



Rother District Council and Wealden District Council

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

COMPLIANCE TESTING STANDARDS

**These standards are in addition to the requirements
of the statutory MOT testing scheme**

Notes

This document is intended to provide practical guidance for those who prepare vehicles for test prior to being issued with a certificate of compliance. It will also give an owner an insight into the type of examination the vehicle will be subjected to before it can be issued with a certificate of compliance.

It is the responsibility of owners, operators and drivers to ensure that their vehicle complies at all times with the current rules and regulations of the appropriate Road Traffic Act and current Construction and Use Regulations. All vehicles must conform to the requirements of the MOT testing standards and the requirements of the certificate of compliance test at all times.

Where a vehicle is found not to confirm with one or more of the requirements of the MOT and COMPLIANCE test standards then that vehicle will be failed until authorised examiners are satisfied that the vehicle is fit to be re-licensed. If a vehicle is unsafe then contact should be made with the Licensing Team as soon as possible as the vehicle licence may need to be suspended.

No adaptations, alterations, modifications, additional equipment or optional extras are to be fitted to the vehicles without the prior approval of the Council. Any owner wishing to alter or modify the vehicle, including the fitting of extras or alternative parts to those supplied by the manufacturer, must seek prior permission from the Council.

All vehicles with wheelchair adaptations and fitments must conform to the requirements contained in the Disability Discrimination Act 1995, section 32.

Guidance

The serial number on the Inspection Form and the Certificate should be the same

A vehicle which is being licensed for the first time may not meet all of the requirements of sections 69 to 72 or 73-79. Please contact the Licensing Team for advice.

We strongly recommend that all vehicles have a yearly MOT as well as the VCT.

Any queries should be referred to the Licensing Team on 01424 787550

**IT IS NOW THE RESPONSIBILITY OF THE DRIVER TO SEND IN THE WHITE TOP COPY AND RETAIN THE YELLOW COPY FOR THEIR OWN RECORD.
THE GARAGE SHOULD KEEP THE PINK COPY.
ALL FORMS SHOULD BE SENT TO THE ROTHER OFFICE AT TOWN HALL, BEXHILL.**

<p>Rother District Council. Town Hall Bexhill-on-sea East Sussex TN39 3JX taxis@rother.gov.uk</p>	<p>Wealden District Council Civic Centre Vicarage Lane Hailsham East Sussex BN27 2AX wealdentaxis@rother.gov.uk</p>
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METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>1. EXTERIOR OF THE VEHICLE</p> <p>1.1 The exterior of the bodywork, the underside of vehicle and engine compartment is to be in a clean condition so as to facilitate full inspection of these areas.</p> <p>1.2 Check all doors to ensure that they are aligned properly, will open and close easily, and all gaps around doors are reasonably equal.</p> <p>1.3 Check to ensure all door hinges are in good condition, allowing free movement of door.</p> <p>1.4 Check all door check positions to ensure that doors are held in place.</p> <p>1.5 Examine the external body panels and structures for any evidence of corrosion, damage, or unsatisfactory repairs. Check for the suitability of replacement panels (see notes). (Ensure all replacement panels are correctly located and fitted).</p> <p>1.6 Examine the external body and paint work for damage, which adversely affects the appearance of the vehicle.</p> <p>1.7 Check nearside and offside door/wing mirrors are fitted in a secure manner and that they function correctly. Ensure aerial is securely fixed to body.</p> <p>1.8 Examine rubber seals to doors and windows for damage, looseness or absence.</p> <p>1.9 Check reversing lights (if fitted) are in working order.</p>	<ol style="list-style-type: none"> 1. Contamination preventing full or proper inspection. 2. Doors will not close securely due to warping/incorrect hinges. 3. Door hinges defective. 4. Door checks fail to hold doors in open position. 5. Corrosion or damage to the vehicle body or structure which adversely affects the appearance and/or safety of the vehicle. Replacement panels fitted that alter the effect of impact zones. Gaps reasonably unequal around panels. 6. Generally poor or damaged body or paintwork. Dull or not uniform in colour and appearance. Repairs visible. Paintwork of poor standard. 7. Missing or defective exterior mirrors. Aerial not securely fixed. 8. Damaged or missing, or loose door seals which may cause rainwater ingress, unreasonable road noise or trip hazard. 9. Reversing lights not in working order. 	<p>If the vehicle arrives for inspection in a dirty condition the inspection will not be carried out. (A new appointment will have to be made and a full fee payable).</p> <p>Any door check strap must be a type approved by the manufacturer. Leather check strap acceptable.</p> <p>All paintwork repairs are to be of a high standard. No sign of repairs are to be visible. All paint must be free of runs. When painting single panels the paint must match adjoining paintwork. Where new panels are fitted they must be of a type approved by the vehicle manufacturer and/or meet current BS standards.</p> <p>Spray bodyguard accepted to a maximum of two inches above bumper provided it is sprayed to match existing paintwork.</p> <p>Sharp edges are forbidden to all parts of the vehicle.</p>

METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>2. BOOT</p> <p>2.1 Examine the boot interior for evidence of damage, corrosion or water penetration.</p> <p>2.2 Examine boot floor covering to ensure that it is in good condition and offers adequate protection to passengers' luggage stored in the boot.</p> <p>2.3 Check that rear registration plate is hinged on 6 seater hackney carriage.</p>	<p>1. Damage to the floor of the boot, inner wing panels or lid. (Evidence/dampness due to water ingress)</p> <p>2. Excessive wear, damage or staining to the boot floor covering.</p> <p>3. Rear registration plate not hinged.</p>	<p>Only requirement for 6 seater hackney carriage as 5 seater there is a vacant space beside driver.</p>

METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>3. ENGINE COMPARTMENT</p> <p>3.1 Check to ensure that the battery is properly secured in its correct position.</p> <p>3.2 Check fan belt (and power steering belt if fitted) for correct adjustment and for signs of damage or deterioration.</p> <p>3.3 Check security of radiator and hoses, check for leaks.</p> <p>3.4 Examine engine mounts for signs of deterioration, or wear.</p> <p>3.5 Check clutch mechanisms for leakage of fluid.</p> <p>3.6 Check security of bonnet fastening.</p> <p>3.7 Check for oil leaks.</p>	<p>1. Battery not adequately secure</p> <p>2. Incorrectly adjusted or damaged fan belt</p> <p>3. Leaking or insecure radiator</p> <p>4. Insecure or deteriorated engine mountings.</p> <p>5. Leakage of fluid or mechanical wear in the clutch mechanisms.</p> <p>6. Insecure bonnet fastening.</p> <p>7. Leakage of oil</p>	<p>The Tester should note a pool of oil 75mm (diam) in 5 minutes.</p>

METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>4. TYRES AND SPARE WHEELS</p> <p>4.1 Vehicle to be presented for test without wheel trims or hub caps on to check wheel nuts/studs.</p> <p>4.2 Ensure that spare tyre is same size and construction as those fitted to the road wheels.</p> <p>4.3 Examine tyres for signs of damage or excessive uneven wear, ensure spare tyre complies with all legal requirements for tyres when fitted to the vehicle.</p> <p>4.4 Examine that a wheel brace and jack is provided.</p> <p>4.5 Check to ensure the spare wheel fixing bracket (or similar device) will hold spare securely in position.</p> <p>4.6 Check spare wheel rim for signs of distortion or damage.</p> <p>4.7 All tyres to have a minimum tread depth of 1.6mm across 75% of centre tread width with the remaining 25% to have tread pattern showing, including spare.</p>	<ol style="list-style-type: none"> 1. Loose/missing studs/nuts. 2. A spare wheel not provided with the vehicle. A tyre that is of a different size or construction. Rotational tyre as spare. 3. Damaged, worn, sub standard or otherwise illegal tyre. 4. Failure to provide a suitable jack/wheel brace. 5. Spare wheel and tools not secured properly. 6. A damaged or distorted rim. 7. A tyre not showing the required tread depth. 	<p>If a car has tyres in a combination which conform to current legal requirements (e.g. radial or cross ply), the carrying of one spare wheel/tyre cannot be accepted since it can only be used in limited circumstances; therefore the vehicle will fail the test.</p> <p>A mix of steel and cord radials will not be accepted.</p> <p>Recut tyres are not acceptable.</p> <p>Remould tyres will only be acceptable if it carries a clearly legible manufacturer's mark that is confirms to current British Standards.</p>

METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>5. INTERIOR OF VEHICLE</p> <p>5.1 Examine all floor and upholstery inside the vehicle for any damage, dust, litter, cigarette ash, staining or excessive wear.</p> <p>Examine any mats to ensure they are not worn or damaged.</p> <p>Examine roof lining for excessive staining and any damage.</p> <p>5.2 Examine each of the seats within the vehicle to ensure that all seat cushions and back rests are in good condition and offer proper support.</p> <p>5.3 Examine all seats to ensure they are properly secured to the vehicle including fixed seat cushions.</p> <p>5.4 Check operation of interior lights, checking both manual and door operated switches. (Note all doors to have switches fitted as standard by manufacture).</p> <p>5.5 Examine the rear view mirror to ensure that it is securely fixed.</p> <p>5.6 Check operation of the demisters and heater to ensure their correct operation. Ensure passenger compartment switches are all operational.</p> <p>5.7 Check operation of all window locks and associated fittings.</p> <p>5.8 Check the operation of all door release catches including motion door locks to ensure that doors can be opened easily from within the vehicle. Check for presence of motion door lock warning lamps and signs and their operation.</p> <p>5.9 Check that all passenger ashtrays are intact and capable of being used. Free of damage.</p> <p>5.10 Check for unpleasant odours within the vehicle.</p>	<p>1. A vehicle which is in a dirty condition with accumulations of dirt, dust, litter, debris, damage, etc., staining or water ingress.</p> <p>Worn, torn carpet floor covering, excessive cuts in roof lining. Upholstery including trims and panels which are damaged, excessively worn or holed / torn.</p> <p>2. Seat cushions or back rests which are in poor condition and / or offer poor support.</p> <p>3. Seats which are not adequately secured to the vehicle.</p> <p>4. Faulty interior light fitting, faulty interior light switches.</p> <p>5. A loose damaged or missing interior mirror.</p> <p>6. Defective heater or demisters. Defective passenger compartment switches.</p> <p>7. Window winders that do not allow windows to be lowered / raised easily. Defective window locks or associated fittings.</p> <p>8. Defective interior door release catches. Defective motion locks, motion locks fitted with override. Warning lamps inoperative, warning labels damaged or defaced.</p> <p>9. Unserviceable and / or damaged ashtrays.</p> <p>10. Unacceptable smells.</p>	<p>Vehicles presented in a dirty untidy condition will not be tested. (A new appointment will have to be made and a full fee will be payable).</p> <p>Where interior trims or roof lining have one rip or tear of not more than 100mm a good quality stitched repair is acceptable (patches not allowed). Advice may be given that a roof lining will be required to be renewed at the next test.</p>

METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>INTERIOR OF VEHICLE (Cont'd)</p> <p>5.11 If metal grill is fitted ensure it has no sharp edges or exposed parts that may lead to injury to passengers or driver. Ensure grill is firmly secured. (Metal grill must not prevent operation of privacy partition).</p> <p>5.12 Check a guard or restraint between passenger and luggage compartment is fitted to estate cars to prevent injury / damage.</p> <p>5.13 Check that intercom systems (where cited) are capable of being switched off within the passenger compartment and that there are signs, clearly visible, explaining their use and how to switch them off. Check that a light is visible when intercom is on.</p> <p>5.14 Check all door handles and grab rails for condition and security. Ensure childproof protection covers are in place and free of damage and held securely, if fitted.</p> <p>5.15 Check condition of electrical wiring to ensure it is routed correctly and poses no risk or hazard to passengers.</p> <p>5.16 Check fire extinguisher</p>	<p>11. Loose or incorrectly fitted grill or exposed parts that may cause injury. Privacy partition obstructed.</p> <p>12. Guard or restraint not fitted.</p> <p>13. Intercom system not clearly marked, no means of passenger isolating system easily. Warning light not working.</p> <p>14. Door handles, interior trims, moulding, damaged, worn or insecure.</p> <p>15. Wiring not routed correctly, insecure, damaged, poses hazard or risk to passengers.</p> <p>16. To be secured in a location easily accessible to the driver.</p>	<p>All electrical wiring to be in good order and securely routed and not pose any risk to passengers; when going through panels the wiring must be protected by rubber grommets.</p> <p>Fire extinguisher shall conform to the current British Standard.</p>

METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>6. TAXI METERS</p> <p>6.1 Ensure that the taxi meter is positioned so it can be clearly seen from all passenger seats within the vehicle.</p> <p>6.2 Examine the taxi meter mounting to ensure it is secure.</p> <p>6.3 Check meter to ensure the figures indicating the fare are illuminated.</p> <p>6.4 Check that a table of fares is displayed in the vehicle in a position where it can be clearly seen by passengers both in the front and rear. The table to be in the agreed format as laid down by the Council. (Hackney Carriages only)</p> <p>6.5 Check all seals on meter and drives to meter are intact and show no signs of damage.</p>	<ol style="list-style-type: none"> 1. Absence of a taxi meter (hackney carriages only). Meter not suitably positioned within the vehicle. 2. A taxi meter that is not secure. 3. Lack of adequate illumination to the taxi meter display. 4. Failure to display a table of fares in the correct format and in a conspicuous position within the vehicle. 5. Seal and or seals damaged or broken. 	<p>Private hire vehicles are not required to have a meter fitted but when a meter is fitted it must comply with the specifications as set out on this sheet.</p> <p>A replacement vehicle will be tested without a meter but it should be fitted prior to licence being issued.</p>

METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>7. TAXI SIGNS (Hackney Carriage)</p> <p>7.1 Check that roof mounted signs are properly illuminated. Ensure the sign is not damaged and lettering is clearly legible.</p> <p>7.2 Ensure that the sign is securely fixed to the roof.</p> <p>7.3 Ensure that the roof sign is connected to the meter switch so that when the meter is in "hire mode", the meter automatically extinguishes the sign.</p> <p>7.4 Check that there is no unauthorised signage.</p>	<ol style="list-style-type: none"> 1. A sign that is not clearly legible when illuminated. 2. A sign that is not securely fixed to the vehicle. 3. The switching of the sign does not conform to the Council's standards. 4. A sign that does not comply with the Hackney Carriage conditions. 	<p>The licence conditions require:-</p> <p>"A hackney carriage must be equipped with an illuminated sign on the roof of the vehicle bearing the word "TAXI" or must satisfy such requirements as the Council may from time to time set, with the exception of other signs or indicators as required by Statute or Road Traffic Act. All other signs or notices are expressly prohibited".</p> <p>ADDITIONAL INFORMATION ATTACHED.</p>

METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>8. SIGNS (cont'd) (Private Hire)</p> <p>8.1 Ensure that any signs displayed does not include the word "TAXI" or "CAB" or "FOR HIRE"</p> <p><u>ROTHER DC ONLY</u></p> <p>8.2 Ensure that on both rear passenger doors (upper half panel) there is displayed a notice approved by the council relating to the hire of the vehicle.</p> <p>8.3 Ensure that no signs are displayed that have not been approved by the Council.</p> <p>8.4 Ensure that no roof sign is fitted. <u>ROTHER DC ONLY</u></p>	<p>1. Signs that include the word TAXI, CAB or "FOR HIRE".</p> <p>2. No notices displayed</p> <p>3. Unauthorised signage</p> <p>4. Roof sign fitted</p>	<p>Vehicle licence conditions requires:-</p> <p>1. The proprietor of a licensed private hire vehicle shall not display or suffer or permit to be displayed on a private hire vehicle any sign or notice which consists of or includes the word TAXI or CAB whether in the singular or plural or FOR HIRE or any word or words of similar meaning or appearances to any one of those words, whether alone or as part of another word, (see section 2a of vehicle conditions).</p> <p>2. The proprietor of a private hire vehicle shall display on the rear passenger doors of a private hire vehicle, the notice approved by the Council, identifying the vehicle and stating that it MUST be pre-booked for a hiring. (see section 2b of vehicle conditions).</p> <p><u>WEALDEN DC</u> May have a roof light. SEE ADDITIONAL INFORMATION ATTACHED.</p>

METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>9. UNDERSIDE OF VEHICLE</p> <p>9.1 Check for excess corrosion / damage that does not fall within the prescribed area as set out in the MOT tester's manual.</p> <p>9.2 Check for wear of any mounting that does not fall within the scope of the MOT tester's manual.</p>	<p>1. Evidence of excess corrosion / damage to underside of vehicle.</p> <p>2. Worn or damaged mountings.</p>	<p>All electrical wiring is to be in good order and securely held. Where wiring passes through bodywork it must be shielded by rubber grommets.</p> <p>All underguards and engine protection covers to be removed prior to test.</p>

METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>10. LICENCE PLATES</p> <p>10.1 Inspect the licence plate to ensure that it is securely fixed to the rear exterior of the vehicle in a prominent position.</p> <p>10.2 Check to ensure that the licence plate is clearly legible.</p>	<p>1. A plate that is not fixed securely or is not in a prominent position.</p> <p>2. A plate that is damaged or not clearly legible.</p>	<p>The licence plate must be securely fixed.</p> <p>Plates should be securely affixed to the vehicle.</p> <p>All plates must conform to vehicle licence conditions.</p> <p><u>ROTHER DC</u></p> <p>The plate shall be affixed to the rear exterior of the vehicle onto a platform kit supplied by the Council. The platform kit must be fixed by bolts or screws or other similar means in such a manner as to be easily removed by an authorised officer or a police constable.</p> <p><u>New or replacement vehicles may not have plates fixed.</u></p> <p><u>If in doubt please call 01424 787550</u></p>

METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>11. WHEELCHAIR FACILITIES</p> <p>11.1 Check condition of wheelchair restraints.</p> <p>11.2 Check operation of wheelchair restraints.</p> <p>11.3 Check operation and condition of disabled person's seatbelt.</p> <p>11.4 Check that ramps are securely installed in the boot of the vehicle.</p> <p>11.5 Examine the ramps for any damage, sharp edges or corners.</p> <p>11.6 Check as applicable, the non-slip provision and locating dowel pins are free of any damage.</p> <p>11.7 If fitted with wheelchair lift, check LOLER Certificate.</p>	<p>1. Wheelchair restraints worn or damaged.</p> <p>2. Wheelchair restraints not functioning correctly.</p> <p>3. Seatbelt worn, frayed or damaged.</p> <p>5. Ramps in poor condition or damaged or sharp edges showing.</p> <p>6. Non-slip provision worn or damaged, locating dowels damaged, worn or missing.</p> <p>7. Certificate not produced.</p>	<p>If the vehicle is capable of taking a wheelchair.</p>

METHOD OF INSPECTION	PRINCIPAL REASON FOR FAILURE	NOTES
<p>12. DANGEROUS PARTS/ DANGEROUS DEFECTS</p> <p>12.1 Check for dangerous parts/ defects.</p>	<p>1. Dangerous parts/defects.</p>	<p>If in the Testers opinion there is a defect which is a danger to the vehicles occupants or other road users.</p>

Additional Notes:

Wealden DC -Hackney Carriage licensing Approved roof signs for vehicles

- In accordance with the Council's Policy all licensed hackney carriages shall carry a distinctive roof sign which may be fitted transversely or longitudinally.
General Construction
- The sign shall have a rigid chassis or base and be provided with a secure means of fixing to the roof of the vehicle with brackets or shock-proof magnets. The translucent panels shall be capable of illumination in compliance with Road Traffic Regulations.
Type A – Transverse Sign
- The approximate measurements shall be as follows:-

Width	36"	Height	6"	Depth	8½ (at base)
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General Appearance
- The front and rear elevations shall give the appearance of elongated rectangles. The side elevations shall have a triangular configuration with the front and rear surfaces of the sign set at an angle of 55o to the base which shall be horizontal.
Front Panel
- To be white and to display at all times the word "WEALDEN TAXI" in conspicuous black letters. These words to be centrally placed with the word "WEALDEN" set above the word "TAXI". The company name and telephone number through which the taxi may be ordered may be displayed in smaller letters beneath the word "TAXI".

Rear Panel

6. To be white or red but when illuminated to show only a red light. The company name and telephone number through which the taxi may be ordered may be displayed in black letters on the rear panel.

Illumination

7. The whole sign shall be capable of illumination during the hours of darkness.

Type B – Longitudinal Sign

8. Overall dimensions:-

The approximate measurements shall be as follows:-

Width	18"	Height	13"	Length	43"
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General Appearance

9. The side elevations shall give the appearance of elongated rectangles. The front and rear panels shall slope inwards towards the top panel from the base which shall be horizontal.

Front Panel

10. As per transverse sign.

Rear Panel

11. As per transverse sign.

Side Panels

12. Advertising will be permitted on the side panels subject to compliance with the requirements of the British Code of Advertising Practice and the Advertising Standards Authority.

Illumination

13. As per transverse sign.

The signs supplied by Licensed Car Hire Advertising Ltd are deemed to satisfy the Council's requirements for Longitudinal signs.

Type C – Small Transverse Sign

14. The approximate measurements shall be as follows:-

Width	12" – 24"	Height	6"	Depth	6" – 8" (at base)
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General Appearance

15. The front and rear elevations shall have a rectangular appearance and the side elevations shall have a triangular configuration with a horizontal base. The sign shall be centrally placed on the roof.

Rother DC -Hackney Carriage licensing Approved roof signs for vehicles

The vehicle must be fitted with the Council's approved roof sign.

This is a "Streamline" style white light measuring 760 mm in length.

Wording on the front of the light must be all black and in the following fonts and sizes:

For Hire	Font Ariel Size 35mm
Taxi	Font Ariel Size 40mm
District of Rother	Font Ariel Size 30mm
Company Name	Font Ariel Size 30mm

London style cabs are exempt from this requirement due to the shape of the vehicles roof and a light built in to the vehicle.