



THE LICENSING OF HACKNEY CARRIAGES AND PRIVATE HIRE VEHICLES

SUPPLEMENTAL TESTING MANUAL

***ELEMENTS OF THE VEHICLE TEST IN ADDITION TO STANDARD MOT
STANDARDS***

This Supplementary Testing Manual supplements the Rules Regulations and Procedures for Hackney Carriage and Private Hire Licensing and has been established so as to ensure that all vehicles licensed by Hyndburn Borough Council are of a high standard and are suitable, safe and fit to be licensed by this authority to transport members of the public. Failing to maintain a standard not only puts drivers and members of the travelling public at risk, it could also cause reputational damage to the hackney carriage and private hire trade as a whole.

The proprietor of a hackney carriage or private hire vehicle should ensure that the vehicle is maintained to a satisfactory standard and is clean and tidy throughout the period it is licensed and not just when it is presented for testing. Failure to maintain the vehicle could lead to revocation of the licence. If a proprietor's vehicle is spot checked and found to be faulty on regular occasions and /or it is presented to CVMU for compliance and regularly fails the Council may take the view that the proprietor is not suitable to hold a licence as failure to maintain the vehicle could impact on public safety. If a proprietor presents any of his/her vehicles for test and the garage records 3 or more fails over a 3 year period against any proprietor (not vehicle) a report will be prepared for the Judicial Committee so that they can determine whether the proprietor is a fit and proper person to hold a vehicle licence with this authority. Public safety is paramount and continuous failures of vehicles when presented for test would bring into question the ability or willingness of the proprietor to ensure that the vehicle is being properly and safely maintained at all times whilst being used to carry members of the public.

If a vehicle fails any part of the test, including any elements of the supplementary test it will not be issued with a compliance certificate, and will not be licensed until it has fully passed the test. The full fee will be charged for the failed test but only the re-test fee for the new test slot. However, there will be no fee charged for inspecting up to three items from the supplementary testing manual that have caused the vehicle to fail.

VEHICLE APPOINTMENT, TESTING PROCEDURES INCLUDING SITE HEALTH AND SAFETY PROCEDURES

All appointments for tests and re tests must be made through the Council's Taxi Licensing Department Tel 01254 388111.

Re-tests will not be carried out without prior appointments.

Vehicles must be presented promptly, fully washed and cleaned (exterior and interior) with all the equipment/signs etc. fitted and ready for inspection at the time stated when booked. If the vehicle is over 15 minutes late the test will not be carried out and a new appointment must be made through the licensing department. A fee will be charged for both the non-attendance test slot and the new test slot.

If the vehicle has a serious fault that makes the vehicle un-roadworthy, the examiner will issue a Section 68 under the Local Government (Miscellaneous Provisions) Act 1976 to remove the vehicle off the road / suspend the vehicle licence until the necessary repairs have been carried out. The full fee will be charged for both the failed test and the new test.

For health and safety reasons we request that no more than two persons accompany the vehicle. There is a maximum speed limit of 5 mph. in the depot. On entering the depot, **ALL drivers must turn immediately left** as directed by the signs and road markings and park the parking bay marked M.O.T. outside the office reception.

Customers are requested to wait in the cabin provided if they intend to remain on site throughout the test.

For Health and Safety reasons, pedestrian access inside the vehicle workshop and around the depot area is prohibited.

Hyndburn Borough Council operates a NO SMOKING POLICY. Smoking is prohibited within the Testing Station and anywhere else within the Council's depot. Mobile phones are not to be used whilst vehicles are being driven within the Council's depot.

Professional Standard

In this document 'professional standard' means a good quality repair, with a correct colour match, which is not visible from a distance of 6 feet. There is no requirement for the repair to be carried out by a garage or repair shop **provided** it meets the standard set by this policy.

APPEALS PROCEDURE

STAGE 1- trying to sort it out

Should an applicant for a Hackney Carriage or Private Hire Vehicle licensee be aggrieved by the decision of the vehicle examiner, they should refer their complaint to the Senior Manager within the Central Vehicle Unit. Complaints must be submitted via the official appeal form, by the end of the next working day clearly stating the reason/s for the appeal.

STAGE 2 – making an appeal

If the applicant is aggrieved by the decision of the Senior Manager, the vehicle licensee can escalate the complaint, in writing, to two other Senior Officers, (usually the Taxi Licensing Manager and Head of Environmental Services). Once in receipt of the reasons for appeal, the officers will consider the appeal and provide a written response to the vehicle licensee within 10 days. Where this is not possible the vehicle licensee will be informed and given a timescale. The vehicle licensee will not attend this appeal meeting.

STAGE 3

If the applicant is still not satisfied with the outcome of the appeal he/she can take their complaint further via either of the following two options:-

- a) A formal refusal, against which the applicant has the right to appeal to the Magistrates Court under Section 60(2) of the Local Government (Miscellaneous Provisions) Act 1976, or
- b) An inspection by an independent arbitrator whose decision will be binding on both parties

Should the applicant choose arbitration, the Council will appoint the President of the Freight Transport Association to act as an Arbitrator. An appointment will then be made for the vehicle to be examined by the arbitrator at the CVMU testing station at an agreed date and time in the presence of a Senior Manager and the applicant and/or his/her representative.

The arbitrator will notify both parties of his decision as soon as possible after the examination. Each party will be responsible for its own costs and in addition the unsuccessful party will pay the arbitrator's cost in full.

Items to be checked over and above the MOT test

Condition of Bodywork		
METHOD OF INSPECTION	REASON FOR REJECTION	NOTES
<p>Inspection should be carried out with the vehicle standing at ground level.</p> <p>Examination Topside body examination. Check that:-</p> <ol style="list-style-type: none"> 1. There is no evidence of significant damage to the external body panels. 2. There is no evidence of crudely repaired or, insecure body panels (visual examination). 	<ol style="list-style-type: none"> 1. There is evidence of significant damage to the external body panels. 2. There is evidence of crudely repaired or insecure body panels and/or a clear mismatch of paint either within the same panel or between different panels on the vehicle visible from 6 ft. away from the vehicle. 	<p>Significant means:</p> <p>Visible poor or shoddy repairs. Areas of corrosion that is greater than 50mm in size</p> <p>A dent/crease or damage on a panel over 100mm in diameter at its widest point and/ or over 10mm deep</p> <p>A large scratch covering the majority of a panel clearly (visible from 6 ft. away from the vehicle)</p> <p>One or more body panels showing sustained disproportionate amount of damage and/ or poses a potential risk to the passengers driver or other road users.</p>

Interior of the vehicle & luggage compartment	METHOD OF INSPECTION	REASON FOR REJECTION	NOTES
	<ol style="list-style-type: none"> 1. Ensure that the interior of the vehicle is clean and tidy and suitable for the carriage of passengers 2. Examine the upholstery to ensure that it is not torn. 3. Check the operation of the doors from the interior of the vehicle including the drivers door 4. Check that all windows can be opened and closed from inside the vehicle. 5. Check the operation of the interior light within the vehicle, both the manual switch and the door operated switches if fitted by the manufacturer 6. Check the operation of the heater/windscreen demister to ensure that it is in satisfactory working order. 	<ol style="list-style-type: none"> 1. A vehicle which is in a dirty condition with an excessive accumulation of dust, litter debris etc. or staining to the carpets and upholstery 2. Upholstery has holes in it 3. Any passenger door that cannot be opened from the inside of the vehicle using the internal handles 4. Windows that will not open and close from inside the vehicle 5. Faulty interior light switch and/or fitting. Faulty interior door switch light 6. Defective heater/windscreen demister 	<ol style="list-style-type: none"> 1. Vehicle interior should be clean for presentation for test. If the vehicle is presented in such a condition to prevent a full examination of all items for inspection the test will not be carried out. 2. Seats need to be in good repair 3. All passengers should be able to access and egress the vehicle using the door handle 4. Applicable to either manual or electronic means 5. All interior lights should work correctly 6. Heater must blow warm air to the windscreens when tested

<ul style="list-style-type: none"> 7. Check the vehicle is fitted with apparatus to secure a wheelchair (if applicable WAV) 8. Taxi meter to be fitted securely 9. Check that the top light on a HCV will illuminate when switched on 10. Check that the luggage compartment is clean and tidy and suitable for the carriage of luggage. 	<ul style="list-style-type: none"> 7. Vehicle not fitted with appropriate equipment 8. Meter missing, loose or insecure 9. Top sign does not illuminate when switched on 10. Luggage compartment dirty, loose tools or other items in the luggage compartment preventing the use for carrying customers bags and luggage. Any flammable items in the luggage compartment. Loose spare wheel not fastened correctly in the spare wheel well. 	<ul style="list-style-type: none"> 7. Wheelchair accessible vehicle only 8. Hackney Carriage vehicles only 9. Hackney carriage vehicles only
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Tyres & Spare Wheel		
METHOD OF INSPECTION <ul style="list-style-type: none"> 1. Examine the tyres to ensure that they are not date stamped over 10 years old. 2. Ensure that summer and winter tyres are not fitted to the same axle 3. Ensure that the tyre provided on the spare wheel is of the same size and 	REASON FOR FAILURE <ul style="list-style-type: none"> 1. Tyres are date stamped over 10 years old. 2. There is a mix of summer and winter tyres on the same axle 3. A spare wheel and/or tyre is not provided with the vehicle and/or is of a different size or construction to the wheel and/or tyres fitted to the 	<p>The examiner will not fail the vehicle if;</p> <p>There is a manufacturer supplied space saver wheel of the correct specification for the vehicle if fitted as standard equipment, and the wheel is secured by the manufacturers approved fixings in a location designated by the vehicle manufacturer</p>

<p>construction as those fitted on the road wheel.</p> <p>4. Examine the jack and wheel brace provided with the vehicle to ensure that they are in good working order and properly secured</p> <p>5. Check the spare wheel fixing bracket (or similar securing device) to ensure that the wheel is properly secured in the correct position</p> <p>6. Examine the tyres to ensure that they are not date stamped over 10 years of age.</p>	<p>vehicle or, the vehicle is not manufactured with either a spare wheel well or run flat tyres and does not carry an appropriate inflation kit.</p> <p>4. Failure to provide a suitable jack and/or wheel brace within the vehicle</p> <p>5. Failure to satisfactorily secure the spare wheel</p> <p>6. Tyres are date stamped over 10 years old</p>	<p>If the vehicle has been manufactured without a spare wheel well/cage, the requirements to carry a spare wheel will not apply, in such cases:</p> <ul style="list-style-type: none"> • The vehicle may be fitted with a full set of run flat tyres or • If the vehicle is not fitted with run flat tyres an inflation kit which includes puncture sealant must be provided which is complete and in serviceable condition. <p>Spare wheel are not required for vehicles manufactured without a spare wheel well.</p>
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Door Signs and Plates		
METHOD OF INSPECTION <ol style="list-style-type: none"> 1. All renewal vehicles presented for testing must have the Council door signs permanently fixed to the rear doors 2. All renewal vehicles presented for testing must have the Council issued plate fixed in a bracket at the rear of the vehicle. 	REASON FOR FAILURE <p>No door signs on the rear doors or door signs are fitted magnetically.</p> <p>The vehicle is not displaying a Council plate on the rear of the vehicle or the plate is not fixed correctly in a Council approved bracket.</p>	
Windows		
METHOD OF INSPECTION <ol style="list-style-type: none"> 1. All windows should be free from non factory supplied privacy windows or any other enhancements. 	REASON FOR FAILURE <p>Any enhanced window film on any glass work</p>	<p>Privacy windows that are fitted at the point of manufacturer are NEVER FILM. Film applied to glasswork will always be failed by the examiner.</p>

- **Plus any additional items which at the time the tester considers may cause a danger or discomfort to passengers or other road users. In all instances where the tester makes such determination a second opinion will always be sought.**

- This guidance is in addition to the class 4 MOT testing standards. You must also take into account all of the conditions of your licence as issued to you in the Rules, Regulations and Procedures booklet.
- The vehicle must be presented in a clean and tidy condition. If the vehicle is not presented in a clean and tidy condition so that all items can be tested the test will not go ahead and you will have to book and pay for a test at a later date.