



Authorised Testing Station Inspection Manual for Taxis and Private Hire Vehicles

This manual is to be used in conjunction with the latest issue of the Vehicle and Operator Services Agency (VOSA) MOT Inspection Manual for Private Passenger and Light Commercial Vehicle Testing.

Issue 1.4

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Introduction to this Manual

Hackney carriages and private hire vehicles are subject to much higher annual mileages and more intensive use than normal private vehicles. The resulting accelerated rate of component wear requires a regular and thorough maintenance programme if the vehicle is to remain safe.

Safety is of paramount importance to Stratford District Council, for this reason hackney carriage and private hire vehicles must be inspected by authorised testing stations throughout their service life.

Every vehicle that is to be used for hackney carriage or private hire work will be inspected by an authorised testing station against the standards laid down in this manual. The framework for this manual is provided by the Hackney Carriage and Private Hire National Inspection Standards produced by the Hackney Carriage and Private Hire Inspection Technical Officer Group, and existing Stratford District Council licensing policy and conditions.

This manual is available on our website (www.stratford.gov.uk) for garages, hackney carriage and private hire proprietors, licensed drivers and people or companies that are responsible for maintaining, servicing or repairing licensed vehicles.

Frequency of Inspection

Vehicles that are less than thirty-six months old (from the date of first registration) must pass this inspection, combined with an MOT at a Stratford District Council authorised testing station prior to the grant or renewal of a licence.

Vehicles that are more than thirty-six months old must pass this inspection combined with MOT prior to the grant or renewal of a licence and an additional inspection halfway through the currency of their licence. This additional inspection halfway through the period of the licence will consist of an MOT test taken at an authorised testing station. Should the inspector see anything that gives cause for concern during this test that is outside of the remit of the MOT test then they must report it to Stratford District Council Licensing Department along with the test certificate.

In those cases where the inspector sees fit to draw something to Stratford District Council Licensing Department's attention, a Licensing Officer will follow it up.

How to use this Manual

The inspection detailed in this manual is to be performed in conjunction with the VOSA private passenger vehicle and light commercial vehicle testing MOT inspection manual (ISBN 978-0-9549352-5-2).

This inspection is not to be used in lieu of a regular preventative maintenance program. Vehicles must be submitted to the test fully prepared, and once the test has begun, either a pass or fail certificate **must be issued**. This certificate must be sent directly to the Stratford District Council Licensing Department as soon as is practicable once the inspection has finished.

In the case of MOT tests undertaken by vehicles older than 36 months, halfway through the currency of a licence, the test certificate (pass or fail) and any additional observations must be forwarded to Stratford District Council Licensing Department as soon as is practicable after the inspection is finished.

Note

It is an offence under the road traffic regulations to use an un-roadworthy vehicle on the public highway. Hackney carriage and private hire proprietors/drivers who fail to maintain their vehicles in a safe and roadworthy condition, or drive vehicles that are unsafe may have their licence suspended or revoked by Stratford District Council.

Presenting the Vehicle for Inspection

Only vehicles presented as detailed below will be considered for inspection unless special exemption has been issued by a Stratford District Council Licensing Panel, in these circumstances the proprietor of the vehicle will have a notice of determination issued by Stratford District Council:

- Vehicles with four road wheels and at least four doors.
- Right hand drive
- Of sufficient seating capacity to carry at least four and not more than eight passengers in addition to the driver
- A test will not be carried out unless the examination fee has been paid in advance.
- All loose seat covers must be removed to allow for inspection of the seat cushions (professionally fitted/tailored seat covers will not be required to be removed)
- Hub caps must be removed from the wheels prior to the inspection but should be made available in the vehicle
- The vehicle must be presented for testing in a clean condition in all areas; interior, exterior, engine bay and boot. Note cleaning in the engine bay is to remove excessive build up of road grime/dirt/oil sludge that might obscure damage/corrosion/poorly maintained items. Excessive cleaning in this area is not required or recommended as some cleaning methods such as steam cleaning/pressure washing/chemicals could cause damage to sensitive engine components.

The Test Certificate

The test certificate must be forwarded by the authorised garage to the Stratford District Council Licensing Department whether it is a pass or a fail, as soon as is practicable after the inspection has been completed.

The garage must forward the results of the inspection either to the council fax number: **01789 260808** or preferably by scanning in the test certificate and emailing it to: **licensing@stratford-dc.gov.uk**

Procedures and Standards of Inspection

Section 1

Lamps, reflectors and electrical equipment

1.9 Electrical wiring and equipment

Method of Inspection	Reason for Rejection
<i>This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle</i>	
a Check all electrical wiring for: <ul style="list-style-type: none">• Condition• Security• Position• Signs of overheating• Heavy oil contamination	a Wiring <ul style="list-style-type: none">• Positioned so that it is chafing or clipped to a fuel line or likely to be damaged by heat so that insulation will become ineffective• With clear evidence of overheating• Heavily contaminated with oil
b Check all switches controlling all obligatory lights	b Switches <ul style="list-style-type: none">• Insecurity or malfunction of switch controlling an obligatory light

1.9 Additional Lamps

Method of inspection	Reason for rejection
<p><i>With the ignition switched on check the following</i></p> <p>Reversing lamps</p> <p>a The reversing lamps emit a diffused white light when reverse gear is selected</p> <p>b The lamps extinguish when neutral gear is selected</p> <p>c The lamps are in good working order and are secure</p> <p>d The lamps do not flicker when lightly tapped by hand</p>	<p>Reversing lamps</p> <p>a Fails to operate or does not emit a white diffused light</p> <p>b Fails to extinguish when neutral or forward gear is selected</p> <p>c Are not in good working order or insecure</p> <p>d Flickers when tapped lightly by hand</p>
<p>Front fog/driving lamps</p> <p>e A single front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected</p> <p>f A pair of matched front fog lamps both emitting a white or yellow diffused light should illuminate together</p> <p>g A pair of matched, long range driving lamps, both emitting a white diffused light, should illuminate together</p>	<p>Front fog/driving lamps</p> <p>e Lamp inoperative or operates other than in dipped beam</p> <p>f Operate incorrectly</p> <p>g Operate incorrectly</p>
<p>Roof signs</p> <p>a All vehicles that are to be licensed as Hackney carriages (with the exception of purpose built vehicles with an integrated 'TAXI' sign in the roof) shall be as a minimum standard fitted with a double sided illuminated roof sign showing only the word "TAXI" in black lettering on a white background if to the front and a red background to the rear.</p> <p>b Vehicles to be licensed as private hire vehicles must not have any roof sign</p> <p>c The sign must illuminate when the vehicle is plying for hire and extinguish when the taximeter is in operation.</p> <p>d Ensure the sign is securely fastened to the vehicle</p> <p>e Condition and security of wiring</p> <p>f Functional test of signs for illumination</p>	<p>Roof signs</p> <p>a The roof sign is missing</p> <p>b A vehicle for private hire has a roof sign</p> <p>c The sign either doesn't illuminate when the vehicle is plying for hire or doesn't extinguish when the taximeter is turned on.</p> <p>d Insecure sign</p> <p>e Wiring is not in good condition or is chaffed</p> <p>f Illumination is not consistent across the sign, i.e. not all light bulb(s) LED(s) illuminated when switched on.</p>

Section 2 Steering and suspension

2.1 Steering control - steering wheel

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

2.1 Steering control - steering column

Method of inspection	Reason for rejection
a Try to lift the steering wheel in line with the steering column and note the movement at centre of the steering wheel	a Excessive movement at centre of steering wheel in line with steering column (end float). <i>Note: certain types of steering column might show some movement not due to excessive wear e.g. those fitted with flexible joints or flexible couplings.</i>
b While steering wheel is rotated, check for deterioration in any flexible coupling or universal joint of steering column	b A flexible coupling or universal joint deteriorated, worn or insecure.
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)	c A coupling clamp bolt or locking device loose or missing

2.4 Suspension spring units and linkages

Method of inspection	Reason for rejection
Coil springs	Coil springs
a Welding repairs	a Repaired by welding

Section 3
Brakes
No additional inspection requirements

Section 4
Tyres and road wheels

4.1 Tyres - condition

Method of inspection	Reason for rejection
<p>On all the tyres, including spare wheel where fitted, examine each tyre meets all the requirements laid down in the 'MOT Inspection Manual - Private Passenger and Light Commercial'. ISBN 978-0-9549352-5-2.</p> <p><i>Note: Where a doughnut tank is fitted in the boot for LPG, the spare wheel if still carried in the boot must be properly secured. Alternatively, a spare wheel cage installed to manufacturer's and British Standards may be fitted to the underside of the vehicle.</i></p> <p>Important note: Stretched Limousines</p> <p>In the case of American imported stretched limousines, vehicle inspectors will need to be vigilant when inspecting tyres for suitability, and an assessment should be made with the information detailed on the convertor plate. Most converted stretched limousines are converted from Ford Lincoln Town Cars with a number of Cadillac variants also.</p> <p>In approved 'stretch' limousine conversions, the maximum weight can be in excess of 7,100lbs (3.2 tonnes) and care should be exercised when determining suitable tyre ratings. Generally speaking a Ford Lincoln or Cadillac would require a tyre rating of 2,149lbs (975kgs) with a maximum speed of 118 miles per hour.</p>	<p>In accordance with the 'MOT Inspection Manual - Private Passenger and Light Commercial Vehicle Testing', ISBN 978-0-9549352-5-2</p> <p><i>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'. The driver must make a signed written declaration (to be forwarded to the Licensing Authority) that they will not use the vehicle for hire or reward on a space saver tyre beyond finishing their current job.</i></p> <p>Stretched limousines</p> <p>More information and guidance can be obtained from: National Limousine & Chauffeur Association on: www.nlca.co.uk</p>

Section 5
Seat belts and supplementary restrain systems
No additional inspection requirements

Section 6
Body, structure and general terms

6.1 Vehicle body and condition (exterior)

Method of inspection	Reason for rejection
<p>Examine the body thoroughly for security, corrosion, damage, poor repair/paint match (different colour panels etc) or sharp edges that are likely to cause injury.</p>	<ul style="list-style-type: none"> a An insecure or missing body panel, trim, step or accessory b Any sharp edge whatsoever which may cause injury c Heavy scuffing, abrasions or deformation to front or rear bumper d More than 4 stone chips on any panel where the base coat has been penetrated to the metal and is untreated e A single and obvious dent of more than 80mm, or more than 3 obvious dents of not more than 20mm in any one panel f More than 4 scratches and or abrasions of more than 50mm in length in any one panel where the base coat has been penetrated g Dull, faded paintwork which has lost its gloss finish or paint miss-match to a panel(s) to such an extent that it detracts from the overall appearance of the vehicle, e.g. body panels in a different colour to the original. h Evidence of poor repairs and or paint finish to a repaired panel(s) including runs and overspray to adjoining panel(s)/trim that detracts from the overall appearance of the vehicle i Obvious signs of rust/corrosion of any size particularly that which is covered by any signage/stickers/decals attached to the vehicle.

6.1 Vehicle body, security and condition (interior)

Method of inspection	Reason for rejection
a Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories	a Insecure and loose fixtures, fittings or accessories
b Check for dirty missing, damaged or torn trim, carpets, seat belts, mats, headlining, boot area, and inclusion of prescribed items. Remove mats to inspect carpets underneath for cleanliness and wear	b Missing, dirty, soiled, stained, damaged, torn or insecure trim, carpets, headlining, and mats in such a condition that they are likely to soil or damage passengers' clothing or luggage or cause injury.
c Examine interior lights, motion door locks and warning lights	c An inoperative interior light (all lights must illuminate if they are part of the manufacturer's standards equipment). Missing or defective motion switch/lock or warning lamp not illuminated.
d Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters)	d A system(s) which does not function correctly, or any part is missing including vents, controls or switches
e Examine all windows ensuring they allow lowering and raising easily	e An opening window that is inoperative or difficult to open and or close mechanism broken/missing
f Examine interior door locks, grab handles/rails and safety covers	f Missing, defective or loose door locks, child locks, protective covers, grab handles and rails. Grab handles/rails, which are rigid to aid the blind and partially sighted, and are worn to excess
g Examine grills/partitions for security and condition	g A grill/partition which is insecure or has sharp edge which may cause injury to passengers or driver
h Examine electrical wiring for condition, security, including intercom systems	h Frayed, chaffing wiring, non-shielded terminals and cables so routed that they cause a trip hazard, cables that can be easily disconnected. Intercom system defective, warning light inoperative and signs illegible/missing
i Examine the boot for access, contents, cleanliness and water ingress	i Unable to open, close and or lock boot lid, failure of boot lid support mechanism, defective seals/evidence of water ingress. Dirty boot and/or carpets, loose items stored in boot (i.e. spare wheel, tools, equipment etc)

<p>Additional items to be inspected in limousines, novelty and specialist vehicles</p> <p>j All fixtures and fittings i.e. mirror balls, drinks cabinets, televisions etc must be stored securely and not hinder the ingress or egress from the passenger compartment. <i>The presence any drinks cabinet must be noted on the issued certificate in the examiner's observations section.</i></p> <p>k A notice identifying the maximum seating capacity to be displayed in the passenger compartment and clearly visible to all passengers. It may be necessary to display more than one sign indicating maximum seating capacity.</p> <p><i>Note: any vehicle presented in a dirty, untidy condition will not be tested</i></p>	<p>j Any fixture or fitting that is loose or insecure or where walkways are blocked that prevent ease of ingress or egress from the passenger compartment</p> <p>k No maximum seating capacity sign or signs displayed. A sign or signs not clearly visible to all passengers</p>
<p>Mandatory 'No Smoking' sign</p> <p>l Check for presence and display of No Smoking sign</p>	<p>l No smoking sign missing/not adequately displayed</p>

6.1 Bumper bars

Method of inspection	Reason for rejection
<p><i>Examine the bumper bars and check the following</i></p>	
<p>a They are secure to their mountings</p>	<p>a A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs</p>
<p>b The mountings are secure to the vehicle</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 There is no evidence of damage</p>	<p>c Bumper bars which have jagged edges, cracks, splits or projections, which may cause injury to persons near the vehicle. Paint mismatch or fading which is significantly different to that of the rest of the paintwork.</p>

6.2 Doors and seats

Method of inspection	Reason for rejection
<p>Doors and emergency exits 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.</p> <p>Check the presence, condition and correct functioning of all door stay catches and devices (including sliding doors)</p> <p>Check markings describing the presence and method of opening emergency exit(s) are readily visible on or adjacent to the exit and are legible</p> <p>Check that seats are secure, clean and not unduly worn</p> <p>All passenger seats must have unobstructed access to the exit doors</p> <p>Important note With the exception of novelty vehicles (stretch limousines) only vehicles with forward and rear facing seats will be accepted.</p>	<p>Doors and emergency exits</p> <p>a A door or emergency exit does not latch securely in the closed position</p> <p>b A door or emergency exit cannot be opened from both the inside and outside of the vehicle from the relevant control in each case</p> <p>c Missing, loose or worn handles, lock or striker plate.</p> <p>d Markings describing the presence and method of opening an emergency missing, illegible or incorrect</p> <p>e Missing, loose or damaged trim/cover plate</p> <p>f Seat cushion(s) stained, torn, holed, worn or insecure. A seat that does not provide adequate support at base or backrest. Torn, slashed or badly stained seats are not acceptable</p> <p>g A door stay catch or device missing, excessively worn or not fulfilling its function</p> <p>h The access to the exit from a passenger door is obstructed. <i>Note some older vehicles have obstructed access and will continue in service until they are replaced.</i></p>
<p>Accessibility: wheelchair accessible vehicles Door configurations for wheelchair accessible vehicles</p> <p>a Single rear door - must open to a minimum of 90 degrees and be capable of locking in place</p> <p>b Twin rear doors - both must open to a minimum of 180 degrees and be capable of being locked in place. This is to enable an attendant (driver or guide) to assist the wheelchair passenger if required.</p>	<p>Accessibility: Wheelchair accessible vehicles</p> <p>a Door does not open to a full 90 degrees and cannot be secured in the open position</p> <p>b Twin doors do not open to a full 180 degrees and cannot be secured in the open position</p>

Section 7
Exhaust, fuel and emissions

7.1 Exhaust system

Method of inspection	Reason for rejection
Where applicable, check for the presence, security and adequacy of grease shields to hot exhausts	A heat shield missing, insecure or inadequate

7.2 Fuel system - pipes and tanks

Method of inspection	Reason for rejection
<p>a Check that fuel filler caps are:</p> <ul style="list-style-type: none"> • Present • Of 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 adjacent to or in direct contact with electrical wiring or the exhaust system</p>	<p>a A filler cap is missing or unsuitable or in such a condition that it would not prevent fuel leaking or spilling</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>

Section 8
Drivers view of the road

8.1 Mirrors and view to the rear

Method of inspection	Reason for rejection
<p><i>The number and position of all obligatory mirrors must be checked</i></p> <p>Check the condition of each mirror reflective surface.</p> <p>Check that there are exterior mirrors on the nearside and offside providing a view along those sides of the vehicle.</p> <p>Check that there is an interior mirror providing a view to the rear of the vehicle.</p>	<p>A mirror reflective surface missing, deteriorated or broken, or a mirror is missing</p> <p><i>Note: a defective additional external mirror is not a reason for rejection</i></p>

8.3 Windscreen - view to the front

Method of inspection	Reason for rejection
<p><i>Sit in the driver's seat and check that there is a reasonable view of the road ahead, bearing in mind the original design of the vehicle</i></p>	<p>The position and size of any object restricts the driver's view of the road ahead, bearing in mind the original design of the vehicle.</p> <p>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
<p>For all air 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><i>Note: Equipment or objects not originally fitted to the vehicle as part of the original design must not obstruct the designed forward view of the driver. 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</i></p>	

8.5 Window glass or other transparent material

Method of inspection	Reason for rejection
<p>a Visually check the condition of all windscreens, internal screens, partitions, side, rear, roof and door windows for cracks, surface damage and discolouration.</p>	<p>a A crack, surface damage or discoloration in glass or other transparent material that:</p> <ul style="list-style-type: none"> • Impairs the driver's front, side, or rear view of the road • Presents a danger to any person in the vehicle
<p>b Check presence and security of all windscreens, side, roof or rear windows, or internal screens or partitions</p>	<p>b A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure</p>
<p>c Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows</p>	<p>c Any external window or windscreen is obviously leaking</p>
<p>d Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions</p>	<p>d A guard-rail or barrier at a window, internal screen or partition missing, insecure or damaged</p>
<p>e For all vehicles first used before January 1959. As far as is practicable, check that glass fitted to windscreens and outside windows facing to the front is safety glass, except glass fitted to the upper deck of a double deck bus.</p>	<p>e The windscreen and/or any outside window facing to the front of the vehicle obviously not safety fitted to a vehicle first used before 1 January 1959</p>

<p>f For all vehicles used on or after January 1959, as far as is practicable, check that glass used for windscreens and for all outside windows is safety glass, or safety glazing</p> <p>g Vehicles used on or after 1 June 1978, check that windscreens and other windows, wholly or partly, on either side of the drivers' seat are made from safety glass displaying an acceptable safety mark.</p> <p>h Privacy glass is not permitted in hackney carriages</p> <p><i>Note: Marking is not required for safety glass on vehicles first used before 1 June 1978</i></p>	<p>f Glass used for a windscreen or an outside window is obviously not safety glass</p> <p>g For vehicles first used on or after 1 June 1978, that windscreens and/or other windows wholly or partly on either side of the driver's seat that are not made from safety glass displaying an acceptable safety mark</p> <p>h Privacy glass installed in any window of a hackney carriage. <i>Note private hire vehicles may have privacy glass.</i></p>
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**Section 9
Tricycles and quadricycles**

Note: It is Stratford District Council policy that this type of vehicle will not be licensed for hackney carriage/private hire work.

No additional inspection requirements

**Section 10
Additional Requirements
10.1 Transmission**

Method of inspection	Reason for rejection
<i>Examine transmission, check for the following.</i>	
a Missing or loose flange bolts	a A loose or missing flange bolt(s)
b Cracked or insecure flanges	b A flange cracked, or loose on the transmission shaft
c Wear in shaft and/or wheel bearings	c Excessive wear in shaft bearing
d Security of bearing housings	d A bearing housing insecure to its fixing
e Cracks or fractures in bearing housings	e A cracked or fractured bearing housing
f Wear in universal joints	f Excessive wear in a universal joint
g Deterioration of flexible couplings	g Deterioration of a transmission shaft flexible coupling
h Distorted, damaged shafts	h A damaged, cracked or bent shaft
i Deterioration of bearing housing flexible mountings	i Deterioration of a flexible mounting of a bearing housing
j Clearance between transmission shafts and adjacent components	j Evidence of fouling between any transmission shaft and an adjacent component

10.2 Oil and water leaks

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

10.3 Luggage/load space

Method of inspection	Reason for rejection
<p>Physical separation is not so much an issue as is the safety of passengers in the event of an accident. The luggage should therefore be secure and prevented from becoming dislodged in an accident in such a manner as may cause injury. Such security can be by means of a sheet or net, which could be anchored to the floor of the luggage area. Clearly 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.</p>	<p>Load restraint system, if required, not present at time of test</p> <p>Load restraint system faulty or unserviceable</p>

10.4 Trailers and towbars

Method of inspection	Reason for rejection
<p>Trailers</p> <p>The trailer must be presented for test with the vehicle that will be authorised to tow it. The trailer must display the appropriate registration plate and licence plate.</p> <p><i>Note: Trailers presented for inspection must be built by an approved or recognised trailer manufacturer.</i></p>	<p>Rejections as indicated on the trailer inspection sheet.</p>
<p>Towbars</p> <p>Where towbars are fitted checks must be made on the condition and security to the towing vehicle</p>	<p>Towbars</p> <p>Towbar/towball is in poor condition/insecure/damaged or defective.</p>

10.5 Plates, stickers, signs and advertisements etc

Method of inspection	Reason for rejection
<p>Vehicles currently licensed for private hire work</p> <p>a The Stratford District Council issued licence badge shall be displayed in a pouch on the front windscreen in such a manner that it is clearly visible.</p> <p>b The Stratford District Council issued rear licence badge shall be affixed to the rear window so as to be clearly visible.</p>	<p>A Stratford District Council issued licence badge is not displayed, or is in such a condition as to be unreadable.</p>
<p>Vehicles currently licensed as hackney carriages</p> <p>a The Stratford District Council issued licence badge shall be displayed in a pouch on the front windscreen in such a manner that it is clearly visible.</p> <p>b The Stratford District Council issued rear external licence plates will be securely fitted to the exterior rear of the vehicle and be clearly visible and in a clean condition.</p>	<p>a A front windscreen Stratford District Council issued licence badge is missing, not clearly visible, or in such a poor condition that it cannot be read.</p> <p>b A rear Stratford District Council issued external plate is missing, not clearly visible, displayed in the rear window or in such a poor condition that it cannot be read.</p>
<p>Advertisements (Private hire and hackney carriage) Advertising signs (other than the company name/phone number) are not permitted without written dispensation from the Head of Environment and Planning</p>	<p>Advertisements are present on the vehicle without written dispensation from the Head of Environment and Planning</p>

10.6 Taxi meters

This section only applies to hackney carriage vehicles and to any private hire vehicles that are fitted with a meter.

Method of inspection	Reason for rejection
a All hackney carriage vehicles must be fitted with a meter that can be easily and clearly seen and read by passengers in the rear of the vehicle.	a There is no meter fitted in a hackney carriage vehicle, or the meter cannot be clearly seen from the rear of the vehicle.
b A tariff card must be displayed where it can be easily and clearly seen and read by passengers.	b There is no tariff card, the tariff card is in such poor condition that it cannot be read, or the tariff card cannot be easily seen by passengers.
c The meter must not be located behind any fitting, fixture or equipment that obscures it from view. There must be no mechanism, door, cover, panel or any other means of obscuring the meter from sight.	c The meter can be obscured from view by any mechanism, door, cover, panel or any other means.

Section 11

Ancillary equipment

11.1 Wheelchair restraint and access equipment

Method of inspection	Reason for rejection
Wheelchair restraint	Wheelchair restraint
a Where applicable check condition and operation of wheelchair restraints	a A wheelchair restraint is defective, worn or missing
b A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces	b Wheelchair anchorage systems and devices do not conform to European Directive 76/115 EEC (as amended)
Wheelchair access and equipment <i>Ramps</i>	
c Check that appropriate ramps are fitted and securely installed in the designated storage area. Examine for damage, deformity, sharp edges etc and provision of anti-slip covering	c Ramps missing, insecurely stored, damaged/deformed, anti-slip covering in poor condition or missing.

Wheelchair lift

d A purpose designed wheelchair lift shall conform to the LOLER 98 Regulations. 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.

Note: Passenger lifting equipment will need to be thoroughly examined by a competent person, in use, at least once every six months.

- e Any purpose designed wheelchair access ramp that is carried must be lightweight and easy to deploy. The installed ramp shall have visible reference to safe working load of 250Kgs and certified to BS6109
- f Wheelchair access equipment shall be fitted wither onto the rear or side access door of the vehicle, where it is fitted onto a side door this shall be the door situated on the nearside of the vehicle, i.e. kerbside when stopped in a normal road.
- g The aperture of the door into which the access equipment is fitted shall have minimum clear headroom in its central third of 48 inches (1,220mm). The measurement shall be taken from the upper centre of the aperture to a point directly below on either the upper face of the fully raised lift platform or the upper face of the ramp fully deployed on level ground.
- h A locking mechanism shall be fitted that holds the access door in the open position whilst in use
- i All wheelchair tracking must be fit for purpose and structurally sound.
- j Where there is a winch to assist pulling a wheelchair up a ramp, the locking mechanism, cable, clip(s) and mountings of the winch must all be present and in good condition

d Vehicle not presented with a valid or current LOLER certificate

- e The installed ramp does not have any visible reference to a maximum safe working load or certification to BS6109
- f Wheelchair access equipment is fitted to the offside access door of the vehicle
- g There is not clear headroom in the aperture within the central third of 48 inches (1,220mm)
- h No evidence of a suitable locking mechanism to hold the door open
- i Damaged or insecure tracking or detritus within the tracking rails.
- j Locking mechanism, clips, mountings, or cable not in good condition, insecure or defective.

11.2 Fire extinguisher

Method of inspection	Reason for rejection
<p>a Check the fire extinguisher for presence</p> <ul style="list-style-type: none">• The expiry date• Seal• Type - water or foam• Approved mark - BS5423 or EN3	<p>a A fire extinguisher is missing or:</p> <ul style="list-style-type: none">• Out of date• Broken or missing seal• No approved marking visible or other non-approved marking shown• Incorrect type• In an obviously poor condition or discharged state
<p>b 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>	<p>b Not fitted in an accessible position or its position is not clearly marked</p>

11.3 First aid kit

Method of inspection	Reason for rejection
<p>a Check the first aid for presence, the expiry date and the seal is intact. There is no requirement to inspect the contents of the first aid kit.</p>	<p>a A first aid kit is missing or out of date, in a poor or contaminated condition or the seal is broken.</p>
<p>b The first aid kit must be kept in an accessible position inside the vehicle. The first aid kit 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>	<p>b The first aid kit is not fitted in an accessible position or its position is not clearly marked.</p>

Section 12

Novelty vehicles (stretch limousines)

12.1 Seating capacity

Method of inspection	Reason for rejection
<p>It is strongly recommended that prior to the inspection of a novelty vehicle the inspector checks the seating capacity on the V5C to ensure it does not exceed 8 passenger seats.</p>	<p>If the V5C states more than 8 passengers, then this vehicle MUST NOT be tested or licensed as a private hire vehicle. The vehicle should be referred to VOSA for licensing as a passenger carrying vehicle (PCV)</p>

12.2 Undue stresses

Method of inspection	Reason for rejection
Vehicle inspectors should be aware of undue stresses caused to the steering, brakes and tyres due to the additional weight imposed on the vehicle at the modification process.	Tolerances for wear should be defined in the VOSA MOT Inspection Manual - Private Passenger and Light Commercial Vehicle Testing as follows <ul style="list-style-type: none">• Steering - section 2• Brakes - section 3• Tyres - section 4

12.3 Passenger Notices

Driver declaration

A written declaration should be made by the operator of a novelty vehicle that side facing seats will never be used to carry passengers under 16 years of age **regardless of whether the vehicle is fitted with or without seatbelts.**

Passenger notices

- i. In addition, notices forbidding children to be carried in side facing seats must be displayed in prominent positions, i.e on entry to the passenger compartment and on the inside of the vehicle on either side of the passenger compartment.
- ii. Further notices should be displayed inside the vehicle, where all passengers can clearly read the notice, advising passengers of the maximum carrying capacity of the vehicle and a warning to passengers that should the capacity be exceeded then the vehicle will not be insured.

Hackney Carriage and Private Hire Trailer Inspection Sheet

Plate number of towing vehicle: _____

Registration number of towing vehicle: _____

Registered owner of vehicle: _____

Manufacturer's plate showing chassis number: _____

Manufacturer's plate showing maximum weight: _____

Inspection Area	Description	Pass	Fail
Licence plate	Specific to trailer		
Licence plate	Clearly displayed, legible and securely fixed		
Licence plate	Not damaged or defaced		
Trailer couplings	Check condition and operation and presence of a safety breakaway cable		
Tow bar mounting brackets	Check condition and security		
Trailer body	Check condition of side and rear tail boards		
Trailer chassis	Check condition		
Suspension	Check condition and operation		
Wheel bearings	Check for excessive free play or roughness in bearing		
Tonneau cover and fittings	Check for condition		
Wheels and tyres	Check security, load rating, condition and wear		
Braking system	Operates satisfactorily		
Lighting	All obligatory lights work		
Indicators	All indicators work		
Reflective triangle	Check presence and condition		
Number plate	Check condition, security of fitting and displayed clearly		
Speed restriction notice	Check condition and displayed clearly		

I hereby certify that the above trailer has been inspected and **HAS/HAS NOT*** been found to be roadworthy and suitable to be used as a hackney carriage/private hire* trailer at the time of inspection.

Examined by (name) _____

Signature _____ Date _____

*Delete as appropriate



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