



## Additional / To Follow Agenda Items

This is a supplement to the original agenda and includes reports that are additional to the original agenda or which were marked 'to follow'.

### Nottingham City Council Regulatory and Appeals Committee

**Date:** Monday, 18 January 2021

**Time:** 10.00 am

**Place:** Remote - To be held remotely via Zoom -  
<https://www.youtube.com/user/NottCityCouncil>

**Governance Officer:** Kate Morris **Direct Dial:** 0115 8764353

<b>Agenda</b>	<b>Pages</b>
1a <b>Change in Membership</b> To note the resignation of Councillor Sajid Mohammed from the Committee	
3a <b>Urgent Non-Executive Decision taken by the Chief Executive under Delegation 24</b> To note the urgent non-executive decision taken by the Chief Executive under Delegation 24	3 - 38

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**Urgent Non-Executive Decision taken by the Chief Executive under Delegation 24**

12/01/2021

**Committee that would usually have taken the report – Regulatory & Appeals Committee**

<b>Title of paper:</b>	Eastcroft MOT testing facility closure due to Covid 19 cases in staff	
<b>Director(s)/ Corporate Director(s):</b>	Andrew Errington Director of Community Protection	<b>Wards affected: All</b>
<b>Report author(s) and contact details:</b>	Paul Dales Chief Environmental Health Officer <a href="mailto:paul.dales@nottinghamcity.gov.uk">paul.dales@nottinghamcity.gov.uk</a> John Davis Taxi Licensing Compliance Manager <a href="mailto:john.davis@nottinghamcity.gov.uk">john.davis@nottinghamcity.gov.uk</a>	
<b>Other colleagues who have provided input:</b>	Richard Bines, Solicitor, Legal Services	
<b>Date of consultation with Portfolio Holder(s) (if relevant)</b>		
<b>Relevant Council Plan Key Theme:</b>		
Nottingham People		<input type="checkbox"/>
Living in Nottingham		<input checked="" type="checkbox"/>
		<input type="checkbox"/>
Respect for Nottingham		<input type="checkbox"/>
Serving Nottingham Better		<input type="checkbox"/>
<b>Summary of issues (including benefits to citizens/service users):</b>		
Urgent Decision by Chief Executive		
<p>The decision sought concerns the discharge of a non-executive function of the Council said to be necessary before the next meeting of the Regulatory and Appeals Committee, after consultation with the Chair or Vice-Chair and with the main minority party spokesperson, provided:</p> <p>(i) that every such decision is recorded in accordance with current corporate requirements and open to public inspection unless the decision falls within the rules relating to Exempt Information; and</p> <p>(ii) that a report on the exercise of the delegation together with a summary of any consultations and the reasons for urgency shall be submitted to the next meeting of the Regulatory and Appeals Committee and that the power shall be exercised by the Strategic Director Community Protection and Energy Services and Chief Finance Officer: only when the Chief Executive is not available.</p> <p>Pursuant to the power in Section 50 (1) of the Local Government (Miscellaneous Provisions) Act 1976, Nottingham City Council requires Hackney Carriage and Private Hire vehicles, prior to being granted a Hackney Carriage or Private Hire vehicle licence (initially or on renewal) , to be presented for inspection and testing. The required standards to be met are laid down in the MOT Testers Manual and the Council’s Supplementary Testers Manual (Appendix A) (amended to take effect from 1 January 2020) which form part of the Council’s current Hackney Carriage and Private Hire Vehicle Licensing policies. This details an enhanced MOT Test and is only carried out at the Council run Eastcroft Depot, London Road Nottingham. The MOT test comprises the standard MOT and then further testing against the Supplementary Testers Manual ( the enhanced elements).The policy ensures the standard and consistency of testing is maintained to ensure public safety.</p>		

Policymaking decisions are made by the Council in exercise of non-executive functions by the Regulatory and Appeals Committee. Council Taxi Licensing Officers are delegated powers to be exercised in determining licencing applications but only where they are in compliance with Council policy.

The Eastcroft MOT testing service has been temporarily suspended because of Covid 19 cases in staff. The policy required enhanced MOT testing cannot currently be carried out and has meant Hackney Carriage and Private Hire vehicle proprietors who are required to have obtained the normal MOT with enhanced checks could not do so and their renewal applications for licenses could not be granted. 19 licences have expired or will have expired by the end of this week and a further 12 licences will expire next week meaning the proprietors of the vehicles have not been/ will not be able to trade as a result, unless an alternative method of testing, as a departure from the current policy requirements is facilitated and approved. The decision sought will enable the effected vehicles to be licensed and the Council to continue to maintain the reasonable safety for the public, while limiting any potential compensation claims made against the Council.

As the Regulatory and Appeals Committee will not convene before the 18<sup>th</sup> January and urgent decision of the Chief Executive is therefore required.

**Recommendation(s):**

- |          |   |
|----------|---|
| <b>1</b> | The Chief Executive is satisfied the decision concerns the discharge of a non-executive function of the Council and is necessary to be made before the next meeting of the Regulatory and Appeals Committee. The decision shall be recorded in accordance with current corporate requirements and open to public inspection. A report on the exercise of the delegation together with a summary of any consultations and the reasons for urgency shall be submitted to the next meeting of the Regulatory and Appeals Committee   |
| <b>2</b> | The Chief Environmental Health Officer, Operations Manager for Safer Business and Taxi Licensing Compliance Manager shall be delegated authority to depart from enhanced MOT testing policy requirements on a case by case basis in considering vehicle licensing applications by proprietors of Hackney Carriages and Private Hire vehicles, where the vehicle licence has expired or will expire before a new enhanced MOT test can be undertaken at the Eastcroft Depot MOT testing facility. Such vehicles shall be subject to a standard MOT carried out at a private approved MOT testing facility. Any grant of a Hackney Carriage or Private Hire Vehicle licence (and associated plate) for such a vehicle would be conditional upon production to the Licensing Authority of a satisfactory MOT pass certificate. |

**1 Reasons for recommendations**

- 1.1 Without a licensed vehicle, Hackney Carriage & Private Hire Vehicle drivers are unable to work.

1.2 There is a risk that these drivers may claim compensation from the Council for loss of earnings. There will be a limited loss of MOT test income but a prompt decision would limit compensation for loss of income to very limited sums and would help facilitate drivers and proprietors to start trading again quickly.

1.3 A standard MOT will ensure that a vehicle is mechanically fit and safe to be licensed and used by the travelling public.

## **2 Background (including outcomes of consultation)**

2.1 It is the responsibility of Nottingham City Council to issue Hackney Carriage licences under the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847.

Hackney Carriage and Private Hire Vehicle licensing policy making decisions are made by the Council in exercise of non-executive functions, through local choice, by the Regulatory and Appeals Committee. Officers have delegated authority to determine individual applications but only in accordance with existing policy.

The MOT Testers Manual and the Council's Supplementary Testers Manual form part of the Council's current Hackney Carriage and Private Hire Vehicle licensing policy. It details the enhanced and standard MOT Test requirements for Hackney Carriage and Private Hire Vehicles to be licensed by the Council.

The enhanced test covers the requirements of a standard MOT to ensure that a vehicle is safe and road worthy but additionally covers the condition of the vehicles bodywork, interior, ensuring that taxi signs and meters are correct, hackney carriages are compliant vehicles with the correct colour scheme, fare cards are displayed and the vehicle has a first aid kit and fire extinguisher.

On Monday 11 January 2021, the Eastcroft MOT testing facility was forced to close at short notice as a MOT tester working there had tested positive for Covid-19 and the other Council MOT testers were required to self-isolate through the Track and Trace system. This has resulted in vehicle proprietors who had MOT tests booked for this week having them cancelled and licences not being able to be renewed.

Where possible, vehicles have been booked in on alternative dates, however some of the vehicles that were due to have an MOT were booked in on the day that their current Hackney Carriage or Private Hire vehicle licence/plate were due to expire and therefore they cannot be relicensed without a valid certificate of compliance and drivers are not able to work.

To date 34 drivers have been affected by cancellations of which 19 licences have expired or will have expired by the end of this week and a further 12 licences will expire next week.

Giving officers delegated authority to depart from existing policy testing requirements when determining applications by enabling them require a standard MOT test to be carried out and passed at a private approved MOT testing facility, would at least ensure that a vehicle is safe and road worthy. Although the test would not cover the enhanced elements, road safety would not be compromised. Permitting a standard test, as a departure from the current policy requirement on a limited and short term basis appears

reasonable and would facilitate the continuation of the vehicle proprietor's ability to trade where a standard MOT test is passed.

If there any concerns about the safety or condition of a licensed vehicle, Authorised Officers retain a general power in section 68 of the Local Government (Miscellaneous Provisions) Act 1976 at all reasonable times to inspect and test, for the purpose of ascertaining its fitness, any hackney carriage or private hire vehicle licensed by a district council, or any taximeter affixed to such a vehicle, and if not satisfied as to the fitness of the hackney carriage or private hire vehicle or as to the accuracy of its taximeter they may by notice in writing require the proprietor of the hackney carriage or private hire vehicle to make it or its taximeter available for further inspection and testing at such reasonable time and place as may be specified in the notice and suspend the vehicle licence until such time as they are so satisfied.

### **3 Other options considered in making recommendations**

- 3.1 .None – there are no viable options or alternatives to what is being proposed. Neighbouring licensing authorities that also run their own MOT testing facilities have been contacted, but due to their limited capacity are unable to accommodate testing Nottingham City Council licensed vehicles.

### **4 Finance colleague comments (including implications and value for money/VAT)**

- 4.1 As a result of the closure of the Eastcroft MOT test facility from Monday 11 January to Sunday 24 January 2021, there will be 31 taxis unable to have the enhanced MOT, which is necessary to ensure the drivers can continue trading. To allow these drivers to continue trading, subject to this decision, the Council will permit a standard MOT at a private facility. Failure to take this course of action would give rise to claims against the Council for loss of earning until the enhanced MOT's can take place. The estimated loss of earnings to the Council's Fleet service is approx. £2k, for this period of closure for 31 taxi licenses.

Maria Balchin, Commercial Finance 13/01/2021

### **5 Legal and Procurement colleague comments (including risk management issues, and legal, Crime and Disorder Act and procurement implications)**

- 5.1 The power for the Council (in connection with the licensing of hackney carriage and private hire vehicles) to require the proprietor of any hackney carriage or of any private hire vehicle, to present the vehicle for inspection and testing is contained in section 50 (1) of the Local Government) Miscellaneous Provisions) Act 1976.
- 5.2 The adoption or approval of any plan or strategy, such as a policy, relating to the Licensing and Regulatory functions listed in Part B of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (which includes the licensing of hackney carriage and private hire vehicles) has been determined a Non-Executive function through local choice and falls within the remit of the Regulatory and Appeals Committee of the Council. The Council may depart from its policies where there are good reasons to do so.

- 5.3 The issues raised in this report are primarily and normally ones of judgement for the Regulatory and Appeals Committee, however can be made on an urgent basis by the Chief Executive where necessary. The Chief Executive must be satisfied the decision sought is necessary to be taken in its own right in Hackney Carriage and Private Hire Vehicle Licensing terms and urgently, before the next meeting of the Regulatory and Appeals Committee. The reasons for urgency presented by the Director of Community Protection are set out in the “Summary of Issues”. The reasons appear reasonable and would involve a justified use of the Chief Executives delegated power in this instance after consultation with the Chair or Vice-Chair and with the main minority party spokesperson to the Regulatory and Appeals Committee. The reasons for urgency shall be submitted to the next meeting of the Regulatory and Appeals Committee.

Richard Bines, Solicitor – 12.01.2021.

**6 Strategic Assets & Property colleague comments (for decision relating to all property assets and associated infrastructure) (Area Committee reports only)**

- 6.1 N/A

**7 Equality Impact Assessment (EIA)**

- 7.1 Has the equality impact of the proposals in this report been assessed?

No

An EIA is not required because:  
(Please explain why an EIA is not necessary)

An EIA is not required because: This report does not include substantive changes to policy, services or functions that negatively impact differentially on any group with protected characteristics

Yes   
Attached as Appendix x, and due regard will be given to any implications identified in it.

**8 List of background papers other than published works or those disclosing confidential or exempt information**

- 8.1 None

**9 Published documents referred to in compiling this report**

- 9.1 Nottingham City Council’s Supplementary Testers Manual

**10 Consultation**

The Chair and opposition representative, they are satisfied that the safety of the travelling public will not be compromised and are content to support the recommendation on the application as per the above report.

**11 Approval**

Approving Officer Name	<b>Mel Barrett, Chief Executive</b>
Approving Officer Signature	
Date of Approval	<b>15.01.21</b>



**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 this Supplementary Testers manual. Where appropriate the Council may require vehicles to be submitted for examination by a Council appointed Motor Engineer.**

**EFFECTIVE FROM 01.01.2020**

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

## **INDEX**

Section 1	Vehicle Exterior
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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

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
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), <i>steam cleaning may be required in some cases.</i>	1. Contamination preventing proper inspection.	If the vehicle is presented for annual inspection in a filthy condition the inspection will not be carried out. A test may be refused if the vehicle is presented with wet paint or wet underseal.
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, or severe misalignment.	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.
	7. Exterior of vehicle so dirty that the overall finish of the paintwork cannot be assessed. Paintwork so	

1.7 Examine the external paintwork for damage which adversely affects the appearance of the vehicle (see Notes).

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. 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 <sup>th</sup> April 1990. Regulatory appeals Committee 25/09/2019 approved Hackney Carriage:  Nissan Dynamo Electric Taxi, Ford Tourneo, Vauxhall Vivaro VX8 Taxi, Ford Procab Euro 6 Diesel and converted by a specialist, LEVC TX  Approved by delegated authority Ford Coachman by Flexicab 09/09/2019 Nissan Dynamo 40Kwh 11/09/2019  Regulatory & Appeals Committee 16/12/2019 approved Hackney Carriage; LEVC Icon  N.B. Hackney carriages must be finished in one colour of the manufacturers black with a white vinyl wrap roof and the coat of arms in white. (Regulatory & Appeals Committee 16/03/2018)

**SEE APPENDIX 1 FOR LIST OF**

**VEHICLES THAT MEET THE CURRENT AGE & SPECIFICATION POLICY**

**From 01/01/2020 all Hackney Carriage vehicles will be required to be a minimum of Euro 6 diesel or ZEC ULEV. (Regulatory and Appeals Committee 18/12/2017)**

- |      |  |     |   |
|------|--|-----|---|
| 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. Mirror cover/ lacking in primer or sprayed in obviously none-matching colours.  |
| 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, severely misaligned bumpers.   |
| 1.10 | Ensure that front and rear number plates comply with current regulations.  | 10. | Damaged front or rear number plates.<br>Number plates which do not comply with the Vehicle Excise and Registration Act 1994 and Road Vehicles (Registration and Licensing) Regulations. Number plate severely misaligned or inadequately secured. |

## 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. Doors or access panels severely corroded or inadequately repaired around hinges or catches. Bodywork or pillars as above.	
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. <i>(Any lamp fitted must work correctly and be properly aligned)</i> . "Lamps which are not a legal requirement will <u>not</u> be a reason for rejection unless their condition or appearance detracts from the overall appearance of the vehicle". This does not apply to reversing lamps.

## 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)	1. A sign that does not conform to the Council's standards 2. A sign which is damaged or has lettering which is not clearly legible. 3. A sign which cannot be switched off by separate means.	A Hackney Carriage must be equipped with an illuminated sign on the roof of the vehicle bearing the word "TAXI". 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.

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## 2. SIGNS - PRIVATE HIRE VEHICLE SIGNS

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
2.2 Examine the signs where affixed to the vehicle to ensure that they comply with the Council's vehicle licence conditions.	4. Non-compliance with conditions.	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.

## 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 (i.e Taxi Plates)

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
3.1 Ensure that the vehicle has provision for front and rear 'Taxi' plate to be fitted securely to the exterior in a position where they will be clearly legible.	<ol style="list-style-type: none"><li>1. No provision for plates to be mounted. Plate mounting device or bracket insecure, broken or otherwise unfit for purpose</li><li>2. Plate is not securely fixed to the rear of the vehicle</li></ol>	The Council's licence conditions require licence plates to be displayed at all times. Vehicles with "executive exemption" must have supporting documentation when presented for test. NEW TAXI's at the initial test will be fitted with plate brackets, these will be fitted F.O.C unless this is unreasonably difficult. This may be subject to review.

Charge for broken brackets

Do not fit brackets, Taxi driver/ company to fit.

**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)**

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<b><u>METHOD OF INSPECTION</u></b>	<b><u>REASONS FOR FAILURE</u></b>	<b><u>NOTES</u></b>
4.1 Tyres must be of the same size or to manufactures specification.	1. Variation in size of tyre. Where this is clearly not to the manufacture's specification.	Spare wheel or puncture repair provision must be supplied with the vehicle.
4.2 Examine the tyre for signs of damaged or excessive wear (see notes). Ensure that the spare (where supplied) complies with damage/tread depth requirements. "Space saver" spare tyre must have a minimum tread depth of 1.6mm over the central three quarters of the overall tread width.	2. Damaged, worn or otherwise illegal tyres, Tyres below the Council's minimum tread depth (See Notes) <i>A tyre, which has any significant area of the original, tread pattern missing.</i>	This may be (1) a spare wheel with the same type and size of tyre as fitted to the rest of the vehicle. 2- A 'spare saver' spare wheel 3- An electronically operated tyre pump and container of tyre sealant. 4- Run flat tyres if fitted as standard by the vehicle manufacturer.  A British standard remold will be acceptable if it carries clearly legible .B.S makings
4.3 Visually examine all tyres for obvious over or under inflation.	3. A tyre that is obviously over or under inflated.	Tyre tread pattern should be a minimum of 2mm across the central three –quarters of the tread.
4.4 Examine the jack and wheel brace provided.	4. Failure to provide a suitable jack and or wheel brace.	L71 and Metrocab Hackney Carriage must have tyres fitted which are marked on manufacture 'TAXI or CAB'
4.5 Check the spare wheel fixing brackets (or similar securing device) to ensure the wheel is	5. Failure to satisfactorily secure the spare wheel.	

properly secured in the correct position.

4.6 Check all wheel rims for damage or distortion

6. A damaged or distorted wheel rim.

**5. BOOT/LUGGAGE COMPARTMENT**

<b><u>METHOD OF INSPECTION</u></b>	<b><u>REASONS FOR FAILURE</u></b>	<b><u>NOTES</u></b>
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<br>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 and UNDERSIDE of VEHICLE

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
1.1 Carry out a visual inspection of the engine compartment for signs of oil or fuel leaks.	1. Any fuel leakage	Inspection to be carried out from both above and below the vehicle.
1.2 Ensure that the battery is properly secured in position.	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.	
1.3 Check the clutch master cylinders for any signs of spillage or leakage of fluid.	3. Insecure battery	Battery must be securely clamped down.
1.4 Check the clutch mechanisms for correct operation	4. Leaking clutch master cylinders.	
1.5 Check the operation of the bonnet release catch.	5. Fluid leakage or mechanical component wear in the clutch mechanisms.	
1.6 Carry out a visual inspection of the entire underside of the vehicle, applying "private MOT" standards; however assessment of safety – critical items such as brake pipes and hoses, highly stressed steering joint, etc, and important areas of the vehicles structure must be assessed given due consideration to the increased loads and mileage imposed upon taxi' vehicles and standards, must be adjusted accordingly	6. Defective bonnet release catch/mechanism.	



## 7. INTERIOR OF VEHICLE

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
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 (see Notes).		
7.5 Assess all 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 (see Notes).		
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. 6. Faulty interior light fitting. Faulty interior light switch. Faulty interior light door switches. Faulty dashboard	

7.8 Check the operation of the interior light and dashboard illumination within the vehicle, both the manual switch and the door operated switches.

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.

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.

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## INTERIOR OF VEHICLE cont'd

## NOTES

### METHOD OF INSPECTION

### REASONS FOR FAILURE

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.

12. Defective child proof locks.

7.14 Ensure that child proof locks (if fitted) to rear doors are in working order.

7.15 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.

7.16 Check that estate cars are fitted with a secure luggage guard or cover.

7.17 Ensure that at least one 'No Smoking' Sign is clearly displayed.

7.18 Check the condition and security of passenger grab handles.

13. Loose or incorrectly fitted security grille or exposed parts which could cause injury.

14. Luggage guard/cover not fitted or ineffective.

15. Failure to clearly display a 'no smoking sign'.

16. Missing, broken, damaged or insecure passenger grab handle.

**. No smoking sign must be at least 70mm diameter.**

## **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).

## **REASONS FOR FAILURE**

1. Failure to provide a first aid kit, or a kit which does not conform to the Council's specification.
2. 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.

## **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 center 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

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
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.	



## 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.	Taxi drivers will not participate in the test drive of the vehicle, passenger or otherwise.
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

<u>METHOD OF INSPECTION</u>	<u>REASONS FOR FAILURE</u>	<u>NOTES</u>
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.	
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.	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).
11.5 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.



## 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
- 12.4 25 September 2017 – Addition to item 1.7 for inclusion of the Nissan Dynamo Electric Taxi  
The Ford Tourneo Taxi ; Vauxhall Vivaro VX8 Taxi and Ford Procab Taxi, Ford Coachman Taxi,
- 12.5 14 March 2018 – Re-written since last revision 1998
- 12.6 25 May 2018 - Amendments Approved – Angela Rawson Regional Licensing & Policy Manager
- 12.7 25 September 2018 - Addition to item 1.7 - Regulatory appeals Committee -Approved Hackney Carriage
- 12.8 22 December 2019 – Appendix 1 added listing all approved Hackney Carriages
- 12.9 30 December 2019 – Additions to item 1.7 Regulatory Appeal Committee/Delegated Authority approved Hackney Carriages,  
removal of non-  
compliant Hackney Carriages. Addition of Euro 6 diesel or ZEC ULEV requirement.
- 12.10 04 February 2020 – Addition to item 1.7 Renault Trafic RX8 approved by delegated authority by Angela Rawson to replace the  
Vauxhall Vivaro which.  
Is no longer in production.
- 12.11 21 September 2020 – Notes in Section 4 – inclusion of run flat tyres if fitted by the vehicle manufacturer.

## APPENDIX 1

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### Hackney Carriages

Make	Model	Paint Colour	Paint Code	Approved Manufacturer
Nissan	Dynamo (40 Kwh)	Metallic Black	GN0	Dynamo Motor Company
Ford	Tourneo	Panther Black	JAYCWWA	Voyager / Cab Direct/Flexicab
Vauxhall	Vivaro	Midnight Black	92U	Voyager
Mercedes	Vito	Obsidian Black	197	Mercedes Approved Dealer
LEVC	TX	Raven Black	P43	LEVC
LTI	TX4 (Euro 6)	Raven Black	P43	LEVC
LEVC	ICON	Raven Black	P43	LEVC * SEE BELOW

**\* to comply with the specifications required by Nottingham City Council the following extras must be fitted before it will be licensed;**

- 1. Driver protection screen including digital voice intercom & hearing loop**

**2. Full size spare wheel**

**3. Wheelchair accessibility package which includes retractable accessibility ramp with side rails, retractable intermediate step,**

**forward facing wheelchair position, and quick-fasten wheelchair restraints**

**4. Hackney + pack which includes an internal side for hire lamp, hackney plate plinth on rear bumper, fare table display pocket and a manual fuel cut-off switch**

**5. Illuminated front 'Taxi' sign**

**VEHICLES MUST IN BLACK WITH WHITE CRESTS AND WHITE ROOF OR APPROVED  
ADVERTISING - NO OTHER DECALS ARE TO BE DISPLAYED**

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