

Vehicle Compliance Testing Handbook

JUNE 2013

To be used for all Hackney Carriage and Private Hire
Vehicles submitted for testing at an Approved Garage



Introduction

This document is intended to provide practical guidance to those vehicle testers charged with assessing vehicles being issued with a certificate of compliance. It will also give a general 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 M.O.T. testing standards and the requirements of the hackney carriage and private hire compliance test at all times.

Where a vehicle is found not to conform to the requirements of the M.O.T. test and/or compliance test standards that vehicle may have its licence suspended until the Council's authorised officers are satisfied that the vehicle is fit to be licensed.

Preparation of vehicle: When presented for testing the exterior and underside of the vehicle must be in a suitable clean condition to allow for proper inspection of these areas. The use of 'vehicle wrapping' (e.g. advertisements or vehicle livery) must not inhibit the vehicle examination and must be removed at the applicant's expense if necessary.

Guidance

1. Both M.O.T. and compliance tests must be completed at the same time by the same examiner at the same test station. Compliance failure items must be resolved with the same garage at a later date. It is not mandatory to issue both a MOT Certificate and a Compliance Certificate. However, the facility to issue both should be available on request and upon payment of a further fee.
2. The Licensing Authority requires all hackney carriage and private hire vehicles to be tested every six months.
3. The Council reserves the right to amend this handbook without prior notice.

IMPORTANT: The vehicle test comprises testing of all relevant points listed within Parts A, B and C of this document. In deciding whether a vehicle satisfies each point you must have regard to the guidelines in the second column – "Reason to Fail".

Vehicles are required to pass all relevant points in order to be licensed as hackney carriage or private hire vehicles by East Lindsey District Council.

PART A - Minimum Standard Requirements for all Motorised Hackney Carriage Vehicles and Private Hire Vehicles

All motor vehicles must pass a compliance test at an East Lindsey District Council appointed testing facility within 28 days prior to the licence application. The minimum standard required is at least that of the current Department for Transport MOT test in force as of the date of testing plus the items listed in this testing manual.

In addition vehicle testers should note the following:

The vehicle's bodywork must be in good order, free from significant dents and surface damage. All paintwork must be in good condition and there must be no significant mismatch of colour.

All vehicles with a capacity of 2 – 8 passengers must be right-hand drive and fitted with four doors (*except special event private hire vehicles, which will only be licensed if shown to be subject to the minimum of Single Vehicle Approval Certification or greater. Such approval is at owner's expense and must certify the seating capacity as no more than 8 passengers plus the driver*).

No vehicle will be licensed as a hackney carriage if passengers have to clamber over a seat or fold a seat in order to exit or enter the vehicle.

All vehicles must be constructed to carry at least one and not more than eight passengers, in addition to the driver, in safety and comfort. The seat width requirement is 16" (approximately 40 cm) per person. Bench type seating is not permitted.

Vehicles must ideally provide adequate space for luggage within the car.

The vehicle must be fitted with at least two rear vision mirrors, one of which shall be fitted internally and the other externally on the offside.

N.B. Any vehicles falling outside these minimum standards must be immediately referred to the Council's Licensing Team. Any costs incurred pursuing such a vehicle licence application, remain the responsibility of the applicant whether the licence application is granted or refused.

A copy of the Council's detailed vehicle specification is available by contacting the Licensing Team.

PART B

| 1 | THE VEHICLE (MOT) | REASON TO FAIL | NOTES |
|-----|---------------------|--|---|
| 1.1 | Pass MOT Inspection | Vehicle does not pass current MOT test | Brake Test readings should be recorded on the test sheets |

PART C

| 2 | THE VEHICLE | REASON TO FAIL | NOTES |
|-----|--|--|--|
| 2.1 | The exterior of the bodywork, the underside of the vehicle and engine compartment must be in a clean condition so as to facilitate full inspection of these areas. | Contamination or "Body Wrap" preventing full or proper inspection. | Any vehicle presented for inspection in a dirty condition, interior, exterior, underside and engine bay, the inspection will not be carried out. <i>(A new appointment will have to be made and a full fee may be payable – if considered appropriate by the testing station)</i> |
| 2.2 | Examine all floor and upholstery inside the vehicle for any damage, accumulation of dirt, dust, litter, general debris, staining or excessive wear. Examine roof lining for excessive staining and any damage. | A vehicle which is in a dirty condition with accumulations of dirt, dust, litter, debris damage, etc. or staining. Excessive staining or damage to roofing lining. | |
| 2.3 | Check for unpleasant odours within the vehicle. | Unacceptable smells. | |
| 2.4 | Check to ensure the vehicle is free of any leakage of fuel or significant leakage of oil or water. | The vehicle has a leakage of fuel or significant oil leakage or an excessive leakage of water. | |

| 3 | EXTERIOR OF VEHICLE | REASON TO FAIL | NOTES |
|-----|---|--|---|
| 3.1 | Check operation of all external locks and catches, ensuring all doors can be securely closed, locked and easily opened. | Defective external door catches or locks which prevent a door opening or closing properly. | |
| 3.2 | Check reflective strips (if fitted) on front and rear edges of sliding doors in hackney carriages. | Advise only – do not fail | Strips may not be standard on all vehicles. Advise Driver |
| 3.3 | Check all doors to ensure that they are aligned properly, will open and close easily, and all gaps around doors are reasonably equal. Examine all rubber seals for damage. Ensure boot lid opens/closes and locks correctly, and that all hinges and opening mechanisms adequately support the lid when it is in the open position. | Poorly fitting doors to the vehicle. Worn or loose locks, hinges or defective boot opening device. Damaged or missing, or loose door seals which may cause draught, rainwater ingress, unreasonable road noise or a trip hazard. | |

| 3 | EXTERIOR OF VEHICLE | REASON TO FAIL | NOTES |
|-----|---|---|---|
| 3.4 | Check to ensure all door hinges are in good condition allowing free movement of door. | Door hinges defective. | Only when affects operation and free movement of doors |
| 3.5 | Check all wind check positions to ensure doors are held in place when opened. | Wind checks fail to hold door in position when opened. | |
| 3.6 | Check all doors are held in place when opened. | Door fails to hold in place when opened. | Does not apply to Metrocab and Fairway front doors |
| 3.7 | Examine the external body panels and structures for any evidence of corrosion, damage, check for the suitability of replacement panels. Ensure all gaps are reasonably equal around all panels. | 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. Visibly poor or shoddy repairs constitute a fail. Significant dent(s) on a panel constitutes a fail. | Sharp edges are forbidden to all parts of the vehicle (exterior panels). All bodywork must be in good condition and have no visual signs of surface rust showing. All bodywork panels must be free from significant dents and surface damage. Allowance should be made for small stone chips which are not showing signs of rust. |
| 3.8 | Examine the external body and paint work for damage, which adversely affects the appearance of the vehicle. | A mismatch of paint constitutes a fail. However, the examiner should use discretion on metallic paintwork provided the correct colour code has been used and the overall standard is good. A significant scratch constitutes a fail. A significant rust scab or blemish over constitutes a fail. | All paint work repairs are to be of a reasonably high standard, no sign of repairs are to be visible. Where there is a requirement to replace doors, boots, bonnets or any body panels there must be no mismatch of colour. Allowance should be made where an operator's livery provides for different coloured parts of the vehicle. Liaise with the Licensing Team for further clarification if required. |
| 3.9 | Reversing lights must be operable when fitted. | Reversing lights not operable. | |

| 3 | EXTERIOR OF VEHICLE | REASON TO FAIL | NOTES |
|------|--|---|-------|
| 3.10 | Ensure that the front and rear bumpers are in good order (without damage) and are securely fixed to the vehicle. | Damaged or inadequately secured front or rear bumpers. | |
| 3.11 | Examine the vehicle registration plates for damage which adversely affects the appearance of the vehicle. | Damaged, incomplete or unclean vehicle registration plates. | |

| 4 | BOOT | REASON TO FAIL | NOTES |
|-----|--|--|---|
| 4.1 | Examine the boot interior for evidence of damage, corrosion or water penetration. | Damage to the floor of the boot, inner wing panels or lid. | Cross reference with 3.3 |
| 4.2 | Examine interior of boot to ensure it is clean and free of dirt, dust, grease, litter, etc. Covering to be free of stains. Check boot offers adequate protection to passengers' luggage stored in the boot. (Saloon Cars Only) | Excessive wear, damage, or staining to the boot floor. Accumulation of litter, dust or rubbish in the boot which could soil or damage luggage stored within. | |
| 4.3 | Check boot for the presence of any materials presenting a fire or fume hazard. (e.g. oil, petrol or diesel). (Saloon Cars Only) | Containers for the storage of petrol, diesel, oil or any corrosive material shall not be carried in the vehicle. | These materials may contaminate passengers luggage or foodstuffs. |
| 4.4 | Ensure boot rubber seal is not damaged. Ensure it is secure. | Damaged or loose boot seal. | |

| 5 | ENGINE COMPARTMENT | REASON TO FAIL | NOTES |
|-----|--|--|-------|
| 5.1 | Carry out visual inspection of the engine compartment for signs of fuel, oil or water leaks. | Excessive oil, fuel or water leaks. | |
| 5.2 | Examine all plastic/ rubber or metal hoses for signs of deterioration or damage. | Worn or deteriorated hoses or pipes. | |
| 5.3 | Check security of radiator and check hoses for leaks. | Leaking or insecure radiator. | |
| 5.4 | Examine engine/transmission mounts for signs of deterioration or wear. | Insecure or deteriorated engine/ transmission mountings. | |
| 5.5 | Fuel cut off switch to be operable and present where known to be fitted as standard. | Switch inoperable or removed. | |

| 6 | TYRES (AND SPARE WHEEL) | REASON TO FAIL | NOTES |
|-----|--|---|---|
| 6.1 | All tyres fitted must be of an appropriate speed and weight rating. | Tyres not marked or of an appropriate speed and weight rating. | |
| 6.2 | Examine tyres for signs of damage or excessive uneven wear. Ensure spare tyre (if fitted) complies with all legal requirements for tyres when fitted to the vehicle. | Damaged, worn, substandard or otherwise illegal tyres. | A remould tyre will only be acceptable if it carries a clearly legible manufacturer mark that it conforms to British standards. |
| 6.3 | Check to ensure all tyres are inflated to the correct pressure for the vehicle. | Under inflated tyre. | |
| 6.4 | Examine the wheel brace and jack provided to ensure they are in good working order. | Failure to provide a suitable jack/wheel brace. | N/A if four 'runflats' fitted |
| 6.5 | Check to ensure the spare wheel (if fitted) is held securely in position. | Spare wheel and tools not secured properly. | N/A if four 'runflats' fitted |
| 6.6 | Check spare wheel rim for any signs of distortion or damage (if spare wheel fitted). | A seriously damaged or distorted rim, which impairs the ability to hold the tyre. | |

| 7 | INTERIOR OF VEHICLE | REASON TO FAIL | NOTES |
|-----|---|--|---|
| 7.1 | Three point seat belts must be fitted to all passenger seats, where applicable (see note opposite). | Three point seat belts not fitted or are inoperable on any passenger seat. | Lap belts will be acceptable in certain circumstances (e.g. specialist hire vehicles). For further information contact the Licensing Team. N.B. As from 1 October 2004 it became law for all new cars to have three-point belts. |
| 7.2 | Remove any mats from floor and examine carpeting for signs of leakage of water into the vehicle. | Evidence of leakage of water into vehicle. | |

| 7 | INTERIOR OF VEHICLE | REASON TO FAIL | NOTES |
|------|--|---|---|
| 7.3 | Examine carpeting and any mats to ensure they are not worn or damaged or a tripping hazard. | Worn or damaged carpet or mats. Inadequate Patching | Patching is acceptable if repairs are permanently affixed and no loose edge or trip hazard is found. |
| 7.4 | Examine all seats to ensure they are properly secured to the vehicle including fixed seat cushions. | Seats which are not adequately secured to the vehicle. | Seat cushions or back rests which are in poor condition and /or offer poor support - Advise Driver Bench type seating is not normally permitted. |
| 7.5 | Check operation of interior lights, checking both manual and door operated switches. (Note all doors to have switches fitted if fitted as standard by manufacturer.) | Faulty interior light fitting, faulty interior light switches. | |
| 7.6 | Examine rear view mirrors to ensure they are securely fixed. | A loose, cracked, damaged or missing mirror, or one that impairs vision. | |
| 7.7 | Check operation of the heater and demister to ensure their correct operation. | Defective heater or demisters. Defective passenger compartment switches or switches do not light up. | |
| 7.8 | Check presence and condition of brake and clutch pedal rubbers. | Missing or excessively worn pedal rubbers. | Worn pedal rubbers – Advise Driver |
| 7.9 | Check operation of rear screen heater to ensure it is functioning correctly. | Defective rear screen heater - Advise only - do not fail. | |
| 7.10 | Check operation of all window winders ensuring they allow lowering and raising of windows easily, check operation of all window locks and associated fittings. | Window winders that do not allow windows to be lowered/raised easily. | Metrocab series 3 and TTT rear windows only go halfway down. Defective window locks and fittings – Advise Driver |



| 7 | INTERIOR OF VEHICLE | REASON TO FAIL | NOTES |
|------|--|--|---|
| 7.11 | Check the operation of all door release catches including motion door and safety locks to ensure that doors can be opened easily from within the vehicle. Check for presence of motion door lock warning lamps (if fitted) and signs and their operations. | Defective interior door release catches. Defective motion locks, motion locks fitted with override. Warning lamps (if fitted) inoperative, warning labels damaged or defaced. Brake safety lock not working. | |
| 7.12 | Ensure childproof locks function correctly (if fitted). | Defective childproof locks. | |
| 7.13 | Check all door handles and grab rails for condition and security. Ensure childproof protection covers, where fitted, are free of damage and held in place securely. | Door handles, interior trims, moulds, damaged worn or insecure. | Liaise with the Licensing Team if further clarification is required. |
| 7.14 | If a luggage grill or cover is fitted to estate cars. | Incorrectly Fitted | |
| 7.15 | Check that intercom systems (where fitted) 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. | Advise only – do not fail | Intercom system not clearly marked. No means of passenger isolating system easily. Warning light not working. – Advise Driver |
| 7.16 | Check condition of any accessible wiring to ensure it poses no risk or hazard to passengers. | Wiring not routed correctly. Insecure, damaged, poses a hazard or risk to passengers. | |
| 7.17 | CCTV shall be firmly affixed (if fitted). Sign warning CCTV in operation must be affixed in passenger area. | Loose camera or screen fitted. No warning sign. | Data Protection Act Notice should be displayed |
| 7.18 | Check gaiter around gear lever is not split or missing. | Gaiter insecure | |

| 8 | FIRE EXTINGUISHER | REASON TO FAIL | NOTES |
|--|---|--|--|
| <p>Hackney Carriage and Private Hire Vehicles licensed with this Authority are required to provide a fire extinguisher, which shall be carried in such a position as to be readily available for use.</p> | | | |
| <p>NOTE: The Council advises that in the interests of Fire Safety that at the suspicion of fire, driver and passengers evacuate the vehicle immediately and the driver contact the Fire & Rescue Service and not to re enter the vehicle under any circumstances unless told to so.</p> | | | |
| 8.1 | Check to ensure that there is a fire extinguisher (minimum 1kg powder) provided in the vehicle. | Fire extinguisher not of approved type or rating. | <p>BAFE (British Approvals for Fire Equipment) is the only approved certification and maintenance scheme acceptable to the Authority. Only person /persons and or companies approved by BAFE may maintain and certify extinguishers fitted to hackney carriage or private hire vehicles. All information concerning the standards for extinguishers is contained within BS EN2</p> <p>Extinguishers of the dry powder type will require regular shaking to remain effective.</p> |
| 8.2 | Ensure that the vehicle plate number is marked on the body of the extinguisher by permanent marker. | Vehicle plate number is not clearly marked on the extinguisher | This section does not apply to vehicles presented for inspection where an initial application for a vehicle licence is to be made. |
| 8.3 | Ensure that seal is in place and has not been tampered with and is intact. | Seal is not in place, or is damaged. | |
| 8.4 | Visibly check extinguisher for signs of damage. | Visible signs of damage which would impair its use. | |
| 8.5 | Extinguisher to be kept securely in an accessible position. | Extinguisher not kept securely or is not accessible. | |



| 9 | TAXI SIGN (HACKNEY CARRIAGE VEHICLES ONLY) | REASON TO FAIL | NOTES |
|-----|--|--|-------|
| 9.1 | Check that taxi roof mounted sign is properly illuminated. Ensure that the roof sign is connected to the taximeter switch so that the engaging of the meter automatically extinguishes the sign. | A sign is not clearly legible when illuminated. The switching of the sign does not conform to the Council's standards. | |
| 9.2 | Examine the roof-mounted sign to ensure that its size, design and construction conforms to the Council's standards - ensure the sign is not damaged and lettering is clearly legible. | A sign that does not conform to the Council's standards, the sign is not clearly legible, the sign is damaged. | |
| 9.3 | If fitted - Check window "For Hire" sign illuminates. | Sign inoperable. | |

| 10 | UNDERSIDE OF VEHICLE | REASON TO FAIL | NOTES |
|----|---|-------------------------------|--|
| 10 | Check for corrosion/ damage that does not fall within the prescribed area as set out in the MOT testers manual. | Excessive corrosion / damage. | Evidence of corrosion/ damage to underside of vehicle. - Advise driver |

| 11 | WHEELCHAIR FACILITIES (IF FITTED) | REASON TO FAIL | NOTES |
|------|---|---|--|
| 11.1 | Restraints must be provided for the wheelchair and occupant. Restraints must be either chassis or floor linked. | Restraints for wheelchair and occupant must be independent of each other. | |
| 11.2 | Check condition and operation of wheelchair restraints and equipment. | Wheelchair restraints or equipment worn or damaged or missing or not functioning correctly. | |
| 11.3 | Check operation and condition of disabled person's seatbelt | Seatbelt worn, frayed, damaged or cut. | |
| 11.4 | Check that the ramps are securely installed in the boot of vehicle where applicable. | Ramps that are not fitted securely. | |
| 11.5 | It is preferable for portable ramps to be etched with the vehicle registration number. | Advise only – do not fail | Ramps not etched with vehicle registration number. – Advise Driver |
| 11.6 | Examine the ramps for any damage. | Ramps in poor condition or damaged, or sharp edges showing. | |
| 11.7 | Check as applicable the non-slip provision and locating dowel pins are free of any damage | Non-slip provision worn or damaged, locating dowels damaged, worn or missing. | |



This Section 12 (Licence Plates) 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

| 12 | LICENCE PLATES | REASON TO FAIL | NOTES |
|------|--|---|--|
| 12.1 | Inspect the vehicle licence plate fixed to the rear of the vehicle for signs of damage or excessive wear, and ensure that the details are clearly legible. | A damaged plate or a plate with details not clearly legible. | The plates should be permanently fixed to the rear of the vehicle, so that it can be clearly seen. Plates must not be hidden behind vehicle tow bars. N.B. The plate may be securely mounted on a bracket which is secured to the rear of the vehicle. |
| 12.2 | Examine the plate that is fitted to the vehicle to ensure that it is securely fixed. Ensure that the plate is fixed in a prominent position. (See Notes) | A plate which is not adequately secured to the vehicle or is not fitted in a prominent position. A plate which is not attached below window level. The whole or part of the plate is concealed. | The plate cannot be displayed on the inside of the rear window. A limited number of vehicles in the District may have been granted exemption from displaying an external plate (e.g. chauffeur hire vehicles). Further information is available by contacting the Licensing Team. |

| 13 | MISCELLANEOUS | REASON TO FAIL | NOTES |
|------|---|---|--|
| 13.1 | Investigate and report any other matters which affect the fitness of the vehicle for use as a hackney carriage or private hire vehicle. | Matter which affects the vehicle's fitness for use as a hackney carriage or private hire vehicle. | The miscellaneous section of the test is at the discretion of the Licensing Authority. |



Further Information

For further advice please contact the Licensing Team.

The Licensing Team
East Lindsey District Council
The Hub
Marcham Road
Horncastle
LN9 6PH

Telephone: 01507 601111
Email: licensing@e-lindsey.gov.uk

We would welcome your comments on this, or any of our other leaflets, to ensure they meet the needs of the users of our services.

June 2013