

Appendix N

Requirements for Vehicle Examination

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). <i>Unless the vehicle is to be licensed for less than 4 passengers where the number of doors maybe less.</i> 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 inspection to MOT standard requirements, additional items not covered by MOT standards will also be inspected for licensing reasons. 5. Where the vehicle has been converted, including 	<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>	<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

<p>stretched limousines, ensure that the conversion is certified.</p> <p>6. The steering wheel is on the right hand side/offside of the vehicle.</p> <p>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.</p> <p>8. The vehicle complies with all the vehicle specifications laid out in the Specification of vehicle type's document.</p>		<p>appropriate certificate and an exemption has not been granted by the Licensing Authority.</p> <p>6. The steering wheel is not on the right hand side/offside of the vehicle.</p> <p>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.</p> <p>8. The vehicle fails to comply with the vehicle specifications set out by the council.</p>
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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. 	<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</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

<p>10. The vehicle is not of such design that it could lead any person to believe it was a Rotherham Hackney Carriage.</p>	<p>vehicle repair or recovery service; or (b) required by law.</p>	<p>screens. The disk is not fitted or readable.</p> <p>10. 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>
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SECTION 4 – Underside Inspection

Testable Items	<u>Additional Information</u>	Reason For Failure
<p>Ensure that:</p> <ol style="list-style-type: none">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).	<p>Visually inspect the underside of the vehicle for any fluid leaks.</p>	<ol style="list-style-type: none">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).

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SECTION 5 – Passenger Compartment

Testable Items	<u>Additional Information</u>	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. 	<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.

<p>11. The child locks can be engaged and disengaged.</p> <p>12. All fixtures and fittings are approved by the Licensing Authority.</p> <p>13. All mechanisms designed to release the passenger seat which enable access to another seat are in good working order.</p> <p>14. All passenger doors allow safe access and egress for the number of passengers.</p>		<p>11. The child locks do not operate correctly.</p> <p>12. There are unapproved fixtures and fittings.</p> <p>13. The passenger seat mechanism does not release to enable access to another seat.</p> <p>14. There is insufficient space to allow safe access and egress for the number of passengers.</p>
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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 driver's 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) 	<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)

<p>8. There are no signs of damage to the airbag housing that prevents deployment.</p> <p>9. The driver/passenger headrest has not been removed and is fitted securely.</p> <p>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>		<p>8. There are signs of damage to the airbag housing that will prevent deployment.</p> <p>9. The driver/passenger headrest has been removed and/or is insecure.</p> <p>10. There is evidence to show a safety warning device in respect of vehicles safety features is deliberately disabled or is malfunctioning.</p>
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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.

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SECTION 8 – External Signage

Testable Items	<u>Additional Information</u>	Reason For Failure
<p>Ensure that:</p> <ol style="list-style-type: none"> 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. 	<p>Check that any external signage, complies with RMBC guidelines and that the Licensing Authority has approved the content.</p> <p>Check that the signage is of an appropriate size and is displayed in an approved place.</p>	<ol style="list-style-type: none"> 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.

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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 	<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

<p>been installed correctly or safely.</p> <p>11. Any additional lifting equipment is fully and correctly operative.</p> <p>12. Ensure that any modification has been approved by the Licensing Authority</p>		<p>not been installed correctly or safely.</p> <p>11. Any additional lifting equipment is inoperative.</p> <p>12. Unapproved modification fitted or approved modification fitted in a dangerous or incorrect manner.</p>
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SECTION 10 – Other Defects

Testable Items	<u>Additional Information</u>	Reason For Failure
<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.

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SECTION 11 – 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 	<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.

	<p>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>	
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SECTION 12 – 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 DVSA 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, DVSA or South Yorkshire Police if any discrepancies with the vehicle or owner details are identified during a vehicle licensing inspection.