

Hackney Carriage & Private Hire Vehicle Compliance Testing Standards



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***Section numbering matches VOSA's MoT Testing Standards Guide**

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PART 1

General Compliance Requirements

Introduction

In order for a vehicle to be licensed as either a Hackney Carriage or Private Hire Vehicle with North Lincolnshire Council, it must undergo a compliance test and inspection. The test is carried out at the Council's MOT station and the inspection at the Licensing Office. All vehicles will be tested and inspected in accordance with:

- The current Vehicle and Operator Services Agency MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing issued by VOSA (as a basic inspection standard) and
- North Lincolnshire Council's Testing Standards and procedures as set out in this manual.

A vehicle must meet the Compliance Standards set out in the two aforementioned manuals in order that a licence is granted.

This manual provides a working guide for proprietors, persons involved in maintaining vehicles and persons involved in testing and inspecting vehicles.

This manual only sets out North Lincolnshire Council's Compliance test and inspection. This is additional to the testing procedures covered by the VOSA MOT inspection manual. It is recommended that this manual is read in conjunction with the VOSA MOT inspection manual. The numbering contained in this manual has been written to match the numbering in the VOSA MOT manual. If a numbered section is missing from this manual, then this indicates that there are no additional testing requirements beyond the requirements set out in the VOSA inspection manual.

The passing of an MOT test indicates that a vehicle has passed the minimum requirement for road safety. As hackney carriage and private hire vehicles carry fare paying passengers and are subject to much higher mileage, the Certificate of Compliance requires a higher standard of road safety than normal vehicles. The more stringent test should result in higher standards.

In the interests of road and passenger safety, a vehicle must be kept in roadworthy condition at all times.

Development of the Testing Standards

This testing standard has been developed having regard to the National Best Practice Guide for the Inspection of Hackney Carriage and Private Hire Vehicles 2012 and reflect the conditions attached to hackney carriage and private hire vehicles and byelaws. This manual replaces all previous documents relating to vehicle specification and testing criteria.

Grandfather Rights

Vehicles licensed before the date of implementation of this manual may be eligible to certain grandfather rights. The grandfather rights are attached as Appendix A to this manual.

Specification of Vehicles Types that May be Licensed

The specification for vehicles to be licensed differs depending if the vehicle is to be licensed as Hackney Carriage or Private Hire. The criteria detailing vehicles that will be licensed are contained within North Lincolnshire Council's Hackney Carriage and Private Hire Licensing Policy. There are significantly different requirements for the licensing of hackney carriage vehicles compared to private hire vehicles. This is due to the nature of the hiring and how the vehicles are used.

Hackney carriage vehicles must have:

- A minimum engine capacity of 1250 cc
- A minimum of four wheels
- A capacity of at least four, but no more than eight passengers, in addition to the driver (forward & rear facing seats only)
- Four doors (excluding rear doors/tailgate unless accessible without the need to move seats)
- Right hand drive
- Adequate space for luggage

Private Hire Vehicles must have:

- A minimum of four wheels
- A capacity of no more than eight passengers, in addition to the driver

Further information on vehicle requirements can be found in North Lincolnshire Council's Hackney Carriage and Private Hire Licensing Policy.

Vehicle Modifications – Including Wheelchair Accessible and/or Multi-Seat Vehicles

Vehicles that have had certain modifications since original registration must be approved, or re-approved after further modification, to ensure that they meet the European Community Directives and Construction and Use Regulations. This will confirm the seat and seat belt installations comply with the strength requirements. Therefore vehicles that have certain modifications must undergo a basic Individual Vehicle Approval (IVA) test at a Vehicle and Operator Services Agency (VOSA) test station.

If the vehicle is found to meet the requirements, a letter of compliance with technical standards will be issued (not a certificate). On successfully passing the basic IVA test, the “IVA letter of compliance” must be presented at the time when the vehicle is inspected. Further information about the IVA requirements can be found at: www.businesslink.gov.uk

Imported Vehicles

Vehicles that have been imported independently (i.e. by a person other than a manufacturer) must meet the ‘type approval’ rules. This means that passenger vehicles up to 10 years old from the time of first registration in the United Kingdom must meet the technical standard of either:

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

Notification of Changes to Vehicles

Once a vehicle has been tested by North Lincolnshire Council’s testing station and inspected, it must remain in that form and no change in the specification, design, condition or appearance can be made without prior written approval from the Licensing Authority.

Access and Changes to the Testing and Inspection Standards

The Testing and Inspection Standards are available on the Council’s website at www.northlincs.gov.uk, or can be viewed at the Council’s MoT and Test Centre on Grange Lane North and at the Licensing Office at Church Square House, Scunthorpe.

Any changes to the Testing and Inspection Standards will be communicated in the following ways:

- On the Council’s website; and
- Letters or email to all Hackney Carriage and Private Hire Proprietors and Operators; and
- Via consultation with the various trade organisations.

Presenting a Vehicle for Test or Inspection

When a vehicle is presented for either a Test or Inspection, the vehicle should be presented in a clean condition, with the licence plate displayed in the correct location (unless it is a new vehicle or the licence plate has been removed by an Authorised Officer or Police Constable) and all meters, roof signs etc should be displayed. In short, the vehicle should be presented in the condition it would be used for hire and reward, in compliance with the legislation and conditions attached to the licence.

The proprietor or authorised responsible person presenting the vehicle for test should arrive for the test or inspection at the Council's Test Centre (Test) or at the Licensing Office (Inspection) at least 10 minutes before the test or inspection. The test and inspection take a considerable time, thus where a vehicle is presented after the appointed time, the vehicle may not be tested or inspected and the proprietor will be required to book a further appointment.

North Lincolnshire Council reserve the right to take any photographs and/or video recordings of any vehicle presented for test or inspection in order to be able to ascertain if any physical changes or modifications have been made to the vehicle.

Buying a Vehicle or Installing Equipment/Fittings

Before buying a vehicle or making any modification (irrespective of whether or not a similar vehicle is currently licensed by North Lincolnshire Council) proprietors are advised to read the Council's Hackney Carriage and Private Hire Licensing Policy and this manual to ensure that the vehicle will be compliant with the regulations and conditions.

Documents to be Produced at Test and Inspection

When a vehicle is presented for Test, the proprietor should ensure that they present the original copy of the Certificate of Compliance at the time of the test, if they have one. At the time of the inspection, the proprietor shall ensure that they present all documentation required, including the Certificate of Compliance part completed by the Test Centre; an original copy of the Certificate of Insurance for either Public or Private Hire; as appropriate; a Bill of Sale; and any documentation required where a modification has been made to the vehicle.

Re-Tests

Where a vehicle fails an inspection due to an item that is highlighted- then the said vehicle will be re-inspected. Should a vehicle fail more than five items that have a free re-inspection, then a re-inspection fee will be charged.

Part 2

Procedures and Standards of Test Compliance Requirements

Section 1 – Lighting, Electrical Equipment and Signalling Equipment

1.1 Front and Rear Position Lamps and Registration Plate Lamps

Method of Inspection	Reason for Rejection
Examine Wheelchair accessible vehicles and check that/for: a. The rear door(s) when open do not obscure a mandatory rear light	a. Any mandatory rear lights are obscured when a rear door is open

1.9 Electrical Wiring and Equipment

Method of Inspection	Reason for Rejection
This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle Check all electrical wiring for: a. Condition b. Security c. Position d. Signs of overheating e. Heavy oil contamination Check all switches controlling all obligatory lights	Wiring: a. Positioned so that it is chafing/rubbing or clipped to a fuel line or likely to be damaged by heat so that insulation will become ineffective b. With clear evidence of overheating c. Heavily contaminated with oil Switches: Insecure or malfunction of a switch controlling an obligatory light

1.10 Additional Lamps

Method of Inspection	Reason for Rejection
<p>With the ignition switched on</p> <p>i. Reversing Lamps:</p> <ul style="list-style-type: none"> a. The reversing lamps emit/show a diffused white light when reverse rear is selected b. The lamps extinguish/switch off when neutral gear is selected c. The lamps are in good working order and are secure d. The lamps do not flicker when lightly tapped by hand <p>ii. Front Fog/Driving Lamps:</p> <p>Check that:</p> <ul style="list-style-type: none"> a. A single front fog lamp emitting/showing a white or yellow diffused light illuminates only when dipped beam is selected b. A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together c. A pair of matched, long-range driving lamps, both emitting a white diffused light should illuminate together 	<p>i. Reversing Lamps:</p> <ul style="list-style-type: none"> a. That fails to operate or does not emit/show a white diffused light b. Fails to extinguish/switch off when neutral or forward gear is selected c. That is not in good working order or insecure d. That flickers when tapped lightly by hand <p>ii. Front Fog/Driving Lamps</p> <ul style="list-style-type: none"> a. Inoperative or operates other than in dipped beam mode b. Operates incorrectly c. Operates incorrectly

1.11 Additional Lamps (Wheelchair Accessible Vehicles)

Method of Inspection	Reason for Rejection
<p>Entrance and Exit Lighting (WAV Only)</p> <p>a. A means of illuminating the entrance steps at all access doors into the passenger compartment shall be fitted and switched such that they operate automatically when a door is opened</p>	<p>a. Lights do not work and/or switch on automatically on opening the door</p>

Section 2 – Steering

2.1 Steering Control – Steering Wheel

Method of Inspection	Reason for Rejection
<p>With both hands rock the steering wheel from side to side at right angles to steering column and apply slight downward and upward pressure to the steering wheel rim (in line with column). Note the following:</p> <p>a. Fractures in steering wheel hub</p> <p>b. Fractures in steering wheel rim</p> <p>c. Steering wheel spokes loose or fractured</p> <p>d. Jagged edges on steering wheel rim</p> <p>e. If possible, check that the retaining device on steering wheel is fitted</p>	<p>a. Steering wheel hub fractured</p> <p>b. Steering wheel rim fractured</p> <p>c. A steering wheel spoke loose or fractured</p> <p>d. Jagged edges on steering wheel rim likely to injure the driver</p> <p>e. A steering wheel hub-retaining device not fitted</p>

2.1 Steering Control – Steering Column

Method of Inspection	Reason for Rejection
<p>a. Try to lift the steering wheel in line with the steering column and note the movement at centre of steering wheel</p> <p>b. While steering wheel is rotated, check for deterioration in any flexible coupling or universal joint of steering</p> <p>c. Where practical, check any clamp bolts for presence and security of locking devices. (These may be located in the engine compartment or under chassis)</p>	<p>a. Excessive movement of centre of steering wheel in line with steering column (end float)</p> <p>Note: Certain types of steering columns might show some movement which is not due to excessive wear, eg. Those fitted with universal joints or flexible couplings</p> <p>b. A flexible coupling or universal joint deteriorated, worn or insecure</p> <p>c. A coupling clamp bolt or locking device loose or missing</p>

2.4 Suspension Spring Units and Linkages

Method of Inspection	Reason for Rejection
<p>Coil Springs</p> <p>a. Welding repairs</p>	<p>a. Repaired by welding</p>

Section 3 – Brakes

No Additional requirements to the MoT Inspection Manual

Section 4 – Tyres and Road Wheels

4.1 Tyres

Method of Inspection	Reason for Rejection
<p>Examine all the tyres (including spare wheel if fitted) to ensure each tyre meets all the requirements laid down in the 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing', ISBN 978-0-9549352-5-2</p> <ul style="list-style-type: none"> a. The spare wheel must be accessible and must be carried if specified by the manufacturer b. Where a tyre inflation kit is provided by the manufacturer, this must be present and in working order at the time of the test c. If a space saver tyre is used a method statement must be supplied which highlights the driver's responsibilities with regard to the maximum permitted speed <p>Note: A space saver tyre is a temporary 'get-you-home' tyre</p> <ul style="list-style-type: none"> d. Where a doughnut tank is fitted in the boot for liquid Petroleum Gas (LPG), the spare wheel, if still carried in the boot, must be properly secured. Alternatively, a spare wheel cage installed to manufacturer's standards and British Standards may be fitted to the underside of the vehicle e. The spare wheel should be securely located away from any contact with passenger(s) travelling in the vehicle or entering/exiting from it 	<p>Not in accordance with the 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing', ISBN 978-0-9549352-5-2</p> <p>Note: Space saver tyres should only be approved with the support of a method statement highlighting driver responsibilities with regard to the maximum permitted speed and that space savers are a temporary 'get-you-home tyre'</p> <ul style="list-style-type: none"> a. Spare wheel missing or not accessible b. Tyre inflation kit not present or working c. Method statement not supplied on presentation for test d. Spare wheel insecure or spare wheel cage not installed to manufacturer's standard and British Standards e. The standards set out across are not met

4.1 Tyres (Stretch Limousines)

Method of Inspection	Reason for Rejection
Examine all the tyres (including spare wheel if fitted) attached to a “stretch” limousine conversions to ensure each tyre is suitable to carry the weight of the vehicle, which can exceed 7,100lbs (3.2 tonnes) and tyres should be a suitable rating	Tyres not suitable rating, i.e. Ford Lincoln or Cadillac would require a tyre rating index of at least 107T (gives a load of 2149lbs (975kgs) with a maximum speed of 118mph. Note: More information and guidance can be obtained from the National Limousine & Chauffer Association at: www.nlca.co.uk

Section 5 – Seat Belts and Supplementary Restraint Systems

5.1 Seat Belts and Supplementary Restraint Systems

Method of Inspection	Reason for Rejection
<p>All seat belt installations must comply with the Construction and Use Regulations 1st October 2001 the amended and further interim requirements from the guidance documents available from the Vehicle and Operator Services Agency (VOSA), entitled “Guide o the Changes to seat belt installations”. The latest version is available from the VOSA website at:</p> <p>http://www.vosa.gov.uk/vosa/publications/manualsandguides/vehicletestingmanualsandguides.htm</p> <p>Examine the vehicle and check the following:</p> <ul style="list-style-type: none"> a. All seatbelt casings must be in good condition b. Where 3 point seatbelts are fitted the top mounting must be suitable for all ages and located at shoulder height 	<ul style="list-style-type: none"> a. Seatbelt casings damaged or inadequately repaired, i.e. covered in tape b. The standards set out across are not met
<p>Wheelchair Accessible Vehicle – Additional criteria is set out in Part 3 of this manual</p>	

Section 6 – Body Work and Structure

6.1 Vehicle Body and Condition – Exterior

Method of Inspection	Reason for Rejection
<p>Structural Damage/Repairs</p> <p>Check for clear physical evidence that the vehicle has not had significant structural repairs and/or deformation/distortion/twisting of the suspension, steering, bodywork or load bearing components</p> <p>North Lincolnshire Council reserves the right to reject a vehicle on presentation at the test</p>	<p>If on examination of the vehicle (by at least two inspectors/officers from North Lincolnshire Council) a joint professional opinion is reached that the vehicle's performance would be reduced in its ability to protect the occupants (including the driver) were it to be involved in a further road traffic accident, the vehicle will be rejected</p>
<p>Body Condition (Exterior)</p> <p>Examine the body and fittings thoroughly for security, corrosion, damage, appearance, poor repair/paint match and sharp edges that are likely to cause injury</p>	<ul style="list-style-type: none"> a. An insecure, missing or damaged body panel, trim, step or accessory/fitting b. Any sharp edge whatsoever which may cause injury c. Rust/corrosion of any size including any that is covered by signage d. Badly aligned body panels e. Parts improperly secured, e.g. by wire/cable tie/tape

6.1 Vehicle Body and Condition – Bumper Bars

Method of Inspection	Reason for Rejection
<p>Examine the bumper bars and check:</p> <p>a. They are secure to their mountings</p> <p>b. The mountings are secure to the vehicle</p> <p>c. There is no evidence of damage</p>	<p>a. A loose bumper bar or mounting. A weakened bumper bar and/or mounting is secure because of poor repairs</p> <p>b. A fractured mounting bracket. Mounting bolts so worn or elongated that the bumper bar is likely to detach partially or completely from the vehicle when in use. A bumper bar secured by wire or other temporary means is regarded as insecure and must be rejected</p> <p>c. Bumper bars which have jagged edges, cracks, splits, projections, dents or scratches</p>

6.1 Vehicle Body, Security and Condition – Internal

Method of Inspection	Reason for Rejection
<p>Examine the bumper bars and check:</p> <p>a. Examine thoroughly the interior for missing, damaged, insecure or loose fixtures, fittings, accessories (including communication and satellite navigation equipment) or poor quality repairs</p> <p>b. Examine all interior lights:</p> <ul style="list-style-type: none"> • The vehicle must have interior lighting fitted in the passenger compartment sufficient to illuminate the whole of the compartment • It must be possible to turn the lights on and off from both the driver and passenger compartments • The interior lighting must come on automatically when a door is opened 	<p>a. Missing, damaged, insecure or loose fixtures, fittings, accessories or poor quality repairs</p> <p>b.</p> <ul style="list-style-type: none"> • Missing or inoperative – all lights must illuminate if they are part of the manufacturer's standard equipment. Interior light does not illuminate the whole of the passenger compartment • Cannot be turned on and off from both the driver and passenger compartments • Does not come on automatically when a door is opened

<ul style="list-style-type: none"> • The light casing must not be missing or damaged <p>c. The luggage compartment shall have a permanently fitted light for illumination, which operates automatically on opening the door/boot lid</p> <p>d. Examine motion door locks and warning lights</p> <p>e. Examine interior door locks, child locks, protective covers, grab handles/rails and safety covers</p> <p>f. Examine the heating, demisting and air conditioning systems for correct operation, including passenger compartment controls where fitted – includes electric from and rear screen demisters</p> <p>g. Examine all windows ensuring they lower and rise easily</p> <p>h. Examine electrical wiring for condition, security, including intercom systems</p> <p>i. Examine the boot for access, contents and water</p> <p>j. Check that the vehicle has been presented in a clean and tidy condition and free from unpleasant odours</p> <p>k. Remove any seat covers and check that the seats are secure and not unduly worn</p>	<ul style="list-style-type: none"> • Light case is missing or damaged <p>c. Light does not work and/or switch/lock or warning light not illuminated</p> <p>d. Missing or defective motion switch/lock or warning light not illuminated</p> <p>e. Missing, defective or loose door locks, child locks, protective covers, grab handles/rails or safety covers. Grab handles/rails that aid the blind and partially sighted are worn to excess</p> <p>f. A system(s), which does not function correctly, or any part is missing including vents, controls or switches</p> <p>g. An opening window that is inoperative or difficult to open and or close mechanism broken/missing</p> <p>h. Frayed, chafing wiring, non-shielded terminals and cables that are a trip hazard. Cables that can be easily disconnected. Intercom system defective, warning light, warning light inoperative or signs illegible/missing</p> <p>i. Unable to open, close and/or lock boot lid. Failure of boot lid support mechanism. Defective seals/evidence of water. Loose items stored in the boot (i.e. spare wheel, tools or equipment)</p> <p>j. Vehicle presented in a dirty, untidy condition. Unpleasant odours in vehicle</p> <p>k. Seats insecure or a seat that does not provide adequate support at the base or backrest</p>
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6.2 Doors

Method of Inspection	Reason for Rejection
a. Examine the condition of all doors and emergency exits. Check door locks, striker plates, handles and hinges for security, wear and missing and damaged trim/cover plates (excluding speaker mesh providing this would not cause injury/damage to the public)	a. Missing, damaged, loose or worn handle, lock, sticker plate or hinge. Missing, loose or damaged trim/ cover plate
b. Check the presence, condition and correct functioning of all door stay and devices (including sliding doors)	b. A door or emergency exit does not latch securely in the closed or open position
c. Check that signs describing the method of opening emergency exit(s) are readily visible on/or adjacent to the exit and are legible	c. Signs describing the presence and method of opening an emergency exit are missing, illegible or incorrect

6.2 Rear Doors

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <ul style="list-style-type: none"> a. The rear door(s) when in the open position are not a hazard to other road users b. When open, the door opening is a minimum width of 740mm at and below window height so as to allow for easy access c. A mechanism is fitted that positively holds the access door in the open position whilst in use and takes a deliberate effort to close d. Rear door/s – Must open to a minimum of 90 degrees or alternatively fold back against the vehicle body to avoid endangering other road users e. A mechanism must be fitted that positively holds any side/rear passenger access door in the open position whilst in use and that requires a deliberate effort to close 	<ul style="list-style-type: none"> a. When open, doors are a hazard to other road users b. Door opening less than 740mm at and below window height c. Door mechanism does not: <ul style="list-style-type: none"> i. Hold the access door in the open position ii. Require a deliberate effort to close d. A rear door does not open to a full 90 degrees or fully to the body of the vehicle e. A side/rear door mechanism does not: <ul style="list-style-type: none"> i. Hold the door in the open position ii. Require a deliberate effort to close f. A door stay catch or device missing, excessively worn or not fulfilling its function g. A door or emergency exit cannot be opened from both the inside and outside of the vehicle by relevant control

6.10 Stretch Limousines & Novelty Vehicles

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <p>a. Vehicle Inspectors should be aware of undue stress caused to the steering, brakes and tyres due to the additional weight imposed on the vehicle at the modification process</p>	<p>a. Tolerances and wear should be defined in the MoT Inspection Manual – Private Passenger & Light Commercial Vehicle Testing, issued by VOSA as follows:</p> <ul style="list-style-type: none">• Steering – Section 2• Brakes – Section 3• Tyres – Section 4

Section 7 – Fuel and Emissions

7.1 Exhaust System

Method of Inspection	Reason for Rejection
<p>a. Where applicable, check for presence, security and adequacy of grease shields to hot exhausts</p> <p>b. Non-standard exhaust systems. If there is a large bore or straight through exhaust fitted, there is a likelihood of increased noise being transmitted into the passenger compartment. Rev the engine and make a 'value judgement' in such cases and reject the vehicle if necessary</p>	<p>a. A heat shield missing, insecure or inadequate</p> <p>b. Excessive noise from non-standard exhaust system transmitting into the passenger compartment</p>

7.2 Fuel System – Pipes and Tanks

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

7.2 Fuel System – Alternative Fuel Tanks (LPG)

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

Section 8 – Driver’s View of the Road

8.1 Mirrors – View to Rear

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

8.2 Wipers

Method of Inspection	Reason for Rejection
<p>Sit in the driver's seat and check that there is reasonable view of the road ahead, bearing in mind the original design of the vehicle</p> <p>a. For all operated wipers, examine:</p> <ul style="list-style-type: none"> • The condition of any visible piping • The function of the operating mechanism • The function of necessary valves to protect the braking system 	<p>The position or size of any object restricts the driver's view of the road ahead, bearing in mind the original design of the vehicle</p> <p>a. Air operated wipers</p> <ul style="list-style-type: none"> • Pipes inadequately clipped or supported • Incorrect function of the wipers or leaking components • Incorrect operation of protection valves

8.3 Windscreen – View to the Front

Method of Inspection	Reason for Rejection
<p>Sit in the driver's seat and check that there is reasonable view of the road ahead, bearing in mind the original design of the vehicle</p> <p>a. Driver's view: equipment or objects not originally fitted to the vehicles part of the original design must not obstruct the driver's view. In particular, objects such as (but not limited to) pennants, cab decorations and external stone guards/visors should not interrupt the view through the swept area by the windscreen wipers</p>	<p>The position or size of any object restricts the driver's view of the road ahead, bearing in mind the original design of the vehicle</p> <p>a. Equipment or objects not originally fitted to the vehicle as part of the original design which obstructs the driver's view</p>

8.5 Window Glass or Other Transparent Material

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

8.5 Window Glass or Other Transparent Material (continued)

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that/for:</p> <p>h. Security and condition of guard rails, barriers at windows, internal screens or partitions</p> <p>i. As far as is practicable, check that:</p> <ul style="list-style-type: none"> • Windscreens and other windows wholly or partly on either side of the driver's seat are made from safety glass • All other windows are made from safety glass or safety glazing • Any windows forming all or part of a screen, partition or door in the interior of the vehicle are safety glass or safety glazing <p>'Safety Glass' means glass which, if fractured, does not fly into fragments likely to cause severe cuts. Safety glass can be identified by evidence of one of the following markings:</p> <ul style="list-style-type: none"> • BS 857 • BS 5282 (not acceptable on vehicles first used on or after 1 April 1985) • TP GS or TP GSE (glass made in France, not acceptable on vehicles first used on or after 1 October 1986) • BS AU 178 • An 'E' mark (including the number 43R) • An 'e' mark followed by a number, e.g. e11 in a square <p>Note: Marking is not required for safety glass on vehicles first used before 1 June 1978</p> <p>'Safety Glazing' means material other than glass which is so constructed or treated that if fractured does not fly into fragments likely to cause severe cuts. There is no marking requirement for safety glazing</p>	<p>h. A guard rail, barrier at a window, internal screen or partition that is insecure or damaged to the extent that injury to passengers is likely</p> <p>i. Internal windscreen and/or other windscreen wholly or partly on either side of the driver's seat are not made from safety glass</p> <p>j. All other windows not made from safety glass or safety glazing</p> <p>k. A window forming part or all of a screen, partition or door in the interior of the vehicle not made from safety glass or safety glazing</p>

Section 9 – Tricycles and Quadricycles

Currently under review – Tricycles and quadricycles are not licensed by North Lincolnshire Council

Section 10 – Additional Test Requirements

10.1 Customised Vehicles

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

10.2 Engine and Transmission (Road Test)

Method of Inspection	Reason for Rejection
a. Road Testing <ul style="list-style-type: none">Determine functionality, reliability and road worthiness of the vehicle	a. Excessive noise or vibration from the engine, gear box or clutch b. Engine misfire c. Difficulty in selection of gears d. Clutch slipping

10.3 Transmission

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

10.4 Oil and Water Leaks

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

10.5 Bulkhead – Driver’s Safety Screen/Spit Guards

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

10.6 Entry and Exit Requirements (Hackney Carriage)

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check for/that:</p> <ul style="list-style-type: none"> a. Vehicles must have a minimum of two means of exit from the passenger compartment behind the driver b. The exits must be free of any obstruction and reachable from all parts of the rear passenger compartment c. Any entrance/exit gap between the seat and door pillar must accommodate an adult passenger and allow them to pass freely, therefore any gap must exceed 350 mm in width 	<ul style="list-style-type: none"> a. The passenger compartment does not have least two means of exit b. Exits that are free from obstruction c. Gap through which a passenger can be expected to pass is 350 mm in width or less

10.6 Entry and Exit Requirements (Private Hire)

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check for/that:</p> <ul style="list-style-type: none"> a. Where a seat requires to be folded to enter or exit the vehicle, the mechanism must be in full working order and free from damage 	<ul style="list-style-type: none"> a. The seat/mechanism does not: <ul style="list-style-type: none"> • Easily fold to allow entry and/or exit • Allow easy operation for the passenger • Mechanism is damaged or broken, or has been repaired • Handle or catch has been broken or is defective

10.7 Floors, Passageways, Steps and Handrails

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check:</p> <p>a. For the presence and operation of step(s), hand holds, grab handles and hand rails at the main access doors</p> <p>b. That all steps, floor areas and passageways, between seats, are free from obstructions, trip hazards and have a slip resistant finish</p> <p>c. Steps must be capable of supporting a minimum weight of 150 kg</p> <p>d. All additional steps or handrails fitted, both internally and externally are highlighted in a contrasting high-visibility colour</p> <p>e. The internal floor height of the unloaded vehicle. If the floor height exceeds 300mm an additional step(s) will be required. The step height above ground level must be a maximum of 250mm</p> <p>f. The tread area of any additional step fitted (i.e. not the original vehicle manufacturers) must have a minimum tread depth of 280mm)</p> <p>g. Any gap which passengers can be expected to pass without undue difficulty in Hackney Carriage Vehicles shall be a minimum width or 350mm</p>	<p>a. Any step, hand holds, grab handles and hand rails:</p> <ul style="list-style-type: none"> • Missing • Insecure • Damaged or deteriorated to the extent that it is likely to cause injury <p>Any step, floor area or passageway:</p> <ul style="list-style-type: none"> • Obstructed by design • Presenting a trip hazard or slippery under foot • Damaged or deteriorated to the extent that it is likely to be a trip hazard or cause injury <p>c. Step not capable of supporting a minimum weight of 150 kg</p> <p>d. Any additional step or handrail is not highlighted in a contrasting high-visibility colour</p> <p>e. Additional step is missing or step is too small</p> <p>f. Tread depth is under 280mm</p> <p>g. A passage way less than 350mm</p>

10.8 Seating

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <p>a. Only forward and/or rearward facing passenger seats are fitted</p> <p>b. All passenger seats and the devices used to secure them to the vehicle shall be certificated and comply with the relevant standards i.e. M1, European Directive 74/408 EC (as amended) and Construction and Use Regulations</p> <p>c. Removable and fold-away, tip-up type seats are only allowed in Hackney Carriage and Private Hire Vehicles if they comply with the entry and exit requirements at 10.6</p>	<p>a. Side wards facing seats are fitted save on stretch limousines</p> <p>b. Evidence cannot be provided at test to confirm the seat and seat belt installation complies with the strength requirements of the Construction and Use and EC Directives. Accepted method of evidence:</p> <p><u>Standard Manufacturers Build Vehicle</u></p> <ul style="list-style-type: none"> • The V5 Registration Document specifying M1 <p><u>Converted Vehicle including Van Conversions</u></p> <ul style="list-style-type: none"> • The original M1 Certificate covering the whole of the vehicle <p><u>Modified Vehicles – From Original Manufacturers or Converter Build, i.e. by modifying, moving/remounting or fitting additional seats that contain seat belt anchorages, etc.</u></p> <ul style="list-style-type: none"> • The current M1 Certification for all of the additional seats and seat belt anchorages • The VOSA IVA “Letter of Compliance” <p>c. Removable and fold-away or tip-up seats impede access when folded away</p>

Section 11 – Safety Features

11.1 Wheelchair Restraints/Passenger Safety Equipment and Seat Belts

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <p>a. All seatbelts and wheelchair securing installations and the devices used to secure them to the vehicle shall be certificated and comply with the relevant standards, i.e. M1, European Directive 74/408 and Construction and Use Regulations or Item 19 of Directive 2007/46/EC, Annex XI, Appendix 3 as amended</p>	<p>a. Evidence cannot be provided at the time of the inspection to confirm that the seat and seatbelt installation complies with the strength requirements of the Construction and Use and EU directives</p> <p><u>Standard Manufacturers Build Vehicle</u></p> <ul style="list-style-type: none"> • The V5 Registration document specifying M1 <p>Converted Vehicle including Van Conversions</p> <ul style="list-style-type: none"> • The original M1 certificate covering the whole of the vehicle <p><u>Modified Vehicles – From Original Manufacturers or Converter Build</u></p> <p>i.e. by modifying, moving/remounting or fitting additional seats that contain seat belt anchorage etc.</p> <ul style="list-style-type: none"> • The current M1 certification for all of the additional seats and seat belt anchorages • The VOSA IVA “Letter of Compliance”
<p>b. The number of systems and devices used to secure the wheelchair the vehicle</p> <p>c. Wheelchair clamps – the vehicle and accessories presented are capable of providing four points of anchorage for each designated wheelchair space</p>	<p>b. Insufficient seatbelts or wheelchair securing equipment for the number of designated wheelchair spaces</p> <p>c. Less than four wheelchair anchorage points for each authorised wheelchair space</p>

<p>Examine the condition and operation of each wheelchair restraint, check the following:</p> <ul style="list-style-type: none"> d. The wheelchair restraint has been presented for inspection e. The wheelchair restraint is not defective, worn or missing f. Wheelchair(s) must only face forward or rearward when the vehicle is in motion g. All wheelchair tracking must be fit for purpose and structurally sound 	<ul style="list-style-type: none"> d. Equipment or restraints not presented for inspection e. A wheelchair restraint is defective, worn or missing f. Designated wheelchair space installed so that the passenger would be facing side wards to the direction of travel g. Damaged or insecure tracking or debris deposits within the tracking rails
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11.2 Vehicle Safety Devices

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

Section 12 – Ancillary Equipment

12.1 Hands Free Mobile Phone Kit

Method of Inspection	Reason for Rejection
Examine the vehicle and check: a. Check that the hands free mobile phone kit is safe and secure	a. The hands free mobile phone kit is not fitted safely and securely

12.2 Communication Equipment

Method of Inspection	Reason for Rejection
Examine the vehicle and check: a. Data Dispatch Systems and Communication Radios (2-way radios) where fitted, are securely and safely fitted	a. Data Dispatch Systems or Communication Radios (2-way radios) are not securely or safely fitted

12.3 Wheel Jack & Wheel Locking Nut

Method of Inspection	Reason for Rejection
Examine the vehicle and check: a. The wheel jack is in the vehicle and works correctly b. The wheel locking nut, where such nuts are fitted to the vehicle is in the vehicle and must be presented by the driver at the time of the test	a. Wheel jack is missing, damaged or not working correctly b. Wheel locking nut is: <ul style="list-style-type: none"> • Missing or not presented by the driver • Incorrect nut for all wheel locks on the vehicle

12.4 Tow Bar

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and the Tow Bar where fitted, checking:</p> <ul style="list-style-type: none">a. The Tow Bar is securely and correctly fitted and free from damageb. Where a detachable Tow Bar is fitted that the towing arm is in the vehicle and fits securely to the vehiclec. The electrical connection is securely fitted and operates the appropriate lights	<ul style="list-style-type: none">a. Tow Bar is fitted incorrectly or damagedb. Towing arm is not in the vehicle or does not fit securelyc. The electrical connection is insecure or incorrectly fitted or fails to operate the correct lights

Part 3

Procedures and Standards of Inspection Compliance Requirements

Section 13 – Vehicle Condition External and Internal

13.1 Vehicle Body Condition – External

Method of Inspection	Reason for Rejection
<p>Inspect the body and fittings of the vehicle thoroughly for corrosion, damage, appearance, poor repair/paint match and sharp edges that are likely to cause injury</p>	<ul style="list-style-type: none"> a. Heavy scuffing, abrasions or deformation/distortion to front and/or rear bumper. Bumper bars which have jagged edges, cracks, splits, projections, dents or scratches b. Colour mismatch or fading which is significantly different to that of the rest of the paintwork, including on the bumpers c. More than 8 stone chips visible on a bonnet/grill that have not penetrated to the metal or more than four stone chips that have penetrated to the metal d. More than 8 stone chips on any panel including door edges, provided the base coat has not been penetrated e. More than 4 stone chips on any panel where the base coat has been penetrated to the metal and is untreated f. A single dent of more than 80 mm, or more than three dents of not more than 20 mm in any one panel g. More than 4 scratches and/or abrasions of more than 50 mm in length in any one panel provided that the base coat has not been penetrated h. Dull or faded paintwork which has lost its gloss finish or paint mismatch to a panel(s) or fittings to such an extent that it detracts from the overall appearance of the vehicle i. Evidence of poor repairs and/or paint finish to a panel(s) or fittings including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle j. Poor appearance of the vehicle which will detract from the positive image of North Lincolnshire

13.2 Vehicle Body, Security and Condition – Internal

Method of Inspection	Reason for Rejection
<p>Vehicle Body, Security and Condition - Interior</p> <p>a. Examine the vehicle thoroughly for dirty, missing, soiled, stained, worn, torn, split or insecure trim, carpets, seat belts, mats, headlining. Remove mats and inspect carpets underneath for cleanliness and wear</p> <p>b. Remove seat covers and check that the seats are clean and not stained or worn</p> <p>NOTE – If seats are slightly stained and seat covers have been fitted, the vehicle will not fail the test provided the seats provide adequate support and the inner fibres are not exposed</p> <p>c. Check that the seat covers are not dirty, soiled, stained, worn, torn, split or poorly fitted</p> <p>d. Check all head rests are present, secure, not damaged and in a clean and tidy condition</p> <p>e. Examine the boot for contents and cleanliness</p> <p>f. Examine parcel shelf</p> <p>g. Check the vehicle has been presented in a clean and tidy condition and free from unpleasant odours</p>	<p>a. Dirty, missing, soiled, stained, worn, torn, split or insecure trim, carpets, seatbelts, mats or headlining in such a condition that they are likely to soil or damage passengers’ clothing or luggage</p> <p>b. Seat cushion(s) are stained, dirty, torn, holed, worn or poorly repaired or inner fibres exposed</p> <p>c. Seat covers are dirty, soiled, stained, worn, torn, split or poorly fitted</p> <p>d. Missing, damaged or dirty head rests</p> <p>e. Boot and/or carpet are dirty. Loose items stored in the boot (i.e. spare wheel, tools, equipment, etc.)</p> <p>f. Parcel shelf missing, damaged or dirty</p> <p>g. Vehicle presented in a dirty, untidy condition. Unpleasant odours in the vehicle</p>

13.3 Doors – Internal

Method of Inspection	Reason for Rejection
Examine the vehicle, checking that: a. Doors are free from damage b. Doors are clean and free from stains c. All switches and handles are in working order	a. The door lining, covers and fittings, or speaker covers are damaged, or cracked b. Doors are stained or dirty c. The switches or handles fail to operate in the correct manner

Section 14 – Windows Glass

14.1 Window Glass

Method of Inspection	Reason for Rejection
Examine the vehicle and check that: a. The front drivers and passenger windows and glazing on Hackney Carriage and Private Hire Vehicle must achieve a minimum of 70% light transmission and the windscreen must allow 75% light transmission b. Tinted windows where fitted must be factory fitted	a. Either the front driver's or passenger window fail to achieve a minimum of 70% light transmission or a windscreen which fails to allow 75% light transmission b. Tinted windows have been fitted post manufacture or windows have been fitted with a tinted film

Section 15 – Signage and Makings

15.1 Licence Plate and Door Signs

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <p>a. The vehicle internal licence plate is displayed in the nearside of the front windscreen</p> <p>b. The vehicle licence plate must be securely fitted on the rear of the vehicle, in the correct location and all of the licence plate must be fully visible NOTE: The correct location is either adjacent to the number plate or to the centre of the rear bumper or the off-side of the rear bumper</p> <p>c. The door signs must be securely fitted to each of the front near and off side doors of the vehicle</p> <p>d. There is an exemption from displaying the licence plates, internal licence plates and door signs, which are kept in the vehicle</p> <p>Note: The internal and external licence plates do not have to be displayed if it is a new application or the licence plates have been removed by an Authorised Officer of the Council or a Police Constable</p>	<p>a. Internal Licence Plate is:</p> <ul style="list-style-type: none"> • Missing • Incorrectly positioned <p>b. Licence plate is:</p> <ul style="list-style-type: none"> • Not securely fitted, so as to be easily removed by an Authorised Officer of the Council or Police Constable • Not fully visible • Incorrectly positioned, i.e. in the rear window or in breach of the licence conditions • Missing <p>c. Door signs are:</p> <ul style="list-style-type: none"> • Not securely fitted or are fitted to magnets • Incorrectly positioned • Damaged or peeling off • Not visible <p>d. The licence internal and external licence plate and the door signs are not kept in the vehicle The exemption letter under s75 of the Local Government (Miscellaneous Provisions) Act 1976 is not kept in the vehicle</p>

15.2 No Smoking Signs

Method of Inspection	Reason for Rejection
a. Examine the vehicle for 'No Smoking' Signs	a. 'No Smoking' signs are missing or not clearly displayed

15.3 CCTV

Method of Inspection	Reason for Rejection
Examine the vehicle and check the following: a. If CCTV is installed in the vehicle, check for signage relating to data protection and that CCTV is installed b. Any vehicle fitted with CCTV must be registered with the Information Commissioner	a. Signage missing or incorrect b. No evidence of registration with the Information Commissioner presented at the time of the inspection

15.4 Unauthorised Items

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

15.5 Vehicle Tax Disc – No longer needs to be displayed

15.6 Fare Cards

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <p>a. Hackney Carriage: Fare card issued by the Council is clearly displayed</p> <p>b. Where the vehicle is a purpose built vehicle, an additional table of fares must be displayed in the rear compartment in addition to being displayed on the dashboard or where a bulkhead is fitted, an additional fare card must be displayed in the rear passenger compartment so as to be clearly read by any passenger</p> <p>c. Private Hire Vehicle: Where a meter is fitted, the fare card is clearly displayed</p> <p>Note: Not applicable if first application</p>	<p>a. Fare Card is:</p> <ul style="list-style-type: none"> • Not issued by North Lincolnshire Council • Is missing • Not clearly displayed <p>b. Additional fare card is not displayed</p> <p>c. Fare Card is:</p> <ul style="list-style-type: none"> • Not displayed where a meter is fitted • Not clearly displayed <p>Hand written</p>

15.7 Hackney Carriage Roof Signs

Method of Inspection	Reason for Rejection
<p>Check:</p> <ul style="list-style-type: none"> a. The vehicle is a Hackney Carriage Vehicle b. Ensure the roof sign is securely fastened to the vehicle c. Functional test of the sign d. Correct style and type of roof sign is fitted to vehicles other than vehicles with a built in roof sign. Standard type of sign (457mm wide x 152mm deep x 112mm high) has a white or yellow face to the front with either TAXI or FOR HIRE on the front in black letters and displays a red or yellow face to the rear e. Roof sign must display the licence plate number in black numbers at each side of the roof sign f. Business information or telephone numbers displayed on roof signs must be complete 	<ul style="list-style-type: none"> a. The vehicle is not a Hackney Carriage b. Insecure sign c. <ul style="list-style-type: none"> i. Illumination not consistent across the sign, i.e. all light bulb(s) or LED(s) illuminated when switched on ii. Light remains on when the meter is started d. Incorrect type, size, colour, wording or details shown on the roof sign. Does not apply to purpose built vehicles e. Numbers are missing or are hand written on the roof sign f. The business information or telephone number is incomplete

15.8 Displaying the Company Name and Telephone Number

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that all signage- i.e. the company name and the telephone numbers on the vehicle for:</p> <p>Hackney Carriage Vehicles</p> <p>a. Signage is permitted on the front drivers and passenger doors and on the rear doors of the vehicle, other than salon type vehicles so long as there is sufficient room to display the door signs issued by the Council</p> <p>b. Signage has been authorised by the Council</p> <p>Private Hire Vehicles</p> <p>c. Signage advertising of the company business is permitted so long as it has been authorised by the Council</p> <p>d. Signs may not include the words "TAXI", "FOR HIRE" or "CAB"</p> <p>e. Signs advertising the company name must display a "land line" telephone number, where a telephone number is included</p> <p>f. Signage displaying the company name must be securely fixed to the vehicle</p>	<p>a. Signage is too large, so that it inhibits the display of the Councils issued door signs</p> <p>b. Has not been approved by the Council</p> <p>c. Signs displaying the company name has not been authorised</p> <p>d. The word "TAXI", "FOR HIRE", or "CAB" are included in the signs</p> <p>e. The number included is a mobile telephone number</p> <p>f. Signage is attached to the vehicle using magnets or other methods which may result in the signs coming off the vehicle</p>

15.9 Advertising (Hackney Carriage Vehicles)

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that all advertising on the vehicle for:</p> <p>Hackney Carriage Vehicles</p> <ul style="list-style-type: none"> a. Advertising is permitted on the vehicle providing it has been authorised by the Council. b. Advertising may be placed on all but the two front doors of a saloon type vehicle and all of a purpose built vehicle c. Advertising must not cover any part of the vehicles windows d. Advertising must not be attached in such a way as to be liable to come from the vehicle e. Advertising wraps, where fitted must not cover the drivers or front passenger windows and the North Lincolnshire Council Door Plates must be displayed and not obscured 	<ul style="list-style-type: none"> a. Advertising has not been authorised b. Advertising covers the front doors (drivers and front passenger) c. The view through the windows is obscured due to advertising d. Advertising is not securely fixed to the vehicle or is attached using magnetic signs e. The advertising wrap covers the front windows or obscures the North Lincolnshire Council Door Plates

Section 16– Passenger Comfort and Luggage

16.1 Seats

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the passenger seats to determine that the seats are a minimum size. Seats are measured from the centre line on the seat cushion top:</p> <ul style="list-style-type: none"> a. Have a minimum leg room of 650mm from the face of the back rest to any component directly in front b. Seats that face each other (conference seating) <ul style="list-style-type: none"> i. Opposing backrests shall not have less than 1300mm between their faces ii. Opposing seat cushion front edges shall not have less than 425mm between them iii. The clear headroom above each seat must be at least 900mm (measured in the vertical plane against the face of the back rest) c. The minimum size of the seat cushion for each passenger in a Hackney Carriage Vehicles is 400mm wide (measured at the leading edge) and 350mm deep d. The top most centre part of all seat cushions (measured at the leading edge) must be at least 300mm above the floor immediately in front of the seat; or if the nearside front passenger seat is the manufacturer's original passenger seat, then the cushion height will be used as a minimum height for all other passenger seats fitted 	<ul style="list-style-type: none"> a. The leg room of any passenger seat is less than 650mm b. Conference seat: <ul style="list-style-type: none"> i. Backrests less than 1300mm apart ii. Cushion front edges less than 425mm apart <ul style="list-style-type: none"> i. Any seat headroom less than 900mm c. Any seat cushion size less than 400mm wide or 350mm deep d. Any seat cushion height less than 300mm or if the vehicle is fitted with the manufacturer's original passenger seat, then any passenger seat cushion height that measures less than the near-side front passenger seat

16.2 Luggage/Load Space

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <ul style="list-style-type: none"> a. The luggage compartment of all hackney carriage vehicles shall have sufficient capacity to accommodate a reasonable amount of luggage for each of the maximum number of passengers that can be carried given the loading characteristics and limits of the vehicles e.g. Gross Vehicle Weights etc. b. Luggage should be either secured in the vehicle and be prevented from becoming dislodged in an accident in such a manner as may cause an injury. The luggage may be either secured via a physical separation or by a suitable restraint system. The restraint system shall be provided so as to minimise any movement of luggage in transit. Such security can be by means of an anchored sheet or net, which could be anchored to the floor of the luggage area c. If the luggage compartment is not physically separated from the passenger compartment then care will need to be taken so as not to carry any hazardous items such as fuel cans, detergents or other loose items that could leak if they become damaged d. Luggage compartment must not be compromised by a gas conversion e. Luggage compartment should be kept clean and should have no loose items 	<ul style="list-style-type: none"> a. Insufficient luggage space for the number of authorised passengers b. No means of securing the luggage and prevented it from becoming dislodged in an accident. Passenger area is not separated from luggage compartment to required standard <ul style="list-style-type: none"> A load restraint system: <ul style="list-style-type: none"> • Not present at the time of test • Load restraint system faulty or unserviceable c. Hazardous items, fluid present in passenger area. Fuel must only be carried in approved containers d. Luggage space host been lost due to a gas conversion e. Luggage area is not clean or has loose items in it

Section 17 – Ancillary Equipment

17.1 Fire Extinguisher

Method of Inspection	Reason for Rejection
<p>Check the Fire extinguisher for:</p> <ul style="list-style-type: none"> a. The expiry date b. Seal c. Type – foam, dry powder d. Approved mark – BS5423 or EN3 e. The fire extinguisher must be kept in an accessible position inside the vehicle. The extinguisher may be carried out of view, i.e. in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location 	<p>A fire extinguisher is missing or:</p> <ul style="list-style-type: none"> a. Out of date b. Broken or missing seal c. Incorrect type d. No approved marking visible or other non-approved marking shown e. Not fitted in an accessible position or its position is not clearly marked

17.2 Wheels and Wheel Trims

Method of Inspection	Reason for Rejection
<p>Examine all the wheels and check that:</p> <p>a. All the wheels on the vehicle match</p> <p>b. Where the vehicle is fitted with steel wheels, wheel trims or hub caps are on the vehicle and that they are not damaged</p> <p>c. Where alloy wheels are fitted, the wheel must be in good condition</p>	<p>a. Wheels do not match</p> <p>b. Wheel trims are:</p> <ul style="list-style-type: none"> • Not fitted • Missing • Damaged • Do not match <p>c. Alloy wheels are:</p> <ul style="list-style-type: none"> • Damaged • Corroded

17.3 Fare Meter

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <p>Hackney Carriage Vehicles</p> <p>a. Hackney Carriage Vehicles must be fitted with a calendar-controlled fare meter that is fully activated and calibrated to the current fare card and which is capable of charging no more than the permitted rate of fare at any time and the date and time set on the fare meter must be correct</p> <p>b. The fare meter must be securely fitted in a position so that the fare can be easily and clearly read by any passenger inside the vehicle.</p> <p>Private Hire Vehicles</p> <p>c. Private Hire Vehicles can be fitted with a fare meter. Where a private hire vehicle is fitted with a fare meter then, the standards stated at a and b must be met</p>	<p>a. A meter is:</p> <ul style="list-style-type: none"> • Not fitted • Not calibrated • Not sealed <p>b. The meter is:</p> <ul style="list-style-type: none"> • Insecure • Obscured <p>c. As above</p>

Section 18 – Wheelchair Accessible Vehicles

18.1 IVA Compliance

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that/for:</p> <p>a. Where seats are mounted onto the bulkhead or a wheelchair is secured against it, the vehicle must be certified to the basic Individual Vehicle Approval (IVA) standard. The IVA Letter for Compliance to this standard must be produced to the Licensing Officer at the time on inspection</p>	<p>a. IVA Letter of Compliance to the basic Individual Vehicle Approval (IVA) must be produced to the Licensing Officer before the inspection. Reject if no notification can be produced</p>

18.2 Seating

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check the following:</p> <p>a. Is the vehicle a Wheelchair Accessible Vehicle (WAV) and should be fitted with removable, fold-away, or tip-up seats. WAVs must be permanently converted for this use</p> <p>b. Wheelchair accessible vehicles must be capable of accommodating at least one wheelchair. A vehicle where a wheelchair occupant reduces the overall capacity is allowed, subject to meeting other requirements</p> <p>c. Every passenger seat shall have the forward edge highlighted in a contrasting colour so as to assist passengers with visual impairment</p>	<p>a. The standards set out across are not met</p> <p>b. The standards set out across are not met</p> <p>c. The standards set out across are not met</p>

18.3 Wheelchair Space

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that:</p> <p>a. The vehicle has a designated space capable of accepting a “Reference Wheelchair” of at least 1300mm long and 750mm wide with a minimum headroom of 1400mm measured from the floor of the vehicle for each passenger confined to a wheelchair</p>	<p>a. The standards set out across are not met</p>

18.4 Wheelchair Access Equipment – Lifts

Method of Inspection	Reason for Rejection
<p>Examine the lift attached to the vehicle and ensure it meets the following standards:</p> <p>A purpose designed wheelchair lift that conforms to the Lifting Operations and Lifting Equipment Regulations (LOLER), Regulations 1998.</p> <p>a. A report confirming that the lifting equipment is safe to use shall be presented at the time of the vehicle inspection. Vehicles presented for inspection with a wheelchair lift will require a LOLER certificate that is valid for a period of six months from the date of issue</p> <p>A new LOLER certificate will need to be obtained if the vehicle mountings or lift have been damaged in an accident, or have undergone a major repair and/or modification</p> <p>b. The lift must be fitted so that it terminates at the interior floor level so as to allow for smooth access without the need to negotiate any step</p> <p>c. The lift shall be fitted either into the rear or side access door, this shall be the door situated on the nearside of the vehicle, i.e. kerb side when stopped in a normal road</p>	<p>a. Vehicle not presented with a valid or current LOLER record of “Thorough Examination” by a competent person</p> <p>b. The standards set out across are not met</p> <p>c. The lift is fitted to the offside access door of the vehicle</p>

<p>d. The lift must have a load-bearing capacity of at least 300kg</p> <p>e. The lift must have a platform size of at least 750mm wide and 1200mm long when deployed</p> <p>f. It must have colour contrasted handrails on both sides</p> <p>g. Deployment of a passenger lift must be indicated by an audible signal</p> <p>Note: Passenger lifting equipment should be thoroughly examined by a competent person at least once every six months</p>	<p>d. The lift does not have any visible reference to a maximum safe working load of 300kg or more, is not CE marked or provided with manufacturers literature to evidence this</p> <p>e. The size of the platform is less than 750mm wide and 1200mm long</p> <p>f. The lift handrails fitted are not of a contrasting colour</p> <p>g. Powered ramp warning buzzer not fitted or inoperative</p>
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18.5 Wheelchair Access Equipment – Ramps

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that the vehicle is fitted with the following form of wheelchair access equipment and to the required specification below:</p> <p>a. A purpose-designed wheelchair single-plate access ramp which must be permanently carried in the vehicle and is light weight and easy to deploy. An add-on removable section would be deemed to meet this requirement.</p> <p>b. Ensure that the ramp does not have channels to guide the wheels.</p> <p>Note: Some mobility aides are three-wheeled and it is unsafe for an attendant to reverse a wheelchair using such ramps</p> <p>c. The ramp shall be fitted either into the rear or side access door of the vehicle. Where it is fitted to a side door, this shall be the door situated on the nearside of the vehicle, i.e. kerb side when stopped in a normal road</p> <p>d. The transition from the ramp to the vehicle must avoid severe changes of gradient and every effort must be made to eliminate any vertical projections at the point where the ramp links to the doorway</p> <p>e. Check that the ramp is securely stored in the designated storage area. Examine for damage, deformity, sharp edges etc. and provision of anti-slip covering</p> <p>If a portable ramp is used it must be carried on the vehicle at all times and must always be available for intending users. It must be securely located when deployed, and be securely stowed when not in use</p>	<p>a. The ramp is not of a single plate design or two interlocking sections</p> <p>b. Channel ramps are presented</p> <p>c. Ramp is designed to be fitted to the offside access door of the vehicle</p> <p>d. Severe changes of gradient or steps present on the ramp or where it mounts the vehicle</p> <p>e. Ramp missing, insecurely stored, sharp edges, damaged/deformed, anti-slip covering in poor condition or missing</p>

<p>f. The installed ramp must have a minimum safe working load of 300kg and shall be tested to 10% overload and a certificate obtained from the manufacturer/installer. Ramps and fittings must be CE marked or provided with manufacturers literature to evidence this</p> <p>g. The ramp must provide a continuous slip resistant surface along its full length</p> <p>h. The ramp must not be less than 800mm in width when fully deployed and must not contain channels or gaps in the ramp</p> <p>i. Access ramps must be capable of extending to ground level</p> <p>j. Side access ramps should have a maximum angle of 20 degrees (to the floor)</p> <p>k. Rear access ramps should have a maximum angle of 15 degrees (to the floor)</p> <p>l. The ramp attached to the rear of the vehicle shall not exceed 2.7 metres in length</p>	<p>f. The installed ramp does not have a visible reference to a maximum safe working load of 300kg or more, is not CE marked and certified to BS6109 or provided with manufacturers literature to evidence this</p> <p>g. The non-slip surface does not cover the full length of the ramp</p> <p>h. The ramp is less than 800mm wide when fully deployed, or there are gaps in the ramp or channels to guide wheels</p> <p>i. Ramp is not capable of extending to ground level</p> <p>j. The angle to the floor at the side access exceeds 20 degrees</p> <p>k. The angle to the floor at the rear access exceeds 15 degrees</p> <p>l. The ramp attached to the rear of the vehicle exceeds 2.7 metres</p>
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18.6 Winches

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check if the vehicle is fitted with a winch to aid access and egress of wheelchairs. Where fitted the equipment shall meet the required specification below:</p> <ul style="list-style-type: none"> a. Where fitted, a winch must be in full working order b. A winch shall be capable of pulling, lowering or holding a minimum working load of 300kg <p>Note: Where the ramp angle exceeds 13 degrees it is recommended that a winch is fitted to the vehicle</p>	<ul style="list-style-type: none"> a. Winch not working b. Winch is not capable of pulling, lowering or holding a minimum working load of 300kg

18.7 Signage (WAV Only)

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

Section 19 – Stretch Limousines and Novelty Vehicles

19.1 Seating Capacity

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check:</p> <p>a. Prior to the Inspection the authorised officer must check the seating capacity on the V5C to ensure that it does not exceed 8 passengers</p>	<p>a. If the number of seats differs to what is indicated on the V5C, then contact VOSA and the local area DVLA Office. Failure to produce a valid V5C for the vehicle to be tested will result in a refusal to inspect the vehicle</p>

19.2 Passenger Notices

Method of Inspection	Reason for Rejection
<p>Examine the vehicle and check that:</p> <p>a. Notices should be displayed in the vehicle forbidding children (under 16s) to be carried in side facing seats</p> <p>b. Notices should be displayed inside the vehicle stating the maximum carrying capacity of the vehicle</p>	<p>a. Notices are not displayed in a prominent position so as to be seen by passengers entering the vehicle from either passenger door</p> <p>b. Notices not displayed inside the vehicle stating the maximum capacity and warning that the vehicle will not be insured if the capacity is exceeded</p>

19.3 Vehicle Body, Security and Condition

Method of Inspection	Reason for Rejection
<p>Inspect the vehicle and check that:</p> <ul style="list-style-type: none"> a. All fixtures and fittings, i.e. mirror balls, drinks cabinets, televisions etc. Are secured so as not to hinder ingress or egress from the passenger compartment b. A notice shall be displayed in the vehicles passenger compartment identifying the maximum seating capacity, which shall be clearly visible to all passengers 	<ul style="list-style-type: none"> a. Any fixtures or fittings that are loose or insecure, or where walkways are blocked that prevents ease of ingress or egress from the passenger compartment b. Maximum seating capacity sign is not displayed or not clearly visible to all passengers

Section 20 – European Union (EU) Emissions

20.1 EU Emissions

Method of Inspection	Reason for Rejection
<p>Before the inspection, check to determine if the vehicle complies with the following:</p> <ul style="list-style-type: none"> a. All new Hackney Carriage Vehicles shall be of a Euro 5 standard and all replacement Hackney Carriage Vehicles shall be of a Euro 4 standard and of a Euro 5 standard from 31/12/2018 b. All Hackney Carriage renewals shall meet the Euro IV standard when inspected on or after 31/12/2015 and Euro 5 standard when inspected on or after 31/12/2018 c. All new Private Hire Vehicles, save stretch limousines and novelty vehicles shall be of a Euro 5 standard and all replacement Private Hire Vehicles shall be of a Euro 4 standard and of a Euro 5 standard from 31/12/2018 d. All Private Hire Vehicles, save stretch limousines and novelty vehicles renewals shall meet the Euro IV standard when inspected on or after 31/12/2015 and Euro 5 standard when inspected on or after 31/12/2018 e. Where a vehicle has been converted to meet the Euro 5 standard, the proprietor shall produce a certificate from the convertor stating it complies with the said standard 	<ul style="list-style-type: none"> a. The standard set out across not met b. The standard set out across not met c. The standard set out across not met d. The standard set out across not met e. Certificate not produced

Grandfather Rights Policy for Hackney Carriage and Private Hire Vehicles

Introduction

North Lincolnshire Council's Hackney Carriage and Private Hire Compliance Testing Standards has been approved by the Licensing Committee on [date]. The standards are based on legislative requirements, the Council's Conditions and industry guidance. The standard stipulates how licensed vehicles will be tested and inspected to ensure that they are fit safe and comfortable for the travelling public and other road users.

The new standards require all modified vehicles to undergo an Individual Vehicle Assessment (IVA), before it can be licensed. A number of vehicles are currently licensed with the Council that do not hold an IVA compliance letter, thus would fail the test. Therefore, the Council intends to provide 'grandfather rights' for a period of up to 5 years where vehicles are impacted by such changes. The 'grandfather rights' should allow the proprietors sufficient time to either change their vehicle or ensure they comply with the required IVA standard.

Grandfather Rights Criteria/Application

The 'grandfather rights' may be awarded in accordance with the following criteria:

Section 10.6 – Entry and Exit Requirements (Hackney Carriage): All new and replacement vehicles will be required to comply with this requirement. Vehicles currently licensed that do not comply will be permitted to continue until such time that the vehicle is replaced.

Section 10.6 – Entry and Exit Requirements (Private Hire): All new and replacement vehicles will be required to comply with this requirement. Vehicles currently licensed that do not comply will be permitted to continue until such time that the vehicle is replaced.

Section 10.7 – Floors, Passageways, Steps and Handrails: All new and replacement vehicles will be required to comply with this requirement. Vehicles currently licensed that do not comply with items a, d, and g will be permitted to continue until such time that the vehicle is replaced. Vehicles currently licensed that do not comply with items c and e will be required to comply with the requirements by 1 July 2015.

Section 11.1 – Wheelchair Restraints/Passenger Safety Equipment and Seat Belts: All new and replacement vehicles will be required to comply with this requirement, Vehicles currently licensed that do not comply will be permitted to continue until such time that the vehicle is replaced.

Section 16.1 – Seats: All new and replacement vehicles will be required to comply with this requirement. Vehicles currently licensed that do not comply will be permitted to continue until such time that the vehicle is replaced.

Section 18.2 – Seating: Vehicles currently licensed will not be required to have a contrasting colour on the seats edge.

Section 18.3 – Wheelchair Space: All new and replacement vehicles will be required to comply with this requirement. Vehicles currently licensed that do not comply will be permitted to continue until such time that the vehicle is replaced.

Section 18.5 – Wheelchair Access Equipment – Ramps: Visible reference to safe load is not required on vehicles currently licensed, but is required on new vehicles.

Section 19.1 – Seating Capacity: All new and replacement vehicles will be required to comply with this requirement. Vehicles currently licensed that do not comply will be permitted to continue until such time that the vehicle is replaced.

Section 19.2 – Passenger Notices: All vehicles must comply with this requirement at the next inspection after 31 December 2014.

Section 19.3 – Vehicle Body, Security and Condition: All vehicles must comply with this requirement at the next inspection after 31 December 2014.

Section 20.1 – EU Emissions: Grandfather rights included within the testing criteria.