

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE COMPLIANCE TESTING STANDARDS

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Introduction

All hackney carriage and private hire vehicles licensed with Wakefield Council are subject to a compliance test, either annually if the vehicle is under 5 years old or every 6 months thereafter.

Hackney carriages and private hire vehicles are subject to much higher annual mileage and more arduous driving than normal private hire vehicles, to ensure the safety of passengers and other road users a more stringent maintenance and testing regime is required to that of the standard MOT test, as such all vehicles will be tested in accordance with:

- MOT standards issued by DVSA.
- The Council's testing standards as prescribed in this policy.

A vehicle must meet the above standards in order to be granted a licence.

For ease of use the section numbering in this manual matches the DVSA MOT inspection manual. Any missing numbered sections indicate that no further testing requirements are required to those in the DVSA manual.

This manual provides a working guide for proprietors, those involved in the maintenance of vehicles and for vehicle inspectors.

In developing these standards, Wakefield Council has had regard to the following:

- National Best Practice Guide for the Inspection of Hackney Carriage and Private Hire Vehicles 2012, published by the Freight Trade Association and the Public Authority Transport Network Technical Officer Group.
- Taxi and Private Hire Vehicle Licensing best Practice guidance 2010, issued by the department for Transport.

Grandfather rights

Any vehicle licensed before (*1st March 2018*) may be eligible for certain grandfather rights which provide exemption from certain requirements contained in this policy for a limited period.

Types of vehicle that may be licensed

The following standards require that all licensed private hire and hackney carriage vehicles are of a prescribed type and achieve levels of roadworthiness, comfort and appearance approved by Wakefield Council.

In summary, all vehicles must have:

- A minimum of four road wheels.
- Four doors (excluding rear doors/tailgate)
- Capacity to carry at least four, but not more than eight, passengers, in addition to the driver.
- The vehicle must be right hand drive.
- All seating must face either forwards or backwards.

Vehicle Modifications

No change in the vehicle manufacturers (or their approved convertors) specification, design, condition or appearance of a vehicle can be made without prior written approval from Licensing.

Vehicle age

Vehicles are subject to an upper age limit of 10 years for saloon vehicles and 12 years for multi seater, wheelchair accessible vehicles and Ultra Low Emission Vehicles (ULEVs) which includes Plugin Hybrid Electric Vehicles (PHEVs) and Electric Vehicles (EVs), after which they must be removed from the fleet.

We do not require a minimum age before which vehicles are first licensed.

Emissions

Wakefield Council has signed up to the West Yorkshire Low Emission Strategy which targets air quality problems across the region.

The policy promotes a transition to low emission vehicles across the taxi trade.

Vehicles must comply with the following emissions standards:

Petrol vehicles – Euro 5 petrol vehicle class. Applies to vehicles registered from 1st January 2011 onwards

Diesel vehicles – Euro 6 diesel vehicle class. Applies to vehicles registered from 1st September 2015 onwards

Petrol hybrid vehicles – Euro 4 petrol vehicle class. Applies to vehicles registered from 1st January 2006 onwards.

Ultra-low emission vehicles – 75g CO₂/km and under

Engine size

Wakefield does not require licensed vehicles to have a minimum engine capacity. Vehicles, instead, must comply with the emissions standards above.

Imported Vehicles

A wide range of vehicles are suitable for use as hackney carriage or private hire, Best Practice guidance suggests that those that have been imported independently (i.e. by somebody other than the manufacturer) must meet 'type approval' rules. This means that passenger vehicles at the time of first registration in the United Kingdom must meet the technical standards of either:

- European Community Whole Vehicle Type Approval (ECWVTA)
- National Small Series Type Approval (NSSTA)
- Individual Vehicle Approval (IVA)

Conversions

Vehicles that have been converted by the vehicle manufacturers (or their approved convertors) or had certain modifications since original registration must be approved, to ensure that they meet the European Community Directives and Construction and Use Regulations.

Therefore they must undergo a basic Individual Vehicle Approval (IVA) test at a Driver and Vehicle Standards Agency (DVSA) test station. If the vehicle is found to meet the requirements, a letter of compliance with the technical standards will be issued.

On successfully passing the basic IVA test the “IVA letter of compliance” must be presented with the vehicle licence application. Further information about these requirements can be obtained at: www.gov.uk

Seating capacities will be determined by the amount of passengers authorised on either the V5C document or the IVA letter.

Multi Seater Vehicles

Vehicles carrying more than 4 passengers but no more than 8 will be licensed provided they are either a manufacturer’s purpose built multi seater vehicle or a manufacturers’ approved conversion.

The number of passengers such a vehicle will be licensed to carry will be determined by the number approved on the V5C document.

Wheelchair Accessible Vehicles

Wheelchair accessible vehicles are either purpose built, London style taxis or modified vehicles that have been approved by DVSA and possess an IVA.

Capacities will be determined by the amount of passengers authorised on either the V5C document or the IVA letter.

Digital media screens

In vehicle digital media technology may be installed to vehicles for advertising and live feed material purposes subject to the conditions at annexe A.

Appearance of the vehicle

Transmission of light

As per legal requirements, the front windscreen must permit a minimum of 75% transmission of light through the front windscreen. The front side windows must allow a minimum of 70% of transmission of light.

All windows to the rear of the driver must allow a minimum of 35% light transmission with a 5% tolerance.

Self-applied material/film is not permitted.

Signage and livery

A licence plate and window disc must be displayed. The plate must be securely fitted on the lower rear of the vehicle with the whole of the plate visible at all times. Window discs should be fitted to the lower nearside corner of the windscreen.

A fare card/tariff card issued by the Council should be clearly displayed. Where a bulkhead is fitted, an additional fare card must be displayed in the rear passenger compartment so as to be easily and clearly read by any passenger.

At least one no smoking sign must be clearly displayed in the vehicle.

Private Hire Vehicles

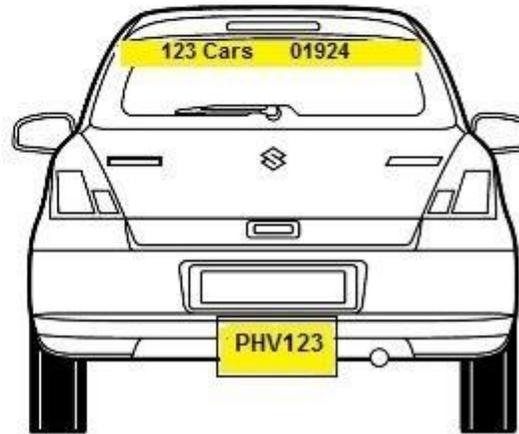
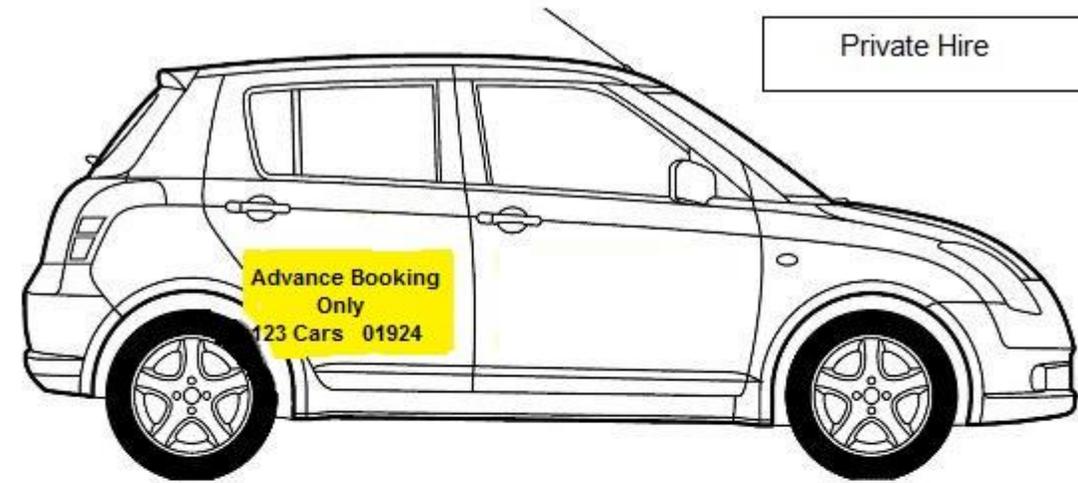
Non-illuminated windscreen visor signs must be fitted to the top of the front and rear windows and across the entire length of the window. They should be visible from the outside and in contrasting colours. The name of the company should be to the centre of the sign with the base station telephone number at either side of it (mobile phone numbers are not permitted). The visor strip must not contravene the requirements set out in the current MOT inspection manual by obscuring visibility.

As part of the door livery, the following will be included on each rear door sticker:

- company name
- telephone number (mobile phone numbers are not permitted)
- 'Pre booking only'

A coloured background to the sign is permitted.

Required signage for Private Hire vehicles



Hackney Carriage Vehicles

Self-adhesive stickers (decals) provided by the council stating the vehicles licensing zone should be located on the exterior of both front doors.

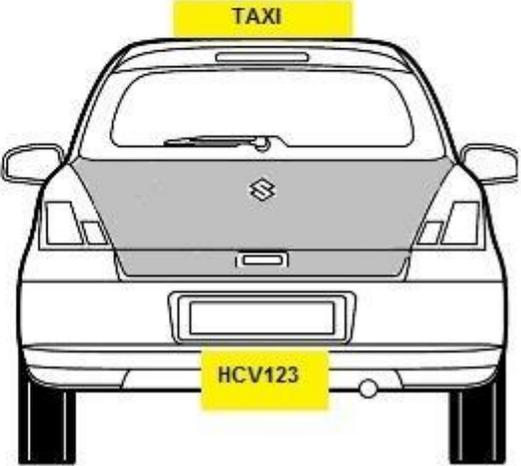
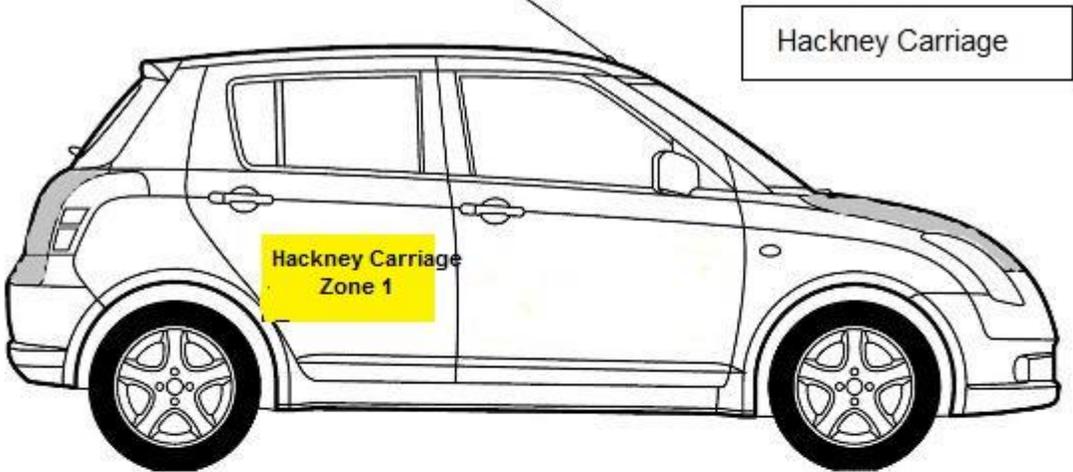
Multi seater vehicles may display the word 'Taxi' on the side and/or rear panels of the vehicle either in black letters where the background is white or white letters where the background is black.

The use of magnetic or temporary stickers is prohibited.

A white roof mounted sign (or built in sign) with the word 'TAXI' to the front and rear of the sign in black letters must be displayed.

Hackney Carriage vehicles may display '£1 back into town' stickers where appropriate.

Required signage for Hackney Carriage vehicles



The vehicle test

Presenting a vehicle for test

The following will apply when a vehicle is presented for test:

- To allow a thorough examination, the vehicle must be presented for test in a clean condition. The vehicle will fail the test if, in the opinion of the vehicle examiner, the vehicle is so dirty that it would be unreasonable for the test to be carried out
- A vehicle must be presented for test with the licence plate correctly displayed on the vehicle (unless it is a new application or if the licence plate has been removed by an Authorised Officer or Police Officer)
- The person producing the vehicle for inspection should arrive with their vehicle at Wakefield Council's testing station reception 10 minutes before their test appointment – a vehicle will not be tested if produced after the appointment time
- Cancellation of a test must be made by contacting the Licensing Office at least 24 hours before the test appointment time. A full test fee will be charged if a test appointment is cancelled without giving at least 24 hours' notice before the test appointment time. Cancellation of a test on a Monday must be made by contacting the Licensing Office by 4.00pm on the previous Friday
- Wakefield Council reserves the right to take photographs and/or make video recordings of any vehicle presented for test in order to be able to ascertain if any physical changes as a result of modification, structural repairs or maintenance have been made to the vehicle

Documents to be produced at the test

Where applicable, the documents below must be presented at the testing station when your vehicle is presented for a test

Valid documentation will need to be produced if the vehicle has any of the following:	Documentation	For further details refer to page no:
Lift	LOLER Certificate	42
Modification to vehicle	Letter from Wakefield Council	5
Alternative fuel conversion	Safety Certificate from approved installer	26

Fire extinguishers and first aid kits

All licensed vehicles are required to carry a foam fire extinguisher, solely for the purpose of exiting the vehicle by extinguishing upholstery fires; it is not to fight a vehicle fire. Vehicle licence holders may want to consider carrying an additional powder fire extinguisher for the purpose of tackling vehicle fires.

First aid kits are carried at the discretion of the driver/owner of the vehicle. Should the licence holder wish to carry a first aid kit. It is recommended that they comply with BS8599-2 as recommended by St John's Ambulance as suitable for cars, taxis and commercial vehicles.

Procedures and standards of inspection

The following standards and methods of inspection are additional to that required to pass an MOT test and includes the requirements no covered by the MOT manual.

The numbering below matches that of the MOT manual, where a numbered section is missing then no additional testing would be required to that of the MOT.

Section 1 - Lighting, electrical equipment and signalling equipment:

1.9 ELECTRICAL WIRING AND EQUIPMENT

Method of Inspection	Reason for Rejection
<p>This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle</p> <p>Check all electrical wiring for:</p> <ol style="list-style-type: none"> Condition Security Position Signs of overheating Heavy oil contamination <p>Check all switches controlling all obligatory lights</p>	<p>Wiring:</p> <ol style="list-style-type: none"> Positioned so that it is chafing/rubbing or clipped to a fuel line or likely to be damaged by heat so that insulation will become ineffective With clear evidence of overheating Heavily contaminated with oil <p>Switches</p> <p>Insecure or malfunction of a switch controlling an obligatory light</p>

1.9 ADDITIONAL LAMPS

Method of Inspection	Reason for Rejection
<p>With the ignition switched on check:</p> <p>i. Reversing Lamps:</p> <ol style="list-style-type: none"> The reversing lamps emit/show a diffused white light when reverse gear is selected The lamps extinguish/switch off when neutral gear is selected The lamps are in good working order and are secure The lamps do not flicker when lightly tapped by hand 	<p>i. A Reversing Lamp:</p> <ol style="list-style-type: none"> That fails to operate or does not emit/show a white diffused light Fails to extinguish/switch off when neutral or forward gear is selected That is not in good working order or is insecure That flickers when tapped lightly by hand

ii. Front Fog/Driving Lamps:

Check that:

- a. A single front fog lamp emitting/showing a white or yellow diffused light illuminates only when dipped beam is selected
- b. A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together
- c. A pair of matched, long-range driving lamps, both emitting a white diffused light should illuminate together

ii. A Front Fog/Driving Lamp:

- a. Inoperative or operates other than in dipped beam mode
- b. Operates incorrectly
- c. Operates incorrectly

Section 2 – Steering

2.1 STEERING CONTROL - STEERING WHEEL

Method of Inspection	Reason for Rejection
<p>With both hands rock the steering wheel from side to side at right angles to steering column and apply slight downward and upward pressure to the steering wheel rim (in line with column). Note the following:</p> <ul style="list-style-type: none"> a. Fractures in steering wheel hub b. Fractures in steering wheel rim c. Steering wheel spokes loose or fractured d. Jagged edges on steering wheel rim e. If possible, check that the retaining device on steering wheel is fitted 	<ul style="list-style-type: none"> a. Steering wheel hub fractured b. Steering wheel rim fractured c. A steering wheel spoke loose or fractured d. Jagged edges on steering wheel rim likely to injure the driver e. A steering wheel hub-retaining device not fitted

2.1 STEERING CONTROL - STEERING COLUMN

Method of Inspection	Reason for Rejection
<ul style="list-style-type: none"> a. Try to lift the steering wheel in line with the steering column and note the movement at centre of steering wheel b. While steering wheel is rotated, check for deterioration in any flexible coupling or universal joint of steering column c. Where practical, check any clamp bolts for presence and security of locking devices. (These may be located in the engine compartment or under chassis) 	<ul style="list-style-type: none"> a. Excessive movement of centre of steering wheel in line with steering column (end float) b. Note: Certain types of steering columns might show some movement which is not due to excessive wear, e.g. those fitted with universal joints or flexible couplings c. A flexible coupling or universal joint deteriorated, worn or insecure d. A coupling clamp bolt or locking device loose or missing

2.4 SUSPENSION SPRING UNITS AND LINKAGES

Method of Inspection	Reason for Rejection
Coil Springs a. Welding repairs	a. Repaired by welding

Section 3 - Brakes

No additional requirements to MOT Inspection Manual

Section 4 – Tyres and road wheels

4.1 TYRES

Method of Inspection	Reason for Rejection
<p>Examine all the tyres (including spare wheel if fitted) to ensure each tyre meets all the requirements laid down in the ‘MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing’,</p> <ul style="list-style-type: none"> a. The spare wheel must be accessible and must be carried if specified by the manufacturer b. Where a tyre inflation kit is provided by the manufacturer this must be present and in working order at the time of test c. If a space saver tyre is used a method statement must be supplied which highlights the driver’s responsibilities with regard to the maximum permitted speed <p>Note: A space saver tyre is a temporary ‘get-you-home’ tyre</p> <ul style="list-style-type: none"> d. Where a doughnut tank is fitted in the boot for Liquid Petroleum Gas (LPG), the spare wheel, if still carried in the boot, must be properly secured. Alternatively, a spare wheel cage installed to manufacturer’s standards and British Standards may be fitted to the underside of the vehicle e. The spare wheel should be securely located away from any contact with passenger(s) travelling in the vehicle or entering/exiting from it 	<p>Not in accordance with the ‘MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing’,</p> <p>Note: Space saver tyres should only be approved with the support of a method statement highlighting driver responsibilities with regard to the maximum permitted speed and that space savers are a temporary ‘get-you-home tyre’</p> <ul style="list-style-type: none"> a. Spare wheel missing or not accessible b. Tyre inflation kit not present or working c. Method statement not supplied on presentation for test d. Spare wheel insecure or spare wheel cage not installed to manufacturer’s standards and British Standards e. The standards set out across are not met

Section 5 – Seat belts and supplementary restraint systems

5.1 SEAT BELTS AND SUPPLEMENTARY RESTRAINT SYSTEMS

Method of Inspection	Reason for Rejection
<p>All seatbelt installations must comply with the Construction and Use Regulations 1st October 2001 there amended and further interim requirements from the guidance document available from the Driver and Vehicle Standards Agency (DVSA). Entitled “Guide to the Changes to seat belt installations”. The latest version is available from DVSA website at:</p> <p>http://www.DVSA.gov.uk/DVSA/publications/manualsandguides/vehicletestingmanualsandguides.htm</p> <p>Examine the vehicle and check the following:</p> <ul style="list-style-type: none">a. All seatbelt casings must be in good conditionb. Where 3 point seatbelts are fitted the top mounting must be suitable for all ages and located at shoulder height	<ul style="list-style-type: none">a. Seatbelt casing damaged or inadequately repaired i.e. covered in tapeb. The standards set out across are not met

Section 6 – Body work and structure

6.1 VEHICLE BODY AND CONDITION – EXTERIOR

Method of Inspection	Reason for Rejection
<p>Structural Damage / Repairs</p> <p>Check for clear physical evidence that the vehicle has not had significant structural repairs and/or deformation/distortion/distorting of the suspension, steering, bodywork or load bearing components</p> <p>Wakefield Council reserves the right to reject a vehicle on presentation at test</p>	<p>If on examination of the vehicle (by at least two inspectors/officers from Wakefield Council) a joint professional opinion is reached that the vehicle's performance would be reduced in its ability to protect the occupants (including driver) were it to be involved in a further road traffic accident, the vehicle will be rejected</p>
<p>Body Condition (Exterior)</p> <p>Examine the body and fittings thoroughly for security, corrosion, damage, appearance, poor repair/paint match and sharp edges that are likely to cause injury</p>	<p>Body Condition (Exterior)</p> <ul style="list-style-type: none"> a. An insecure, missing or damaged body panel, trim, step or accessory/fitting b. Any sharp edge whatsoever which may cause injury c. Heavy scuffing, abrasions or deformation/distortion to front and/or rear bumper. Bumper bars which have jagged edges, cracks, splits, projections, dents or scratches. Colour mismatch or fading which is significantly different to that of the rest of the paintwork d. More than 8 stone chips visible on a bonnet/grill that have not penetrated to the metal or more than four stone chips that have penetrated to the metal e. More than 8 stone chips on any panel including door edges, provided the base coat has not been penetrated f. More than 4 stone chips on any panel where the base coat has been penetrated to the metal and is untreated

6.1 VEHICLE BODY AND CONDITION – EXTERIOR (continued)

Method of Inspection	Reason for Rejection
<p>Body Condition - Exterior (continued)</p> <p>Examine the body and fittings for security, corrosion, damage, appearance, poor repair/paint match and sharp edges that will cause injury</p>	<ul style="list-style-type: none"> g. A single dent of more than 80mm, or more than three dents of not more than 20mm in any one panel h. More than 4 scratches and/or abrasions of more than 50mm in length in any one panel provided that the base coat has not been penetrated i. Dull, faded paintwork which has lost its gloss finish or paint mismatch to a panel(s) or fittings to such an extent that it detracts from the overall appearance of the vehicle j. Evidence of poor repairs and/or paint finish to a panel(s) or fittings including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle k. Rust/corrosion of any size including any that is covered by signage l. Badly aligned body panels m. Parts improperly secured e.g. by wire/cable tie/tape n. Poor appearance of the vehicle which will detract from the positive image of Wakefield Council

6.1 VEHICLE BODY AND CONDITION – BUMPER BARS

Method of Inspection	Reason for Rejection
<p>Examine the bumper bars and check:</p> <ul style="list-style-type: none"> a. They are secure to their mountings b. The mountings are secure to the vehicle c. There is no evidence of damage 	<ul style="list-style-type: none"> a. A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs b. A fractured mounting bracket. Mounting bolts so worn or elongated that the bumper bar is likely to detach partially or completely from the vehicle when in use. A bumper bar secured by wire or other temporary means is regarded as insecure and must be rejected c. Bumper bars which have jagged edges, cracks, splits, projections, dents or scratches. Colour mismatch or fading which is significantly different to that of the rest of the paintwork

6.1 VEHICLE BODY, SECURITY AND CONDITION – INTERIOR

Method of Inspection	Reason for Rejection
<p>Vehicle Body, Security and Condition - Interior</p> <ul style="list-style-type: none"> a. Examine thoroughly the interior for missing, damaged, insecure or loose fixtures, fittings, accessories (including communication and satellite navigation equipment) or poor quality repairs b. Dirty, missing, soiled, stained, worn, torn, split or insecure trim, carpets, seat belts, mats, headlining. Remove mats and inspect carpets underneath for cleanliness and wear c. Check that seats are secure, clean and not unduly worn 	<ul style="list-style-type: none"> a. Missing, damaged, insecure or loose fixtures, fittings, accessories or poor quality repairs b. Dirty, missing, soiled, stained, worn, torn, split or insecure trim, carpets, seat belts, mats or headlining in such a condition that they are likely to soil or damage passengers' clothing or luggage c. Seat cushion(s) stained, dirty, torn, holed, worn, insecure, poorly repaired or inner fibres exposed. A seat that does not provide adequate support at base or backrest. Torn, slashed or excessively stained seats are not acceptable

Note: If seats are excessively stained or dirty and seat covers have been fitted, the vehicle will not fail the test provided the seats provide adequate support and the inner fibres are not exposed

- d. Check that the seat covers are not dirty, soiled, stained, worn, torn, split or poorly fitted
- e. Check that all head rests are present, secure, not damaged and in a clean and tidy condition
- f. Examine all interior lights:
- g. The vehicle must have interior lighting fitted in the passenger compartment sufficient to illuminate the whole of that compartment
- h. It must be possible to turn the lights on and off from both the driver and passenger compartments
- i. The interior lighting must come on automatically when a door is opened
- j. The light casing must not be missing or damaged
- k. The luggage compartment shall have a permanently fitted light for illumination which operates automatically on opening the door/boot lid
- l. Examine motion door locks and warning lights
- m. Examine interior door locks, child locks, protective covers, grab handles/rails and safety covers
- n. Examine heating, demisting and air conditioning systems for correct operation, including passenger compartment controls where fitted - includes electric front and rear screen demisters
- o. Examine opening windows ensuring they lower and rise easily
- p. Examine electrical wiring for condition, security, including intercom systems
- q. Examine the boot for access, contents, cleanliness and water
- r. Examine parcel shelf
- s. Check that the vehicle has been presented in a clean and tidy condition and free from unpleasant odours

- d. Seat covers dirty, soiled, stained, worn, torn, split or poorly fitted
- e. Missing, damaged or dirty head rests
- f. An interior light:
- g. Missing or inoperative - all lights must illuminate if they are part of the manufacturer's standard equipment. Interior light does not illuminate the whole of the passenger compartment and footwell.
- h. Cannot be turned on and off from both the driver and passenger compartments
- i. Does not come on automatically when a door is opened
- j. Light casing missing or damaged
- k. Where fitted - light does not work and/or switch on automatically on opening the door/boot lid
- l. Missing or defective motion switch/lock or warning light not illuminated
- m. Missing, defective or loose door locks, child locks, protective covers, grab handles/rails or safety covers. Grab handles/rails that aid the blind and partially sighted are worn to excess
- n. A system(s), which does not function correctly, or any part is missing including vents, controls or switches
- o. An opening window that is inoperative or difficult to open and or close mechanism broken/missing
- p. Frayed, chafing wiring, non-shielded terminals and cables that are a trip hazard. Cables that can be easily disconnected. Intercom system defective, warning light inoperative or signs illegible/missing
- q. Unable to open, close and/or lock boot lid. Failure of boot lid support mechanism. Defective seals/evidence of

	<p>water. Dirty boot and/or carpets. Loose items stored in boot (i.e. spare wheel, tools or equipment)</p> <p>r. Parcel shelf missing or damaged (unless manufacturer/Converter intended for it not to be there)</p> <p>s. Vehicle presented in a dirty, untidy condition. Unpleasant odours in vehicle</p>
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6.2 DOORS

Method of Inspection	Reason for Rejection
<p>Doors and Emergency Exits</p> <ul style="list-style-type: none"> a. Examine the condition of all doors and emergency exits. Check door locks, striker plates, handles and hinges for security, wear and missing and damaged trim/cover plates. b. Check the presence, condition and correct functioning of all door stay catches and devices (including sliding doors) c. Check that signs describing the method of opening emergency exit(s) are readily visible on/or adjacent/next to the exit and are legible d. A mechanism must be fitted that positively holds any side / rear passenger access door in the open position whilst in use and that requires a deliberate effort to close <p>This is particularly important for wheel chair accessible vehicles to enable an attendant (driver or guide) to assist the wheelchair passenger</p>	<p>Doors and Emergency Exits</p> <ul style="list-style-type: none"> a. Missing, damaged, loose or worn handle, lock, striker plate or hinge. Missing, loose or damaged trim / cover plate b. A door or emergency exit does not latch securely in the closed or open position c. Signs describing the presence and method of opening an emergency exit are missing, illegible or incorrect d. A side / rear door mechanism does not: <ul style="list-style-type: none"> i. Hold the door in the open position ii. Require a deliberate effort to close e. A door stay catch or device missing, excessively worn or not fulfilling its function f. A door or emergency exit cannot be opened from both the inside and outside the vehicle by the relevant control

Section 7 – Fuel and emissions

7.1 EXHAUST SYSTEM

Method of Inspection	Reason for Rejection
a. Where applicable, check for presence, security and adequacy of grease shields to hot exhausts	a. A heat shield missing, insecure or inadequate.

7.2 FUEL SYSTEM - PIPES AND TANKS

Method of Inspection	Reason for Rejection
a. Check that fuel tank filler cap is: <ul style="list-style-type: none"> i. Present ii. The correct type iii. Secure and seated properly to ensure correct function of sealing b. Examine pipes to see they are securely clipped to prevent damage by chafing and cracking and are not in a position where they will be fouled by moving parts c. Check that no fuel pipe runs immediately next to, or in direct contact with electrical wiring or the exhaust system	a. A filler cap missing or unsuitable or in such condition that it would not prevent fuel leaking or spilling b. Damaged, chafed, insecure pipes or pipes so positioned that there is a danger of them fouling moving parts c. A fuel pipe immediately adjacent to or in direct contact with electrical wiring or exhaust system d. Temporary/emergency fuel cap fitted

7.3 Alternative Fuel (Liquid Petroleum Gas - LPG)

Method of Inspection	Reason for Rejection
<p>a. Check the installation meets the required standard i.e. storage vessel must be in a suitable location e.g. the boot (in spare wheel well) or under the body</p> <p>The installation and location must be approved by the Council. Each vehicle will be assessed on its own merit. Such installations will be checked as part of the normal vehicle test</p> <p>b. A safety certificate by the installer (approved by the UKLPG Association) carrying out the installation or a safety certificate from an installer (approved by the UKLPG Association) that the installation has been tested and meets the required safety standards must be produced at the time of the test</p> <p>UKLPG Association website - www.uklpg.org</p>	<p>a. Fuel tank is located in an inappropriate position i.e. in the passenger compartment and/or the conversion is not done to the required standard</p> <p>b. Safety certificate from an installer (approved by the UKLPG Association) not produced</p>

Section 8 – Driver’s view of the road

8.1 MIRRORS - VIEW TO REAR

Method of Inspection	Reason for Rejection
a. Check the condition of each mirror reflecting surface	a. Mirror condition <ul style="list-style-type: none"> i. A mirror reflecting surface deteriorated or broken ii. Mirror crudely repaired or insecure on mounting iii. Casing missing, damaged, or incorrect colour

8.2 WINDSCREEN - VIEW TO THE FRONT

Method of Inspection	Reason for Rejection
Sit in the driver’s seat and check that there is reasonable view of the road ahead, bearing in mind the original design of the vehicle. <ul style="list-style-type: none"> a. For all air operated wipers examine: <ul style="list-style-type: none"> i. The condition of any visible piping ii. The function of the operating mechanism iii. The function of necessary valves to protect the braking system b. Driver’s view: equipment or objects not originally fitted to the vehicle as part of the original design must not obstruct the driver’s view. In particular, objects such as (but not limited to) pennants, cab decorations and external stone guards/visors should not interrupt the view through the swept area by the windscreen wipers 	The position or size of any object restricts the driver’s view of the road ahead, bearing in mind the original design of the vehicle <ul style="list-style-type: none"> a. Air operated wipers <ul style="list-style-type: none"> i. Pipes inadequately clipped or supported ii. Incorrect function of the wipers or leaking components iii. Incorrect operation of protection valves b. Equipment or objects not originally fitted to the vehicle as part of the original design which obstruct the driver’s view

8.5 Windows

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that / for:</p> <ul style="list-style-type: none"> a. The vehicle has windows fitted on both sides of the vehicle and to the rear of the passenger compartment. A minimum of one window on each side of the vehicle shall be capable of being opened for the purpose of ventilation and passenger comfort b. All windows comply with Council Directive 92/22/EEC of 31 March 1992 on safety glazing and glazing materials on motor vehicles (as amended) c. Only original manufacturer’s approved glazing is fitted. Aftermarket additions, e.g. film or spray coatings are not permitted d. All windows in front of, and to the side of, the driver must achieve a minimum of 75% light transmission to the windscreen and 70% to the side in accordance with the Road Vehicle (Construction and Use) Regulations 1986. e. Windows to the rear of the driver must achieve a minimum light transmission of 35% with a 5% tolerance f. The condition of all windscreens, internal screens, partitions, side, rear, roof and door windows for cracks, surface damage and discolouration g. Presence and security of all windscreens, side, roof, or rear windows, or internal screens or partitions h. Evidence of obvious leaks from all windscreens and side, rear, roof or door windows 	<ul style="list-style-type: none"> a. The standards set out across are not met b. The standards set out across are not met c. The standards set out across are not met d. The standards set out across are not met e. The standards set out across are not met f. A crack, surface damage or discoloration in glass that: <ul style="list-style-type: none"> i. Impairs the driver’s front, side or rear view of the road or ii. Presents a danger to any person in the vehicle g. A missing or insecure windscreen or window h. A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure. Any external window or windscreen is obviously leaking

8.5 Windows (Continued)

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that / for:</p> <p>i. Security and condition of guard rails, barriers at windows, internal screens or partitions</p> <p>As far as is practicable check that:</p> <p>j. Windscreens and other windows wholly or partly on either side of the driver's seat, are made from safety glass</p> <p>k. All other windows are made from safety glass or safety glazing</p> <p>l. Any windows forming all or part of a screen, partition or door in the interior of the vehicle are safety glass or safety glazing</p> <p>'Safety glass' means glass which, if fractured, does not fly into fragments likely to cause severe cuts</p> <p>Safety glass can be identified by evidence of one of the following markings:</p> <ul style="list-style-type: none"> • BS 857 • BS AU 178 • An 'E' mark (including the number 43R) • An 'e' mark followed by a number, e.g. e11, in a square <p>Safety glazing means material other than glass which is so constructed or treated that if fractured does not fly into fragments likely to cause severe cuts. There is no marking requirement for safety glazing</p>	<p>i. A guard-rail, barrier at a window, internal screen or partition that is insecure or damaged to the extent that injury to passengers is likely</p> <p>j. The windscreen and/or other windows wholly or partly on either side of the driver's seat are not made from safety glass</p> <p>k. All other windows not made from safety glass or safety glazing</p> <p>l. A window forming part or all of a screen, partition or door in the interior of the vehicle not made from safety glass or safety glazing</p>

Section 9 – Tricycles, quadricycles and motorcycles

Tricycles, quadricycles and motorcycles are not licensed by Wakefield Council

Section 10 – Additional requirements

10.1 CUSTOMISED VEHICLES

Method of Inspection	Reason for Rejection
Examine the vehicle for any sign of customisation from the manufacturer's standard i.e. body kits/spoilers, low profile tyres, wheels, exhausts.	Any customisation of the vehicle not approved in writing by the Licensing Office

10.2 ENGINE AND TRANSMISSION (ROAD TEST)

Method of Inspection	Reason for Rejection
a. Road Testing Determine functionality, reliability and road worthiness of vehicle	a. Excessive noise or vibration from the engine, gear box or clutch b. Engine misfire c. Difficulty in selection of gears d. Clutch slipping

10.3 TRANSMISSION

Method of Inspection	Reason for Rejection
<p>Examine transmission, check for:</p> <ul style="list-style-type: none"> a. Cracked flanges b. Security of bearing housings c. Cracks or fractures in bearing housings d. Deterioration of flexible couplings e. Deterioration of bearing housing flexible mountings f. Clearance between transmission shafts and adjacent components 	<ul style="list-style-type: none"> a. A flange cracked b. A bearing housing insecure to its fixing c. A cracked or fractured bearing housing d. Deterioration of a transmission shaft flexible coupling e. Deterioration of a flexible mounting of a bearing housing f. Evidence of fouling between any transmission shaft and an adjacent component

10.4 OIL AND WATER LEAKS

Method of Inspection	Reason for Rejection
<ul style="list-style-type: none"> a. Check vehicle for oil and water leaks from any assembly or component to the ground. b. And/or which could be deposited on surrounding body work or onto the exhaust system. or onto the brake system <p>Note: If necessary, the engine can be run at idle speed to confirm the existence of an oil leak</p>	<ul style="list-style-type: none"> a. An oil or water leak from any assembly or component, which deposits fluids underneath the vehicle whilst stationary b. Leaks which, when the vehicle is moving, could be deposited on the surrounding bodywork, exhaust or brake system so that it would: <ul style="list-style-type: none"> i. Contaminate areas ii. Potentially cause a health, safety or fire risk

10.5 BULKHEAD / DRIVER'S SAFETY SCREEN

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that / for:</p> <p>Where a bulkhead/driver's safety screen is fitted:</p> <ul style="list-style-type: none"> a. It must be the full width and height of the vehicle b. Fitted directly behind the driver's seat c. The upper section of the bulkhead/safety screen must consist of a clear vision panel sufficient for the driver to be able to see all the access doors and a substantial amount of the passenger compartment d. A means of payment must be incorporated into the screen to enable payment to be made to the driver from within the vehicle e. The bulkhead/safety screen must have no gaps so that a passenger could reach into the driver's compartment from the passenger compartment f. The vision panel section of the bulkhead/safety screen must be constructed of either safety glass (without tint) to the standard required for windscreens laid down in Regulations 30, 31 & 32 of The Road Vehicles (Construction and Use) Regulations 1986 or any clear material with at least the same impact resistance and safety qualities as that of safety glass e.g. polycarbonate g. Any bulkhead/safety screen system must allow verbal communication between the driver and passenger 	<p>Bulkhead/driver's safety screen is not:</p> <ul style="list-style-type: none"> a. Full width or height b. Fitted directly behind the driver's seat c. Include a clear vision panel sufficient for the driver to be able to see all the access doors and a substantial amount of the passenger compartment d. Allow means of payment to be made to the driver from within the vehicle e. Prevent a passenger reaching into the driver's compartment f. The vision panel does not meet the requirements of the standards set out across g. No intercom system installed or installed but not functioning correctly or no other means of communication between the driver and passenger i.e. a correctly manufactured communication grid/hole

10.6 ENTRY AND EXIT REQUIREMENTS

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that / for:</p> <p>a. The vehicle must have a minimum of two means of exit from the passenger compartment behind the driver, i.e. the vehicle will have four side facing doors (excludes rear facing doors).</p> <p>b. The exits must be free of any obstructions (excluding any manufacturers or approved convertors seating layout design characteristics i.e. folding seats).</p>	<p>The passenger compartment behind the driver does not have:</p> <p>a. At least two means of exit</p> <p>b. Exits that are free from obstructions</p>

10.7 FLOORS, PASSAGEWAYS, STEPS AND HANDRAILS

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check:</p> <p>a. For the presence and operation of step(s), hand holds, grab handles and or hand rails at the main access doors</p> <p>b. That all steps, floor areas and passageways, between seats, are free of obstructions, trip hazards and have a slip resistant finish</p> <p>Note: Assessment should be done excluding any manufacturers or approved convertors seating layout design characteristics i.e. folding seats.</p>	<p>a. Any step, hand holds, grab handles & hand rails;</p> <p>i. Missing</p> <p>ii. Insecure</p> <p>iii. Damaged or deteriorated to the extent that it is likely to cause injury</p> <p>iv. Retractable steps not operating correctly</p> <p>b. Any step, floor area / passageway:</p> <p>i. Presenting a trip hazard or slippery under foot</p> <p>ii. Damaged or deteriorated to the extent that it is likely to be a trip hazard or cause injury</p>

10.8 REAR DOORS

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that / for:</p> <p>a. A mechanism is fitted that positively holds the access door in the open position whilst in use and takes a deliberate effort to close</p>	<p>a. When open, doors are a hazard to other road users</p> <p>b. Door mechanism does not:-</p> <p>c. Hold the access door in the open position</p> <p>d. Require a deliberate effort to close</p>

10.9 SEATING

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <p>a. Only forward and / or rearward facing passenger seats are fitted</p> <p>b. Check for evidence that seating layout or seatbelt installation has been modified since original test as a new applicant.</p>	<p>a. Side wards facing seats fitted</p> <p>b. Evidence of modification without letter of approval by Licensing.</p>

Section 11 – Ancillary equipment

11.1 FIRE EXTINGUISHER

Method of Inspection	Reason for Rejection
<p>Check the fire extinguisher for presence:</p> <ol style="list-style-type: none"> the expiry date seal type – foam 1 Litre approved mark – EN3 The fire extinguisher must be kept in an accessible position inside the vehicle. The extinguisher may be carried out of view, i.e. in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location. 	<p>A fire extinguisher is missing or:</p> <ol style="list-style-type: none"> out of date broken or missing seal incorrect type no approved marking visible or other non-approved marking shown in an obviously poor condition or discharged state Not fitted in an accessible position or its position is not clearly marked

11.2 HANDS FREE MOBILE PHONE KIT

Method of Inspection	Reason for Rejection
<ol style="list-style-type: none"> Check that the hands free mobile phone kit is safe and secure 	<ol style="list-style-type: none"> The hands free mobile phone kit is not fitted safely and securely

11.3 FARE METER

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <ol style="list-style-type: none"> Hackney carriages must be fitted with a calendar-controlled fare meter that is fully activated and calibrated to the current fare card and which is capable of charging no more than the permitted rate of fare at any time The fare meter must be securely fitted in a position so that the fare can be easily and clearly read by any passenger inside the vehicle Private hire vehicles can be voluntarily fitted with a fare meter but where fitted it must meet the above standards 	<p>A meter is:</p> <ol style="list-style-type: none"> Not fitted Not calibrated Not sealed <p>The meter is:</p> <ol style="list-style-type: none"> Insecure Obscured

11.4 COMMUNICATION EQUIPMENT

Method of Inspection	Reason for Rejection
<p>Check that:</p> <p>a. Data Dispatch Systems and Communication Radios (2-way radios) where fitted, are securely and safely fitted</p>	<p>a. Data Dispatch Systems or Communication Radios (2-way radios) are not securely or safely fitted</p>

11.5 WHEEL JACK

Method of Inspection	Reason for Rejection
<p>a. Examine the wheel jack:</p>	<p>Wheel jack is</p> <p>a. Missing</p> <p>b. Damaged/not working correctly</p>

11.6 WHEEL TRIMS

Method of Inspection	Reason for Rejection
<p>Examine all the wheel trims:</p> <p>a. All four trims are on the vehicle and are not damaged</p>	<p>Wheel trim is:</p> <p>a. Missing</p> <p>b. Damaged</p>

Section 12 – Signage and markings:

12.1 NO SMOKING SIGNS

Method of Inspection	Reason for Rejection
a. Examine vehicle for at least one no smoking sign	a. A no smoking sign is not displayed

12.2 DECALS

Method of Inspection	Reason for Rejection
a. Check that all decals are correct, in good condition and located on the exterior of both front doors b. Visors must not encroach on the swept area of the windscreen	a. Decals damaged, incorrectly located, or missing b. Visor encroaches on the swept area of the windscreen

12.3 LICENCE PLATE/DISCS

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <p>a. The vehicle licence discs are displayed in the nearside of the front windscreen</p> <p>b. The vehicle licence plate must be securely fitted on the rear of the vehicle and all the plate must be fully visible</p> <p>Note: The licence plate and discs do not have to be displayed if it is a new application or the plate and discs have been removed by an Authorised Officer or Police Officer</p>	<p>Licence disc is:</p> <p>a. Missing</p> <p>b. Incorrectly positioned</p> <p>Licence plate is:</p> <p>a. Not securely fitted</p> <p>b. Not fully visible</p> <p>c. Incorrectly positioned i.e. in the rear window</p>

12.4 FARE CARDS

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <p>Hackney Carriage:</p> <ul style="list-style-type: none"> a. A Council issued fare tariff card is clearly displayed. <p>Private Hire Vehicle:</p> <ul style="list-style-type: none"> b. A Council issued fare card is clearly displayed. <p>Where a bulkhead is fitted, an additional fare card must be displayed in the rear passenger compartment so as to be easily and clearly read by any passenger</p> <p>Note: Not applicable if first application</p>	<ul style="list-style-type: none"> a. Fare card is missing or not clearly displayed.

12.5 HACKNEY CARRIAGE ROOF SIGN

Method of Inspection	Reason for Rejection
<p>Check:</p> <ul style="list-style-type: none"> a. The vehicle is a Hackney Carriage b. Ensure the sign is securely fastened to the vehicle c. Functional test of the sign d. An illuminated roof sign with the word 'TAXI' in black letters is fitted – minimum size 450mm wide x 145mm deep x 110mm high 	<ul style="list-style-type: none"> a. The vehicle is not a Hackney Carriage b. Insecure sign c. Illumination not consistent across the sign, i.e. all light bulb(s) or LED(s) illuminated when switched on. Wrong lettering/colour d. Incorrect size

12.6 CCTV

Method of Inspection	Reason for Rejection
a. If CCTV is installed in the vehicle, check for signage relating to data protection	a. Signage missing or incorrect

12.6 UNAUTHORISED ITEMS

Method of Inspection	Reason for Rejection
a. Check for any unauthorised signage or item attached to the vehicle which detracts from the overall appearance or image of the vehicle	a. Any unauthorised sign or item attached to the vehicle which detracts from the overall appearance or image of the vehicle

12.7 SIGNAGE (WAV)

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that / for:</p> <p>a. Clear warning notices should be displayed to advise passengers not to board a moving ramp or passenger lift as appropriate</p> <p>b. Where a tailgate/rear door(s) are included as an exit they shall be clearly marked "Emergency Exit" together with clear instructions relating to the means of opening. All markings shall be on the inside of the vehicle in a minimum lettering size of 25mm</p>	<p>a. Powered ramp warning notice defaced or none present</p> <p>b. Where a tailgate/rear door(s) are included as an exit the standards set out across are not met</p>

Section 13 – Safety features:

13.1 VEHICLE SAFETY DEVICES

Method of Inspection	Reason for Rejection
<p>Check that all safety features are fully activated e.g.</p> <ul style="list-style-type: none">a. Air Bagsb. Seatbelt Restraint Systems <p>Note: This is not an exhaustive list as safety features vary between vehicle manufacturers</p>	<ul style="list-style-type: none">a. Warning light(s) onb. Evidence that safety systems have been tampered with in any wayc. Any safety feature that has been de-activated

Section 14 – Wheelchair accessible vehicles

14.1 WHEELCHAIR ACCESS EQUIPMENT - LIFTS

Method of Inspection	Reason for Rejection
Wheelchair Accessible Vehicles shall only be fitted with either of the following forms of wheelchair access equipment:	
a. Wheelchair Passenger Lift A purpose designed wheelchair lift that conform to the Lifting Operations and Lifting Equipment Regulations (LOLER), Regulations 1998.	Vehicle not presented with a valid or current LOLER record of “Thorough Examination” by a competent person
b. Ramp A manufacturer’s or approved converter’s ramp as originally supplied	Ramp is not original

Section 15 – Stretch limousines (novelty vehicles)

15.4 VEHICLE BODY, SECURITY AND CONDITION – INTERIOR

Method of Inspection	Reason for Rejection
<p>Limousines Vehicles - Additional items to be inspected:</p> <ul style="list-style-type: none">a. All fixtures and fittings i.e. mirror balls, drinks cabinets, televisions etc must be stored securely and not hinder the ingress or egress from the passenger compartmentb. A notice identifying the maximum seating capacity to be displayed in the passenger compartment and clearly visible to all passengers. It may be necessary to display more than one sign indicating the maximum seating capacity	<ul style="list-style-type: none">a. Any fixture or fitting, that is loose or insecure or where walkways are blocked that prevents ease of ingress or egress from the passenger compartmentb. No maximum seating capacity sign or signs displayed and or a sign or signs not clearly visible to all passengers

WAKEFIELD METROPOLITAN DISTRICT COUNCIL

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

ADDITIONAL CONDITIONS FOR ADVERTISING INTERNALLY WITHIN THE VEHICLE VIA SCREENS - DIGITAL MEDIA TECHNOLOGY

Hackney carriage and private hire vehicles may install in-vehicle digital media technology to be used for advertising purposes and/or live feed material subject to compliance with these conditions.

1. Only systems approved in writing by the Council can be installed. Systems currently approved by the Council are:-
DigiCab Media.
2. All broadcast material must comply with the OFCOM Broadcasting Code.
3. All films/video material must be classified by the BBFC as U or exempted from classification.
4. The only live feed material must be national or local news and weather.
5. All equipment must comply with Construction and Use Regulations.
6. All equipment must be designed, constructed and installed in such a way and in such material as to present no danger to passengers, or the driver. This includes impact with the equipment in the event of an accident, or damage through vandalism, misuse, or wear and tear.
7. The equipment must not interfere with any other safety, control, electrical, computer, navigation, satellite or radio system in the vehicle.
8. The intensity of any screen should not be visually intrusive or dazzling. The screen must not obstruct the passenger's view of any meter.
9. Any screen shall be no larger than 15".
10. Screens may be installed in the driver and front passenger seat headrests, or in other suitable locations as agreed by the Council.
11. The installation must not weaken the structure or any other component part of the vehicle or interfere with the integrity of the manufacturers' original equipment.
12. The design must be discreet and complement the interior furnishing of the vehicle.
13. The system must include safeguards to maintain the integrity of the system and prevent the display of unapproved material.
14. Passengers must be able to turn the screen off.
15. All equipment must be protected from the elements, secure from tampering and located so as to have no impact on the seating and luggage capacity of the vehicle.