AGENDA FOR

LICENSING AND SAFETY PANEL

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To: All Members of Licensing and Safety Panel

Councillors : P Cropper, C Cummins, J Grimshaw, S Hurst, G Keeley, K Leach, C Morris, B Mortenson, T Rafiq (Chair), M Smith, C Walsh, S Wright and Y Wright

Dear Member/Colleague

Licensing and Safety Panel

You are invited to attend a meeting of the Licensing and Safety Panel which will be held as follows:-

Date:	Thursday, 17 October 2019
Place:	Meeting Rooms A & B, Town Hall
Time:	7.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of the Licensing and Safety Panel are asked to consider whether they have an interest in any of the matters on the agenda, and if so, to formally declare that interest.

3 MINUTES *(Pages 1 - 8)*

4 PUBLIC QUESTION TIME

Questions are invited from members of the public present at the meeting on any matters for which this Panel is responsible.

Approximately 30 minutes will be set aside for Public Question Time if required.

5 OPERATIONAL REPORT *(Pages 9 - 14)*

6 VEHICLE INSPECTION MANUAL *(Pages 15 - 112)*

7 URGENT BUSINESS

Any other business, which by reason of special circumstances, the Chair agrees may be considered as a matter of urgency.

8 EXCLUSION OF PRESS AND PUBLIC

To consider passing the appropriate resolution under section 100 (A)(4) of the Local Government Act 1972 that the press and public be excluded from the meeting during consideration of the following item of business since it involves the likely disclosure of the exempt information stated.

9 SUSPENSION AND REVOCATION OF PRIVATE HIRE DRIVER AND PRIVATE HIRE OPERATOR *(Pages 113 - 162)*

Minutes of:	**LICENSING AND SAFETY PANEL**
Date of Meeting:	5 September 2019
Present:	Councillor T Rafiq (in the Chair), Councillors: C Cummins, G Keeley, C Morris, B Mortenson, C Walsh, S Wright and Y Wright
Apologies for absence:	Councillors P Cropper, J Grimshaw and K Leach
Public Attendance:	There were 5 members of the public in attendance

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LSP.136 DECLARATIONS OF INTEREST

Councillor Rafiq declared a prejudicial interest in item 8 on the agenda in relation to client 05/2019. It was proposed and agreed by the Licensing and Safety Panel members that item 9 (Application for a Private Hire Driver's Licence) would be moved before item 8, as Councillor Rafiq would leave the meeting before the start of item 8.

LSP.137 MINUTES

Delegated decision:

That the Minutes of the Licensing and Safety Panel meeting held on 25 July 2019, be approved as a correct record and signed by the Chair.

LSP.138 PUBLIC QUESTION TIME

Charles Oakes of the Hackney Drivers' Association Ltd, addressed the Panel, explaining that in Bury there were 931 Private Hire drivers and 61 Hackney Carriage drivers paying collective fees of £117,720. The trade representatives do not feel that information is given in relation to Bradley Fold testing station and whether they actually receive value for money. Mr Oakes also raised the issue of the Service Level Agreement and that under the Freedom of Information Act, he had asked to have sight of this but as yet had not received anything.

The Head of Service, Trading Standards and Licensing, explained that at present there wasn't a Service Level Agreement to view, however the issues that Mr Oakes was referring to would be on the agenda of the next Trade liaison meeting to be held on 19 September 2019.

The Council Solicitor explained that under the Freedom of Information Act, there is a process to follow and if Mr Oakes was unhappy or dissatisfied with the process, he was entitled to ask for a review.

A driver representing The Private Hire Drivers' Association addressed the Licensing and Safety Panel, and stated that in the last year there had been 270 re-tests and this year there were 300 and most were due to

minor issues such as dirt on alloy wheels, staining on seats or windscreen wipers leaving smears. He felt that this was unfair and drivers were being victimised and that a vehicle should only be re-tested due to a mechanical failure.

The Licensing Unit Manager explained that he regularly receives telephone calls from hackney an private hire drivers with the same complaint that their vehicle has been failed due to 1 or 2 minor faults. However on looking at the test sheet provided by Bradley Fold, he stated that there are often in fact 7 or 8 faults. He went on to state that drivers are not preparing their vehicles for testing appropriately and that if 3 faults are found there would be no charge for a re-test, for 3 – 9 faults there is a fee of £25 and if there are 10 faults or more, the full test fee of £55 was payable.

Further, he explained that at the next Trade liaison meeting on 19 September, these issues would be on the agenda, including an item on the proposed testing manual, which will set out the detailed criteria a vehicle must comply with, so drivers will know exactly why their vehicle has failed and this may alleviate the problems and the questions raised relating to re-testing.

LSP.139 OPERATIONAL REPORT

The Assistant Director (Legal and Democratic Services) submitted a report advising Members on operational issues within the Licensing Service.

The report set out updates in respect of the following issues:

- **Appeal to Magistrates**

  A driver had appeared before the Licensing and Safety Panel on 5 September 2018 and was refused a Hackney Carriage Driver's Licence as the Panel did not deem the Applicant a fit and proper person. The Applicant appealed the decision. The appeal was heard at Manchester and Salford Magistrates' Court on 13 August 2019, it was dismissed and £750 contribution costs were awarded.

- **Partnership Working**

  Officers of the Licensing Service took part in a multi-agency operation on 16 August 2019 along with Greater Manchester Police, GM Fire and Rescue Service and the Immigration Service and four premises were visited. Two takeaways had expired fire extinguishers and a lack of alarm systems and an off licence had a gentleman who had no right work and a number of illicit cigarettes were seized.

It was agreed:

That the report be noted.

LSP.140 URGENT BUSINESS

There was no urgent business reported.

LSP.141 EXCLUSION OF THE PRESS AND PUBLIC

Delegated decision:

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items of business since it involved the likely disclosure of information relating to individuals who hold Licences granted by the Authority or Applicants for Licences provided by the Authority.

LSP.142(E) APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE

The Licensing Unit Manager presented a report submitted by the Assistant Director (Legal and Democratic Services) regarding an application for a Private Hire Vehicle Driver's Licence.

Applicant 10/2019 attended the meeting and was accompanied by the President of the Mosque he attends.

The Chair made introductions and explained the procedure and ensured that the Applicant and members of the Licensing and Safety Panel had all read the report. The report, which was accepted by the Applicant, explained that he was previously a licensed Private Hire driver with Bury Council between 27 January 2014 and 21 January 2019. The Applicant's licence had lapsed and he had therefore submitted a new application on 10 April 2019 and as part of that application, he had provided an enhanced DBS certificate and declared on his handwritten application a conviction on 23 September 2017 at Leeds Magistrates' Court for speeding, resulting in £100 fine and his licence being endorsed with 3 penalty points.

Also declared on the application were convictions on 9 April 2018 at Lincoln Magistrates' Court of possessing goods with a false trade mark for sale or hire, resulting in a community order, costs of £3,563.77 and 150 hours unpaid work requirement with a victim surcharge of £85 and on 27 September 2018 for failing to comply with the requirements of a community order at Bradford and Keighley Magistrates' Court resulting from the original conviction on 9 April 2018, which was ordered to continue with 10 hours unpaid work requirement in addition to the original sentence.

The Applicant had notified the Licensing Service of the speeding conviction on 18 December 2017, however, he did not notify the Service of the trade mark offences as required by the Private Hire driver licence conditions, which should have done so within 7 days.

The Applicant addressed the Panel and explained that he came to renew his licence but was told the Council could not find his details and to put in a new application. However, this was not a new application but a renewal. The Licensing Unit Manager explained that the licence had expired and therefore it was classed as a new application.

When asked why he had not declared the offence of possessing goods with a false trade mark, the Applicant explained that it has been a difficult time for him with not working and trying to provide for his family and home. His wife suffers from severe depression and it was a genuine mistake on his part that he only declared this conviction when he came to renew his licence and didn't realise he should have declared it within 7 days. He went on to explain that he was a shopkeeper in Skegness and was not aware of the illegal practice, as he was not there very often due his wife's illness and the fact he had to care for his children. He left someone else to run the business and it was them who had sold counterfeit goods.

The Applicant provided a character reference from the operator he had worked for and asked the representative of his mosque to speak. The Applicant's representative, addressed the Panel and explained that he is a family man responsible for his wife and 3 children. He is a very trustworthy character who had been treasurer of the mosque for 6 years and is open and honest. He stated that he was aware of the convictions at the time and believed the Applicant had to declare them only at renewal.

Delegated decision:

The Panel carefully considered the report, the oral representations by the Applicant and representative of his mosque and after taking into account the Council's Conviction Policy and Guidelines and in accordance with the Local Government (Miscellaneous Provisions) Act 1976, resolved, unanimously, that the **application for a Private Hire driver's licence by Applicant 10/2019 be granted.**

The Panel noted;

- that the convictions of possessing goods with a false trade mark were serious, but the Applicant was clearly remorseful
- that the Applicant had failed to declare them was significant, however, but the Panel accepted this was a genuine mistake and the Applicant has been under significant pressure at home at the time
- that the Applicant had not hidden the fact he had been convicted from others in the community
- that the Applicant was trusted by the mosque to be their treasurer.

Councillor Rafiq, as Chair, left the room before the following item and it was proposed by Councillor Morris and seconded by Councillor Cummings that Councillor Walsh should Chair the final item.

LSP.143(E) SUSPENSION/REVOCATION OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCES

1. Further to the published agenda it was reported that the Chair had agreed prior to the meeting, to the withdrawal by the Licensing Unit Manager of the case relating to Licence Holder 11/2019.

2. Licence Holder 05/2019 attended the meeting and was represented by Mr Giles Bridge, Barrister and accompanied by Mr Charles Oakes, from the Hackney Drivers' Association Ltd.

   The Chair made introductions, outlined the procedure to be followed and clarified that all those present had read the report. The Licensing Unit Manager presented the report submitted by the Assistant Director (Legal and Democratic Services) which was accepted by the Licence Holder and his representative, which set out the reasons for the Licence Holder being before the Panel.

The report explained that the Licence Holder had first been issued a Hackney Carriage Drivers licence with Bury Council on 29 April 2003 and that the current licence is not due to expire until 24 January 2022.

The report went on to state that the Licensing Unit had received a number of complaints within the last 12 months from a member of staff at the Council's test centre, passengers and members of the public regarding the Licence Holder. These related to various matters.

Mr Bridge, the Licence Holders representative then asked the Licence Holder to explain his version of events for each of the incidents.

- On 1 April 2018, a complaint was made by a passenger that this Licence Holder did not switch on the meter and over charged him for the short distance to his home. The Licence Holder stated that this was not the case and the passenger was drunk and abusive and threw a stone at his vehicle. The Police were called but no further action was taken.

- On 14 May 2018, a passenger approached the licence holder to ask the cost of the journey to his home address and was told £10 but as the passenger had purchased a TV cabinet and loaded this into the Licence Holder's vehicle, the passenger alleged he had charged an extra £5. When contacted by the Deputy Licensing Officer, initially the licence holder stated that he could not remember but then he telephoned to say he could remember. He refunded the £5 when he was reminded that an additional charge was not permitted and a warning letter was sent to him. The Licence holder stated to the Panel that the passenger had agreed to the additional charge of £5 before the journey, however, he accepted that he shouldn't charge extra over the agreed fare table.

- On 9 September 2018, a passenger approached the Licence Holder's vehicle, which was third in line on the rank, but the two in front had passengers in. Initially the passenger knocked on the window, but was ignored by the Licence Holder. The passenger got into the vehicle and so the Licence Holder then asked where he wanted to go to. The passenger replied Brandlesholme Road and the Licence

Holder then told him to get in the taxi in front. The passenger explained there were passengers in them and the Licence Holder then told him to get out and wait for another taxi. The Licence Holder stated to the Panel that he asked the passenger to pay £5 up front and that he would put the meter on and give back any change at the end of the journey. He also stated that as a Hackney Carriage it was more expensive than a Private Hire vehicle.

- On 30 January 2019, the Deputy Licensing Officer was contacted by an investigator at an insurance company as the Licence Holder had made a claim relating to an accident in December 2018. The vehicle had been examined by an independent assessor and concern was raised as to the safety of the vehicle. The vehicle's licence was therefore suspended and the Licence Holder asked to attend the Council's test centre for an inspection. The Licence Holder wished to retain his licence plates himself before the vehicle was examined and therefore suspension stickers were placed across them. When the vehicle was presented for test on Monday 4 February 2019, the examiner found the licence plates on the passenger seat with the stickers removed. When questioned about this by licensing staff, the Licence Holder claimed that his daughter had washed the stickers off the plates. The Licence Holder stated to the Panel that after the accident in December 2018, he contacted the Licensing Service and was told he would be given a month to sort out the vehicle. Regarding the licence plates, he took the plates off the car and took them into the house and as they were dirty, his daughter decided to wash them and removed the stickers. He denied that he had forcibly removed the stickers or that he had used the Hackney Carriage whilst the stickers were off.

- On 9 April 2019, the Licence Holder's vehicle was presented for test at the Council's test centre, for its 6 month interim test. The vehicle examiner contacted the Licensing Service after the test to complain about the Licence Holder's manner explaining that initially the Licence Holder was reluctant to hand over the keys and questioned the examiner about his qualifications. Whilst the vehicle was raised on the ramp, the other examiner saw the Licence Holder filming them and shouting things through the viewing area, trying to distract the examiners. Towards the end of the test, the examiner opened the rear doors of the Licence Holder's vehicle to gain access to the wheelchair ramps and the Licence Holder became agitated and angry at this. At the end of the test, the examiner explained what faults had been found and that due to the number, the vehicle licence would be suspended. Initially the Licence Holder decided to remove and surrender the plates but refused to hand them to the examiner. He then decided to refit the plates and demanded that the suspension stickers be fitted to the plates, which was done. The Licence Holder stated to the Panel that he did not know the examiner and that was why he did not want to hand over his keys but did when the usual examiner approached him. He sat in the waiting area and was speaking on his mobile phone and was holding it out in front of him as he was using the speakerphone and the examiners thought he was filming them. When the examiner opened the rear doors, the Licence Holder told him to ask if there was anything he was unsure about and the examiner was rude to him. Once the test was finished, the Licence Holder went outside and when he was

shown the fault sheet he took the plates and asked for the stickers. The Licence Holder stated that the examiner was very aggressive to him. A witness, who is a Private Hire driver for Uber in Bury was called. He stated he was in the waiting area at the time the Licence Holder was using his phone and explained that he was on the speaker phone of his mobile phone and that he did call out when the rear doors were opened to say if any help was needed. The witness stated that both the Licence Holder and the examiner seemed a little frustrated.

- On 10 April 2019 a complaint was received that the Licence Holder had overcharged and had an argumentative manner. The complainant had approached the Licence Holder's vehicle and when asked where he was going he gave his address and got into the vehicle followed by the Licence Holder, who told him it would be £5. The complainant said he knew it would not be that much as he had taken a taxi on several occasions and asked for the meter to be turned on and eventually the Licence Holder agreed and the fare on the meter at the destination was £3.90. The Licence Holder stated to the Panel that he had explained that as a Hackney Carriage the price was more than a Private Hire vehicle, he was unsure where the address was and thought it was further away and also that the journey would cost more as it was a Sunday.

(Councillor Keeley left the room)

Mr Bridge, the Licence Holder's representative finally summed up by explaining that the Licence Holder had explained his version of the events regarding the incidents and that the point had not been reached that the Licence Holder was not fit and proper. There was clearly a different version of events in relation to the testing station and the witness had confirmed that both the Licence Holder and examiner had frustrated attitudes on that day. Overall, he stated that all of the incidents were minor and could warrant a possible suspension but for the Panel to appreciate that this was the Licence Holder's livelihood and he has been driving for 27 years. Three references were provided to the Panel.

(Councillor Keeley returned but took no part in the decision, as he had missed the summing up from Mr Bridge).

Delegated decision:

The Panel carefully considered the report and oral representations by the Licence Holder, his witness and representative and taking into account the Council's Conviction Policy and Guidelines and in accordance with the Local Government (Miscellaneous Provisions) Act 1976 resolved, on a majority, **to suspend Licence Holder 05/2019 for a period of 3 months.** Furthermore during the period of the suspension the Panel required that the Licence Holder complete a communications course and the statutory safeguarding course.

The Panel noted the following;

- That the Licence Holder did not appear to understand the seriousness of his actions
- That the Licence Holder did not accept any responsibility for any of

the incidents or complaints

- That the Panel felt it reasonable to expect the Licence Holder to be more aware of his attitude and behaviour towards staff, passengers and members of the public
- That there were a number of complaints regarding the Licence Holder, many of a similar nature
- That the Licence Holder appeared to have a low tolerance in relation to being asked by passengers for information as to the fare
- That the licence holder should be fully aware of the Licensing conditions and what is expected of him as a Private Hire driver in Bury.

COUNCILLOR T RAFIQ
CHAIR

Please note: the meeting started at 7 pm and finished at 9.35 pm

Agenda Item 5

REPORT FOR DECISION

Agenda Item	

DECISION OF:	**LICENSING & SAFETY PANEL**
DATE:	**17th OCTOBER 2019**
SUBJECT:	**OPERATIONAL REPORT**
REPORT FROM:	**ASSISTANT DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)**
CONTACT OFFICER:	**M BRIDGE**
TYPE OF DECISION:	N/A – Report for information only
FREEDOM OF INFORMATION/STATUS:	This paper is in the public domain
SUMMARY:	A report to advise members on operational issues within the licensing service.
IMPLICATIONS:	
Wards Affected:	N/A
Scrutiny Interest:	Internal Scrutiny Panel

1.0 **BACKGROUND**

1.1 The report advises Members on operational issues within the licensing service.

2.0 **APPEAL TO MAGISTRATES**

2.1 Members will recall that a client appeared before Licensing and Safety Panel on 7th March 2019 in respect of his hackney carriage vehicle licence and the decision by the panel was to refuse to renew the Hackney Carriage Vehicle Licence as the vehicle had fallen foul of the Council's Five fault Rule for Hackney Carriage vehicles over 10 years old. This client appealed the decision. The appeal was heard on the 10th September 2019, at Manchester and Salford Magistrates Court. The Magistrates considered the case and decided to dismiss the appeal. The Magistrates awarded the Council £1000 contribution costs.

3.0 PARTNERSHIP WORKING

3.1 Officers of the Trading Standards and Licensing Service took part in a multi-agency operation on the 25th September 2019. The operation involved Greater Manchester Police, Greater Manchester Fire and Rescue Service, Housing Standards and the Immigration Service. Eight premises were visited. There were issues for the Immigration Service and Greater Manchester Fire. The immigration service found three individuals working in a shop who had no right to work and one individual who was a failed asylum seeker who had absconded. 2620 illicit cigarettes and 1.4 kilogrammes were seized by Trading Standards from one of the off licences visited. Investigations are ongoing.

4.0 ATTENDANCE REQUESTED TO ATTEND A MEEETING

4.1 Following a request by Councillor Daly, the Licensing Unit Manager and the Deputy Licensing Officer attended a meeting at Blackford Bridge Church along with Greater Manchester Police. The meeting consisted of questions relating taxi related matters, these were answered by Greater Manchester Police and the Licensing Unit Manager. The meeting was attended by a large number of licence holders.

5.0 TAXI TRADE LIAISON MEETING

5.1 On the 19th September 2019, the Licensing Service held a trade liaison meeting with the Hackney Carriage and Private Hire Trade. All Private Hire Operators were invited, along with trade associations representing Hackney and private hire drivers in Bury.

This was a private meeting to allow full discussion on a range of issues. This included: proposals across Greater Manchester relating to common standards across the Hackney carriage and private hire trade; the proposed GM Clean Air Zone; proposed service improvements in Bury; information regarding Brexit and the EU Settlement Scheme; along with a number of matters put forward by trade reps and individual drivers.

Minutes of the meeting are attached at Appendix 1.

6.0 COMMON MINIMUM STANDARDS

6.1 Members will be aware of the proposed common minimum standards that were being developed by the Greater Manchester Licensing Network and Transport for Greater Manchester which were due to go out to consultation in autumn of this year. However the following position statement was issued:

In 2018, Greater Manchester's 10 local authorities agreed to collectively develop, finalise and implement a common set of minimum standards for Taxi and Private Hire services licensed in Greater Manchester. The proposed standards have four areas of focus: driver standards, vehicles standards, operator standards and local authority standards.

Greater Manchester Leaders have consistently stated that these standards must align with the Greater Manchester Clean Air Plan proposals and support the requirements to tackle air pollution across the region. The 10 local authorities are awaiting feedback from government on some elements of those proposals, most

notably the funding available to support vehicle upgrades – including taxis and private hire vehicles (PHVs).

With this uncertainty, and the lack of clarity around the Government's intention to legislate for national minimum licensing standards for taxis and PHVs in the future, there will be no consultation on the proposed Greater Manchester common minimum standards this autumn, however we will continue to engage with the trade on the development of both Clean Air Plan and common minimum standards.

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Appendix 1

Minutes

Hackney Carriage / Private Hire Liaison Meeting
19th September 2019

Attending: Chairman- Councillor Rafiq
Head of Trading Standards & Licensing – Angela Lomax
Licensing Unit Manager - Michael Bridge
Head of Legal Services - Janet Witkowski
Darren Smith – Transport & Workshop Manager Bradley Fold
Deputy Licensing Officer - Laura Jones
Elton Blueline – Raja Mohammed Fiaz Khan
Hackney Carriage Driver Association – Charles Oakes
National Private Hire & Taxi Association – Donna Short
National Private Hire Association – Sham Raja
Bury Drivers Group – Mohammed Ahmed
Private Hire Drivers Association – Adil Sharif
Private Hire Drivers Association – Sajjad Warraich

		Action
01	Councillor Rafiq opened the meeting and thanked everyone for their attendance. He reminded everyone that this was a private meeting and not to be live streamed or recorded. Attendees introduced themselves.	
02	Common Minimum Standards Mr Bridge read out the CMS Consultation Position Statement. This is available to read on Bury Councils website.	
03	Clean Air Unfortunately a representative from Environmental Health or TFGM were unable to attend due to other commitments. Mr Bridge read out an email with an update from TFGM. TFGM have applied for a grant to Government of £28 million across Greater Manchester. No decision has been made on this as yet.	
04	Service Level Agreement SLA is a sub contractual agreement between two services of the Council, it is not a public document and not for consultation. This SLA is an agreement between the testing station and the licensing service in relation to how the business will be run. Attendees were asked for things that they would like to see in the SLA. It already covers such things as service standards, GDPR, staffing, financial accountability, penalties for non-performance, dispute resolution, value for money, market testing, risk assessment, key performance indicator, monitoring report. It sets out what we as the licensing service expect of the testing station and what they expect of us. A request was made for Saturday test appointments. Michael Bridge explained that this had been piloted some years ago and there was no take up. A request was also made for MOT	

		Action
	certificates to be issued, this can be looked at but there may be issues with time and cost.	
04	Bradley Fold Darren Smith advised that Bradley Fold should be open again for mid-November. Contractors are working weekends to try and meet this deadline.	
05	Testing Manual The draft testing manual will be available on the Council website in the next few days for all drivers to see and make any comments on. The manual sets out the details of MOT failures and clarifies such items as scratches and dents. It will run in conjunction with a new failure sheet which will correspond with the manual.	
06	Service Improvement The licensing service have been looking at complaints that have been made and taking onboard things that have been said. The following have been done as a result; • Redesigned suspension notice so it is now in plain English • Customer satisfaction survey undertaken at the garage – results very encouraging • Audit of testing facilities at Bolton testing Workshop carried out • Due to complaints about getting through to licensing by telephone we are working with the customer contact centre to streamline how calls will be taken • Additional temporary staff have been employed to cover holidays • Testing manual created to be supplied to the trade for consultation • Options appraisal being considered includes review of other council testing facilities • Drivers have said they are unhappy with the size of the badge that is currently issued. We are in talks with our supplier regarding this. • Discussions with Bolton Council re Right of appeal to Bolton testing station if unhappy with result of a test. • Online booking for appointments system being worked on • Can now book a retest at Bolton over the phone by sending a photo of failure sheet to Licensing by email	
07	Brexit Angela Lomax attends regular Brexit meetings and brought a few issues to the attention of attendees. There have been rumours of fuel shortages, this is something that the trade may need to prepare for. EU settlement scheme, EU nationals may need to fill in a form to ensure they can stay settled. For anyone who would like more information there is a workshop at the Town Hall at 10am on 1st October.	
08	Second testing station Mr Oakes asked a question, would Bradley Fold be happy if the Council decided to have a second testing station, would it be difficult for them. Darren Smith stated that he	

		Action
	would be bothered if the standards of the test were to go down. A discussion regarding a second testing station took place. The trade were asked to give the implementation of the testing manual and the re-opening of a new testing station at Bradley Fold a chance.	
09	Councillor Rafiq closed the meeting and thanked everyone for coming.	

Agenda Item 6

REPORT FOR DECISION

Agenda Item	

DECISION OF:	**LICENSING & SAFETY PANEL**
DATE:	**17TH OCTOBER 2019**
SUBJECT:	**HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE TEST INSPECTION MANUAL**
REPORT FROM:	**ASSISTANT DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)**
CONTACT OFFICER:	**MR M BRIDGE**
TYPE OF DECISION:	**COUNCIL**
FREEDOM OF INFORMATION/STATUS:	This paper is within the public domain
SUMMARY:	This report relates to the testing of Hackney Carriage and Private Hire vehicles introducing a vehicle inspection manual that confirms the standard required to pass the vehicle test.
OPTIONS & RECOMMENDED OPTION	• To request that the Licensing Service undertake a full consultation with the Hackney Carriage/Private Hire Trade regarding the proposed vehicle inspection manual with a further report to be presented at a later date. • To implement the vehicle inspection manual as proposed without conducting a consultation. • To implement the vehicle inspection manual with amendments determined by members of the Licensing and Safety Panel. • To refuse the proposed vehicle inspection manual and continue with the current testing regime.

IMPLICATIONS:	
Corporate Aims/Policy Framework:	Do the proposals accord with the Policy Framework? **Yes** No
Statement by the S151 Officer: Financial Implications and Risk Considerations:	There are no specific issues from the report other than potential costs/risks associated with legal appeals including a Judicial Review

Statement by Executive Director of Resources:	The cost of the licensing function are funded through the fees and charges levied by the Council. There may be additional costs to the service if appeals are lodged by licence holders with the Magistrates and Crown Courts.
Equality/Diversity implications:	Yes **No** (see paragraph below)
Considered by Monitoring Officer:	Under the legislation the Council is required to determine applications. The report is in accordance with the appropriate legislation. Members are advised that Licences are regarded as possessions within the terms of the Human Rights Act 1998. Under the Act everyone is entitled to the peaceful enjoyment of one's possessions and so actions interfering with those possessions must be lawful, reasonable and proportionate. It is lawful to impose reasonable conditions as a way of protecting the safety of the travelling public, so long as it is not out of proportion. It is a balancing act between the public interest and the individual's rights.
Wards Affected:	All
Scrutiny Interest:	Overview and Scrutiny Panel

TRACKING/PROCESS **DIRECTOR:**

Chief Executive/ Strategic Leadership Team	Executive Member/Chair	Ward Members	Partners
Scrutiny Committee	Committee	Council	

1.0 INTRODUCTION

1.1 The licensing service have been working closely with The Greater Manchester, Mayor's office, the 9 other Greater Manchester Licensing Authorities and Transport for Greater Manchester (TfGM) in the development of Common Minimum Standards relating to the Hackney Carriage and Private Hire Trade. These proposals were running consecutively with the Clean Air Agenda proposals relating to the introduction of a clean air zone in Greater Manchester.

1.2 Following a decision taken by of all ten Greater Manchester Leaders, a position statement was issued by TfGM to inform the trade that the proposed common minimum standards consultation would not take place this autumn, as previously suggested however we will continue to engage with the trade on the development of both the Clean Air Plan and common minimum standards.

1.3 Transport for Greater Manchester have placed a bid to Central Government for a Taxi Fund of £28 Million pound to assist the trade to upgrade their vehicles to become compliant under the proposed Clean Air Zone.

1.4 Due to this ongoing piece of work the development of a testing manual detailing the MOT safety elements and additional quality checks of the Councils compliance check policy has been delayed in Bury.

1.5 The licensing service has continued to engage with the trade and continue to engage within Bury about these proposals having held a trade liaison meeting to discuss the proposals

1.6 The Council currently licences 61 hackney carriage vehicles and 933 private hire vehicles. These are inspected every six months at the Council's testing station facility at Bradley Fold. Should a vehicle fail two consecutive test with three or more MOT faults either at the renewal inspection or at the interim inspection the vehicle will then be subject to an additional test and therefore undertake 3 tests per year.

1.7 The licensing service have undertaken a review of the testing regime which has prompted the creation of the vehicle inspection manual which is attached at appendix 1.

2.0 BACKGROUND

2.1 The Local Government (Miscellaneous Provisions) Act 1976 permits a Council to test a private hire or hackney carriage vehicle on no more than three occasions per annum. Bury Council has chosen to test vehicles twice per annum unless the vehicle has failed two consecutive test with three or more MOT faults either at the renewal inspection or at the interim inspection. Bury Council takes public safety very seriously and testing twice yearly acknowledges the high mileage of these vehicles, which increases potential for mechanical faults.

2.2 The current vehicle test lasts approximately 60 minutes and is conducted to Driver and Vehicle Standard Agency [DVSA] standards. In addition to MOT items, the test includes inspections of additional items relating to Council policy, conditions and current licensing legislation.

2.3 The vehicle licence is issued for one year and will have an interim inspection six months into the licence. Should a vehicle licence be suspended following the inspection the suspension will not be lifted until the vehicle has passed the inspection. This ensures that any defects on the vehicle are satisfactorily repaired to the satisfaction of the Licensing Authority before the vehicle is allowed to carry passengers.

2.4 The cost of the test is currently £55.00 which is incorporated in the vehicle test fee. Vehicles failing inspection are required to return to the garage for a re-test. Currently the re-test is free if the vehicle has less than three identified faults. If the vehicle has between four and nine identified faults then the cost of the retest is £25.00. Any vehicle failing with ten or more identified faults then

the vehicle proprietor is required to pay the cost of a full test (£55.00). The faults must be rectified within 10 working days otherwise the proprietor is required to pay the cost of a full test but, as noted above, the vehicle cannot legally carry passengers until defects are repaired.

2.5 The licensing service expect that a vehicle is maintained throughout the duration of the licence and as such all vehicles should be presented for test in a satisfactory standard.

2.6 Members should be aware that a report was presented to Licensing and Safety Panel in May 2014 to consider the review of the then current policies relating to the licensing and testing of Hackney Carriages and Private Hire Vehicles. Members resolved as an incentive to encourage proactive maintenance and provide for additional testing requirements where vehicles fall below acceptable standards the following:-

In addition to the normal pass or fail situation, any vehicle, regardless of age, which fails any two consecutive periodic inspections with 3 or more MOT failure faults (as defined in the VOSA MOT Inspection Manual for Private Passenger & Light Commercial Vehicle Testing) will result in the vehicle having to undergo 2 interim tests per year. The policy is to be applied as follows: -

a. If a vehicle fails a first grant or a licence renewal inspection with 3 or more defined MOT faults and subsequently fails its interim inspection with 3 or more MOT faults, when the vehicle licence is next renewed, the vehicle will be subject to 2 interim tests during the period of the 12 month licence. The vehicle owner will be required to pay the Licensing Service the requisite fee for the additional test before the licence is granted.

b. If a vehicle fails an interim inspection with 3 or more MOT faults and subsequently fails the next renewal inspection with 3 or more MOT faults, the licence will be renewed subject to 2 interim tests during the period of the 12 month licence. The vehicle owner will be required to pay the Licensing Service the requisite fee for the additional test before the licence is granted.

The Licensing Service have reviewed the current situation relating to the number of vehicles that are now subject to three tests a year. There are currently 29 vehicles. The remainder of the fleet, with the exception of vehicles under two years old, are subject to two tests a year.

It is felt that the implementation of the vehicle inspection manual will give the proprietors of vehicles greater detailed information about the standards that are required to be met.

4.0 CONSULTATION WITH THE TRADE

4.1 The licensing service presented the manual to the attending trade representatives at the trade liaison meeting on the 19th September 2019. Representatives from the Hackney Carriage Trade and Private Hire, discussed the creation of the vehicle inspection manual. The Licensing Unit Manager outlined that the vehicle inspection manual will deal with some of the issues that the trade have raised in the past, in particular regarding the appearance of the vehicle and damage to the bodywork. Due to the size of the document, copies were not circulated.

4.2 Following the trade liaison meeting and discussion with the Head of Legal Services it was felt that the consideration to the implementing of the vehicle inspection manual should be placed before this panel for consideration. It is suggested that it is necessary to do a full consultation exercise with the trade on this proposal.

5.0 CONCLUSIONS

5.1 Members are requested to consider the report and the attached vehicle inspection manual attached at Appendix 1. The options are contained at page 1 of the report.

List of Background Papers:-

Minutes of trade Liaison Meetings
Previous Minutes of the Licensing and Safety Panel

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Private Hire and Hackney Carriage Vehicle Testing Criteria

30th September 2019

Introduction

This manual provides a working guide for those involved in the preparation of private hire and hackney carriage vehicles for inspection, prior to being issued with a licence or having a licence renewed. It will also give the proprietor an insight into the type of examination a vehicle will be subjected to, and the standard the vehicle should be maintained at, before it can be issued with a licence.

Bury Council may, from time to time, need to make alterations to this manual to reflect changes in road vehicle regulations or changes to the Conditions of Fitness. Such changes will be notified to the trade and published on the Council's website. Wherever the word 'approved' appears in this manual, it refers to approval having been granted by the Licensing Authority.

Abbreviations used throughout this manual:-

C&U	Road Vehicles (Construction and Use) Regulations 1986
CE	Central European Standards
CNG	Compressed Natural Gas
CoF	Conditions of Fitness (2007)
DVLA	Driver and Vehicle Licensing Agency
DVSA	Driver Vehicle Standards Agency
LA	Licensing Authority
LPG	Liquid Petroleum Gas
PNC	Police National Computer
RTA	Road Traffic Act 1988
SGS	Society Generale de Surveillance (Inspection Service Provider)
SVPM	Senior Vehicle Policy Manager
VEL	Vehicle Excise Licence
VIN	Vehicle Identification Number
VIR	Vehicle Inspection Report
VRC	Vehicle Registration Document/Certificate (V5) or (V5c)
VRM	Vehicle Registration Mark

Contents

Retest explanation

Reasons for refusal – vehicle retest

There are a number of reasons for refusal that are highlighted in YELLOW in this manual. The items highlighted in yellow can be re-inspected by way of a ***minor retest**; providing the reason for refusal items have been rectified. The vehicle can be re-inspected before the end of the next working day, or the next available appointment slot. A **minor retest** must be submitted within **ten working days**, following the day of the initial failure, and no charge will be made for this test.

There are a number of other reasons for refusal that are highlighted in GREEN. These are items that indicate the vehicle can be re-inspected by way of a **minor retest**, as above, but on safety grounds the vehicle will in addition be suspended.

If a vehicle fails for any other reason which is **NOT** highlighted in YELLOW in the manual, your vehicle licence will be suspended. At the time of suspension you will be given the following:

a) Notice of suspension;

b) Notice to Return Plates – within seven days;

c) Information on the consequences of using your vehicle while it is suspended;

If your vehicle has failed its test on an item that would require a **†major retest** and all highlighted items have been rectified, you will be required to book a retest, for which you will be charged a fee. There will be a fee for each further retest[1].

After ten working days (following the day after the initial failure) if your vehicle has not passed the vehicle inspection test, you will be required to book a full vehicle inspection (at a greater fee).

* A minor retest is a retest where the items the vehicle has failed on can be inspected by a vehicle inspector without the use of any garage equipment – i.e. can be visually inspected outside of the garage in the parking area.

† A major retest is a retest where the items the vehicle has failed on cannot be inspected by a vehicle inspector without the use of garage equipment for example: headlamp pattern / aim machine, ramp, emissions/ brake testing machine.

Advisory Items - are highlighted in blue. Your vehicle will not be suspended for these highlighted advisory items. You will be required to have them satisfactorily repaired / replaced by the date of next vehicle inspection (annual, six month or quarterly) following the date of the test that you were notified of the advisory item.

Part A

A1 Service brake, performance of footbrake

Method of testing

Roller brake test inspection – position the vehicle so that the wheels of each axle can in turn be placed on the brake test machine rollers.

Examination – front wheels:

1. Drive straight onto the rollers, with the front wheels central to the rollers. With one set of rollers revolving at a time, depress the footbrake pedal until maximum effort is achieved, or until the wheel locks and slips on the rollers.
2. Start both sets of rollers and note whether a significant brake effort is recorded from any wheel without a brake being applied. Gradually apply the footbrake and watch how the braking effort for each wheel increases.
3. From the previous test you will know at which point wheel slip occurs; aim to stop just short.
4. Hold steady pedal pressure and check the dial for brake force fluctuations.
5. Gradually release the footbrake and observe how the braking effort at each wheel reduces.
6. Note the out-of-balance in braking effort at each side of the vehicle.
7. Ensure that there are no unapproved modifications, alterations or parts fitted to the braking system.

ITEM		REASON FOR REFUSAL
SERVICE BRAKE PERFROMANCE OF FOOT BRAKE	1	A low braking effort is recorded from any wheel Little or no braking effort is recorded from the brake on any wheel
	2	The specified braking effort is not met Maximum performance is less than 50%
	3	A significant braking effort is recorded on a road wheel, even though the brake is not applied
	4	The brake efforts at the road wheels do not increase at the same rate When the footbrake is applied
	5	Evidence of the recorded brake efforts fluctuating as the brake pressure is applied
	6	Evidence of grabbing or judder as the brake is applied
	7	The brake efforts at the road wheels do not reduce at the same rate when the footbrake is released
	8	The out-of-balance of the front brakes is greater than 25%
	9	There is an unapproved modification, alteration or part fitted to the braking system

A2 Performance of parking brake

Method of testing

Performance parking brake inspection – position the vehicle so that the wheels of each axle can in turn be placed on the brake test machine rollers.

Examination – rear wheels:-

1. With the vehicle square to the rollers, start one set of rollers revolving at a time. Apply the parking brake until maximum effort is achieved, or until the wheel locks and slips on the rollers or until the parking brake is fully applied, whichever comes first.
2. Record the reading at which the maximum braking effort is achieved or when lock-up occurs.
3. Release the parking brake.

ITEM		REASON FOR REFUSAL
PERFORMANCE OF PARKING BRAKE	1	A low braking effort is recorded from the parking brake on any wheel Little or no braking effort is recorded from the brake on any wheel
	2	The calculated parking brake efficiency is less than 25% for vehicles fitted with single line brakes or is less than 16% for vehicles fitted with a dual braking system

A3 Condition of mechanical brake components

Method of testing

Visual inspection – position the vehicle on an appropriate hoist so that the underside of the vehicle can be inspected.

Examination – underside of vehicle:-

1. Examine the mechanical components of the brake mechanism, which can be seen without any dismantling.

ITEM		REASON FOR REFUSAL
CONDITION OF MECHANICAL BRAKE COMPONENTS	1	Brake rods reduced in diameter by more than one-third of the original diameter
	2	Cables knotted or incorrectly routed, heavily corroded, or wires broken to such an extent that their strength is reduced significantly, which will impair safety
	3	A significant braking effort is recorded on a road wheel, even though the brake is not applied
	4	The absence or insecurity of any locking or retaining device
	5	Brake pad or brake lining less than 1/16” (1.5mm) thick at any point
	6	A disc or drum insecure, cracked, excessively worn, scored or pitted
	7	Any restriction to the free movement of the system (seized pivot, fulcrum etc)
	8	Any abnormal movement of levers, compensators, clevis pins, pivots, eyes or yokes or absence of anti-rattle washers
	9	A brake back plate, wheel cylinder, calliper or adjuster securing bolt loose or missing
	10	Return spring missing or broken or bleed nipple broken
	11	A brake disc or drum contaminated by brake fluid, oil or grease

A4 Condition of brake pipes and hoses

Method of testing

Visual inspection – position the vehicle so that the under bonnet and underside of the vehicle can be examined.

Examination – under bonnet and underside of the vehicle:

1. Examine the condition and security of brake pipes, couplings and flexible hoses.
2. Check whether there are any leaks in the system, especially when the brakes are applied.

ITEM		REASON FOR REFUSAL
CONDITION OF BRAKE PIPES AND HOSES	1	Pipes incorrectly routed, chafed, corroded or damaged
	2	Pipes or hoses inadequately clipped or supported
	3	Pipes or hoses so positioned to be liable to be fouled by moving parts or exposed to excessive heat
	4	Pipes or hoses kinked
	5	Any stretched or twisted hoses
	6	Inadequate free movement of any hoses resulting in fouling on any part of the vehicle
	7	Chafing or deterioration of hoses
	8	Any distortion of a flexible hose
	9	Inadequate repair or unsuitable joints
	10	Brake hose ferrules excessively corroded
	11	Flexible hose bulging
	12	Any leaks in the system

A5 Condition of servos, exhausters and hydraulic components

Method of testing

Visual inspection – position the vehicle so that the under-bonnet and underside of the vehicle can be examined.

Examination – under-bonnet and underside of the vehicle:

1. Examine the condition and security of the servo, exhauster, vacuum pipes, couplings and flexible hoses.
2. Examine the condition and security of wheel cylinders, callipers, limiter valves, master cylinders and fluid reservoirs.
3. Check that the reservoir cap is fitted and that the fluid low warning device operates correctly.
4. Ensure that the brake fluid has not been contaminated.

ITEM		REASON FOR REFUSAL
CONDITION OF SERVOS, EXHAUSTERS AND HYDRAULIC COMPONENTS	1	Servo or exhauster is not secure, fails to function correctly or is leaking
	2	Servo missing where fitted as standard or servo unit bypassed
	3	Adjuster indicator rod shows brake adjustment is necessary
	4	Vacuum pipe, coupling or hose that is damaged, kinked, collapsed or has deteriorated
	5	Servo exhauster that is damaged/excessively corroded
	6	Exhauster drive belt that is unserviceable/slack
	7	Deliberate modification, inadequate repair or corrosion within 30cm of servo/brake master cylinder mounting
	8	A wheel cylinder, calliper, limiter valve, master cylinder or reservoir that is insecure or leaking
	9	Inadequate repair or unsuitable joints
	10	Master cylinder and/or reservoir damaged or severely corroded
	11	Low fluid level warning device inoperative
	12	Fluid below minimum level where indicated
	13	Brake fluid contaminated
	14	Brake fluid Reservoir cap missing

A6 Service brake operation

Method of testing

Inspection – from within the driver's compartment with the engine switched off.

Examination of the service brake:

1. Check the condition of the anti-slip provisions of the pedal pad and whether the pad is secure to the pedal.
2. Check the condition of the pedal mounting and pivot bush/bearing.
3. Ensure that the pedal is not fouling any part of the vehicle, including other fixtures/ fittings.
4. Depress the pedal to assess the amount of travel and whether there is any sponginess.
5. Assess the effectiveness of the servo by depressing the pedal several times. Check that the vacuum audible or visual warning device operates correctly. While maintaining pressure on the pedal, restart the engine and note whether the pedal can be felt to dip.

ITEM		REASON FOR REFUSAL
SERVICE BRAKE OPERATION	1	Anti-slip pad is missing, insecure or worn smooth or incorrect type
	2	Pedal insecure, damaged or corroded, or there is excessive wear/side movement at the pedal pivot bush/bearing
	3	Pedal action restricted by fouling other parts of the vehicle or fixture/fitting
	4	Insufficient reserve travel between the pedal and floor, or the pedal creeps down and/or there is evidence of sponginess in the system
	5	No dip can be felt when the engine is started
	6	The vacuum audible/visual warning device is not working correctly
	7	Insufficient vacuum reserve after the warning device has been activated

A7 Handbrake operation

Method of testing (inspection inside the vehicle)

Inspection – from within the driver's compartment with the engine switched off.

Examination of the handbrake:

1. Note the position of the handbrake and its condition.
2. With the handbrake in the off position:
   a) note the amount of side play in the lever pivot
   b) check the security and condition of the lever and pawl mechanism.
3. Apply the handbrake and check the effective operation of the pawl mechanism.
4. With the handbrake fully applied, check the effectiveness of the pawl ratchet.
5. Check that the lever is not at the end of its working travel.
6. Check for excessive corrosion, damage or insecurity.

Note: Further inspections of the handbrake mounting/area around the mounting may need to be undertaken while the vehicle is raised on the inspection hoist.

ITEM		REASON FOR REFUSAL
HANDBRAKE OPERATION	1	The handbrake lever is so positioned that it cannot be operated satisfactorily or is damaged or insecure
	2	Excessive wear or side play at the handbrake mounting/pivot or pawl
	3	Deliberate modification, inadequate repair or corrosion within 30cm of handbrake lever mounting point
	4	The lever or pawl mechanism and its associated mountings are insecure/ corroded or a retaining/locking device is insecure or missing
	5	The pawl/ratchet is ineffective, damaged or broken
	6	The handbrake lever has reached the end of its working travel
	7	The lever is impeded in its travel

A8 Anti-lock braking system (ABS)

Method of testing

Inspection – from within the driver's compartment.

Examination of the anti-lock braking system:

1. Check that a warning lamp is fitted and that:
   a) the lamp illuminates;
   b) the correct sequence of operation is evident;
   c) it does not indicate a fault;
2. Check that all ABS components are:
   a) fitted;
   b) in good working order;
   c) secure;
3. Check that any associated wiring is:
   a) in good condition
   b) correctly routed and supported
   c) not chafing any other part of the vehicle.

ITEM		REASON FOR REFUSAL
ANTI-LOCK BRAKING SYSTEM (ABS)	1	The warning lamp: a) is missing; b) does not illuminate; c) indicates an ABS fault
	2	ABS components or associated brackets/fixtures missing, damaged, insecure or of an incorrect type
	3	Associated wiring incorrectly routed, inadequately supported or damaged

Part B

B1 Steering linkages

Method of testing

Inspection 1 – with the road wheels on the ground and the steering wheel rotated clockwise and anti-clockwise against road resistance; examine the steering mechanism and linkages.

Examination:

1. Check the steering joints for wear.
2. Check for evidence of a fracture to any of the steering components, fixings or mountings.
3. Check security, condition and alignment of all steering components, fixings or mountings.
4. Ensure that all locking or retaining devices are present.

Inspection 2 – with the road wheels off the ground and the suspension in normal laden position, rotate the steering through its full working range.

Examination:

1. Check to see if road wheels, tyres or steering components foul any part of the vehicle.
2. Check the security and effectiveness of steering lock stops.
3. Check for evidence of welded repairs or excessive heat having been applied to the steering linkages, components, fixtures or fittings.
4. Using the slip plates, assess the alignment of the front road wheels.

ITEM		REASON FOR REFUSAL
STEERING LINKAGES	1	Relative movement exists between the steering box/idler sector shaft and the steering box arm
	2	A track rod end, drag link end or steering damper is loose or misaligned
	3	A perished, split or displaced ball joint gaiter
	4	Excessive wear at a steering joint
	5	A fixing or mounting not fully secure to the chassis
	6	Relative movement between a steering arm and its fixing/mounting point
	7	A steering component cracked, damaged or deformed
	8	An approved locking or retaining device missing
	9	A road wheel, tyre or steering linkage component fouls part of the vehicle
	10	A steering lock fails to prevent overlock, or is incorrectly adjusted, loose, damaged or insecure
	11	Evidence that a steering component has been structurally repaired, or shows excessive heat has been applied
	12	The steering geometry is obviously incorrectly aligned
	13	Excess movement in steering rack and worn tie rods

B2 Steering controls: steering wheel

Method of testing

Inspection – from inside the driver's compartment.

Examination:

1. Ensure that the steering wheel is on the offside of the vehicle.
2. Check the steering wheel alignment is in the straight-ahead position.
3. Rock the steering from side to side and apply a slight upward and downward pressure to the rim of the wheel.
4. Note the condition of the steering wheel, spokes and rim, and check for relative movement between the steering column and the steering wheel.
5. With the road wheels in the straight-ahead position, lightly turn the steering wheel to left and right as far as possible without moving the road wheels, and note the amount of free play at the steering wheel.

ITEM		REASON FOR REFUSAL
STEERING CONTROLS: STEERING WHEEL	1	The steering wheel is fitted to the offside of the vehicle
	2	The steering wheel is misaligned or not fully secured to the steering column
	3	The steering wheel to steering column securing device is not fitted
	4	The steering wheel rim, hub, or spoke(s) is fractured
	5	The steering wheel rim is cracked or damaged
	6	The steering wheel is of a type not recommended by the manufacturer
	7	Excessive radial movement at the steering wheel rim * * Note on radial movement – not to exceed Where the vehicle is fitted with a steering box 20° on 15 inch (380mm) diameter wheel = 75mm on rim. Where the vehicle is fitted with a steering rack 5° on 15 inch (380mm) diameter wheel = 13mm on rim

B3 Steering controls: steering column

Method of testing

Inspection – conducted from within the engine compartment and within the driver's cabin.

Examination:

1. Attempt to lift the steering wheel in line with the steering column.
2. Push the steering wheel away and pull back towards the driver's seat.
3. Examine the universal coupling for security, deterioration and ensure that no part of the column/universal coupling or clamping bolt fouls any other part of the vehicle.

Note: Reasons for refusal 1 and 2 above – MOT method for assessing wear will be adopted.

ITEM		REASON FOR REFUSAL
STEERING .CONTROLS : STEERING COLUMN	1	Excessive movement of the centre of the steering wheel in line with the steering column
	2	Excessive movement at the top of the steering column
	3	A coupling that is insecure, worn or corroded
	4	A coupling clamp bolt is loose or missing

B4 Steering controls: steering mechanism

Method of testing

Inspection 1 – inspection conducted with the vehicle raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.

Examination:

1. With the road wheel off the ground and the steering rotated from lock to lock, check the steering for smoothness of operation.

Inspection 2 – inspection conducted with the vehicle raised on a hoist with the road wheels on the ground and the steering rotated clockwise and anti-clockwise by the slip plates against the road resistance.

Examination:

1. Examine the steering box and idler box for wear, security and for fractures.
2. Check the sector shaft and bushes for excessive wear.
3. Check the steering and idler boxes for oil leaks.
4. Check presence and condition of steering joint gaiters.
5. Examine the condition of the vehicle structure, panelling and chassis around the steering box/idler mountings for excessive corrosion or fractures.

ITEM		REASON FOR REFUSAL
STEERING CONTROLS : STEERING MECHANISMS	1	Roughness, knocking or undue stiffness in the operation of the steering
	2	The steering sector shaft is cracked or twisted
	3	The sector shaft splines are worn
	4	Excessive free play within the steering box mechanism
	5	Excessive lift and/or end float of the steering box or idler sector shaft
	6	Oil leaking from the steering box or idler
	7	Steering box or idler housing fractured
	8	Steering box or idler not securely mounted
	9	Steering joint gaiter split, damaged or displaced
	10	Excessive corrosion, distortion, fracture or inadequate repair within 30cm of a steering box/idler bracket/load-bearing mounting area

B5 Steering controls: power steering

Method of testing

Inspection – conducted with the engine running and the road wheels on the ground.

Rock the steering clockwise and anti-clockwise against the road resistance.

Examination:

1. Check that the system is operating.
2. Check for leaks from the system.
3. Ensure that pipes, hoses and couplings are of the correct type, secure and free from chafing.
4. With the engine off, check the security of the power steering pump and condition of the drive belt.

ITEM		REASON FOR REFUSAL
STEERING CONTROLS : POWER STEERING	1	Power steering malfunctioning or inoperative
	2	Excessive fluid leak from power steering units
	3	Power steering pipe, hose or coupling not secure and/or chafing against another part of the vehicle
	4	Fluid leaking from power steering hose/pipe
	5	Inappropriate fluid pipes or unapproved equipment fitted
	6	Power steering pump insecure or drive belt damaged
	7	Unapproved modifications to the power steering system
	8	Steering rack boot insecure or torn

B6 Stub axles, king pin assemblies and wheel bearings

Method of testing

Inspection – conducted with the vehicle raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.

Examination:

1. Check for lift/movement at the king pin assemblies.
2. Note the amount of movement at the king pin assemblies.
3. Check for the smooth action of the swivel joints and the security of any mounting of steering/suspension arms to the stub axle.
4. Examine the visible parts of the stub axles for cracks and to ensure all approved locking devices are correctly fitted.
5. Examine lower trunnion fulcrum joints for wear and to ensure locking devices are fitted and secure.
6. Examine upper trunnion pin and bushes for wear and to ensure locking devices are fitted and secure.
7. Examine the amount of lift/wear in ball joints/suspension arms.
8. Spin each front wheel to check for harshness, free running and condition of the hub bearings.

ITEM		REASON FOR REFUSAL
STUB AXLES, KING PIN ASSEMBLIES AND WHEEL BEARINGS	1	Excessive wear in king pin/bushes
	2	Lift between stub axles and king pin assemblies
	3	King pin insecure or locking device not fitted/insecure. Excessive wear, play or lift at a front swivel joint
	4	Excessive wear/movement in lower trunnion joint
	5	Fulcrum pin/end cap insecure or retaining locking device loose, missing or insecure
	6	Upper trunnion pin loose, worn or insecure
	7	Upper trunnion bushes worn or deteriorated
	8	Roughness or tightness in either or both front hub bearings
	9	Cracked or damaged stub axle or swivel hub assembly
	10	Excessive wear in any front suspension arm, bearing or bush

Note: MOT method for assessing wear will be adopted.

Part C

C1 Tyres

Method of testing

Inspection – conducted with the vehicle raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.

Examination:

1. Check that all the tyres are of an approved type and ensure that one tyre is not of a different type of structure from another tyre on the same axle.
2. Examine each tyre, including the spare, for cuts, bulges, exposure of cords or tread separation.
3. Ensure that each tyre is correctly mounted on the wheel rim that valve stems are correctly aligned and that valve caps are fitted.
4. Check to see if there are any nails, stones etc embedded in the tread.
5. Check that each tyre is correctly inflated to manufacturer's specification.
6. Check the condition of the tread pattern over the whole of the breadth and circumference of the tyre.
7. Measure the tread depth.
8. Check to see if any part of a tyre fouls any other part of the vehicle.

ITEM		REASON FOR REFUSAL
TYRES	1	Unapproved tyre fitted
	2	Tyre structure of different types on same axle
	3	Incorrectly mixed cross-ply, radial-ply or bias-belted tyres
	4	A tyre having: a) a cut 12mm long or more, or deep enough to cut the cords; b) a lump, tear or bulge, or tread lifting, or if any ply or cord is exposed;
	5	Tread pattern worn unevenly
	6	A seriously damaged, deteriorated or misaligned valve stem
	7	Tyre is not inflated to the manufacturer's specification
	8	Tread pattern is not at least 1.6mm in depth throughout the complete circumference and breadth of the tyre
	9	Tyre fouling any part of the vehicle

C2 Road wheels

Method of testing

Inspection – conducted with the vehicle raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.

Examination:

1. Examine each wheel for cracks, general condition, damage or distortion (run out).
2. Examine each wheel for damage or distortion to the bead rim.
3. Examine the security of the road wheels ensuring that all retaining nuts are fitted (cannot be checked if wheel trims are fitted).
4. Examine the condition of the wheel-fixing studs and nut recesses.
5. Check that the spare wheel is secure or, where externally mounted, the spare wheel and carrier.
6. Where vehicles are manufactured without a spare tyre, check for alternative – run-flat tyres or self-healing foam.
7. Examine the Wheel trims

ITEM		REASON FOR REFUSAL
ROAD WHEELS	1	A road wheel cracked, damaged or distorted, run-out apparent
	2	A rim bead so damaged or distorted that it affects the fitment of the tyre
	3	A wheel-retaining nut loose, missing or incorrectly fitted
	4	Wheel-mounting studs damaged, worn or stud holes enlarged
	5	Spare wheel missing or insecure (where applicable)
	6	Spare wheel carrier insecure (where applicable)
	7	Where spare wheel not fitted, the alternatives of having run-flat tyres or self-healing tyre foam are missing or defective
	8	No jack or wheel brace fitted
	9	Wheel trims damaged so to detract from the overall appearance of the vehicle

C3 Rear hub bearings

Method of testing

Inspection – conducted with the vehicle raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.

Examination:

1. Rotate the rear wheels to check for smooth running of the wheel bearings.
2. Assess each bearing for excessive free movement/security of bearing housing.
3. Assess the bearing end float.

Note: MOT method for assessing wear will be adopted.

ITEM		REASON FOR REFUSAL
REAR HUB BEARINGS	1	Wheel bearing rough or noisy in operation
	2	Evidence of excessive free movement/wear
	3	Excessive end float
	4	Bearing housing not fully secure

Part D

D1 Condition of chassis

Method of testing

Inspection – conducted with the vehicle raised on a suitable hoist.

Examination:

1. Examine main chassis members and cross members for deformation, cracks, fractures and corrosion.
2. Examine welds, securing bolts and rivets for soundness and security.
3. Ensure that suspension, bearing cross members, are fully secure to the main chassis.
4. Check to ensure the structure of the chassis is sound and that there is no damage, corrosion or evidence of any fractures within the prescribed areas.
5. Check for repairs carried out to the chassis/cross members.

ITEM		REASON FOR REFUSAL
CONDITION OF CHASSIS	1	A fracture, corrosion or evidence of cracking to any of the main chassis members or cross members
	2	Deformation of any main chassis member or cross member
	3	Main suspension cross member not fully secure
	4	Evidence of corrosion, cracking or fracture within a prescribed area *
	5	Any repair to the chassis or cross member that has not been certificated or approved
	6	Insecurity of fixings, mountings

* Only chassis weld repairs carried out by the vehicle manufacturer and certified to meet BS 5135: 1984 are permitted.

Note: With reference to reason for refusal no. 4, MOT manual refers to 'any deliberate modification, corrosion, damage, cracks or inadequate repair of a load-bearing body or chassis member which seriously affects its strength within 30cm of the body mounting'. Only chassis weld repairs carried out by the vehicle manufacturer and certified to meet BS 5135: 1984 are permitted.

D2 Under-panels, sills and body mountings

Method of testing

Inspection – inspection conducted with the vehicle raised on a suitable hoist.

Examination:

1. Examine, for corrosion, cracks and to assess security, the:
   a) driver's floor pan and seat-mounting panel;
   b) luggage compartment floor panel;
   c) centre partition box member;
   d) rear body mounting cross member;
   e) rear passenger seat panel;
   f) boot floor panel;
2. Examine the condition of the body support members, mountings and packing.
3. Passenger compartment floorboard retainers.
4. Examine the condition of the passenger step guides (where applicable):
   a) repairs are accepted to sills and panels if plated and welded;
   b) repairs to the driver's seat mounting panel are not permitted;

ITEM		REASON FOR REFUSAL
UNDERPANELS, SILLS AND BODY MOUNTINGS	1	Any floor pan, mounting panel, box member, cross member or seat panel that is corroded, cracked or insecure
	2	Broken, loose or missing body mounting, bolt or packing
	3	Passenger compartment floorboards are insecure or sealing strips are displaced or missing
	4	Sill panel corroded and holed
	5	Securing bolts missing or loose
	6	*Panel not treated to give adequate protection from the elements
	7	Passenger step guides broken or damaged

*Welding repairs not to be under-sealed until after inspection.

D3 Exhaust system

Method of testing

Inspection – conducted with the vehicle raised on a suitable hoist.

Examination:

1. Examine the system for condition: security and leaks.
2. Assess the effectiveness of silencers.
3. Check that the system does not foul any part of the vehicle.
4. Check that the type of system is compatible to the type of engine fitted.
5. Check that any modified exhaust system meets current Euro 3 requirements and that the appropriate certificate has been presented.

ITEM		REASON FOR REFUSAL
EXHAUST SYSTEM	1	Exhaust manifold flange loose, broken and/or fixing nuts missing
	2	System is not fully secured to the vehicle or an exhaust mount is missing
	3	Silencer in a poor condition
	4	System leaking or positioned so that fumes may enter the driver or passenger compartment
	5	System holed, damaged or corroded
	6	Evidence of the exhaust system fouling another part of the vehicle
	7	Undue noise, resonance or vibration
	8	Unapproved or incompatible exhaust system fitted
	9	Modified exhaust system does not meet correct emission standards or appropriate certification has not been presented
	10	Heat shield missing or insecure (if risk of fire)
	11	If a diesel particulate filter has clearly been cut open and re-welded, you should reject it unless the vehicle presenter can show evidence that there was a valid reason to cut it open, such as for filter cleaning

D4 Engine under-parts

Method of testing

Inspection – conducted with the vehicle raised on a suitable hoist.

Note: Some mountings/bearers may need to be examined from within the engine bay.

Examination:

1. Examine the condition and security of engine mountings and associated bearer brackets for security, any fracture damage or corrosion.
2. Check for oil leaks.
3. Check for coolant leaks.
4. Ensure that any alternative engine/associated components that have been fitted comply with PCO specifications, and that the appropriate certification has been presented.

ITEM		REASON FOR REFUSAL
ENGINE UNDERPARTS	1	Engine mountings and/or bearer brackets perished, incomplete, insecure, oil-saturated, misaligned or fractured
	2	Oil leaking from any part of the engine *†
	3	Coolant leaking from the engine, radiator or hoses
	4	Alternative engine and/or associated components fail to comply with PCO specification or the appropriate certification has not been presented
	5	Excessive engine noise, resonance, vibration or engine misfires

* Oil must not leak at a rate that will leave oil on the roadway.

† Oil must not leak from the vehicle when in motion at a rate that deposits a coating on the underside of the vehicle, braking or exhaust system.

D5 Clutch, gearbox and automatic transmission under-parts

Method of testing

Inspection – conducted with the vehicle raised on a suitable hoist.

Examination:

1. Examine the condition and security of gearbox/automatic transmission mountings and associated bearer brackets.
2. Check gearbox/automatic transmission, oil cooler and associated pipes and filter for oil or fluid leaks.
3. Check that all pipes and hoses are of an approved type and correctly routed and secured.
4. Check condition of automatic transmission inhibitor switch and control linkage.
5. Where appropriate, check the condition of the clutch slave cylinder, hoses and pipes.
6. Check the security of the gearbox/automatic transmission to the engine.
7. Ensure that any alternative gearbox/automatic transmission or components that have been fitted, comply with PCO guidelines and that the appropriate certification has been presented.
8. Check the condition of the anti-slip provisions of the pedal pad and whether the pad is secure to the pedal

ITEM		REASON FOR REFUSAL
CLUTCH, GEARBOX AND AUTOMATIC TRANSMISSION UNDERPARTS	1	Gearbox/automatic transmission flexible mounting perished, oil saturated, incomplete, insecure or collapsed
	2	Insecure, deteriorated or fractured mounting brackets
	3	Fixing/coupling/mounting bolts loose or missing
	4	Oil leaking from gearbox/automatic transmission, oil cooler and/or associated pipes, hoses or couplings *†
	5	Pipes or hoses incorrectly routed, chafing, twisted or insecure
	6	Inhibitor switch or control linkage defective, loose or faulty
	7	Associated mechanical connections loose or insecure
	8	Bell housing cracked, bolts loose or missing
	9	Alternative gearbox/automatic transmission and/or associated components fail to satisfy PCO guidelines, or the appropriate certification has not been presented
	10	Anti-slip pad is missing, insecure or worn smooth
	11	Excessive noise or vibration from transmission system

* Oil/fluid must not leak at a rate that will leave oil on the roadway.

† Oil/fluid must not leak from the vehicle when in motion at a rate that deposits a coating on the underside of the vehicle, braking or exhaust system.

D6 Rear axle

Method of testing

Inspection – conducted with the vehicle raised on a suitable hoist.

Examination:

1. Examine axle casing for cracks or defective welds.
2. Examine rear axle assembly for oil leaks, security and condition.
3. Check pinion flange for condition and security.
4. Check axle breather condition and security.

ITEM		REASON FOR REFUSAL
REAR AXLE	1	Axle casing cracked
	2	Defective or cracked casing welds
	3	Cracked, fractured or insecure spring saddle
	4	Oil leaking from axle casing/bearing seals *†
	5	Assembly misaligned, 'U' bolts broken or of an incorrect type
	6	Saddle packing not fitted (where applicable)
	7	Axle breather missing or ineffective through congealed dirt

* Oil/fluid must not leak at a rate that will leave oil on the roadway.

† Oil/fluid must not leak from the vehicle when in motion at a rate that deposits a coating on the underside of the vehicle, braking or exhaust system.

D7 Prop shaft/drive shafts

Method of testing

Inspection – conducted with the vehicle raised on a suitable hoist.

Examination:

1. Examine universal couplings for:
   a) alignment of yokes;
   b) wear in needle roller bearings;
   c) loose bearing cups in yoke eyes;
   d) condition and security of circlips;
   e) security of coupling flange bolt;
2. Check sliding joint for wear.
3. Check the condition of the centre bearing/carrier (where applicable).
4. Ensure there is sufficient clearance between the gearbox end casing dust shield and the face of the prop shaft.
5. Where an alternative engine and or gearbox/automatic transmission has been fitted, ensure that the prop shaft is compatible and complies with PCO specification.
6. Inspect condition of drive shafts/constant velocity joints and boots.

ITEM		REASON FOR REFUSAL
PROP SHAFT/DRIVE SHAFTS	1	Universal coupling yokes misaligned
	2	Needle roller bearings rusted or worn
	3	Bearing cups loose in yoke eyes
	4	Bearing cup retaining circlips missing, broken or incorrectly located
	5	Coupling flange bolts missing, loose or not locked in an approved manner or bolt holes are worn
	6	Sliding joint/splines excessively worn
	7	Centre prop shaft carrier bracket insecure, mounting rubber deteriorated or centre bearing worn/noisy
	8	Locking grub screw loose or missing
	9	Incorrect type of prop shaft fitted
	10	Constant velocity joint worn or rubber damper coupling splitting
	11	CV boot torn, leaking or insecure

D8 Fuel tank and pipelines

Method of testing

Inspection – conducted with the vehicle raised on a suitable hoist (one item as part of 'floor/walk round').

Examination:

1. Examine the fuel tank for security of mounting and leaks.
2. Ensure that, an approved type of fuel cap and cap seal, have been fitted and that the fuel filler hose is correctly fitted, in good condition and free from leaks.
3. Where applicable, check the condition and the security of the breather hose.
4. Check fuel feed and return pipes:
   a) for leaks
   b) for correct routing
   c) for security
   d) to ensure that pipes and hoses are free from kinks, dents and chafing.
5. Check the condition of the wiring to the fuel gauge tank unit.
6. Check for any accumulation of spilt fuel.
7. Where the vehicle is fitted with a petrol engine, check for the presence and security of a carburettor drip tray and drain tube.
8. Where applicable, check the exhaust heat shield.
9. Check accessibility and operation of the emergency fuel shut-off device *.
10. Check that the emergency fuel cut-off instructions are correctly placed and legible.

ITEM		REASON FOR REFUSAL
FUEL TANK AND PIPELINES	1	Fuel tank insecure or leaking
	2	Fuel tank mounting or supports insecure
	3	Unapproved fuel filler cap or cap seal is missing
	4	Filler hose loose or fractured, perished or leaking
	5	Breather hose missing or incorrectly fitted
	6	Fuel leaking from pipeline, hoses or coupling
	7	Fuel pipe not securely fitted, dented, incorrectly routed or fouled by any moving part
	8	Fuel gauge tank unit wiring in poor condition or not adequately protected
	9	Any accumulation of spilt fuel
	10	Carburettor drip tray/drain pipe not fitted
	11	Exhaust heat shield not fitted or in a poor condition
	12	Emergency fuel cut-off device inaccessible or is leaking
	13	Fuel cut-off device instructions illegible

* Petrol and/or LPG vehicles must have both petrol and gas taps or switches externally fitted.

D9 Front suspension

Method of testing

Inspection 1 – conducted with the vehicle positioned on the suspension performance tester, raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.

Examination:

1. Check that the correct type of shock absorbers and arms have been fitted.
2. Check shock absorbers for:
   a) leaks;
   b) end float;
   c) security of arms on cross shafts;
   d) security of mounting;
   e) presence and condition of buffers.
3. Check coil springs for breaks/cracks.
4. Check coil spring pans for distortion, cracks and security.
5. Check lower suspension wishbone arms for security, distortion wear in any bush eye and condition of bushes.
6. Check the security and condition of any anti-roll bar where applicable.
7. Check the security and condition of all suspension linkages.
8. Check the security and wear at upper and lower suspension arms/wishbones, trailing arms, radius arms, tie-rods, Panhard rods, torque reaction arms, anti-roll bars and linkages.

Front suspension – continued

ITEM		REASON FOR REFUSAL
FRONT SUSPENSION	1	Top wishbone bushes worn
	2	Shock absorber leaking
	3	Shock absorber cross shaft end float
	4	Suspension arms loose on cross shaft
	5	Shock absorber(s) not fully secure
	6	Rubber buffers broken or missing
	7	Coil spring broken or weak
	8	Coil spring pan distorted, insecure or fractured
	9	Lower wishbone arm insecure
	10	Lower suspension wishbone fulcrum shaft insecure
	11	Anti-roll bar not fitted, mountings and/or linkages not fitted, worn or insecure
	12	Cracked, fractured or distorted suspension arm
	13	Undue or excessive free movement or wearing in any pin, bush or ball joint that is outside manufacturer's tolerances
	14	Excessive corrosion, distortion, fracture or inadequate repair in any load- bearing structure within 30cm of a suspension component mounting point

D10 Rear suspension

Method of testing

Inspection 1 – conducted with the vehicle positioned on the suspension performance tester, raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.

Examination:

1. Check the condition and security of:
   a) rear road spring mounting brackets;
   b) rear shock absorbers and mountings.
2. Check the condition of multi-leaf road springs where appropriate.
3. Examine any single leaf composite road spring for:
   a) longitudinal and transverse cracks;
   b) impact damage;
   c) condition of eye ends.
4. Check the condition of spring anchor brackets, shackles, shackle pins and bushes.
5. Check the condition of the bump/rebound rubbers.
6. Where applicable, check that any rear coil springs are correctly located and that the springs are not damaged or cracked.
7. Check suspension arms/linkages for cracks, fractures, distortion, corrosion and wear.
8. Ensure rear suspension arms/linkages are fully secure.
9. Check that the carriage entry step height does not exceed 38cm.

Rear Suspension – Continued

ITEM		REASON FOR REFUSAL
REAR SUSPENSION	1	Rear suspension deflection rates show that there is an imbalance of more than 29% between L/H and R/H suspensions
	2	Rear road spring mounting brackets worn or insecure
	3	Anti-roll bar broken, distorted or detached
	4	Anti-roll bar mounting and or linkages worn or insecure
	5	Rear shock absorber not secure to chassis, or incorrect type of shock absorber fitted
	6	Rear shock absorber arm loose to shaft, end float or lift
	7	Evidence of fluid leakage
	8	Incorrect type of road spring fitted
	9	Rear road spring leaf broken or leaves worn, misaligned or weak *
	10	Rubber buffers and rebound clips loose, broken or missing
	1a	'U' bolts or centre bolt loose or broken
	1b	Main leaf eye broken or worn *
	1c	Composite spring leaf cracked or damaged *
	1d	Loose or badly corroded eye ends *
	1e	Any shackle pin or bush worn or loose in the anchor bracket, shackle or spring eye; absence or incorrect fitment of shackle pin locking device
	1f	Absence or incorrect fitment of shackle pin locking device
	1g	Fractured or cracked rear coil spring *
	1h	Coil spring incorrectly located
	1i	Coil spring mounting cracked or insecure *
	1j	Suspension arm/linkage: a) cracked, insecure or fractured; b) severely distorted; c) weakened by corrosion or wear; d) missing or insecure locking device;
	1k	Anti-roll bar not fitted or insecure
	1l	Excessive corrosion, distortion, fracture or inadequate repair in any load- bearing structure within 30cm of a suspension component mounting point
	1m	Rear entry step height exceeds 38cm

* Localised surface damage extending more than 25% of the spring width or more than 2mm in depth.

Part E

E1 Engine compartment

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check that the bonnet can be released and that the primary and secondary/safety catches are fitted and operate correctly; check security of fixings/hinges.
2. Where applicable, ensure that bonnet prop is fitted and is in a serviceable condition.
3. Check that brake/clutch fluid and power steering reservoir levels are correct and that appropriate caps are fitted to the respective reservoirs.
4. Check for fluid/oil/fuel leaks.
5. Check the security of the battery, including any associated cables/wiring.
6. Check security and condition of wiring/fuse boxes.
7. Check that fuel cut-off devices are correctly fitted, operating correctly and that the appropriate signs/operating instructions are attached.
8. Check the condition of the inner wing/bulkhead panels.
9. Ensure that a horn is fitted securely.

ITEM		REASON FOR REFUSAL
ENGINE COMPARTMENT	1	Bonnet cannot be opened *
	2	Primary or secondary safety catch not fitted or is defective
	3	Bonnet hinges/fixings missing, damaged or worn to excess
	4	Bonnet prop not fitted or is unserviceable
	5	Clutch, brake or PAS fluid levels low *
	6	Inappropriate cap fitted to brake, clutch or PAS reservoir
	7	Evidence of fluid, oil or fuel leaks
	8	Battery or wiring/cables insecure
	9	Wiring damaged, chafed or insecure
	10	Fuse box damaged or insecure
	11	Fuel cut-off device missing, inoperative or an appropriate sign or notice is missing
	12	Inner wing or bulkhead panels corroded, cracked or damaged
	13	Horn not fitted or is insecure

* DVSA guidelines state that being unable to open a bonnet is a reason for refusing to carry out an MOT.

Part F

F1 Obligatory front and rear side lamps and obligatory fog lamp

Method of testing

Inspection – conducted with the vehicle standing on a level surface, with the front and rear obligatory (sidelights) switched on.

Examination:

1. Check front:
   a) side and headlamp units for condition and security;
   b) both sidelights show a diffused light of equal intensity.
2. Check rear:
   a) both lamps are illuminated and show a red diffused light of equal brilliance
   b) lamp lenses for condition, security and protection from the elements
   c) index plate lamp(s) is/are illuminated, efficient, in good condition, secure and do not show a direct white light at the rear;
   d) ensure that the lamps do not flicker when tapped lightly by hand.
3. With the headlamps illuminated in the dipped mode and the rear fog lamps(s) switched on, check that:
   a) the fog lamp shows a clear red light and the 'tell-tale' on the switch or instrument panel is illuminated;
   b) the lamp(s) is/are correctly and securely mounted;
   c) lamp lenses are approval-marked;
   d) the lamps cannot be illuminated by an application of the footbrake;
   e) the lamps do not flicker when tapped lightly by hand.

See page 37 for 'Reasons for Refusal'.

Obligatory front and rear side lamps and obligatory fog lamp – continued

ITEM		REASON FOR REFUSAL
OBLIGATORY FRONT AND REAR SIDE LAMPS AND OBLIGATORY FOG LAMP	1	Front side/headlamp unit deteriorated or insecure
	2	Either/both front side lamps inoperative – fail to show a white diffused light
	3	Either or both headlamps fail to illuminate in the dim-dipped mode where applicable
	4	Either or both rear lamps inoperative – fail to show a red diffused light of equal intensity
	5	Rear lamp lens/lenses do not carry the appropriate approval mark, faded, discoloured, cracked, broken, insecure or missing
	6	Rear index plate lamp shows a direct white light at the rear or lamp(s) inoperative or ineffective or lens missing or lens/lenses do not carry the appropriate approval mark
	7	A Lamp flickers when tapped lightly by hand
	8	Rear fog lamp missing
	9	Rear fog lamp is inoperative or operates other than with the headlamps in the dipped mode
	10	Rear fog lamp fails to emit a diffused red light and/or tell-tale lamp is inoperative
	11	Rear fog lamp(s) not mounted securely
	12	Rear fog lamp lens/lenses do not carry the appropriate approval mark
	13	A rear fog lamp is illuminated by application of the footbrake
	14	The operation of an obligatory lamp is affected by the operation of another lamp

F2 Obligatory and additional stop lamps

Method of testing

Inspection – conducted with the vehicle standing on a level surface, with the ignition switched on and the footbrake applied.

Examination:

1. Ensure obligatory stop lamps are fitted.
2. Check the functioning of the stop lamps.
3. Check the function of the stop lamps and rear lamps with the obligatory lamps (side lamps) illuminated.
4. Check that the lamps do not flicker when tapped lightly by hand.

ITEM		REASON FOR REFUSAL
OBLIGATORY AND ADDITIONAL STOP LAMPS	1	An obligatory stop lamp is not fitted
	2	One or both of the obligatory stop lamps: a) does not illuminate when the footbrake is applied; b) is incomplete/not in good working order/damaged or deteriorated; c) light does not remain steady when the footbrake is applied, or remains illuminated after the footbrake has been released;
	3	Obligatory stop lamps fail to show a diffused red light of equal intensity
	4	Stop lamps become inoperative when side lights switched on
	5	Rear side/tail/number plate lamp fails when the footbrake is applied
	6	A brake lamp flickers when tapped lightly by hand
	7	Stop lamp not facing rearwards
	8	Additional stop lamp not working

F3 Obligatory and additional red reflectors

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Examine the condition of obligatory red reflectors incorporated in the lamp cluster.
2. Examine the condition and fixing of any additional approved red reflectors.

ITEM		REASON FOR REFUSAL
OBLIGATORY AND ADDITIONAL RED REFLECTORS	1	Reflector missing, broken, cracked, faded or not approval-marked
	2	A pair of reflectors that are not approval-marked, fitted in an unapproved position, broken or cracked
	3	Reflective tape affixed to the rear of the vehicle/bumper

F4 Obligatory headlamps

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Switch on headlamps to main beam and check that the main beam indicator lamp is illuminated.
2. Operate the dip switch and check that the headlamps both dip to the nearside.
3. Check by switching from main beam to dipped beam that respective filaments are illuminated.
4. Where applicable, check that dim-dipped headlamps operate correctly.
5. Check that the headlamps when illuminated show a white diffused light of equal brilliance and that the lamps do not flicker when tapped lightly by hand.
6. Check headlamps:
   a) for condition;
   b) for security;
   c) for correct mounting;
   d) are a matched pair (not the same beam pattern, different assembly, different output [wattage], etc);
   e) are approval-marked.
7. Check condition and security of headlamp rims and bezels.
8. Check headlamp aim on main or dipped beam using correctly calibrated beamsetter.

ITEM		REASON FOR REFUSAL
OBLIGATORY HEADLAMPS	1	*Headlamps fail to operate correctly, switch faulty or lamps fail to illuminate immediately when switched on
	2	Light output is well below that required to illuminate the road
	3	Headlamps fail to operate in the dim-dipped mode (where applicable)
	4	Headlamp lens is cracked or broken
	5	Headlamp assembly is insecure
	6	Headlamp incorrectly located in housing
	7	Headlamps are not a matched pair
	8	Headlamp sealing rings deteriorated or missing
	9	A headlamp lens is not approval-marked
	10	Any rim or bezel missing or damaged
	11	Headlamps not aligned, or aim is incorrectly set

*Headlamps must emit a predominantly white light.

F5 Obligatory headlamps: headlamp aim

Method of testing

Inspection – the vehicle and the beam-setter should be located on the special headlamp aim checking area within the test premises/lane.

Examination:

Align the headlamp beam-setter in from each headlamp in turn, and with the headlamp emitting the dipped beam or the main beam as appropriate (see note below), determine the gradient percentage of the highest intensity of the beam relative to the plane on which the vehicle is standing.

Note: Headlamps fall into three categories as follows:

a) European-type headlight – checked on dipped beam (see graphic on page 42)

b) British/American-type headlamp – checked on dipped beam (see graphic on page 43)

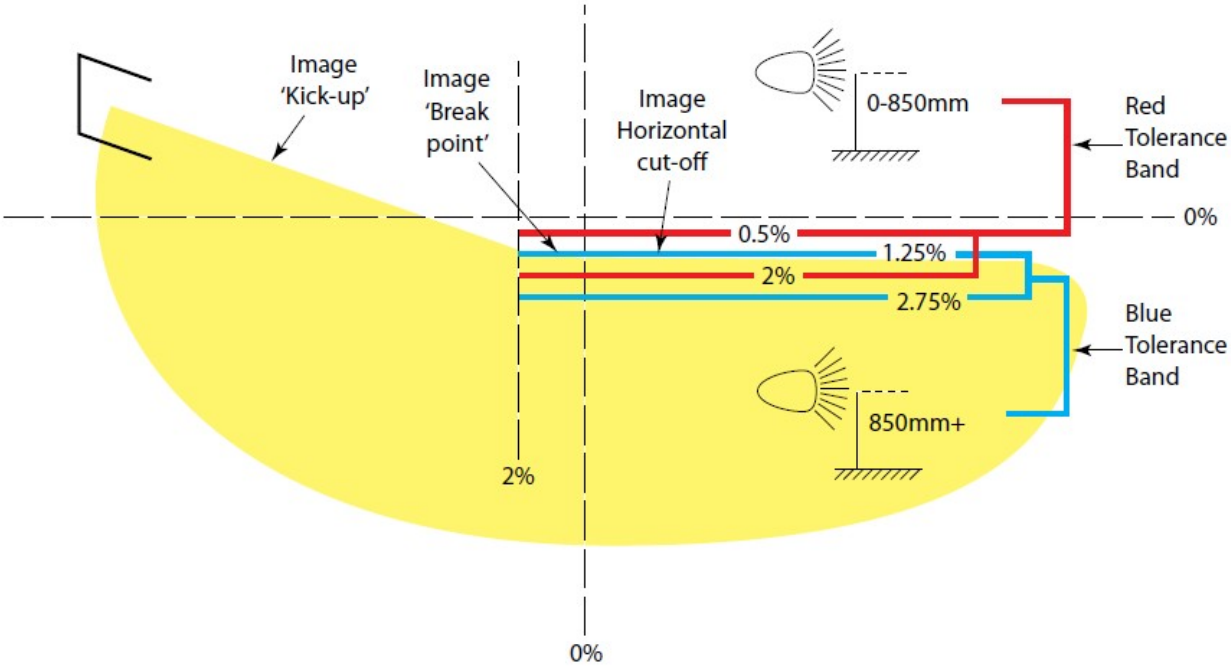
c) British/American-type headlamp – checked on main beam (see graphic on page 44).

ITEM		REASON FOR REFUSAL
EUROPEAN -TYPE (CHECKED ON DIPPED BEAM)	1	For headlamps whose centre is not more than 850mm above then ground and the horizontal cut-off line does not lie between the 0.5% and 2% horizontal line
	1a	For headlamps whose centre is more than 850mm above the ground and the horizontal cut-off line does not lie between the 1.25% and 2.75% horizontal line
	1b	The beam image 'kick-up' is to the offside
BRITISH/ AMERICAN TYPE (CHECKED ON DIPPED BEAM)	2	The upper edge of the hot spot does not lie between the 0% and 2.75% horizontal lines
	2a	The right-hand edge of the hot spot does not lie between the 0% and 2% vertical lines
BRITISH/AMERICAN-TYPE (CHECKED ON MAIN BEAM	3	For headlamps whose centre is not more than 850mm above the ground and the hot spot centre does not lie between the 0% and 2% vertical line
	3a	For headlamps whose centre is more than 850mm above the ground and the hot spot centre does not lie between the 0% and 2.75% horizontal lines
	3b	The centre of the hot spot does not lie between the 0% and 2% vertical lines
	3c	When dipped, the brightest part of the image does not move downwards
	4	Headlight beam diffused or no pattern

F6 European-type headlamp

Inspection – checked on dipped beam.

The lens may be circular, rectangular or trapezoidal in shape. It will usually have a segment-shaped pattern moulded into the glass. It may be marked with a '2' and an arrow, or a 'C' above either an 'E' or 'e'. On dipped beam it will produce a pattern similar to the figure below:



Check on dipped beam and determine that:

a) The junction of the 15° cut-off and horizontal cut-off lies between the 0% and 2% vertical lines;

b) The position of the horizontal cut-off line must lie between:

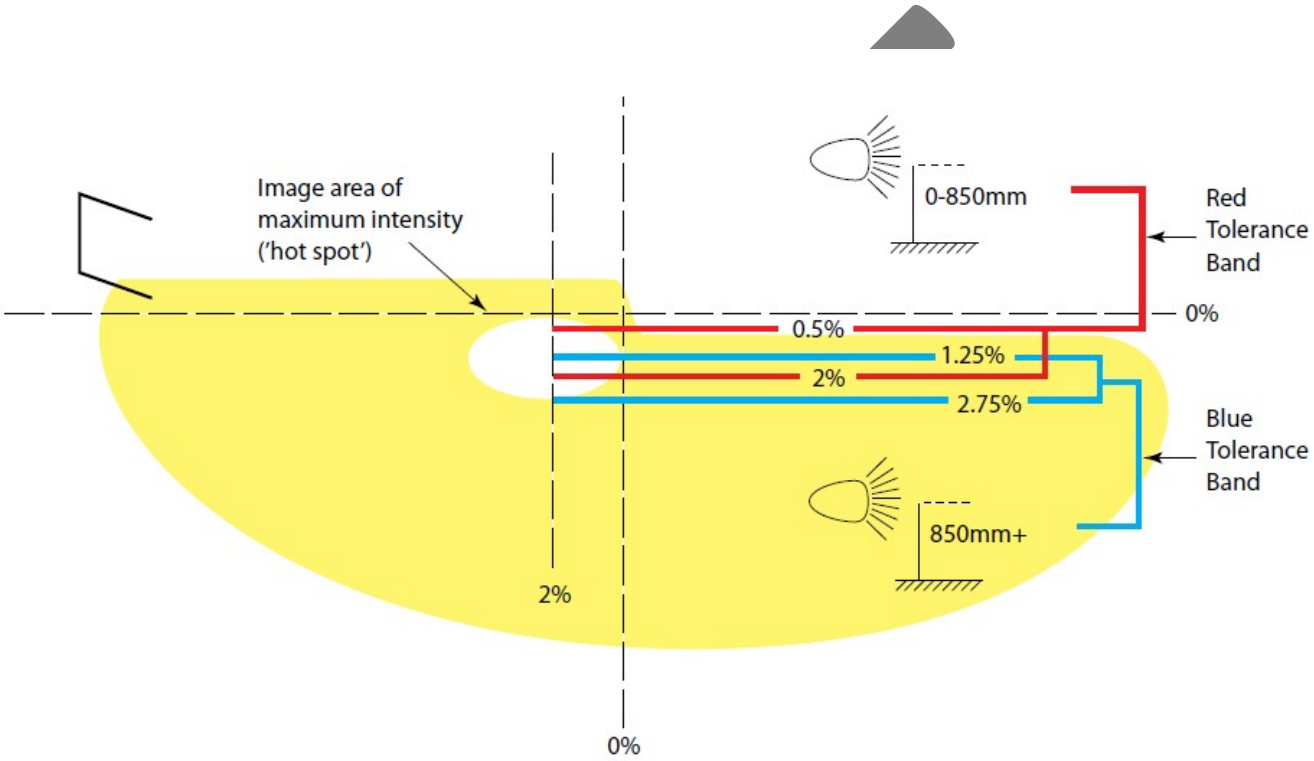
i) the 0.5% and 2.0% boundary lines – shown on the screen in red – for headlamps whose centre is not more than 850mm above the ground;

ii) the 1.25% and 2.75% boundary lines – shown on the screen in blue – for headlamps whose centre is more than 850mm above the ground;

F7 British/American-type headlamp (dipped beam)

Inspection – checked on dipped beam.

The lens is usually circular and of a sealed beam construction. It may be marked with an 'E' or a '2' and may also have an arrow. On dipped beam it will produce a pattern similar to the figure below:



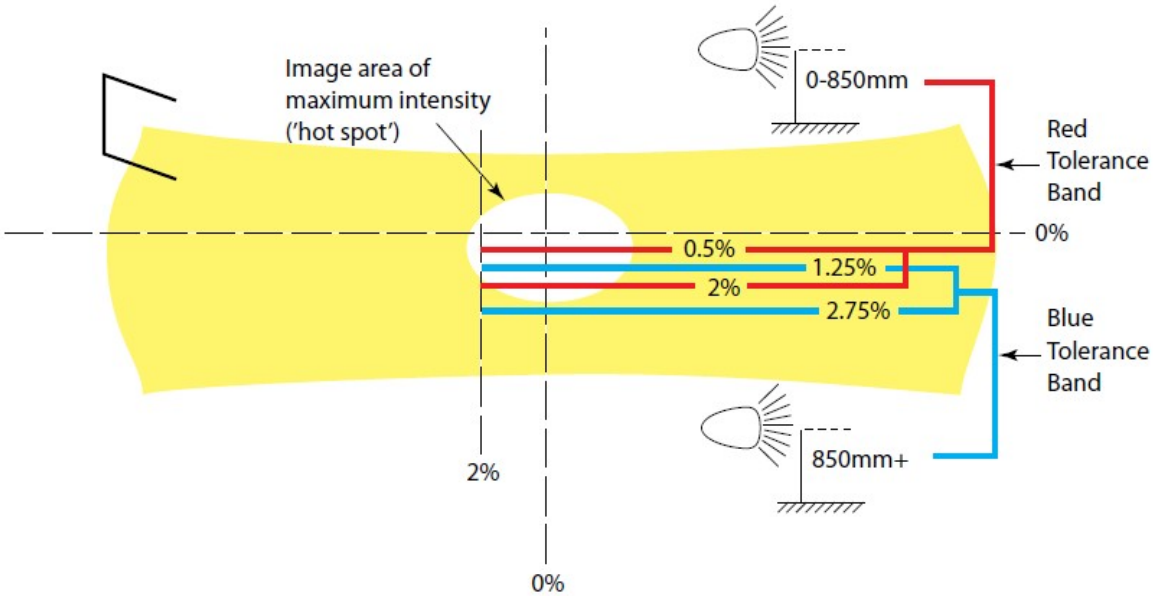
Check on dipped beam and determine that:

a) the upper edge of the hot spot lies between the 0% and 2.75% horizontal lines shown on the screen;
b) the right-hand edge of the hot spot lies between the 0% and 2% vertical line;

F8 British/American-type headlamp (main beam)

Inspection – checked on main beam.

The lens of this type of headlamp is circular and likely to be of the sealed beam construction. It may be marked with a '1' and an arrow. It will not have a 'C' above either an 'E' or 'e'. The dipped beam pattern will not match either of the figures shown on the previous pages but the main beam will be similar to the figure below:



Check on main beam and determine that:

a) the centre of the hot spot lies between the 0% and 2% vertical lines;

b) for headlamps whose centres are not more than 850mm above the ground, the hot spot centre lies between the 0% and 2% horizontal lines;

c) for headlamps whose centres are more than 850mm above the ground, the hot spot centre lies between the 0% and 2.75% horizontal lines.

F9 Direction indicators and hazard warning lights

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. With the ignition switched on and the direction indicators operated in turn, check that all obligatory lamps are fitted, and that the pulse rate of the indicators and repeater lamps is between 60 and 120 times per minute.
2. Check that the indicators operate correctly.
3. Ensure that the indicator warning/tell-tale lamp operates correctly.
4. Check all lenses for colour, condition, security, protection from the elements and approval marks.
5. Turn on the hazard warning device and ensure that all indicators flash in phase and that the tell-tale lamp is operating correctly (ensure that hazard lamps operate with ignition switched on and off).

ITEM		REASON FOR REFUSAL
DIRECTION INDICATORS AND HAZARD WARNING LIGHTS	1	An obligatory direction indicator or repeater lamp not fitted
	2	Indicator or repeater lamp inoperative or has a pulse rate less than 60 times per minute or more than 120 times per minute
	3	Direction indicator lamp, repeater lamp or indicator switch defective
	4	Direction indicator or hazard warning/tell-tale lamp inoperative
	5	An indicator lens has faded, is missing, insecure, cracked, broken, not adequately sealed from the elements or not approval-marked or indicator bulb showing white light
	6	Hazard warning device or switch fails to operate correctly
	7	LED lamps with less than 50% LED's working

F10 Additional lamps

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check the operation, security, effectiveness and condition of:
   a) reversing lamps (where fitted);
   b) front fog lamps;
   c) long-range driving lamps;

ITEM		REASON FORE REFUSAL
ADDITIONAL LAMPS	1	Reversing lamp or lamps fail to operate correctly, is/are insecure or fail(s) to switch off when neutral or a forward gear is selected
	2	Front fog lamp or lamps fail to operate correctly
	3	Long-range driving lamps fail to operate correctly

Part G

G1 Driver's controls/fire extinguisher/first aid kit

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check the condition and security of the driver's seat.
2. Check the condition and security of the driver's seat belt.
3. Check the operation of:
   a) the horn;
   b) instrument lamps;
   c) main beam warning light;
   d) fog lamp tell-tale;
   e) screen washers and wipers;
   f) the automatic transmission inhibitor switch and reverse lock;
   g) any external mirror adjustment.
4. Check the condition and security of the internally mounted rear-view mirror.
5. Check the condition and security of the partition, partition glass and any opening / sliding section of the partition glass.
6. Ensure that any fire extinguisher is in a serviceable condition (where applicable).
7. Ensure that the vehicle has a full and complete first aid kit (check that contents are not out of date).

ITEM		REASON FOR REFUSAL
DRIVERS CONTROLS/ FIRE EXTINGUISHER/FIRST AID KIT	1	Driver's seat damaged, torn, crudely repaired or insecure
	2	Excessive corrosion, distortion, fracture or inadequate repair in any load- bearing structure within 30cm of a seat mounting point
	3	Excessive corrosion, distortion, fracture or inadequate repair in any load- bearing structure within 30cm of a seat belt mounting point
	4	Driver's seat belt damaged, frayed, insecure or does not lock into the static stalk
	5	Horn, instrument lamps, main beam warning lamp, fog lamp tell-tale, screen washers, screen wipers, automatic transmission inhibitor or reverse lock fail to operate correctly. Warning light displayed on the dashboard. External door mirror adjustment defective / inoperative Electric window function inoperative.
	6	Internal rear-view mirror not fitted or insecure
	7	Partition glass or glasses damaged or insecure. Sliding or opening section of the partition glass fails to open/close correctly or is insecure or damaged
	8	Fire extinguisher unserviceable / not serviced insecure or incorrectly fitted.
	9	No first aid kit, first aid kit not complete or items out of date

Part H

H1 Condition of bodywork

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Examine main body shell and all body panels for corrosion, cracks, damage, distortion and security.
2. Check where applicable the condition and security of any body mouldings.
3. Check where applicable the condition and security of any mudflaps/splash guards.

Note: Body mouldings are the external trims/finishing strips fitted to the exterior of the body panels.

ITEM		REASON FOR REFUSAL
CONDITION OF BODYWORK	1	Door-hinge pillar, centre pillar, entrance step or body panel excessively corroded, cracked, distorted, damaged, incorrectly fitted or misaligned that it detracts from the overall appearance of the vehicle
	1a	**ADVISORY ITEM** - A single dent of more than 60mm, or more than 3 dents of not more than 20mm in any one panel*†
	1b	**ADVISORY ITEM** - 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*†
	2	Unapproved panel fitted
	3	Sharp edges are caused by damage are dangerous to pedestrians and/or other road
	4	A body moulding damaged, misaligned, insecure, missing or of an unapproved type
	5	Mudflaps not a matched pair, torn, insecure or of an unapproved type (reflectors affixed)
	6	Splash guard missing, corroded or insecure
	7	Outer sill holed, corroded, cracked, distorted, damaged
	8	Inner sill holed, corroded, cracked, distorted, damaged
	9	Nearside rear step holed, corroded, cracked, distorted, damaged
	10	Offside rear step holed, corroded, cracked, distorted, damaged
	11	Nearside rear inner wheel arch holed, corroded, cracked, distorted, damaged
	12	Offside rear inner wheel arch holed, corroded, cracked, distorted, damaged
	13	Nearside front inner wheel arch holed, corroded, cracked, distorted, damaged
	14	Offside front inner wheel arch holed, corroded, cracked, distorted, damaged

* As long as the damage does not detract from the overall appearance of the vehicle.
† If not satisfactorily repaired by the next test the vehicle will fail.
Note: Where the failure is for items 7 and 8, leave trim off for retest.
Note: Where the failure is for items 1-14 (excluding item 5), do not apply under seal prior to the retest.

H2 Condition of paintwork

Method of testing

Inspection 1 – conducted with the vehicle standing on a level surface.

Examination:

1. Examine the body paintwork for cleanliness, finish and lustre.
2. Where applicable, examine any approved vinyl roof covering for cleanliness, condition and security.
3. Where applicable, check the condition of coach lines and fleet operator's logo.

ITEM		REASON FOR REFUSAL
CONDITION OF PAINTWORK	1	Vehicle is so dirty that the overall condition of the paintwork cannot be assessed
	1a	**ADVISORY ITEM -** More than 8 stone chips visible on a bonnet/grill that has not penetrated to the metal or more than 4 stone chips that have penetrated to the metal*†
	1b	**ADVISORY ITEM -** More than 8 stone chips on any panel including door edges provided the base coat has not been penetrated*†
	2	Paintwork so deteriorated, damaged, rust-blistered or stone-chipped that it detracts from the overall appearance of the vehicle
	3	Poorly renovated paintwork
	4	Vinyl roof covering in a poor condition, torn, insecure or poorly renovated
	5	Roof covered in an unapproved material
	6	Coach lines incomplete, not matching, becoming detached or affixed other than in an approved manner
	7	Unapproved Operator's door sign
	8	Cut down licence stickers/incorrectly positioned
	9	Magnetic stickers not allowed

* As long as the damage does not detract from the overall appearance of the vehicle.

† If not satisfactorily repaired by the next test the vehicle will fail.

Note: With regard to reason for refusal 6 – a single coach line must not exceed 10mm in width; where two lines are painted or affixed, their total width must not exceed 16mm excluding the gap between.

H3 Door locks, hinges, handles and trim panels

Method of testing

Inspection 1 – conducted with the vehicle standing on a level surface with each door in the open position.

Examination:

1. Examine the door hinges and check strap for condition and security.
2. Check that doors open within the prescribed limits.
3. Examine the interior door release and pull handles for condition and security.
4. Examine the door-locking mechanism and striker plate for condition and security.
5. Check the operation of carriage door warning/courtesy lamps and, where applicable, warning buzzers. Where applicable, check the operation of front-door courtesy lamps.
6. Examine the condition and security of interior door trim panels.
7. Examine the condition and security of doorframe draught excluders.

Inspection 2 – with doors in the closed position.

Examination:

1. Check the outer handles for condition and security.
2. Check the operation of the mechanism.
3. Check that the door is held securely on the main catch and that the door can be help securely on the second/safety catch.
4. Check that the door opens and closes properly.
5. Where applicable, check the operation of any central locking system.

See page 51 for 'Reasons for Refusal'.

Door locks, hinges, handles and trim panels – continued

ITEM		REASON FOR REFUSAL
DOOR LOCKS, HINGES, HANDLES AND TRIM PANELS	1	Door hinge or hinges worn, partially seized or insecure, or the door drops when opened
	2	Door check strap is worn, ineffective, insecure or missing cracked around mountings
	3	A rear door that fails to open to a minimum of 75cm or fouls the leading edge of the rear wing
	4	A nearside rear door of an approved wheelchair conversion fails to open to a minimum of 90°
	5	Either rear door of a new (post-1993) vehicle that fails to open to a minimum of 90°
	6	Door or doors cannot be secured in the closed position; door hinges 'sprung' or defective, door lock misaligned with the striker plate Sliding doors secured in the open position
	7	A front door check strap that allows the door to foul the wing panel
	8	Interior door release handle or door-pull handle missing, insecure or fails to operate correctly
	9	Handle guard missing, broken, insecure or decal is missing
	10	Any door warning/courtesy lamp or buzzer inoperative or central locking system inoperative or defective
	11	Door trim panel damaged, dirty, stained or discoloured, or draught excluder missing, insecure or ineffective
	12	Door lock mechanism, remote control mechanism and/or striker plate worn or insecure. Mounting screw missing or loose. Guide block rubber missing
	13	Outer door release handle insecure, damaged or ineffective
	14	Door loose or fails to hold on main catch through wear or maladjustment, or fails to hold on the secondary/safety catch

H4 Bonnet, boot lid and boot compartment

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check that the bonnet and boot lid can be properly secured in the closed position and that the catch is correctly adjusted.
2. Check the condition of hinges and support straps.
3. Check there is provision for the mounting of the licence plate in the approved position.
4. Check the condition and security of the weather strip.
5. Check the condition of the boot floor.
6. Check the security of the spare wheel, tools and wheelchair ramps.
7. Ensure that wheelchair ramps are marked with vehicle registration number or VIN.
8. Where applicable, ensure that the passenger step fits in guide rails.
9. Check the condition of the fuel tank filler where applicable.
10. Check the condition and security of any ancillary wiring.
11. Examine the bonnet and boot paintwork for cleanliness, finish and lustre.

ITEM		REASON FOR REFUSAL
BONNET, BOOT LID AND BOOT COMPARTMENT	1	Bonnet and/or boot lid cannot be opened or secured in the closed position
	2	Bonnet and/or boot lid hinges badly worn/ineffective
	3	Bonnet and/or boot lid support strap or straps missing, broken or ineffective
	4	Inadequate provision made for mounting the licence plate
	5	Weather strip missing, damaged or ineffective
	6	Boot floor corroded/cracked. Blanking plates or grommets missing
	7	Spare wheel, tools or wheelchair ramps not fully secured
	8	Wheelchair ramps not marked with vehicle registration number or VIN
	9	Passenger step cannot be fitted into guide rails
	10	Fuel tank filler damaged, leaking or insecure
	11	Ancillary wiring insecure and/or damaged
	12	Paintwork so deteriorated, damaged, rust-blistered or stone-chipped that it detracts from the overall appearance of the vehicle
	13	Parcel shelf must be fitted and of correct colour

H5 Window glass

Method of testing

Inspection 1 – conducted with the vehicle standing on a level surface.

Examination:

1. Check that all windows:
   a) carry the appropriate approval mark;
   b) are clean, free from chips, scratches and score marks;
   c) have the correct type of security etching where applicable.
2. Check glazing rubber for security of glass and evidence of water leaks.
3. Where applicable check the condition of quarter-light windows.
4. Check the operation of window-opening mechanisms/devices and window locks (where applicable).
5. Check the condition of warning decals (where applicable).
6. Check the condition and security of window channels and finishers/trims.

Inspection 2 – conducted with the vehicle standing on a level surface.

Examination:

1. Check compliance with Bury Council's window Tint policy, (Where the vehicle has been examined by Enforcement Officers, the written notification form must be produced.)

ITEM		REASON FOR REFUSAL
WINDOW GLASS	1	Window glass or glasses not marked with appropriate approval marks
	2	Light transmittance through glass: a. Front window glass is less than 75% b. Side-door glass is less than 70% c. Remaining glass (except rear window) is less than 25%. Note if the vehicle is a Chauffeur vehicle then the remaining glass can be less than 25%
	3	Window glass or glasses not clean, or chipped, scratched or scored a) Zone A – Damage not contained within a 10mm circle; b) Swept Area – Damage outside Zone A but within the sweep area of the wiper(s), which cannot be contained within a 40mm circle;
	4	Security etching unapproved
	5	Glazing rubber or rubbers damaged, leaking water into the passenger's/ driver's cabin or not holding the glass securely
	6	Quarter-light windows, where fitted, insecure, damaged or fail to operate correctly
	7	Window-open mechanism or device is defective or inoperative
	8	Warning decals in a poor condition or missing (where applicable)
	9	Window channel or finisher/trim is missing, insecure or damaged

H6 Advertisements

Method of testing

Inspection 1 – conducted with the vehicle standing on a level surface.

Examination (where applicable):

1. Check the condition and security of exterior body and door-panel advertisements.
2. Check the condition and security of any interior, bulkhead or tip-seat advertisements as applicable.
3. Ensure that any whole body, door or internal advert is approved.

ITEM		REASON FOR REFUSAL
ADVERTISEMENTS	1	External body or door-panel advert is insecure or in a poor condition
	2	Interior, bulkhead or tip-seat advertisement is insecure or in a poor condition
	3	Any external advertisement or internal advertisement is unapproved or not on an approved surface
	4	Advert on the rear window cannot be seen through from the inside of the vehicle

ADVERTISING POLICY
Hackney Carriage Vehicles
Any advertising must be pre-approved by the Licensing Unit Manager.
Private Hire Vehicles
Saloon / Hatchback Position permitted on vehicle:-on both rear passenger doors below the stipulated Council signage and on the boot / hatchback. All lettering, numbers and graphics to be between 4cm and no more than 7cm high. Minibus Position permitted on vehicle:- as above and in addition on any part of each side of the vehicle as long as the advertising does not obscure any of the signage stipulated by condition of the vehicle licence. All lettering, numbers and graphics to be no more than 10cm high. Any advertising must be pre-approved by the Licensing Unit Manager.

H7 Badges, motifs, decals and mandatory door signs

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check vehicle for condition of badges, motifs, decals and mandatory door signs as applicable.

ITEM		REASON FOR REFUSAL
BADGES, MOTIFS, DECALS, MDS	5	Unapproved badge, motif, decal, mandatory door sign affixed
	6	More than one badge affixed to the front grille*
	7	Badge, motif, decal or mandatory door signs damaged, missing or broken or trimmed down from original issue

MANDATORY DOORS SIGNS / ROOF SIGNS
Hackney Carriage Vehicles
The mandatory window stickers shall be permanently affixed to the passenger windows by way of adhesive. All hackney carriage vehicles must display an illuminated roof sign indicating it is available 'for hire'. Roof sign must be in good condition.
Private Hire Vehicles
Private hire vehicles shall not be permitted to display roof mounted signs or any signs that include the words 'taxi', 'cab' or 'for hire' whether in the singular or plural of the words, or any word or words of similar meaning or appearance, whether alone or as part of another word or phrase, or any other word or words likely to cause a person to believe that the vehicle is a hackney carriage. All private hire vehicles must display a mandatory door sign containing the words 'Private Hire vehicle (not a taxi) the driver can only take passengers who have pre-booked with this company'. This mandatory door sign shall be permanently affixed to the top half of the rear door panels by way of adhesive rather than magnetic means at all times whilst the vehicle is licensed. The approved operator signage shall be permanently affixed to the top half of the front door panels by way of adhesive rather than magnetic means at all times whilst the vehicle is licensed. The design of such sign must also include the name and telephone number if applicable of the private hire company and be pre-approved by the Licensing Unit Manager. All individual lettering and numbers contained in the operator signage should be between 4cm -7cm in height. The mandatory window stickers shall be permanently affixed to the passenger windows by way of adhesive

Only one approved badge may be fitted in addition to manufacturer's badge or motif.

H7 Badges, motifs, decals and mandatory door signs

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

Note: Where a reference is made to decals, these are commonly known as stickers.

H8 Bumpers and over-riders

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Examine front and rear bumper bars, over-riders, mounting brackets and valances (where applicable) for condition, security and alignment.

ITEM		REASON FOR REFUSAL
BUMPERS AND OVER-RIDERS	1	Mounting bracket(s) insecure on chassis, bumper bar insecure on mounting brackets or over-rider(s) insecure to bumper
	2	Bumper bars and/or over-riders not a matched pair
	3	Bumper bar(s) or over-rider(s) in a poor condition or damaged
	4	Valance panel damaged, rusted or insecure

H9 Registration/licence plates

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check both index plates:
   a) display the correct vehicle registration number;
   b) comply with relevant legislation/regulations;
   c) are of an approved type and are marked with the appropriate BSAU number;
   d) for condition and security;

ITEM		REASON FOR REFUSAL
REGISTRATION PLATE	1	Incorrect index plates fitted
	2	Index plates do not comply with Road Vehicle Regulations
	3	Unapproved type of plate(s) fitted
	4	Index plate insecure, damaged or dirty
	5	Reflective surface deteriorated or discoloured
LICENCE PLATE	6	Front / Rear licence plate missing
	7	Licence plate illegible/damaged
	8	Licence plate insecure
	9	Licence plate not displayed correctly
	10	Licence plate not fitted with correct backing plate or fixings

H10 External mirrors

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check all external mirrors for condition, security and approval marks.

ITEM		REASON FOR REFUSAL
EXTERNAL MIRRORS	1	Mirror cracked, broken or reflective surface deteriorated so that the view to the rear is seriously impaired
	2	Obligatory mirror or mirrors not fitted or mirror back missing/damaged
	3	Mirror insecure on its mounting or fails to remain in set position
	4	Mirror not visible from driver's seat
	5	Mirror incapable of being adjusted to be clearly visible from the driver's seat
	6	Mirror does not provide a view to the rear of the vehicle
	7	Unapproved mirror fitted (not 'E' marked or not approved by the manufacturer)
	8	Where applicable, mirror arm reinforcing plate inadequate or not fitted

Part I

I1 Passenger seat belts

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check where applicable that the seat belts are fitted and that they are approval marked and approved for use.
2. Pull each seat belt's webbing against its anchorages and check that they are properly and securely fixed to the vehicle structure.
3. As far as is practicable without dismantling, check the condition of the vehicle structure in the vicinity of the seat belt anchorage points.
4. Pull each seat belt fully from the retracting unit and, where applicable, expose the centre lap belt. Examine the webbing for signs of deterioration.
5. Check that the seat belt fully recoils into the seat belt body (where applicable).
6. Check the effectiveness of each seat belt buckle. Ensure that the seat belts cannot be pulled apart from the buckle when fastened and that the release mechanism works correctly.
7. Assess the effectiveness of the reel locking mechanism.

ITEM		REASON FOR REFUSAL
PASSENGER SEAT BELTS	1	Seat belt missing or unapproved seat belt fitted (not marked as being approved by EU Legislation/BSI) Including additional belt including wheelchair
	2	Any seat belt anchorage that is incorrectly or insecurely fixed to the vehicle
	3	Excessive corrosion, distortion or fracture in any of the vehicle's load bearing structure within 30cm of a seat belt anchorage point
	4	Any seat belt webbing that is cut, frayed, deteriorated or dirty
	5	Seat belt fails to recoil freely
	6	A buckle locking or release mechanism fails to operate correctly
	7	Reel locking mechanism fails to operate correctly

I2 Headlining

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Visual examination of the carriage headlining.

ITEM		REASON FOR REFUSAL
HEADLINING	1	Headlining dirty, stained, torn, sagging, detached at edge, or poorly repaired
	2	Unapproved headlining material fitted or headlining painted

I3 Interior fittings

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check as applicable:
   a) all passenger grab handles for condition and security;
   b) colour contrasting covering for vehicle approved on or after January 2004 (where appropriate);
   c) the condition of the fare table and cover;
   d) the position for mounting the internal cab licence plate, appropriate signage;
   e) the condition of the rear parcel shelf;
   f) the condition of kick panels and tread plates;
   g) floorboards and floor coverings;
   h) armrests and trim panels;
   i) ashtrays;
   j) sound system, other than original equipment, satisfies Public carriage Office guidelines;
2. Check the security, accessibility and operation of carriage lamps and switches.
3. Check the security, accessibility and operation of carriage heater and switch.
4. Check the security and condition of any bulkhead/tip-seat adverts.
5. Check condition and cleanliness of carriage interior and fittings.

ITEM		REASON FOR REFUSAL
INTERIOR FITTINGS	1	Grab handle missing, insecure or broken
	2	Incorrectly colour coded (where applicable)
	3	Fare table out of date, defaced, missing, or stained
	4	No provision for mounting internal cab licence plate, or appropriate signage is missing
	5	Rear parcel shelf insecure, buckled, dirty or stained, missing
	6	Kick panel or tread plate missing, insecure or deteriorated
	7	Floorboards insecure or incorrectly located
	8	Unapproved floor covering, or floor covering not secured or crudely renovated
	9	Armrest or trim panel insecure, split or poorly renovated
	10	Vehicle heater defective, leaking or noisy in operation, Air conditioning inoperative
	11	Vehicle heater switch defective
	12	Advert(s) insecure, broken, stained, defaced or unapproved
	13	Interior fittings unclean or interior has been poorly renovated, Trim panels missing
	1a	Rear seat base insecure

I4 Seat Condition

Method of Testing

1. Check the condition and security of all passenger-seat cushions.
2. Check that head restraints have been fitted to all forward-facing and rear-facing passenger seats (where applicable) *[1].
3. Check the condition and security of head restraints.
4. Check the condition of any sight patches.
5. Check the condition and operation of tip-seats.
6. Check that any alternative seating material satisfies any Bury Council guidelines.
7. 8. Check the operation of the passenger swivel seat (where applicable).

Note: *1 Relates to all new models, i.e. models not currently approved for licensing (existing models from January 2004).

ITEM		REASON FOR REFUSAL
PASSENGER SEATS	1	Passenger seat cushion(s) insecure, not fitted, unapproved, damaged, holed, split, crudely repaired or stained
	2	Head restraints not fitted
	3	Head restraints damaged, crudely repaired or insecure
	4	Sight patches not fitted
	5	Sight patches dirty, stained, damaged or crudely repaired
	6	Tip-seat fails to rise automatically
	7	Tip-seat insecure, damaged or crudely repaired
	8	Alternative seating material does not satisfy PCO guidelines
	9	Passenger swivel seat fails to pivot, operate or lock correctly
	10	Removal of middle seat required
	11	Vehicle interior is so dirty that it detracts from the overall appearance of the vehicle
	12	Seat covers must match

I4 Seat Condition

Method of Testing

inspection area, or when the vehicle is raised in a 'wheel free' position.

Examination:

1. Check the operation of the ADLS (where applicable).
2. Check that the ADLS works within prescribed tolerances.
3. With the vehicle stationary, the ignition switched on and the foot applied, check that the ADLS has engaged.
4. Apply the handbrake, release the foot brake and ensure that the ADLS has released.
5. Check the operation of the driver's tell-tale/warning lamp and, where applicable, the operation of the passenger compartment ADLS warning lamp(s).
6. Check that the appropriate warning notices are fitted.
7. Check the condition of the ADLS warning notices.
8. Check the condition and security of the control box and ensure any associated wiring is safe and secure.

Note: To be inspected only where fitted in a private hire vehicle.

ITEM		REASON FOR REFUSAL
AUTOMATIC DOOR LOCKING SYSTEM	1	ADLS not fitted (hackney carriage only)
	2	ADLS fails to operate within prescribed tolerances
	3	ADLS fails to engage
	4	ADLS fails to release
	5	Driver/passenger tell-tale/warning lamp or lamps fail to operate
	6	Warning notice or notices not fitted
	7	Warning notice or notices are damaged or defaced
	8	Control box insecure, damaged or associated wiring is insecure or unsafe

Note: With the ignition switched on, the ADLS should engage when the vehicle has been moved forward more than 31cm and before a distance of 46cm has been covered.

After the vehicle has stopped moving, ensure that there is a two-second delay before the ADLS releases. Rear doors should be capable of being opened from the outside irrespective of whether the ADLS is engaged.

Note: All hackney cabs manufactured on or after 1 March 1983 are fitted with ADLS.

I6 Taximeter, and associated fittings

Method of testing

Inspection 1 – conducted with the vehicle standing on a level surface.

Examination:

1. Ensure that meter is sealed with a Bury Council approved seal.
2. Check with the meter set in the test mode that all the fare and extra digits illuminate and are complete.
3. With the taximeter set in the 'for hire' mode, ensure that the appropriate section of the independently mounted lamp box is illuminated and that the roof-mounted lamp box is illuminated and the word 'taxi' is clearly legible – see note 4.
4. With the taximeter set in the 'hired' mode, ensure that the appropriate section of the independently mounted lamp box is illuminated and that the roof-mounted taxi lamp has extinguished.
5. Check that the LED is displaying the correct time.
6. Check that the figures on the LED are complete and legible.
7. Examine the taximeter drive line and ensure, where applicable, that the taximeter transducer and/or splitter box is/are sealed with the appropriate BSI seal.
8. Ensure that any transducer or splitter box is correctly and securely fitted.
9. Check that the fare card is displayed and not damaged.

Inspection 2 – with the vehicle raised on an appropriate hoist.

Examination:

1. Ensure that any flexible drive cable, electronic pulse cable or any other associated wiring is correctly installed, undamaged and does not foul any other part of the vehicle.

ITEM		REASON FOR REFUSAL
TAXIMETER, PRINTER AND ASSOCIATED FITTINGS	1	Taximeter does not bear current seals or is insecurely fitted
	2	Taximeter tariff programme incorrect or out of date
	3	Meter fails to operate in test mode, or digits incomplete or fail to illuminate
	4	Meter fails to engage in the 'for hire' mode, or the 'for hire' panel of the lamp box fails to illuminate or is faded
	5	Roof sign fails to illuminate or the word 'TAXI' is illegible/faded
	6	The LED is not displaying the correct time
	7	Figures on the LED are incomplete or illegible
	8	Fare card not displayed or damaged

Part J

J1 Emissions

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check for any replacement engine in the vehicle.
2. Ensure that exhaust emissions are within prescribed smoke limits.
3. Ensure that the exhaust does not emit excessive dense smoke.

Note: Exhaust emission requirements are relative to the age of the vehicle and emissions Plate value.

Note: Exhaust emissions must comply for all tests – advice given on six-month test.

ITEM		REASON FOR REFUSAL
EMISSIONS	1	Exhaust emissions are outside prescribed limits
	2	Engine emits excessive dense smoke and/or fumes when driven or tested
	3	Unable to complete emissions test

Part K

K1 Fixtures and fittings

Method of testing

Inspection – conducted with the vehicle standing on a level surface:

1. The following items, if present, constitute an 'additional equipment' fixture:
   a) data despatch system;
   b) satellite navigation equipment;
   c) two-way radio;
   d) hands-free mobile phone equipment;
   e) additional lighting;
   f) sound systems;
   g) alternative seating/carpeting;
   h) satellite navigation equipment is of an approved type.

Examination:

1. Ensure that any dispatch/satellite navigation equipment is a BS type approved and is secure and safe, and that visible wiring is permanent and does not present a hazard to the driver, passenger or other road users.
2. Ensure that any two-way radio equipment is secure, wiring is permanent and does not present a hazard to the driver, passenger or other road users.
3. Ensure that any hands-free mobile phone equipment is secure and safe and that any visible wiring is permanent and does not present a hazard to the driver, passenger or other road users.
4. Ensure that any additional lighting equipment is secure and safe and any visible wiring is permanent and does not present a hazard to the driver, passenger or other road users.

ITEM		REASON FOR REFUSAL
FIXTURES AND FITTINGS	1	Data dispatch or satellite navigation is of an unapproved type or is insecure or unsafe or in driver's view of the road
	2	Safe two-way radio equipment is insecure or unsafe
	3	Hands-free mobile phone equipment is insecure or unsafe
	4	Additional lighting is insecure or unsafe
	5	Alarm system/equipment is insecure or unsafe
	6	Sound system is insecure or unsafe
	7	Alternative seating/carpeting is insecure or presents a passenger hazard
	8	Non-standard interior fixture or fitting is unsafe or insecure

K2 Fixtures and fittings: intercom systems

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination (where fitted):

1. Check that the intercom is BS type approved.
2. Ensure that the intercom can be switched on and off from passenger compartment.
3. Ensure that the operational warning lamp is functioning correctly.
4. Ensure that a clearly worded notice, indicating that the driver can overhear any conversations when the light is illuminated, is affixed close to the warning lamp.

ITEM		REASON FOR REFUSAL
INTERCOM SYSTEMS	1	Passenger intercom switch not fitted or inoperative
	2	Warning lamp missing or inoperative
	3	Warning notice missing or defaced

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination (where fitted):

1. Check that the equipment has been installed correctly.
2. Ensure that the installation does not obscure or interfere with the operation of another piece of standard/mandatory equipment or other piece of equipment. All wiring must be adequately fused, secure and correctly routed.
3. Cameras located in the passenger area must be specific for purpose.
4. Ensure mandatory signage is displayed in a prominent position.

ITEM		REASON FOR REFUSAL
SURVEILLANCE SYSTEMS	1	Appropriate certification not submitted
	2	Equipment installed by unapproved agent
	3	Equipment has not been installed correctly
	4	Equipment obscures or interferes with the operation of another piece of equipment
	5	Wiring insecure, incorrectly routed, or inadequate fuses have been fitted
	6	Camera located in a manner that would allow misuse of its specific purpose

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination (where fitted):

Part L

L1 Wheelchair facilities

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check the operation and condition of the wheelchair restraints.
2. Check the disabled person's seat belt.
3. Where a moveable centre partition/conversion has been installed, check that:
   a) the conversion has been approved;
   b) the type approval certificate has been correctly endorsed;
   c) all pivoted sections operate correctly and are free from undue wear;
   d) the pivoting section retaining locks and floor locating bolts operate freely and hold;
   e) the partition is secure in both normal and forward positions;
4. Ensure that any floor covering does not impede free access and positioning of wheelchairs.

ITEM		REASON FOR REFUSAL
WHELCHAIR FACILITIES	1	Wheelchair restraint(s) missing, insecure, frayed or the electrical or mechanical locking device is ineffective
	2	Disabled person's seat belt missing, damaged or unserviceable unapproved
	3	Unapproved conversion fitted: a) Type approval certificate not correctly endorsed b) Moveable section(s) of the bulkhead do not pivot freely, rattle, or are insecure c) Bulkhead retaining locks and/or floor-retaining bolts are ineffective, missing or seized
	4	Floor covering restricting free movement of wheelchairs
	5	Seat belts not displayed correctly for test

Note: Vehicles fitted with a wheelchair lift

Any equipment fitted to the vehicle for the purpose of lifting a wheelchair into the vehicles must have been tested in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 www.opsi.gov.uk/si/si1998/98230702.htm#5

L2 Ramps

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check that the appropriate approved ramps are securely installed in the boot.
2. Examine the ramps for damage, sharp edges or corners and ease of operation.
3. Check as applicable the non-slip provision and locating dowel pins.
4. Ensure that the ramps are permanently marked with the VRM or VIN.

ITEM		REASON FOR REFUSAL
RAMPS	1	Unapproved ramps installed, retaining devices missing or ineffective, or ramps missing
	2	Ramps damaged, seized or unserviceable
	3	Non-slip provision worn, missing or ineffective or locating dowel pins damaged, loose or missing
	4	Ramps not permanently marked with the vehicle VRM or VIN

L3 Integral ramp

Method of testing

Inspection – conducted with the vehicle standing on a level surface.

Examination:

1. Check that the appropriate approved intermediate step is securely installed in the boot and that it has been permanently marked with VRM or VIN.
2. Check that ramp release tool/door stay (orange key) is present.
3. Examine the ramp sections for damage, sharp edges or corners.
4. Examine security and free operation of hinges.
5. Check extension step guides for position and damage.
6. Check as applicable the non-slip provision.

ITEM		REASON FOR REFUSAL
INTEGRAL RAMP	1	Unapproved intermediate step installed, ramp tool (orange key) or intermediate step missing
	2	Ramp sections damaged or unserviceable
	3	Ramp insecure or hinges seized
	4	Step guides missing, loose, damaged or misaligned
	5	Non-slip provision worn, missing or ineffective or locating dowel pins damaged, loose or missing
	6	Intermediate step not permanently marked with the vehicle VRM or VIN

Appendix A

Special Inspections – pre-licensing

Method of testing

Definition:

Prior to the annual licensing inspection, the Licensing Authority can be asked to approve new designs of vehicles, modifications to the design of an existing vehicle, or to approve a new type of fixture or fitting to the interior or exterior of a vehicle.

The vehicle to be inspected may or may not be licensed, and therefore may not be known to the system. The vehicle owner will be invited to contact the Licensing Unit and will be instructed to ask for an appointment for one of the following types of inspection:

1. alternative fuel types (LPG/CNG, fuel cells, etc)
2. new fixture or fitting;
3. modification of/new major components (alternative engine/transmission);
4. seat configuration;
5. other;

Examination:

1. Vehicle owner/presenter to present written confirmation from the Licensing Authority specifying the item or items to be examined;
2. Vehicle examiner to inspect the item(s) specified and report assessment to the Licensing Authority.

Special Inspections – Post-licensing

Method of testing

Definition:

During the life of a licence, a licensed vehicle may be requested to undergo a further inspection, following a modification to a major component or as a result of compliance action. The vehicle owner will be instructed to contact Licensing to arrange an appointment for one of the following types of inspection:

1. Change/modification of major components (alternative transmission/engine, etc)
2. Alternative fuel types (use of LPG/CNG, fuel cells, etc)
3. Change of vehicle colour
4. On-street compliance check
5. Passenger/customer complaint.

Examination

1. Vehicle presenter to present original licence
2. Vehicle presenter to present written confirmation from the Licensing Authority giving reasons for the inspection (where applicable)
3. Vehicle examiner to inspect items specified within documentation presented
4. Vehicle examiner to inspect the item(s) specified and report assessment to the Licensing Authority.

Appendix B

Minor retest items

INSPECTION TYPE	PAGE NO	ITEM	REASON FOR REFUSAL
Service brake operation	11	1	Anti-slip pad is missing, insecure or worn smooth
Steering controls: steering wheel	15	2	Steering wheel is misaligned or not fully secured to the steering column
		3	Steering wheel to steering column securing device not fitted
		4	Steering wheel rim, hub or spoke(s) fractured
		5	Steering wheel rim is cracked or damaged
		6	Steering wheel is of a type not recommended by the manufacturer
Tyres	20	1	Unapproved tyre fitted
		2	Tyre structure of different types on same axle
		3	Incorrectly mixed cross-ply, radial-ply or bias-belted tyres
		4	A tyre having: a) a. a cut 12mm long or more, or deep enough to cut the cords b) a lump, tear or bulge, or tread lifting, or if any ply or cord is exposed
		5	Tread pattern worn unevenly
		6	A seriously damaged, deteriorated or misaligned valve stem
		7	Tyre is not inflated to the manufacturer's specification
		8	Tread pattern is not at least 1.6mm in depth throughout the complete circumference and breadth of the tyre
Road wheels	21	3	A wheel-retaining nut loose, missing or incorrectly fitted
		4	Wheel-mounting studs damaged, worn, or stud holes enlarged
		7	Where spare wheel not fitted, the alternatives of having run-flat tyres or self-healing tyre foam are missing or defective
Engine underparts	26	5	Excessive engine noise, resonance, vibration or engine misfires
Clutch, gearbox and automatic transmission underparts	27	10	Anti-slip pad missing, insecure or worn smooth
Fuel tank and pipelines	30	3	Unapproved fuel filler cap or cap seal is missing
Engine compartment	35	1	Bonnet cannot be opened
		2	Primary or secondary/safety catch not fitted or is defective
		3	Bonnet hinges/fixings missing, damaged or worn to excess
		4	Bonnet prop not fitted or is unserviceable
		5	Clutch, brake or PA fluid levels low
		6	Inappropriate cap fitted to brake, clutch or PAS reservoir
		8	Battery or wiring/cables insecure
		9	Wiring damaged, chafed or insecure
		11	Fuel cut-off device missing, inoperative or appropriate sign/notice missing
		13	Horn not fitted or is insecure

Minor retest items – Contin

INSPECTION TYPE	PAGE NO	ITEM	REASON FOR REFUSAL
Obligatory front and rear side lamps and obligatory fog lamp	36–37	2	Either or both front side lamps inoperative – fail to show a white diffused light
		4	Either or both rear lamps inoperative – fail to show a red diffused light of equal intensity
		5	Rear lamp lens/lenses do not carry the appropriate approval mark, faded, discoloured, cracked, broken, insecure or missing
		6	Rear index plate lamp shows a direct white light at the rear, lamp(s) inoperative or ineffective, lens missing or lens/lenses do not carry the appropriate approval mark
		7	A lamp flickers when tapped lightly by hand
		8	Rear fog lamp missing or flickers when tapped lightly by hand
		9	Rear fog lamp is inoperative or operates other than with the headlamps in the dipped mode
		10	Rear fog lamp fails to emit diffused red light and/or tell-tale lamp is inoperative
		11	Rear fog lamp(s) not mounted securely
		12	Rear fog lamp lens/lenses does/do not carry the appropriate approval mark
		13	A rear fog lamp is illuminated by application of the footbrake
		14	Operation of an obligatory lamp is affected by operation of another lamp
Obligatory and additional stop lamps	38	1	An obligatory stop lamp is not fitted
		2	One or both of the obligatory stop lamps: does/do not illuminate when the footbrake is applied is incomplete, not in good working order or is damaged/deteriorated; light does not remain steady when the footbrake is applied, or remains illuminated after the footbrake has been released
		3	Obligatory stop lamp fails to show a diffused red light of equal intensity
		4	Stop lamps become inoperative when side lights switched on
		5	Rear side/tail/number plate lamp fails when the footbrake is applied
		6	A brake lamp flickers when tapped lightly by hand
		7	Stop lamp not facing rearwards
		8	Additional stop lamp not working
Obligatory and additional red reflectors	39	1	Reflector missing, broken, cracked, faded or not approval-marked
		2	A pair of reflectors that are not approval-marked are fitted in an unapproved position, broken, or cracked
		3	Reflective tape affixed to the rear of the vehicle/bumper
Direction indicators and hazard warning lights	45	1	An obligatory direction indicator or repeater lamp not fitted
		2	Indicator or repeater lamp inoperative or has a pulse rate less than 60 times per minute or more than 120 times per minute
		3	Direction indicator lamp, repeater lamp or indicator switch defective
		4	Direction indicator or hazard warning/tell-tale lamp inoperative
		5	An indicator lens has faded, is missing, insecure, cracked, broken, not adequately sealed from the elements or not approval-marked
		6	Hazard warning device or switch fails to operate correctly
		7	LED Lamps with less than 50% LED's Working
Additional lamps	46	1	Reversing lamp or lamps fail to operate correctly, are insecure or fail to switch off when neutral or a forward gear is selected
		2	Front fog lamp or lamps fail to operate correctly
		3	Long-range driving lamps fail to operate correctly

Minor retest items – Continued

INSPECTION TYPE	PAGE NO	ITEM	REASON FOR REFUSAL
Driver's controls / Fire Extinguisher / First Aid Kit	47	1	Driver's seat damaged, torn, crudely repaired or insecure
		4	Driver's seat belt damaged, frayed, insecure or does not lock into static stalk
		5	Horn, instrument lamps, main beam warning lamp, fog lamp tell-tale, screen washers, screen wipers, automatic transmission inhibitor or reverse lock fail to operate correctly. External door mirror adjustment defective/inoperative. Warning light displayed on the dashboard
		6	Internal rear-view mirror not fitted or insecure
		8	Fire extinguisher unserviceable
		9	No first aid kit or first aid kit not complete or items out of date
Condition of bodywork	48	1	Door-hinge pillar, centre pillar, entrance step or body panel corroded, cracked, distorted, damaged, incorrectly fitted or misaligned
		3	Sharp edges caused by damage are dangerous to pedestrians and/or other road users
		4	Body moulding damaged/misaligned/insecure/missing or unapproved type
		5	Mud flaps not a matched pair, torn, insecure or of an approved type (reflectors affixed)
Condition of paintwork	49	1	Vehicle is so dirty that overall condition of paintwork cannot be assessed
		2	Paintwork so deteriorated, damaged, rust-blistered or stone-chipped that it detracts from the overall appearance of the vehicle
		3	Poorly renovated paintwork
		4	Vinyl roof covering in a poor condition, torn, insecure or poorly renovated
		5	Roof covered in an unapproved material
		6	Coach lines incomplete, not matching, becoming detached or affixed other than in an approved manner
		7	Unapproved fleet operator's logo
Door locks, hinges, handles and trim panels	50–51	1	Door hinges worn/partially seized/insecure/door drops when opened
		2	Door check strap is worn, ineffective, insecure or missing
		3	Rear door fails to open to minimum 75cm or fouls leading edge of rear wing
		4	A nearside rear door of approved wheelchair conversion fails to open to minimum of 90°
		5	Either rear door of new (post-1993) vehicle fails to open to minimum of 90°
		6	Door or doors cannot be secured in the closed position door hinges 'sprung' or defective, door lock misaligned with the striker plate
		7	A front door check strap that allows the door to foul the wing panel
		8	Interior door release/door-pull handle missing, insecure or fails to operate
		9	Handle guard missing, broken, insecure or decal is missing
		10	Any door warning/courtesy lamp or buzzer inoperative or central locking system inoperative or defective
		11	Door trim panel damaged, dirty, stained or discoloured, or draught excluder missing, insecure or ineffective
		12	Door lock mechanism, remote control mechanism and/or striker plate worn or insecure. Mounting screw missing or loose. Guide block rubber missing
		13	Outer door release handle insecure, damaged or ineffective
		14	Door loose or fails to hold on main catch through wear or maladjustment, or fails to hold on the secondary/safety catch

Minor retest items – Continued

INSPECTION TYPE	PAGE NO	ITEM	REASON FOR REFUSAL
Bonnet, boot lid and boot compartment	52	1	Bonnet and/or boot lid cannot be secured in the closed position
		2	Bonnet and/or boot lid hinges badly worn/ineffective
		3	Bonnet and/or boot lid support straps missing, broken or ineffective
		4	Inadequate provision made for mounting the licence plate
		12	Paintwork so deteriorated, damaged, rust-blistered or stone-chipped that it detracts from the overall appearance of the vehicle
Window glass	53	1	Window glass or glasses not marked with appropriate approval marks
		3	Window glass or glasses not clean, chipped, scratched or scored:- a) Zone A – Damage not contained within a 10mm circle; b) Swept Area – Damage outside Zone A but within the sweep area of the wiper(s), which cannot be contained within a 40mm circle;
		4	Security etching unapproved
		5	Glazing rubber or rubbers damaged, leaking water into the passenger's/driver's cabin, or not holding the glass securely
		6	Quarter-light windows, where fitted, insecure/damaged/operate incorrectly
		7	Window-open mechanism or device is defective or inoperative
		8	Warning decals in a poor condition or missing (where applicable)
		9	Window channel or finisher/trim is missing, insecure or damaged
Advertisements	54	1	External body or door-panel advert is insecure or in a poor condition
		2	Interior, bulkhead or tip-seat advertisement is insecure or in poor condition
		3	External/internal advertisement is unapproved or not on approved surface
		4	Advert on the rear window cannot be seen through from the inside of the vehicle
Badges, motifs and decals	55	5	Unapproved badge, motif or decal affixed
		6	More than one badge affixed to the front grille
		7	Badge, motif or decal damaged or broken
Bumpers and over-riders	56	2	Bumper bars and/or over-rider(s) not a matched pair
		3	Bumper bar(s) or over-rider(s) in a poor condition or damaged
Registration/ licence plates	57	1	Incorrect index plates fitted
		2	Index plates do not comply with Road Vehicle Regulations
		3	Unapproved type of plate(s) fitted
		4	Index plate insecure, damaged or dirty
		5	Reflective surface deteriorated or discoloured
		6	Front licence plate missing
		7	Licence plate illegible/damaged
		8	Licence plate insecure
		9	Licence plate not displayed

Minor retest items – Continued

INSPECTION TYPE	PAGE NO	ITEM	REASON FOR REFUSAL
External mirrors	58	1	Mirror cracked, broken or reflective surface deteriorated so that the rear view is seriously impaired
		2	Obligatory mirror or mirrors not fitted
		3	Mirror insecure on its mounting or fails to remain in set position
		4	Mirror not visible from driver's seat
		5	Mirror incapable of being adjusted to be clearly visible from the driver's seat
		6	Mirror does not provide a rear view of the vehicle
		7	Unapproved mirror fitted (not 'E' marked or not approved by manufacturer)
		8	Where applicable, mirror arm reinforcing plate inadequate or not fitted
Passenger seat belts	59	1	Seat belt missing or unapproved seat belt fitted (not marked as being approved by EU Legislation/BSI)
		4	Any seat belt webbing that is cut, frayed, deteriorated or dirty
		5	Seat belt fails to recoil freely
		6	A buckle locking or release mechanism fails to operate correctly
		7	Reel locking mechanism fails to operate correctly
Headlining	60	1	Headlining dirty, stained, torn, sagging, detached at edge poorly repaired
		2	Unapproved headlining material fitted or headlining painted
Interior fittings	61	1	Grab handle missing, insecure or broken
		2	Incorrectly colour coded (where applicable)
		3	Fare table out of date, defaced or of incorrect size
		4	Fare table cover missing, broken, insecure or stained
		5	No provision for mounting internal cab licence plate/appropriate signage missing
		6	Rear parcel shelf insecure, buckled, dirty or stained
		7	Kick panel or tread plate missing, insecure or deteriorated
		8	Floorboards insecure or incorrectly located
		9	Unapproved floor covering, or floor covering not secured or crudely renovated
		10	Armrest or trim panel insecure, split or poorly renovated
		11	Carriage heater defective, leaking or noisy in operation
		12	Carriage heater switch defective
		13	Advert(s) insecure, broken, stained, defaced or unapproved
		14	Carriage and/or fittings unclean or interior has been poorly renovated
		1a	Rear seat base insecure

Minor retest items – Continued

INSPECTION TYPE	PAGE NO	ITEM	REASON FOR REFUSAL
Passenger seats	62	1	Passenger seat cushion(s) insecure, not fitted, unapproved, damaged, holed, split, crudely repaired or stained
		2	Head restraints not fitted
		3	Head restraints damaged, crudely repaired or insecure
		4	Sight patches not fitted
		5	Sight patches dirty, stained, damaged or crudely repaired
		6	Tip seat fails to rise automatically
		7	Tip seat insecure, damaged or crudely repaired
		8	Alternative seating material does not satisfy PCO guidelines
		9	Passenger swivel seat fails to pivot, operate or lock correctly
		10	Removal of middle seat required
		11	Vehicle interior is so dirty that it detracts from the overall appearance of the vehicle.
		12	Seat covers must match
the vehicle Automatic door locking system (ADLS)	63	1	ADLS not fitted (hackney carriage only)
		2	DLS fails to operate within prescribed tolerances
		3	ADLS fails to engage
		4	ADLS fails to release
		5	Driver/passenger tell-tale/warning lamp or lamp fails to operate
		6	Warning notice or notices not fitted
		7	Warning notice or notices are damaged or defaced
		8	Control box insecure, damaged or associated wiring is insecure or unsafe
Taximeter, printer and associated fittings	64	1	Taximeter does not bear current seals or is insecurely fitted
		2	Taximeter tariff programme incorrect or out of date
		3	Meter fails to operate in test mode, digits incomplete or fail to illuminate
		4	Meter fails to engage in the 'for hire' mode or the 'for hire' panel of the lamp fails to illuminate or is faded
		5	Roof sign fails to illuminate, or the word 'taxi' is illegible/faded
		6	The LED is not displaying the correct time
		7	Figures on the LED are incomplete or illegible
		8	No fare card displayed or damaged
Fixtures and fittings	66	1	Data dispatch or satellite navigation is of an unapproved type, is insecure or unsafe, or in driver's view of the road
		2	Safe two-way radio equipment is insecure or unsafe
		3	Hands-free mobile phone equipment is insecure or unsafe
		4	Additional lighting is insecure or unsafe
		5	Alarm system is insecure or unsafe
		6	Sound system is insecure or unsafe
		7	Alternative seating/carpeting is insecure or presents a passenger hazard
		8	Non-standard interior fixture or fitting is unsafe or insecure
Fixtures and fittings: intercom systems	67	1	Passenger intercom switch not fitted or inoperative
		2	Warning lamp missing or inoperative
		3	Warning notice missing or defaced

Appendix C

Advice - Taxi Exhaust Emissions

Taxis can clock up several thousands of miles between their annual and six-month vehicle inspection at the Council's Vehicle Test Centre. A significant number of these miles include local stop/start short journeys. These result in engines repeatedly warming up/cooling down, accelerating/slowing down, running at low revs to comply with legal road speeds, as well as engines ticking over in traffic, etc. Under these driving conditions vehicle emissions can result in carbon soot deposits, which contain harmful pollutants, building up in the exhaust system.

What are diesel exhaust emissions?

Diesel engine exhaust emissions, commonly known as diesel fumes, are a mixture of gases, vapours, liquids and substances made up of particles. They contain the products of combustion, which include:

Carbon (soot)	Nitrogen	Water
Carbon monoxide	Aldehydes	Nitrogen dioxide
Sulphur dioxide	Polycyclic aromatic hydrocarbons	

The carbon particle of soot content varies between 60% and 80% depending on the fuel used and the type of engine. Most of the contaminants are absorbed into the soot. Petrol engines produce more carbon monoxide but much less soot than diesels.

Taxi exhaust emission equipment at the Council's Vehicle Test Centre

The emission test equipment used at the Council's Test Centre is the most up-to-date approved equipment specified by the Vehicle Operating Services Agency (DVSA). It is a DVSA condition that this equipment is checked for calibration at the specified interval.

When operating the emission test equipment, strict operating procedures must be followed. The initial part of the test procedure includes removal of the engine oil dipstick and inserting a temperature probe/sensor. When the engine/oil is up to temperature (at around 80°C), the equipment allows you to start the set procedure for the emission test. If the equipment is operated incorrectly, the equipment senses this and the emission test will automatically abort the test and therefore no result is achieved. On occasion, vehicles booked in for inspection fail due to excessive exhaust emissions.

Passing the exhaust emission test first time

To ensure that your vehicle has the best chance of passing the emission test first time, you should:

1. Ensure that the engine is in good condition;
2. Have your engine serviced at the manufacturer's recommended service intervals;
3. Consider giving your vehicle a run on the motorway before the inspection;

This should ensure that the engine operates at higher than normal revs (and the catalytic converter if fitted), is hot and working efficiently. This should help to clean out and burn off any accumulated emission deposits within the exhaust system.

Remember: Emission problems are not only limited to private hire and hackney carriage vehicles. Problems are encountered with other fleets that operate under similar working conditions.

Appendix C

Petrol Emissions

You need to inspect MIL fitted to

- petrol vehicles with 4 or more wheels, not more than 8 passenger seats in addition to the driver's seat and first used on or after 1 July 2003
- petrol vehicles with 4 or more wheels, more than 8 passenger seats in addition to the driver's seat and first used on or after 1 July 2008
- gas and bi-fuel vehicles with 4 or more wheels, not more than 8 passenger seats in addition to the driver's seat and first used on or after 1 July 2008

Compression ignition engine emissions

- Exhaust emission control equipment
- You only need to check components that are visible and identifiable, such as diesel oxidation catalysts, diesel particulate filters, exhaust gas recirculation valves and selective catalytic reduction valves.
- If a diesel particulate filter has clearly been cut open and re-welded, you should reject it unless the vehicle presenter can show evidence that there was a valid reason to cut it open, such as for filter cleaning.

Before the test, check the maximum smoke level limit for the vehicle and enter the required details into the diesel smoke meter.

For vehicles first used before 1 July 2008, the smoke limit is:

- 2.5m-1 for a non-turbocharged engine
- 3.0m-1 for a turbocharged engine
- the level specified on the manufacturer's plate if lower

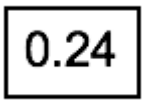
For vehicles first used between 1 July 2008 and 31 December 2013 the smoke limit is:

- the level specified on the manufacturer's plate
- 1.5m-1 if the manufacturer's plate is not available

For vehicles first used on or after 1 January 2014, the smoke limit is:

- the level specified on the manufacturer's plate
- 0.7m-1 if the manufacturer's plate is not available

Manufacturer's plate means either the VIN plate or a separate plate or sticker, which is likely to be within the engine compartment. The plate or sticker may be marked 24 R followed by a number to indicate the smoke limit (such as 0.24 in the example below). It's usually displayed in a box and often positioned in the bottom right corner of the VIN plate.



Appendix D

Headlamps – Preparation and Maintenance

Background

Headlamp aim is by far the most common reason for failure at both the annual and six-month vehicle inspection test:

1. A significant number of vehicles fail due to the headlamps not being matched; for example, one side aimed either high or low, while the other is okay.
2. Of the vehicles failing the test, a significant number would have passed if the headlamp causing the fail had been set to a position that matched the opposite side.
3. The failure rate could be reduced significantly through improved maintenance/ preparation.

General checks and tips before the test

1. **Is the headlamp free of condensation?**

If the beam pattern is blurred and the examiner cannot determine a distinctive cut-off point, this will result in failure.

Try leaving the headlamps on for a short time to 'burn off' condensation.

2. **Has the headlamp bulb been changed?**

Make sure the bulb is correctly aligned with the location lugs in the headlamp unit. After a bulb has been changed it may be necessary to re-aim the headlamp (a different bulb may alter the headlamp aim). It is recommended to always use good-quality bulbs.

3. **Is the headlamp and its internal reflector secure?**

Tap the headlamp with your hand and assess if the headlamp unit or the internal reflector is insecure.

4. **Is the headlamp reflector corroded or deteriorated?**

Have a look through the headlamp glass and replace it if corroded or deteriorated.

5. **Is the headlamp adjuster free?**

A check of the adjusters (and a drop of penetrating oil) while preparing the vehicle for test can make all the difference.

6. **Is the vehicle fitted with headlamps that dip to the right?**

Vehicles with UK registration plates should have headlamps that dip to the left to comply with the Road Vehicle Lighting Regulations. However, headlamps that dip to the right are acceptable at test provided beam converters are fitted. Owners normally take vehicles away to have the correct headlamps fitted.

7. **General checks before the headlamp aim is checked.**

Ensure that the tyre pressures are correct, the suspension is correctly adjusted/ settled/inflated, and always check the headlamp aim in the condition the vehicle will be presented for test.

8. **Does the in-cab headlamp adjustment device work?**

This device may be used to enable the headlamp alignment criteria to be met; however, both headlamps must comply with the device set in one position.

PRIVATE HIRE / HACKNEY CARRIAGE VEHICLE INSPECTION

Applicant: _____ PH ☐ HCV ☐ Veh Reg: _____ Seats: _____

Plate No. _____ NEW ☐ 6MTH ☐ RENEW ☐ SPOT ☐ Mileage: _____ Colour: _____

Page	INSPECTION TYPE	REASON FOR FAILURE – X indicates failure on this item – see inspection manual for full details																	
	BRAKES	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
6	Service brake performance of footbrake																		
7	Performance of parking brake																		
8	Condition of mechanical brake components																		
9	Condition of brake pipes and hoses																		
10	Condition of servos, exhausters and hydraulic components																		
11	Service brake operation																		
12	Service brake operation - Handbrake																		
13	Anti-lock braking system (ABS)																		
	STEERING	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
14	Steering linkages																		
15	Steering controls – Steering Wheel																		
16	Steering controls – Steering Column																		
17	Steering Controls – Steering Mechanism																		
18	Steering Controls – Power Steering																		
19	Stub axles, king pin assemblies and wheel bearings																		
	TYRES AND WHEELS	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
20	Tyres																		
21	Road Wheels																		
22	Rear hub bearings																		
	UNDERBODY	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
23	Condition of chassis																		
24	Underpanels, sills and body mountings																		
25	Exhaust system																		
26	Engine underparts																		
27	Clutch, gearbox and automatic transmission underparts																		
28	Rear axle																		
29	Propshaft																		
30	Fuel tank and pipelines																		
31/2	Front Suspension																		
33/4	Rear Suspension																		
	ENGINE	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
35	Engine Compartment																		
	LIGHTS	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
36/7	Obligatory front & rear side lamps & obligatory fog light																		
38	Obligatory and additional stop lamps																		
39	Obligatory and additional red reflectors																		
40	Obligatory headlamps																		
41	Obligatory headlamps – headlamp aim																		
42	European type headlamp																		
43	British –American type headlamp [dipped beam]																		
44	British –American type headlamp [main beam]																		
45	Direction indicators and hazard warning lamps																		
	ADDITIONAL LIGHTS	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
46	Reversing																		
47	Driver Controls																		
	BODYWORK	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
48	Condition of Bodywork																		
49	Condition of paintwork																		
50/1	Doorlocks, Hinges, handles & trim panels																		
52	Boot Lid & Boot compartment																		
53	Window Glass																		
	ADVERTISEMENTS & EXTERNAL FIXINGS	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
54/5	Advertisements, Badges, Motifs and Decals (stickers)																		
56	Bumpers and over-riders																		
57	Registration / Licence Plates																		
58	External mirrors																		
	INTERNAL FIXINGS	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
59	Passenger Seatbelts																		
60	Headlining																		
61	Interior Fittings [Standard]																		
62	Passenger Seats																		
63	Automatic Door Locking System [ADLS]																		
	METER AND EMMISSIONS	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
64	Taximeter & Associated Fittings																		
65	Emissions																		
	FIXTURE AND FITTINGS	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
66	Data despatch sys, satnav, two-way radio, hands free mobile equip, add lighting, sound systems, alt seating / carpeting,																		
67	Intercom Systems																		
68	Surveillance Systems																		
	WHEELCHAIR FACILITIES	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
69	Wheelchair Facilities																		
70	Ramp																		
71	Integral Ramp																		
	EMISSIONS REDUCTION SYSTEM	**O/S**	**N/S**	**Pass**	**Fail**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
72	Euro 3 Equipment																		

Date of 1st Test _____ Result: PASS ☐ FAIL ☐ Vehicle Examiner Name _____

Date of Re-Test _____ Result: PASS ☐ FAIL ☐ Vehicle Examiner Name _____

Retest (non-pay) YES ☐ List Items. _____

Advisory: _____

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Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

1. RESPONSIBILITY

Department	Licensing	
Service	Corporate Core	
Proposed policy	**Hackney Carriage and Private Hire vehicle Test Inspection Manual**	
Officer responsible for the 'policy' and for completing the equality analysis	**Name**	Michael Bridge
	Post Title	Licensing Unit Manager
	Contact Number	253 5209
	Signature	MJBridge
	Date	9th October 2019

2. AIMS

What is the purpose of the policy/service and what is it intended to achieve?	The aim of this report relates to testing of Hackney Carriage and Private Hire vehicles to introduce a vehicle inspection manual that confirms the standard required to pass the vehicle test. There is no intention for the proposal to have a negative impact on any particular group. The proposal is aimed at providing a safer, greener and more accessible fleet of Private Hire and Hackney Vehicles in Bury. The policy will ensure that the vehicle is; • suitable in type, size and design for use as a private hire vehicle; • in a suitable mechanical condition; • safe; and • comfortable;
Who are the main stakeholders?	The main stakeholders in respect of this policy review are as follows:- New Applicants who wish to become vehicle licence holders Existing vehicle licence proprietors

	Private Hire Operators Hackney Driver's Association Bury Drivers Association National Taxi Association

3. ESTABLISHING RELEVANCE TO EQUALITY

3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics.
If you answer yes to any question, please also explain why and how that group of people will be affected.

Protected equality characteristic	Positive effect (Yes/No)	Negative effect (Yes/No)	Explanation
Race	No	No	
Disability	Yes	Yes	Newer vehicles will afford easier access for disabled people and a positive effect with regards to disability. Older diesel vehicles have a significant negative impact on air quality and poor air quality impacts more on the health of vulnerable members of our communities.
Gender	No	No	
Gender reassignment	No	No	
Age	No	No	
Sexual orientation	No	No	
Religion or belief	No	No	
Caring responsibilities	No	No	
Pregnancy or maternity	No	No	
Marriage or civil partnership	No	No	

3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty.
If you answer yes to any question, please explain why.

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for the relevance
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	No	
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (eg. by removing or minimising disadvantages or meeting needs)	No	
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	No	

If you answered 'YES' to any of the questions in 3a and 3b

Go straight to Question 4

If you answered 'NO' to all of the questions in 3a and 3b

Go to Question 3c and <u>do not</u> answer questions 4-6

3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.

4. EQUALITY INFORMATION AND ENGAGEMENT

4a. For a service plan, please list what equality information you currently have available, **OR** for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

Details of the equality information or engagement	**Internet link if published**	**Date last updated**
The Licensing Service intend to engage in a consultation with all Hackney Carriage and Private Hire vehicle licence holders, Private Hire Operators and Trade Association representatives. All consultees will be contacted and invited to submit their views on the vehicle inspection manual and to provide any suggestions for improving them.		
Trade Liaison Meetings		
Common Minimum Standards/Clean Air Briefings		

4b. Are there any information gaps, and if so how do you plan to tackle them?

Individuals referring to the testing manual may not be able to understand the contents of the document, due to a limited of understanding of written English. Applicants who wish to become taxi drivers are required to sit an English and Maths Assessment prior to making an application, hopefully this will mitigate the numbers requiring assistance.

5. CONCLUSIONS OF THE EQUALITY ANALYSIS

What will the likely overall effect of your policy/service plan be on equality?	These are detailed in part 3 a
If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?	The negative effect with regards to people with disabilities would be negated by the current policy remaining and the proposed amendments not be allowed
Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.	The service is looking to introduce this vehicle inspection manual. Further considerations are being made to introduce other suggestions in relation to this matter as part of a consolidation of all the "taxi policies" into one policy.
What steps do you intend to take now in respect of the implementation of your policy/service plan?	The matter will be placed before the Licensing and Safety Panel on the 17th October 2019 for consideration. Legal challenges have also been initiated that may have an impact on this policy if introduced.

6. MONITORING AND REVIEW

If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.

The Policy will be reviewed if a valid request is received from the trade . The policy will be reviewed in light of legislation changes or revised guidance from Transport for Greater Manchester with regard to improved emissions requirements. The Policy would be referred to the Council's Licensing And Safety Panel for consideration. Current legal challenges by individuals may impact on the policy if approved unchanged . This will lead to further reviews of the policy.

COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO THE EQUALITY INBOX (equality@bury.gov.uk) FOR PUBLICATION.

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Document is Restricted

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