



BURNLEY BOROUGH COUNCIL

**THE LICENSING OF HACKNEY CARRIAGES AND PRIVATE HIRE
VEHICLES SUPPLEMENTAL TESTING MANUAL FOR ELEMENTS OF THE
VEHICLE TEST IN ADDITION TO VOSA STANDARDS**

1. EXTERIOR OF VEHICLE

| <u>METHOD OF INSPECTION</u> | <u>REASON FOR REJECTION</u> | <u>NOTES</u> |
|---|--|--|
| 1.1 The exterior of the bodywork, the underside of the vehicle and the engine compartment must be in a clean condition to allow for proper inspection of these areas. | Contamination preventing proper inspection | If the vehicle is presented for inspection in such a condition that prevents a full examination of items for inspection, the vehicle test will not be carried out. Vehicle exterior to be washed clean for presentation for test. |
| 1.2 Check all door check straps to ensure that doors are held in place when fully opened | Door check straps which fail to hold the doors in place when fully opened. Door check straps which fail to restrain the doors when fully open, causing panel damage. | |
| 1.3 Examine the external body panel and structure for evidence of corrosion, damage and / or unsatisfactory repairs | Visibly poor or shoddy repairs constitute a fail. A dent on a panel over 60mm in diameter at its widest point and over 4mm deep constitutes a fail. Multiple dents – More than 4 dents up to 60mm in diameter and 4 mm deep on the whole of the vehicle constitutes a fail | All repairs should be carried out to a professional standard. Drivers may appeal to Licensing Unit if vehicle failed for dents. |
| 1.4 Examine external paintwork for damage Which adversely affects the appearance of the vehicle. | An obvious mismatch of paint constitutes a fail. A scratch mark over 300 mm long constitutes a fail. More than 3 scratches over 150 mm on the whole of the vehicle constitute a fail. A single rust scab over 20mm constitutes a fail. More than 3 rust scabs over 10mm constitute a fail. | Allowances will be made for small stone chips which are not showing signs of rust. Drivers may appeal to Licensing Unit if vehicle failed for scratches / dents. A scratch constitutes paint removal to undercoat or metal. |

1. EXTERIOR OF VEHICLE (continued)

| <u>METHOD OF INSPECTION</u> | <u>REASON FOR REJECTION</u> | <u>NOTES</u> |
|--|---|--|
| <p>1.5 Ensure that the front and rear bumpers Are in good condition and are securely fixed to the vehicle.</p> | <p>Badly damaged or inadequately secured front or rear bumpers. Visibly poor or shoddy repairs constitute a fail.</p> | <p>Advice will be issued for minor damage.</p> |
| <p>1.6 Examine the rubber seals to every door for damage, looseness or absence.</p> | <p>A door seal which is damaged or worn to the extent that air/water penetration may occur constitutes a fail. Any sharp edges arising from door seal defects constitutes a fail.</p> | |
| <p>1.7 Check that every reversing light fitted by The manufacturer of the vehicle is complete, in good working order and in clean condition.</p> | <p>A reversing light which :</p> <ul style="list-style-type: none"> a) does not operate when reverse gear is selected. b) is incomplete, not in good working order or in clean condition, I.e. so damaged or deteriorated that its function is impaired. c) emits other than a steady white light when reverse gear is selected or remains on when reverse gear is deselected d) is insecure or does not provide adequate illumination to the rear of the vehicle | |

2. SIGNS – PRIVATE HIRE VEHICLES

THIS SECTION DOES NOT APPLY TO VEHICLES PRESENTED FOR INSPECTION WHERE AN INITIAL APPLICATION FOR A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE LICENCE IS TO BE MADE.

| <u>METHOD OF INSPECTION</u> | <u>REASON FOR REJECTION</u> | <u>NOTES</u> |
|---|---|--|
| 2.1 Examine the company door signs affixed to the front passenger and drivers doors and Insurance stickers affixed to the rear passenger doors to ensure that they comply with the conditions attached to private hire vehicle licences. (see appendix 'A') | Failure to display the name of the private hire company and/ or its telephone number, web address or e mail address in the manner prescribed in the conditions attached to private hire vehicle licences. | |
| 2.2 Examine vehicle to ensure that 'No Smoking' signs are displayed and are clearly visible to passengers. | 'No Smoking' signs not displayed or displayed in such a manner that they cannot be clearly seen by passengers 'No Smoking' signs displayed that do not conform to the size and design required. | 'No Smoking' signs that comply with the legislation can be obtained free of charge from the Licensing Unit |
| 2.3 Examine any signage displayed on the vehicle to ensure that it complies with the conditions attached to the vehicle licence | Vehicle is displaying signage in contravention of the conditions attached to the vehicle licence. | Private Hire vehicles are prohibited from displaying any advertisement. |

SIGNS – HACKNEY CARRIAGES

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| <p>2.4 Examine any advertisement either in or on the vehicle to ensure that it meets the criteria for advertising contained in the conditions attached to hackney carriages</p> | <p>Adverts that exceed the dimensions and or content contained in the hackney carriage conditions.</p> | |
| <p>2.5 Examine vehicle to ensure that ‘No Smoking’ signs are displayed and are clearly visible to passengers.</p> | <p>‘No Smoking’ signs not displayed or displayed in such a manner that they cannot be clearly seen by passengers ‘No Smoking’ signs displayed that do not conform to the size and design required.</p> | <p>‘No Smoking’ signs that comply with the legislation can be obtained free of charge from the Licensing Unit</p> |
| <p>2.6 Examine the vehicle to ensure that signs that state, ‘ Burnley Borough Council – Licensed Hackney Carriage’ are displayed on the rear passenger doors and contain the same licence number that is displayed on the licence plate.</p> | <p>Signs not displayed Signs damaged so as to render them unreadable.</p> | <p>Signs will be provided free of charge by the Council when the vehicle is first licensed. The cost of any replacement signs required will be the responsibility of the vehicle proprietor</p> |

3. LICENCE PLATES

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| <p>3.1 Examine the licence plate mounting and ensure that it is securely fixed to the vehicle</p> | <p>A mounting plate which is not adequately secured to the vehicle by a Council approved method.</p> | <p>Hackney carriage plates shall be fixed in the centre of the boot lid. Private hire plates shall be fixed to the rear offside of the vehicle</p> |
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4. TYRES AND SPARE WHEEL

| <u>METHOD OF INSPECTION</u> | <u>REASON FOR REJECTION</u> | <u>NOTES</u> |
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| 4.1 Ensure that the tyre provided on the spare Wheel is the same size and construction as those fitted to the road wheels. | A tyre which is of a different size or construction. (Space saver tyres are acceptable.) | The vehicle must be presented with a spare tyre which, if fitted to the vehicle, would satisfy all legal requirements. |
| 4.2 Examine the tyre which is fitted to the spare wheel for signs of damage or excessive wear and ensure that it complies with all legal requirements | Damaged, excessive wear, sub standard or otherwise illegal tyres | |
| 4.3 Check that the tyre is not excessively over inflated or under inflated. | Excessively over or under inflated spare tyre | |
| 4.4 Examine the jack and wheel brace provided with the vehicle to ensure that they are in good working order. | Failure to provide a suitable jack and/or wheel brace with the vehicle in good working order | |
| 4.5 Check the spare wheel fixing bracket (or similar securing device) to ensure that the wheel is properly secured in the correct position. | Failure to satisfactorily secure the spare wheel | |
| 4.6 Check the rim of the spare wheel for any Signs of distortion or damage. | A wheel rim that is damaged or distorted to such an extent that it is rendered unserviceable | |

5. BOOT

| <u>METHOD OF INSPECTION</u> | <u>REASON FOR REJECTION</u> | <u>NOTES</u> |
|--|--|---|
| 5.1 Examine the boot interior for evidence of Corrosion or water penetration | Corrosion to the floor of the boot, inner wing panels or lid or evidence of water penetration. | |
| 5.2 Ensure that there is adequate boot floor Covering and that it is in good condition and offers adequate protection to luggage stored in the boot | inadequate floor covering | |
| 5.3 Examine the interior of the boot for Accumulations of dirt, dust, grease, litter etc. or staining of any surface which luggage may come into contact with. | Accumulations of dirt, grease, rubbish etc. in the boot which could soil or damage luggage stored therein | The materials could contaminate passengers luggage, taint food etc. |
| 5.4 Check the boot for the presence of any flammable or corrosive materials. | Containers for the storage of petrol or any flammable or corrosive material shall not be carried in the vehicle | |
| 5.5 Check the boot for loose tools and other Items. | Any tools or other items not adequately secured or would hinder storage of luggage | |
| 5.6 Check that the vehicle boot support and mechanism adequately supports the boot lid when it is in the 'lifted' position | Defective opening mechanism. Defective boot supports which prevent the lid from being properly secured in the 'lifted' position | |

6. ENGINE COMPARTMENT

| <u>METHOD OF INSPECTION</u> | <u>REASON FOR REJECTION</u> | <u>NOTES</u> |
|---|---|---------------------|
| 6.1 Ensure that the battery is properly secured in position and that any additional electrical equipment is safe and secure | A battery which is not adequately secured. Additional wiring or equipment which is unsafe or insecure | |
| 6.2 Check the fan belt for signs of incorrect Adjustment and/or deterioration | | Advice Note |
| 6.3 Examine the engine mountings for Signs of deterioration. | Insecure or excessively deteriorated engine mountings | |
| 6.4 Ensure that the radiator is properly Secured to the vehicle and check the cooling system for signs of any leaks | An inadequately secured radiator or leaks from the cooling system | |
| 6.5 Check the clutch mechanism for correct operation | | Advice Note |

7. INTERIOR OF VEHICLE

| <u>METHOD OF INSPECTION</u> | <u>REASON FOR REJECTION</u> | <u>NOTES</u> |
|---|--|---|
| 7.1 Examine the floor and upholstery inside The vehicle for accumulations of dirt, dust, litter, general debris, staining or excessive wear. | A vehicle which is in a dirty condition with an excessive accumulation of dust, litter, debris etc. or staining to the carpets or upholstery | Vehicle interior to be vacuum cleaned for presentation for test |
| 7.2 Examine the upholstery and ensure that it Is not excessively worn, holed or torn | Upholstery is excessively worn, hole or torn | |
| 7.3 Examine each of the passenger seats to Ensure that all seat cushions and back rests are in good condition and offer proper support to passengers | Seat cushions or back rests which are in poor condition and/or offer poor support to passengers | |
| 7.4 Examine the rear seats to ensure that the seat base is secure | Inadequately secured rear seat bases | |
| 7.5 Check the operation of the interior light, both the door manual switch and the door operated switches if fitted by the manufacturer | Faulty interior light switches or door switches | |
| 7.6 Check the operation of the heater/windscreen de-mister to ensure that it is in satisfactory | Defective heater/windscreen de-mister | |
| 7.7 Check the anti-slip face on the clutch Pedal | The anti-slip provision on the clutch pedal is missing, loose or worn smooth | |

7. INTERIOR OF VEHICLE (continued)

| <u>METHOD OF INSPECTION</u> | <u>REASON FOR REJECTION</u> | <u>NOTES</u> |
|---|---|---|
| 7.8 Check the operation of all window winder mechanisms ensuring that they all windows to be fully lowered and raised easily | Window mechanisms that do not allow windows to be easily lowered or raised | |
| 7.9 Check the operation of all rear doors from the interior of the vehicle | A rear door that cannot be opened from the inside using the interior handles | |
| 7.10 Check that interior and exterior mirrors Are fitted | Missing, insecure or defective mirrors which do not give a clear view to the rear from the drivers seat | |
| 7.11 Check that there are no excessively unpleasant odours noticeable inside the vehicle | Unacceptable smell including vomit, waste food or other similar contaminants | |
| 7.13 Ensure that all emergency exits provided are clearly marked, in letters not less than 25mm high, on both the inside and outside with the words, ‘EMERGENCY DOOR’ or ‘FOR EMERGENCY USE ONLY’ adjacent to that exit | The words, ‘EMERGENCY DOOR’ or ‘FOR EMERGENCY USE ONLY’ are not displayed on either the inside or outside | Sections 7.13 and 7.14 are only applicable to vehicles which are licensed for the carriage of 8 passengers not including the driver |
| 7.14 Check that the means of operation for The emergency exits is clearly indicated on or near the door | The means of operation are not clearly indicated | |

7. INTERIOR OF VEHICLE (CONTINUED) – HACKNEY CARRIAGES ONLY

| <u>METHOD OF INSPECTION</u> | <u>REASON FOR REJECTION</u> | <u>NOTES</u> |
|--|---|---|
| 7.15 Check that the wheelchair ramps slide easily and smoothly from stowage and that they are in good condition. | Ramps not present. Ramps that are not easily removed from stowage. | Storage of ramps when not in use must not impede access or egress of passengers |
| 7.16 Check that an adequate locating device is fitted to ensure that ramps do not slip or tilt when in use | No locating device | |
| 7.17 Check that anchorages are provided both for wheelchairs and for passengers travelling in wheelchairs. Restraints must be independent of each other | No separate anchorages for wheelchairs and for passengers | A single restraint i.e. either wheelchair anchorage or seatbelt that restrains passengers in wheelchairs is not acceptable. |
| 7.18 Examine grab handles at door entrances to ensure that they are securely fixed to the vehicle. | Grab handles missing or not securely fixed | |

8. FIRST AID KIT

| <u>METHOD OF INSPECTION</u> | <u>REASON FOR REJECTION</u> | <u>NOTES</u> |
|---|------------------------------------|---------------------|
| 8.1 Check that there is a first aid kit | Failure to provide first aid kit | |

9. FIRE EXTINGUISHER

| <u>METHOD OF INSPECTION</u> | <u>REASON FOR REJECTION</u> | <u>NOTES</u> |
|---|---|---------------------|
| 9.1 Examine the fire extinguisher to ensure that it is not empty or has been damaged so as to prevent it from operating correctly | A leaking, empty or damaged fire extinguisher | |

10. ROAD TEST

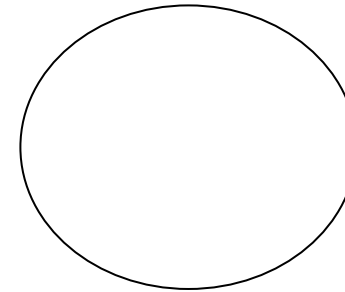
| <u>METHOD OF INSPECTION</u> | <u>REASON FOR REJECTION</u> | <u>NOTES</u> |
|--|--|---|
| 10.1 Drive the vehicle over a measured distance and check for meter calibration at 1320 yards and a further increment of 220 yards | A taxi meter fare reading that does not comply with the Council's current fare/tariff charge | Applies to hackney carriages and private hire vehicles fitted with meters |
| 10.2 Check integrity of meter seals | Seals which have been tampered with or removed | Ditto |
| 10.3 Check that the meter fitted is a Calendar | Non – Calendar meter fitted | Ditto |

BODYWORK DAMAGE TEMPLATE

Any scratch on your vehicle that is longer than this means your vehicle will fail



Any dent on your vehicle that is bigger than this → means your vehicle will fail.



Any rust scab or blemish that is bigger than this → means your vehicle will fail.

