

NOTTINGHAM CITY COUNCIL

THE LICENSING OF HACKNEY CARRIAGES AND PRIVATE HIRE VEHICLES

SUPPLEMENTARY TESTERS MANUAL

Vehicles will be tested to standards as laid down in the MOT Testers Manual and Supplementary Testers manual. Where appropriate the Council may require vehicles to be submitted for examination by a Council appointed Motor Engineer or by Autolign Emissions & Testing Ltd.

EFFECTIVE FROM 1.10.98

NOTE: THE COUNCIL RESERVES THE RIGHT TO MAKE AMENDMENTS TO STANDARDS AND REQUIREMENTS CONTAINED IN THIS MANUAL

INDEX

Section 1	Vehicle Exterior
Section 2	Hackney Carriage and Private Hire Vehicle Signs
Section 3	Licence Plates
Section 4	Tyres and Spare Wheels
Section 5	Boot/Luggage Compartment
Section 6	Engine Compartment
Section 7	Interior of Vehicles
Section 8	First Aid Kit
Section 9	Fire Extinguishers
Section 10	Road Test
Section 11	Meters
Section 12	List of Amendments

1. EXTERIOR OF THE VEHICLE

METHOD OF INSPECTION

REASONS FOR FAILURE

NOTES

1.1	The exterior of the bodywork, the underside of the vehicle and the engine compartment must be free from mud, oil and grease to allow for proper inspection of these areas (see Notes), ie steam cleaned.	1.	Contamination preventing proper inspection.	If the vehicle is presented for annual inspection in a filthy condition the inspection will not be carried out.
1.2	Check the operation of all external door catches and locks to ensure that all doors can be securely closed and easily opened.	2.	Defective external door catches which prevent a door opening and closing properly. Missing or ineffective door locks.	
1.3	Check all doors to ensure that they are properly aligned and will close easily.	3.	Poorly fitting doors to the vehicle	
1.4	Ensure that the door hinges are in good condition allowing free movement of the door.	4.	Defective door hinges	
1.5	Check all wind-check positions to ensure that doors are held in place when opened.	5.	Wind-checks missing or faulty	Any wind check straps must be of a type approved by the manufacturer.
1.6	Examine the external body panels and structure for evidence of corrosion, damage and/or unsatisfactory repairs.	6.	Corrosion or damage to the vehicle body or structure which adversely affects the appearance and/or safety of the vehicle.	Engineers certification may be required to satisfy the vehicle examiner that repairs have been properly carried out.
1.7	Examine the external paintwork for damage which adversely affects the appearance of the vehicle (see Notes).	7.	Exterior of vehicle so dirty that the overall finish of the paintwork cannot be assessed. Paintwork so deteriorated, damaged, rust blistered or stone chipped, that it detracts from the overall appearance of the vehicle. Renovations to paintwork which produce runs, flat or uneven finish or of non matching colour, ie. not compatible with adjacent panels. Repairs incomplete in primer or undercoat.	

EXTERIOR OF THE VEHICLE cont'd

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
1.7 (cont.)	Vehicle resprayed in unapproved colour or colours. Overspray on glass or other fittings. Vinyl roof covering dirty, stained, discoloured, painted (other than with vinyl refurbishment product), torn or becoming detached. Roof covered in unapproved material. Finisher moulding insecure, incorrectly fitted or missing.	Private Hire Vehicles should be one solid colour, and will not be accepted in the colour of Jaguar British Racing Green Hackney Carriages should be London Style Public Carriage Office approved wheelchair accessible cabs, as approved by Environment committee on 19 th April 1990. Fiat or Mercedes Eurocabs which meet the specification approved by Environment (Licensing) Sub Committee on 15 November 1999. N.B. Hackney carriages must be finished in one colour of Jaguar British Racing Green, paint No BLVC HEN 701, with the City Coat of Arms displayed centrally on each front door panel.
1.8 Check that the nearside and offside door/wing mirrors are fitted to the vehicle in a secure manner and that they function correctly.	8. Missing or defective door/wing mirrors.	
1.9 Ensure that the front and rear bumpers are in good order (without damage) and are securely fixed to the vehicle.	9. Damaged or inadequately secured front or rear bumpers	
1.10 Ensure that front and rear number plates comply with the Vehicle Excise and Registration Act 1994 and the Road Vehicles (Registration and Licensing) Regulations. (see Notes).	10. Damaged front or rear number plates. Number plates which do not comply with the Vehicle Excise and Registration Act 1994 and Road Vehicles (Registration and Licensing) Regulations.	Registration mark obscured or indistinguishable is contrary to Section 43 (1) of Vehicle Excise and Registration Act 1994. Registration mark failing to conform is contrary to regulation 17 of Road Vehicles (Registration and Licensing) Regulations and Section 59(1) of the Vehicle Excise and Registration Act 1994. Registration numbers should be (cars/minibus) 80mm Height 57mm Width 14mm Stroke width 11mm Space between letters 33mm Space between group of letters and figures. The year letter shall be regarded as a figure. Italic or gothic will normally contravene the stroke width measurement. It is an offence to rearrange, alter or misrepresent figures to form words or names.

EXTERIOR OF THE VEHICLE cont'd

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
1.11 Examine the rubber seals to every door for serious damage, looseness or absence.	11. Damaged, missing or loose door seals which are likely to cause draught, rainwater penetration, unreasonable road noise or a trip hazard.	The vehicle will fail the test where defects in a door seal are considered to be likely to cause rain penetration, excessive draught, excessive road noise inside the vehicle or represent a trip hazard to users of the vehicle.
1.12 Ensure that the vehicle boot lid opens, closes and locks properly, and that the hinges and opening mechanism adequately support the lid when it is in the open position.	12. Worn hinges to boot lid, defective boot lock, weak or defective boot opening device.	
1.13 Check the operation of the number plate light, reversing lights and front and rear fog lights.	13. Inoperable or insufficient number plate, reversing or fog lights.	Lights may be of insufficient intensity when incorrect bulbs have been fitted. Any lamp fitted must work correctly and be properly aligned.

2. SIGNS - HACKNEY CARRIAGE SIGNS

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
2.1 Examine the roof mounted sign affixed to the vehicle, and ensure that its size, design and construction conform to the Council's standards. Ensure that the sign is undamaged, the lettering clearly legible, and that it is capable of automatic illumination.(See notes)	<ol style="list-style-type: none">1. A sign that does not conform to the Council's standards2. A sign which is damaged or has lettering which is not clearly legible.3. A sign which cannot be switched off by separate means.	<p>A Hackney Carriage must be equipped with an illuminated sign on the roof of the vehicle bearing the word "TAXI".</p> <p>The roof sign should be connected to the meter switch so that the cancelling of the meter automatically illuminates the sign and activating or switching off of the meter by other means(e.g. an isolator switch) automatically extinguishes the sign.</p>

2. SIGNS - PRIVATE HIRE VEHICLE SIGNS

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
2.5 Examine the signs where affixed to the vehicle to ensure that they comply with the Council's vehicle licence conditions.	<ol style="list-style-type: none">4. Non compliance with conditions.	<p>The Council's licence conditions require:- No top signs are allowed on Private Hire Vehicles. No signs including the words 'Taxi', 'Cab', 'for hire' etc. are allowed on private hire vehicles which may lead the public to think that the vehicle is a taxi.</p>

2. SIGNS - ADVERTISING ON HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

NO ADVERTISING IS ALLOWED ON VEHICLES OTHER THAN THAT PREVIOUSLY APPROVED BY THE COUNCIL

3. LICENCE PLATES

METHOD OF INSPECTION

- 3.1 Inspect the vehicle licence plate fixed to the rear of the vehicle for signs of damage or excessive wear, and ensure that it is securely fixed. Ensure that the information on the plate is clearly legible.

REASONS FOR FAILURE

1. A damaged plate or a plate with information not clearly legible.
2. Plate is not securely fixed to the rear of the vehicle.

NOTES

The Council's licence conditions require:-
The licence plate to be displayed at all times in accordance with the instructions of the Council.

4. **TYRES AND SPARE WHEEL** (Where wheel trims are fitted these should be removed by the driver before the test to enable the wheel to be properly checked)

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
4.1 Tyres must be of the same type.(see Notes) Ensure that the tyre provided on the spare wheel is of the same size and construction as those fitted to the road wheels(see Notes)	1. Variation in type of Tyre. A spare wheel not provided with the vehicle. A tyre which is of a different size or construction.	SPARE WHEEL MUST BE PROVIDED. (including for vehicles fitted with 'run flat' tyres (RSC).Only exception is where the vehicle comes from the manufacturer with an air generator and tyre repair canister. If a car has tyres in a combination which conforms to current legal requirements (e.g. radial and crossply), the carrying of one spare wheel/tyre cannot be accepted since it can only be used in limited circumstances. The vehicle must therefore fail the test, even if the spare tyre is in good condition and matches one pair of the tyres fitted to the vehicle.
4.2 Examine the tyres for signs of damage or excessive wear(see Notes), ensure that the spare tyre complies with all legal requirements for tyres when fixed to the vehicle.	2. Damaged, worn, substandard or otherwise illegal tyres. Tyres below the Council's minimum tread depth (see Notes).	A mix of steel and cord radials on one axle will not be accepted. Recut tyres are not acceptable. A remould will only be acceptable if it carries a clearly legible manufacturer's mark that the tyre conforms to the current British Standard - BSAU144E. Tyre tread pattern should be a minimum of 2mm. Hackney Carriages must have tyres fitted which are marked on manufacture 'TAXI'
4.3 Visually examine all tyres for obvious over or under inflation.	3. A tyre which is obviously over or under inflated.	
4.4 Examine the jack and wheelbrace provided with the vehicle.	4. Failure to provide a suitable jack and/or wheelbrace with the vehicle.	
4.5 Check the spare wheel fixing bracket (or similar securing device) to ensure that the wheel is properly secured in the correct position.	5. Failure to satisfactorily secure the spare wheel.	
4.6 Check the rims of all wheels for any signs of distortion or damage.	6. A damaged or distorted wheel rim.	

5. BOOT/LUGGAGE COMPARTMENT

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
5.1 Examine for evidence of damage, corrosion or water penetration.	1. Damage or corrosion to the floor inner wing panels or lid, or evidence of water penetration.	
5.2 Examine floor covering to ensure that it is in good condition and offers adequate protection to luggage stored.	2. Excessive wear, damage or staining floor covering	
5.3 Examine the interior for accumulations of dirt, grease, litter etc. or staining of any surface with which luggage may come into contact.	3. Accumulations of dirt, grease, rubbish etc. which could soil or damage luggage stored therein.	
5.4 Check for the presence of containers of any flammable or corrosive material (e.g. oil, petrol).	4. Containers for the storage of oil, petrol or any flammable or corrosive material shall not be carried in the vehicle	These materials are a fire hazard. They may also contaminate passengers luggage, taint food etc.
5.5 Ensure that all interior panels are in position, covering electrical wiring and associated fittings.	5. Panels insecure or missing.	
5.6 Ensure that wheelchair accessible vehicles have suitable ramps marked with plate no.	6. Failure to supply suitable ramps Ramps not clearly marked with plate no.	
5.7 Ensure that if wheelchair accessible vehicle is fitted with a manufacturers step that it is maintained to a suitable standard	7. Appropriate vehicles with missing or unserviceable step.	

NOTE:

A JACK, FIRST AID KIT, FIRE EXTINGUISHER AND WHEELCHAIR RAMPS (Where applicable) MAY BE CARRIED IN THE LUGGAGE COMPARTMENT.

6. ENGINE COMPARTMENT

METHOD OF INSPECTION

REASONS FOR FAILURE

NOTES

6.1	Carry out a visual inspection of the engine compartment for signs of oil or fuel leaks.	1. Any fuel leakage 2. Any oil leakage where oil contamination is apparent over parts of the engine or underside of the vehicle or where oil is seen to be dripping from the vehicle.	Inspection to be carried out from both above and below the vehicle.
6.2	Ensure that the battery is properly secured in position.	3. Insecure battery	
6.3	Check the clutch master cylinders for any signs of spillage or leakage of fluid.	4. Leaking clutch master cylinders.	
6.4	Check the clutch mechanisms for correct operation.	5. Fluid leakage or mechanical component wear in the clutch mechanisms.	
6.5	Check the operation of the bonnet release catch	6. Defective bonnet release catch/mechanism.	

7. INTERIOR OF VEHICLE

METHOD OF INSPECTION

REASONS FOR FAILURE

NOTES

7.1	Examine the floor and upholstery inside the vehicle for accumulations of dust, dirt, litter, general debris, cigarette ash, staining or excessive wear.	1.	A vehicle which is in a dirty condition with accumulations of dust, litter, debris etc. or staining to the carpets or upholstery.	Vehicle will be failed if cushion/backrests, upholstery, carpeting or matting is collapsed, holed, split, temporarily repaired, dirty or stained. Correctly fitted seat covers will be acceptable
7.2	Check that there are no excessive unpleasant odours noticeable inside the vehicle	2.	Unacceptable smells of vomit, food or other contaminants.	
7.3	Remove any mats from the floor and examine the carpeting for signs of leakage of water into the vehicle.	3.	Evidence of leakage of water into the vehicle from rainwater penetration or leaking cooling/heating system.	
7.4	Examine any mats provided to ensure that they are not worn or damaged.			.
7.5	Sit in each of the passenger seats within the vehicle to ensure that all seat cushions and back rests are in a good condition and offer proper support to passengers and the driver.			
7.6	Examine all seats to ensure that they are properly secured to the vehicle; with a fixed rear seat ensure that the seat cushion is not loose.	4.	Seats which are not adequately secured to the vehicle.	
7.7	Examine swivel seats where fitted to ensure correct operation and mechanism	5.	Swivel seat not maintained to safe standard.	
7.8	Check the operation of the interior light and dashboard illumination within the vehicle, both the manual switch and the door operated switches.	6.	Faulty interior light fitting. Faulty interior light switch. Faulty interior light door switches. Faulty dashboard illumination.	
7.9	Examine the interior rear view mirror and ensure that it is securely fixed.	7.	A loose, damaged or missing rear view mirror.	
7.10	Check the operation of the heater/windscreen demister to ensure that it is in satisfactory working order.	8.	Defective heater/windscreen demister.	

INTERIOR OF VEHICLE cont'd

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
7.11 Examine the clutch and brake pedal rubbers for signs of excessive wear and security.	9. Worn or missing or insecure brake and/or clutch pedal rubbers.	
7.12 Check the operation of all window winders ensuring that they allow all windows to be fully lowered and raised easily.	10. Window winders that do not allow windows to be easily lowered or raised.	
7.13 Check the operation of all door release catches to ensure that doors can be opened easily from within the vehicle.	11. Defective interior door release catches.	
7.14 Ensure that child proof locks (if fitted) to rear doors are in working order.	12. Defective child proof locks.	
7.15 Check that any ash trays provided for the vehicle are intact and capable of being used. (Where ashtrays have been removed they should be blanked off).	13. Unserviceable ash trays or ashtrays that have not been blanked off where removed.	
7.16 If a security grille is fitted (hackney carriages) check to ensure that there are no sharp or exposed parts which could cause injury to a passenger or driver.	14. Loose or incorrectly fitted security grille or exposed parts which could cause injury.	
7.17 Check that estate cars are fitted with a secure luggage guard or cover.	15. Luggage guard/cover not fitted or ineffective.	

8. FIRST AID KIT

METHOD OF INSPECTION

8.1 Ensure that a first aid kit is provided within the vehicle. Examine the kit to ensure that the contents conform to the requirements laid down in the The Health and Safety (First Aid) Regulations 1981 Specification for travelling First Aid Kits (see Notes)

8.2 Ensure that the first aid kit is suitably sited and accessible. (see Notes).

8.3 See that the first aid kit is permanently legibly marked with the registration No. of the vehicle being tested.

REASONS FOR FAILURE

1. Failure to provide a first aid kit, or a kit which does not conform to the Council's specification.

A first aid kit which is sited in a position which is not conspicuous or readily accessible to the passengers and where there is no legible sign displayed on the dashboard indicating the location of the kit.

2. A first aid kit which is not permanently legibly marked with the Registration No. of the vehicle

NOTES

The Health and Safety (First Aid) Regulations 1981 Specification for travelling First Aid Kits states that each kit should contain the following:-

- (a) 6 individually wrapped sterile adhesive dressings.
 - (b) one medium sized sterile unmedicated dressing (approx. 10cm x 8cm; examples of suitable dressings currently available are the Standard Dressings No.8 and No. 13 B.P.C.)
 - (c) One Triangular bandage (this should if possible, be sterile: if not, a sterile covering appropriate for serious wounds should also be included):
 - (d) 6 safety pins
- All contents should be within the expiry date marked.

The first aid kit should be sited in the front centre of the vehicle or in the front passenger compartment and should be visible from the front and rear seats of the vehicle. In certain circumstances where, because of the design of the vehicle, the kit cannot be sited in the above stated positions, a clearly legible sign should be affixed to the dashboard stating the position of the first aid kit.

9. FIRE EXTINGUISHERS

METHOD OF INSPECTION

REASONS FOR FAILURE

NOTES

9.1	Ensure that the fire extinguisher provided is a minimum size of 1KG dry powder or a 1Ltr.A.F.F.F. foam of a stored pressure type which complies with both British and European Standards and is marked BS. EN3.	1.	Failure to provide a fire extinguisher, or a fire extinguisher of the stated type, within the vehicle.	A fire extinguisher may be secured in the boot area provided a sign to the effect is displayed prominently and legibly inside the vehicle
9.2	See that the fire extinguisher is sited in a conspicuous and easily accessible position within the vehicle.	2.	A fire extinguisher which is not in a conspicuous and readily accessible position within the vehicle.	
9.3	Examine the fire extinguisher to ensure that it is within the test date and that the seal is not broken. Where a pressure gauge is fitted ensure that the extinguisher is at the correct pressure.	3.	a) A fire extinguisher which has a broken seal. b) A fire extinguisher which is not pressurised (stored pressure type of extinguisher) c) A fire extinguisher which is more than 5 years old from date of manufacture.	
9.4	Examine the fire extinguisher mounting to see that it is sufficiently well secured to the vehicle to prevent it becoming dislodged by normal use of the vehicle.	4.	A fire extinguisher which is not securely fixed within the vehicle or fixed in such a position that it may cause a hazard to passengers.	
9.5	Check whether the fire extinguisher is permanently legible marked with the Registration No. of the vehicle.	5.	A fire extinguisher which is not permanently, and legibly marked with the Registration No. of the vehicle.	

10. ROAD TEST (All vehicles will undergo a road test)

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
10.1 Check for any vibrations through the steering column or transmission.	1. Any unreasonable vibration through the steering column or transmission.	
10.2 Check that the steering is true and positive and does not 'pull' to the nearside or offside.	2. Steering which pulls to the nearside or offside or which is not positive.	
10.3 Check that the operation of the footbrake does not cause the vehicle to judder, or to pull the vehicle to the nearside or offside.	3. Juddering or pulling to nearside/offside when the footbrake is applied.	
10.4 Listen for any unusual noise from the engine and transmission.	4. Unacceptable engine or transmission noise.	
10.5 Check the clutch for correct operation to ensure that it is positive and smooth.	5. A clutch which fails to give proper clearance slips in operation or is difficult to operate.	
10.6 Check the operation of the gear lever for signs of wear in the mechanism.	6. Evidence of excessive wear in gear lever mechanism.	
10.7 Observe the vehicle emissions for excessive smoke	7. Excessive smoke emissions	
10.8 Observe the performance of the engine during the road test for signs of any misfiring, lack of engine power etc, or any indication that the engine is not functioning in the correct manner.	8. Any evidence that there is a problem affecting the performance or reliability of the vehicle.	
10.9 Check the operation of the speedometer	9. Speedometer inoperative or defective	
10.10 Report any other matters which may affect the fitness of the vehicle for use as a hackney carriage or private hire vehicle.		

11. METERS

METHOD OF INSPECTION

REASONS FOR FAILURE

NOTES

11.1	Ensure that the meter is sited in a position where it can be clearly seen from all passenger seats within the vehicle or in accordance with the Authority's licence conditions.	1.	Absence of a meter, or a meter which is not suitably sited within the vehicle.	Private hire vehicle are not required to have a meter fitted within the vehicle. When fitted to a private hire vehicle a meter must comply with the specifications as set out in this sheet.
11.2	Examine the meter mounting to ensure that it is satisfactorily secured within the vehicle.	2.	A meter which is not adequately secured within the vehicle.	
11.3	Check the meter to ensure that the figures indicating the fare are illuminated.	3.	Lack of adequate illumination to the meter display.	The calibration test should be carried out by test driving the vehicle over the agreed measured distance and ensuring that the appropriate fare displayed corresponds to the distance covered. Check all tariff rates. (The above test can be carried out on a Dynaroller or similar approved equipment if available).
11.4	Ensure that the meter is correctly calibrated and sealed in accordance with the agreed table of fares (see Notes)	4.	An incorrectly calibrated meter.	
		5.	An unsealed meter.	
11.5	Check that a table of fares (in the format laid down by the Council), is displayed in the vehicle in a position where it can be clearly seen by passengers in the front and rear of the vehicle.	6.	Failure to display a table of fares in a conspicuous position within the vehicle.	Applies to all hackney carriages and those private hire vehicles fitted with a meter (optional). Private hire vehicles with a meter should be tested using the tariff set by the P.H. operator and the private hire operators tariff card should be displayed in the vehicle.

12. **LIST OF AMENDMENTS**

12.1 3 AUGUST 1998 - Addition of items 5.6 & 5.7

12.2 2 NOVEMBER 1998 - Frontispiece re:- Motor Engineer & Autolign Emissions & Testing Ltd.

12.3 15 November 1999 – Addition to item 1-7 for inclusion of Fiat & Mercedes Eurocabs