)

From 01 January 2011 the following inspection times are be available for proprietors wishing to book their vehicles in for annual inspections and intermediate inspections, new vehicles tests and retests. The annual inspections and intermediate inspections may take up to 1 hour.

Vehicles which fail their first inspection will require a retest.

The number of items the vehicle has failed on will determine whether you will be required to book a half hour retest slot directly with Licensing or whether you can arrange a time directly with Translinc. The inspector will advise you what you need to do.

The new times are:-

The vehicle must arrive at the testing depot at least 15 Minutes before the booked test time.

7.45 am	}	Available for annual inspections and Intermediate Inspections
8.45 am		
9.45 am		
10.45 am		
1 pm (intermediate only)		
2 pm		

8.15 am	}	Available for ½ hour Retests which are to be booked directly through the Licensing Office
9.15 am		
10.15 am		
11.15 am		
2.30 pm		
3.00pm (Mon to Thurs only)		

If a retest is booked in for a ½ hour slot we will only be able to book another ½ hour retest in the same hour slot.

If you are late for an appointment then the inspection will not take place

Booking of Appointments

If you want to book an intermediate test or retest slot (as determined by the inspector) you can ring the Licensing Office to book the appointment time as we will have already received payment for the test at renewal time. *This maybe subject to change in the future and we will keep you informed of any changes.*

If you are booking an annual inspection or wanting to licence a new vehicle then you are required to complete the necessary forms, produce the relevant documentation and pay for the inspection at the Licensing Office. You will then be allocated an inspection time and date at the counter.

You are required to produce your private hire/hackney carriage insurance at the Licensing Office on production of your pass slip from Translinc.

Missed Appointments

If you wish to cancel an inspection time you must ring the Licensing Unit at least **24 hours beforehand** and inform them that you will be unable to attend. This will allow the appointment to be allocated to someone else should they wish to book their vehicle in.

We are currently looking at implementing a charge for missed appointments as proprietors who fail to attend the depot at the allocated times without giving notice are making it much harder for those proprietors who do turn up for their allocated appointment times or who cancel their appointments in good time to obtain convenient appointment times.

Intermediate Tests

If you fail to book your intermediate test in for an inspection before the date the inspection is due your licence will be suspended until such time the vehicle has been presented for inspection and has passed the inspection.

Proprietors are reminded of the date their intermediate inspection is due 6 weeks beforehand. You are therefore advised to book your inspection with the Licensing Office as soon as you receive your notification. This will give you plenty of time to get your vehicle ready, book a convenient time and avoid the possibility of your licence being suspended.

Failed Inspections

If your vehicle fails the intermediate inspection on major faults and in the opinion of the Inspector is not safe for members of the public to be carried in your licence will be suspended until such time as it passes the inspection.

We are currently looking at implementing a charging system for retests of vehicles, particularly those vehicles which require a full ½ hour retest or in such a condition that they require another full inspection. You are therefore advised to ensure your vehicle is fully prepared for the inspection.

Preparation of Vehicle

In order to avoid unnecessary retests and ultimately inconvenience to yourself through the suspension of your licence you are advised to ensure that you prepare your vehicle for the inspection. Make sure your vehicle is clean, the bodywork is in good condition, any maintenance/servicing of the vehicle has been carried out beforehand.

The inspection of your vehicle by Translinc is to ensure that the vehicle is fit for purpose as a licensed hackney carriage/private hire vehicle and to carry passengers **NOT** a servicing/maintenance inspection.

If you prepare your vehicle properly then the need for retests will be greatly reduced and ultimately inconvenience to you as a proprietor being off the road.

The Licensing Office can be contacted on 01709 333153 / 333163 / 333173 / 333168/334525/334524.



(Please note the above layout is not drawn to scale)

Size of Door Signs:

- The door sign must measure 13 ¾" (350mm) wide, by 8" (203mm) high.
- The words "**ROTHERHAM PRIVATE HIRE VEHICLE**" must be in 1" (25mm) high type face.
- The words "**INSURED FOR ADVANCED BOOKINGS ONLY**" must be in ¾" (19mm) high type face.

Layout of Door Signs:

- The words "**ROTHERHAM PRIVATE HIRE VEHICLE**" must be in white letters on a black background along the whole top length of the door sign.
- The words "**INSURED FOR ADVANCED BOOKINGS ONLY**" must be in white letters on a black background along the whole base length of the door sign.
- The door sign must also incorporate the trading name and/or logo where applicable and the trading telephone number of the operating company to which the sign is allocated and used.

Requirements of Door Signs:

- All door signs must be affixed to the Front Doors of the vehicle on both sides, either using magnetic devices or by adhesive on the rear of the sign.
- All vehicles operating through the same company must carry the same door sign and not signs of a different colour or design or company name.
- All signs are purchased by the operator at the operators expenses. The Licensing Authority will not recompense any sum lost through the loss or theft of a door sign or for any signs produced with out the prior approval of the authority or which are not to the above size requirements.
- All door signs must be approved by the Licensing Authority prior to the sign being affixed to any vehicle in operation or used by any operating company.

HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE INSPECTION SHEET

APPENDIX D

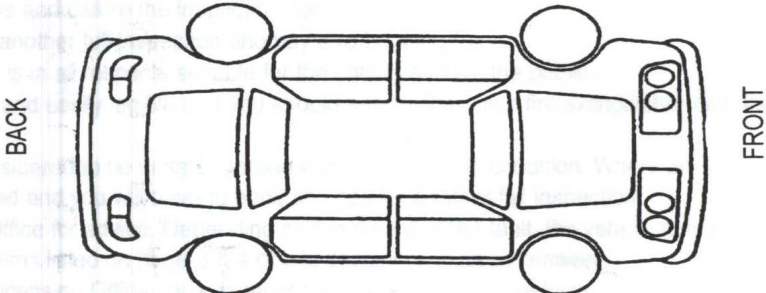


Date of Test:	
Make & Model:	
Vehicle Colour:	
VIN Number:	

MOT Testing Station Number:	
Registration Number	
Plate Number: HCV/PHV	
Recorded Mileage:	

SECTION ONE

STEERING SUSPENSION	Pass	Fail	MOT Manual Section 2
Steering Controls			
Steering Mechanism			
Drive Shafts			
Front Suspension			
Rear Suspension			
Wheel Bearings			
Shock Absorbers			
BRAKING SYSTEM			MOT Manual Section 3
Service Brake Condition			
Parking Brake Condition			
Service Brake Effort			
Parking Brake Effort			
Brake Balance			
VEHICLE STRUCTURE			MOT Manual Section
Body Corrosion/Damage <small>(Damage - dependent on location of load bearing point)</small>			
LIGHTING	Pass	Fail	MOT Manual Section 1
Headlight Aim			
OTHER ITEMS	Pass	Fail	
Emission Level			
LIGHTING	Pass	Fail	MOT Manual Section 1
Obligatory Front Lamps			
Obligatory Rear Lamps			
Obligatory Headlights			
Indicators/Hazard Lights			
Interior Light Operation			
Side Step Operation			
OTHER ITEMS	Pass	Fail	Additional Items
Dangerous Edges			
Wipers/Washers			
Engine Bay Area			
Horn			
Exhaust System Condition			
BODY and TRIM	Pass	Fail	Additional Items
Body Type			
Body Appearance			
Interior Condition			
Damage Repairs			
Doors and Windows			
Window Tints			
Interior Fittings			
Oil or Fuel Leaks			
Taxi Radio Security			
Meter and Fare-card			

BODY and TRIM (continued)	Pass	Fail	Additional Items
Fire Extinguisher			
First Aid Kit			
Item to be tested	Pass	Fail	Body or Paint Damage X = Defect
Bodywork – see diagram/fault below			
Paintwork – see diagram/fault below			
Fault Listed on Diagram			
Fault 1:			
Fault 2:			
Fault 3:			
Fault 4:			
Fault 5:			
ROAD WHEELS	Pass	Fail	MOT Manual Section 4
Tyre Type			
Tyre Condition			
Wheels and Nuts			
Spare Wheel			
SEAT BELTS			MOT Manual Section 5
Condition			
Operation			

I HEREBY CERTIFY that at the time of examination this vehicle **DID / DID NOT** meet the statutory requirements prescribed under Section 43 of the Road Traffic Act 1972, and/or the Licensed Vehicle Standards laid down by Rotherham Metropolitan Borough Council.

TEST RESULT * AUTHORISED EXAMINER: _____

DATE TEST PASSED _____ PRINT NAME: _____

If your vehicle has failed the inspection on any item resulting in the MOT system failing to continue and the inspection is stopped you will need to rebook another FULL Test at the Licensing Office. A full test fee will be payable.

If your vehicle has failed on any other items a **FREE RETEST** must be booked as soon as you have fully corrected all listed faults. If you fail to returned in 10 days you will need to re-book another full test at the Licensing Office, and a full fee will be payable.

The vehicle defects mentioned below, were in the opinion of the examiner, of a type that render the vehicle DANGEROUS for use on the road. The vehicle will be suspended from use until passed as Fit.

1. _____
2. _____
3. _____
4. _____
5. _____

* Enter either – PASS, FAILED or SUSPENDED