



NORTHAMPTON BOROUGH COUNCIL

**HACKNEY CARRIAGE & PRIVATE HIRE
VEHICLE INSPECTION MANUAL**

**BEST PRACTICE GUIDE FOR THE INSPECTION OF
HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES**

December 2012

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INTRODUCTION

This Manual

This Inspection Manual sets out the procedures and standards for those who carry out inspections of hackney carriage (HC) & private hire vehicles (PHVs). This Manual is also freely available to HC & PHV proprietors, drivers and people/companies who service/maintain/repair HC & PHVs, who may find it useful as it details the standards that vehicles are subjected to. The Manual also explains the reasons why, a vehicle presented for inspection, has not been issued with a pass.

Acknowledgement

This Inspection manual builds on the minimum standards set out in the 'Best Practice Guide for the Inspection of Hackney Carriage and Private Hire Vehicles' produced by the Hackney Carriage and Private Hire Inspection Technical Officer Group, Public Authority Transport Network/Freight Transport Association.

Safety

The aim of a local licensing authority is to protect the public. Local licensing authorities will be aware that the public should have reasonable access to safe and well maintained HC and PHVs. For example, it is clearly important that somebody using a HC or PHV should be confident that the vehicle is safe and well maintained.

Scope of the Guidance

This Manual provides additional testing/inspection requirements to those in the MOT Inspection Manual. Therefore, it should be used in conjunction with the VOSA MOT Inspection Manual.

The Inspection

HC and PHVs are vehicles used for hire and reward purposes and as such are subject to much higher annual mileages and more arduous driving than normal private vehicles. Therefore, in the interests of passenger and other road user's safety, a more stringent maintenance and inspection regime is required.

The purpose of the HC & PHV inspection is to confirm vehicles meet these more stringent standards. Vehicles must be submitted fully prepared for the inspection. It is not intended that the inspection be used in lieu of a regular preventative maintenance programme. If in the opinion of the vehicle examiner the vehicle has not been fully prepared, the inspection may be terminated and a further full inspection will be required.

It is an offence under the road traffic regulations to use an unroadworthy vehicle on the public highway.

HC & PHV proprietors failing to maintain their vehicles in a safe and roadworthy condition may have their HC or PHV licence suspended.

The chart below lists different aspects of the inspection

Aspects of Northampton Borough Council's Vehicle Inspection (incorporating a MOT test)	Result if fault is found	
	MOT test	Council part of the inspection
1 All MOT testable items, to the standard set for the MOT test.	Fail	Fail
2 All MOT testable items, to a higher standard than set for the MOT test, based on the fact that many licensed vehicles are likely to travel more than 5 times the average distance covered by a private car.	N/A	Fail
3 Aspects of vehicle reliability. i.e. a fault that could affect the reliability of the vehicle. e.g. water/oil leaks.	N/A	Fail
4 General condition. e.g. Interior and exterior trim, body, paint and cleanliness.	N/A	Fail
5 Equipment. e.g. Fire extinguisher, first aid kit, wheelchair equipment (wheelchair equipment for HC only).	N/A	Fail
6 Changes to the vehicle i.e. Northampton licensed vehicles should not have been modified or had accessories fitted (should be as manufactured unless a specific exemption has been granted).	N/A	Fail

SECTION 1 - INSPECTION STANDARDS - GENERAL

Section Contents:

Sub-section	Subject
1.1	Vehicle preparation
1.2	All MOT testable items + <u>ADDITIONAL</u>
1.3	MOT testable items which would pass an MOT with an advisory note + <u>ADDITIONAL</u>
1.4	Licensing requirements (general)

1.1 Vehicle preparation.

Information	Method of Inspection	Reason for Rejection
<p>The vehicle should be prepared and presented in a condition ready to pass the inspection.</p>	<p>1. As set out in this manual.</p>	<p>The vehicle has not been prepared and presented in a condition ready to pass the inspection</p>
<p>A lack of preparation may result in the inspection not being completed and therefore not all faults being found/listed.</p> <p>In this case, an additional full inspection will be necessary. However, listed faults should be rectified and the vehicle fully prepared before the additional full inspection.</p>	<p>As set out in this manual.</p>	<p>NOTE In this case, the inspector will fail the vehicle as "Inspection not completed due to lack of preparation" and list any inspected items, which have failed. An additional full inspection will be necessary.</p> <p>. In the opinion of the inspector:</p> <ul style="list-style-type: none"> a parts of the vehicle are dangerous to check, b because of a fault other parts of the vehicle would be dangerous to check, c items cannot be reliably checked because of excessive underseal, dirt or oil contamination.

1.2 MOT testable items which would ordinarily pass an MOT test with an advisory note.

Information	Method of Inspection	Reason for Rejection
	As MOT Testing manual	In assessing the mechanical condition of the vehicle, it is more likely an item, which would ordinarily pass an MOT with an advisory note, should fail the HC and PHV inspection

1.3 Licensing requirements (general).

Information	Method of Inspection	Reason for Rejection
<p>Note:</p> <p>Vehicles should be maintained to the same specification as when manufactured</p>	<p>Assess if the vehicle has been modified or has additions (apart from the installation of a meter communication and navigation equipment unless unsafe)</p>	<p>The vehicle has been modified or has additions. Authorised modifications or additions are considered potentially unsafe (consult with Licensing if necessary).</p>
<p>Note:</p> <ul style="list-style-type: none"> • If the vehicle fails on one or more MOT testable items under the MOT criteria the inspection must be marked "Failed" and no MOT certificate issued. • If the vehicle passes on all MOT testable items under the MOT criteria but fails on one or more MOT testable item under Council's criteria the inspection must be marked "Failed" and an MOT certificate issued. • If the vehicle fails on one or more Licensing item but passes the MOT the inspection must be marked "Failed" and an MOT certificate issued. 		

SECTION 2 - LIGHTING AND SIGNALLING EQUIPMENT

Section Contents:

Sub-section	Subject
2.1	Front and Rear <u>Position Lamps</u> and Registration Plate Lamps
2.2	Stop Lamps + <u>ADDITIONAL</u>
2.3	Rear Fog Lamp
2.4	Direction Indicators and Hazard Warning Lamps
2.5	Rear Reflectors
2.6	Audible Warning (Horn)
2.7	Headlamps
2.8	Headlamp Aim
<u>2.A</u>	<u>ADDITIONAL</u> - Electrical Wiring and Equipment
<u>2.B</u>	<u>ADDITIONAL</u> - Other Lamps

2.1 All Sub-sections above

Information	Method of Inspection	Reason for Rejection
All of the items in the above sub-sections must be tested. Additional requirements/items to be tested, which may not be included in the MOT testing manual, are listed below.	As stipulated in the 'MOT testing manual'.	As 'MOT testing manual' and by applying the requirements in Section 1.

2.2 Stop Lamps

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> <u>Supplementary stop lamps</u> Any supplementary stop lamps fitted must be tested.	1. Check the high level stop lamp where fitted: a Is not obscured, and is not obviously incorrectly positioned. b At least 75% of the lamp must be visible from the rear.	1. High level stop lamp a Obscured or obviously incorrectly positioned. b Less than 75% of the lamp not working or obscured

2.A Electrical Wiring and Equipment

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle.	1. Check all electrical wiring for: a Condition b Security c Position d Signs of overheating e Heavy oil contamination	1. Wiring: a Not adequately insulated b Not adequately secured c 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 d With clear evidence of overheating e Heavily contaminated with oil

2.A Electrical Wiring and Equipment (Continued)

	2. Battery and carrier for: a Security b Battery for leaks	2. Battery and carrier: a A battery and /or carrier not secure and likely to become displaced b Battery leaking
	3. Check all switches controlling all obligatory lights	3. Insecurity or malfunction of a switch controlling an obligatory light

2.B Other Lamps

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u>	With the ignition switched on check: 1. Reversing lamps a The reversing lamps emit a diffused white light when reverse gear is selected. b The lamps extinguish when neutral gear is selected c The lamps are in good working order and are secure.	1. A reversing lamp: a That fails to operate or does not emit a white diffused light b Fails to extinguish when neutral or forward gear is selected c Are not in good working order or insecure.
	2. Front Fog/Driving Lamps If fitted check that: a A single front fog lamp emitting a white or yellow diffused light is operative b A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together c A pair of matched, long-range driving lamps, both emitting a white diffused light should illuminate together.	2. Front Fog/Driving Lamps a Lamp inoperative b Lamps operate incorrectly c Lamps operate incorrectly
HC only	3. 'For Hire' Roof Signs (and nearside front window sign if fitted) Check that: a Correct style and type of sign fitted. b Ensure the sign is securely fastened to the vehicle c Check condition and security of wiring d Functional test of signs for illumination	3. 'For Hire' Signs a Incorrect colour or details shown on sign. b Insecure sign c Wiring is not in good condition and is loose or chafed d Illumination not consistent across the sign, i.e. all light bulb(s) LED(s) illuminated when switched on.

SECTION 3 - STEERING (INCLUDING SUSPENSION)

Section Contents:

Sub-section	Subject
3.1	Steering Control
3.2	Steering System
3.3	Power Steering
3.4	Suspension - General
3.5	Front Suspension, Wheel Bearings and Drive Shafts
3.6	Rear Suspension and Wheel Bearings
3.7	Shock Absorbers

All Sub-sections above

Information	Method of Inspection	Reason for Rejection
All of the items in the above sub-sections must be tested. There are no additional requirement/items to be tested in this section.	As stipulated in the 'MOT testing manual'.	As 'MOT testing manual' and by applying the requirements in Section 0.

SECTION 4 - BRAKES

Section Contents:

Sub-section	Subject
4.1	Parking Brake Lever Mechanism
4.2	Hand Operated Brake Control Valves
4.3	Service Brake Control
4.4	Anti-Lock Braking Systems
4.5	Mechanical Brake Components + <u>ADDITIONAL</u>
4.6	Hydraulic, Air and Vacuum Systems and Additional Brake Devices
4.7	Brake Performance
4.8	Method of calculating Brake Performance
4.9	Examples of Manufacturers' Plate
4.10	Brake Efficiency Table

All Sub-sections above

Information	Method of Inspection	Reason for Rejection
All of the items in the above sub-sections must be tested. Additional requirements/items to be tested, which may not be included in the MOT testing manual, are listed below.	As stipulated in the 'MOT testing manual'.	As 'MOT testing manual' and by applying the requirements in Section 0.

4.5 Mechanical Brake Components

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> Brake lining must be a minimum of 2mm not 1.5mm.	Check the mechanical brake components for excessive wear of brake linings/pads.	A brake lining or pad less than 2mm thick at any point.

SECTION 5 - TYRES & ROAD WHEELS

Section Contents:

Sub-section	Subject
5.1	Tyres + <u>ADDITIONAL</u>
5.2	Roadwheels + <u>ADDITIONAL</u>
5.A	<u>ADDITIONAL</u> - Spare Wheel

All Sub-sections above

Information	Method of Inspection	Reason for Rejection
All of the items in the above sub-sections must be tested. Additional requirements/items to be tested, which may not be included in the MOT testing manual, are listed below.	As stipulated in the 'MOT testing manual'.	As 'MOT testing manual' and by applying the requirements in Section 0.

5.1 Tyres

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> Tread depth must be a minimum of 2mm not 1.6mm on all tyres <u>including the spare wheel</u> .	D. Tread Pattern, Breadth and Depth of Tread Check tread depth	The grooves of the tread pattern are not at least 2mm throughout a continuous band comprising <ul style="list-style-type: none"> <input type="checkbox"/> the central three-quarters of the breadth of tread, and <input type="checkbox"/> round the entire outer circumference of the tyre.
All the tyres including spare wheel must be to the same size and specification as fitted at manufacture.	Check all the tyres including spare wheel.	Not to the same specification as fitted at manufacture.

5.2 Roadwheels

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> To include the spare wheel.	As stipulated in the 'MOT testing manual'.	As 'MOT testing manual' and by applying the requirements in Section 0.
All the wheel rims, including spare wheel must be to the same size as fitted at manufacture.	Check all wheel rims, including spare wheel.	Not to the same specification as fitted at manufacture.

Information	Method Of Inspection	Reason for Rejection
<p><u>ADDITIONAL to MOT manual</u></p> <p>To include the spare wheel</p>	As stipulated in the MOT testing manual	As MOT testing manual and by applying the requirements in section 1
<p>Where a vehicle has steel wheels, hubcaps or wheel trims must be present on all four wheels. They should match and be in good condition</p> <p>Note: Where wheel rims have been replaced with alloys they can be accepted as long as they all match and are of the same size as those as fitted at manufacture.</p>	Check all wheel trims/hubcaps to see they are present, match and are in good condition	Wheel trims/Hubcaps are not fitted to all four roadwheels, they do not match or are in poor condition..

5.A Spare wheel

Information	Method of Inspection	Reason for Rejection
<p>ADDITIONAL to MOT manual</p> <p>Doughnut tank - Where a doughnut tank is fitted in the boot for LPG, the spare wheel if still carried in the boot must be properly secured.</p> <p>Alternatively, a spare wheel cage installed to manufacturers and British Standards may be fitted to the underside of the vehicle or an approved alternative method of carrying out an emergency repair may be carried</p>	Check spare wheel is secured to the correct standards, or method of carrying out emergency repair is approved	Missing, insecure or not fitted to the correct standards. Unapproved alternative means of carrying out an emergency repair
<p>Space saver tyres</p> <p>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'.</p>	Check saver tyre statement	Missing statement or statement not informing of maximum permitted speed and that space savers are a temporary 'get-you-home tyre'

SECTION 6 - BODY, STRUCTURE AND GENERAL ITEMS

Section Contents:

Sub-section	Subject
6.1a	Vehicle Structure, Body Security and Condition - (EXTERIOR) + <u>ADDITIONAL</u>
6.1b	Vehicle Structure, <u>Body Security</u> and Condition - (INTERIOR) + <u>ADDITIONAL</u>
6.2	Doors and Seats + <u>ADDITIONAL</u>
6.3	Registration Plates and VIN Details
6.4	Load Security, Spare Wheel and Carrier
6.5	Speed Limiter
6.6	Towbars
6.7	Speedometer (Class 5 only) + <u>ADDITIONAL</u>
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All Sub-sections above

Information	Method of Inspection	Reason for Rejection
All of the items in the above sub-sections must be tested. Additional requirements/items to be tested, which may not be included in the MOT testing manual, are listed below.	As stipulated in the 'MOT testing manual'.	As 'MOT testing manual' and by applying the requirements in Section 0.

6.1a Vehicle Structure, Body Security and Condition - (EXTERIOR)

Information	Method of Inspection	Reason for Rejection
Exterior <u>ADDITIONAL to MOT manual</u> Note: Any vehicle presented in a dirty, untidy condition will not be tested.	1. Examine the bumper bars and check: <ul style="list-style-type: none"> a. They are secure to their mountings. b. The mountings are secure to the vehicle. c. There is no evidence of damage 	<ul style="list-style-type: none"> a. A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs. 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. c. Bumper bars which have jagged edges, cracks, splits or projections, which may cause injury to persons near the vehicle. Paint miss match or fading which is significantly different to that of the rest of the paintwork.

Information	Method of Inspection	Reason n for Rejection
<p>Exterior continued..... It is not intended to provide an overly prescriptive detailing of the lengths or depth of dents, how many stone chips etc are allowed on the vehicle. All vehicles are expected to be presented as close as possible to that as it was at manufacture allowing for its age. Any scratches, dents and scuffing should not detract from the overall appearance of the vehicle to an extent that the tester considers unacceptable.</p>	<p>Examine the body thoroughly for security, damage, corrosion, poor paint repair/paint match, damaged or incomplete advertisements or sharp edges that are likely to cause injury</p>	<p>The body of the vehicle displays or there are clear signs of damage, corrosion, poor paint repair/paint match, damaged or incomplete advertisements, sharp edges that are likely to cause injury which the tester considers unacceptable.</p>

6.1b Vehicle Structure, Body Security and Condition - (INTERIOR)

Information	Method of Inspection	Reason for Rejection
<p>Interior <u>ADDITIONAL to MOT manual</u> Note: Any vehicle presented in a dirty, untidy condition will not be tested.</p>	<p>a. Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories.</p> <p>b. Dirty, missing and worn trim, carpets, seat belts, mats, headlining, boot area and inclusion of prescribed items. Remove mats to inspect carpets underneath for cleanliness and wear.</p> <p>c. Examine interior lights, motion door locks and warning lights.</p> <p>d. Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters)</p> <p>e. Examine all windows ensuring they allow lowering and rising easily.</p> <p>f. Examine interior door locks, grab handles/rails safety covers</p> <p>g. Examine the glazing between the driver and passenger compartments and check it <input type="checkbox"/> is complete <input type="checkbox"/> has no additional metal grille <input type="checkbox"/> for condition/security.</p> <p>h. Examine electrical wiring for condition, security, including intercom systems.</p>	<p>a. Insecure and loose fixtures, fittings or accessories.</p> <p>b. Missing, dirty, soiled, stained worn or insecure trim, carpets, headlining, and mats.</p> <p>c. An inoperative interior light (all lights must illuminate if they are part of the manufacturer's standard equipment). Missing or defective motion switch/lock or warning lamp not illuminated.</p> <p>d. A system(s), which does not function correctly, or any part is missing including vents, controls and switches.</p> <p>e. An opening window that is inoperative or difficult to open and/or close mechanism broken or missing.</p> <p>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.</p> <p>g. The glazing <input type="checkbox"/> is missing, <input type="checkbox"/> is supplemented by a metal grille or other addition, <input type="checkbox"/> has sharp edges which may cause injury to passengers or driver <input type="checkbox"/> is insecure, <input type="checkbox"/> has one or more cracks over 50mm in length.</p> <p>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</p>

<p>Additional items to be inspected in limousines and novelty vehicles:</p>	<ul style="list-style-type: none"> i. Examine the boot for access, contents, cleanliness, and water ingress. 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. 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 the maximum seating capacity. 	<ul style="list-style-type: none"> 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 and equipment etc). j. Any fixture or fitting, that is loose or insecure or where walkways are blocked that prevents ease of ingress or egress from the passenger compartment. k. No maximum seating capacity sign or signs displayed. A sign or signs not clearly visible to all passengers.
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6.2 Doors and Seats

Information	Method of Inspection	Reason for Rejection
<p><u>ADDITIONAL to MOT manual</u> Doors</p>	<p>Examine the condition of all doors. Check door locks, striker plates, handles and hinges for security, wear and missing and damaged trim/cover plates.</p>	<ul style="list-style-type: none"> a. A door does not latch securely in the closed position. b. A door cannot be easily opened or closed from both the inside and outside of the vehicle from the relevant control in each case. c. Missing, loose or worn handles, lock or striker plate. d. Missing, loose or damaged trim/cover plate
<p>Seats</p> <p>Note: Seat covers must have been authorised by the TLO in writing. <i>(Seat covers may be authorised for protecting seats and not for covering damage).</i></p>	<p>Check that seats are secure, clean and not unduly worn.</p> <p>Check seats covers have been authorised and are correctly fitted.</p>	<ul style="list-style-type: none"> a. 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. b. A letter from the TLO cannot be produced, or confirmation by the TLO obtained, authorising the seats covers. c. Seat covers are not correctly fitted or obstruct the adjustment/movement of the seats or seat belts. d. It is obvious that the seat covers are covering seats which are stained, torn, holed, worn or insecure (see "a" above).

6.3 Speedometer

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u>	<p>a. Check that a speedometer is fitted.</p> <p>b. Check the condition of the speedometer.</p> <p>c. Check that the speedometer can be illuminated.</p>	<p>a. Speedometer not fitted.</p> <p>b. Speedometer not complete or clearly inoperative, or dial glass broken or missing.</p> <p>Note: It is not a Reason for Rejection if the dial glass is cracked, providing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> there is no possibility of misreading the speedometer or <input type="checkbox"/> there is no possibility fouling of the indicator needle or <input type="checkbox"/> the cracked glass does not create a safety hazard <p>c. The speedometer cannot be illuminated.</p>

SECTION 7 - EXHAUST, FUEL & EMISSIONS

Section Contents:

Sub-section	Subject
7.1	Exhaust System + <u>ADDITIONAL</u>
7.2	Fuel System - Pipes & Tanks + <u>ADDITIONAL</u>
7.3	Exhaust Emissions-Spark Ignition
7.4	Exhaust Emissions-Compression Ignition

All Sub-sections above

Information	Method of Inspection	Reason for Rejection
All of the items in the above sub-sections must be tested. Additional requirements/items to be tested, which may not be included in the MOT testing manual, are listed below.	As stipulated in the 'MOT testing manual'.	As 'MOT testing manual' and by applying the requirements in Section 0.

7.1 Exhaust System

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u>	Where applicable, check for presence, security and adequacy of grease shields to hot exhausts.	A heat shield missing, insecure or inadequate.

7.2 Fuel System - Pipes & Tanks

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u>	<p>a. 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>b. Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system</p>	<p>a. Damaged, chafed, insecure pipes, or pipes so positioned that there is a danger of them fouling moving parts</p> <p>b. A fuel pipe immediately to or in direct contact with electrical wiring or exhaust system</p>

SECTION 8 - DRIVERS VIEW OF THE ROAD

Section Contents:

Sub-section	Subject
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8.1	Mirrors
8.2	Wipers and Washers
8.3	Windscreen (Classes 3, 4 & 7 only)
8.4	Bonnet

8.A	<u>ADDITIONAL</u> - Window Glass or other Transparent Material
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All Sub-sections above

Information	Method of Inspection	Reason for Rejection
All of the items in the above sub-sections must be tested. Additional requirements/items to be tested, which may not be included in the MOT testing manual, are listed below.	As stipulated in the 'MOT testing manual'.	As 'MOT testing manual' and by applying the requirements in Section 1.

8.A Window Glass or other Transparent Material

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u>	<p>a. Visually check the condition of all</p> <ul style="list-style-type: none"> <input type="checkbox"/> windscreens, <input type="checkbox"/> side, rear, roof and door windows <input type="checkbox"/> internal screens [also see section 6.1b(g)], <input type="checkbox"/> window wind deflectors (if fitted to 1 or more windows) <p>for cracks, damage and discolouration.</p> <p>b. Check presence and security of all windscreens, side, roof, or rear windows, or internal screens or partitions.</p> <p>c. Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows.</p>	<p>a. A crack, damage or discoloration in glass or other transparent material that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Impairs the driver's front, side, or rear view of the road, or; <input type="checkbox"/> Presents a danger to any person. <p>b. A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure.</p> <p>c. Any external window or windscreen is obviously leaking.</p>

- | | | |
|--|--|---|
| | <p>d. Check for tinted windscreens, side windows and rear windows.</p> | <p>d. A tint that fails to allow a light transmittance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> for HCV of at least 75% for the windscreen, side and rear windows. <input type="checkbox"/> for PHV of at least 75% for the windscreen, at least 70% for side windows and at least 40% for the rear/any other window. |
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SECTION 9 – SEAT BELTS

Sub-section	Subject
9.1	Seat Belt Requirements + ADDITIONAL
9.2	Seat Belt Condition + ADDITIONAL

Information	Method of Inspection	Reason for Rejection
All of the items in the above sub-sections must be tested. Additional requirements/items to be tested, which may not be included in the MOT testing manual are listed below	As stipulated in the MOT testing manual	As MOT testing manual and by applying the requirements in section1

9.1 Seat Belt Requirements

Information	Method of Inspection	Reason for Rejection
ADDITIONAL to MOT manual Vehicles designated wheelchair accessible must be equipped with appropriate belts for securing a wheelchair and seat belts for a wheelchair passenger	Examine belts installed/available in the vehicle	Missing belts

9.2 Seat Belt Condition

Information	Method of Inspection	Reason for Rejection
ADDITIONAL to MOT Manual	As stipulated in the MOT testing manual and are clean (for belts in contact with passengers)	a. AS MOT testing manual and by applying the requirements in section1

SECTION 10 - ADDITIONAL REQUIREMENTS

Section Contents:

Sub-section	Subject
10.1	Transmission
10.2	Engine & Transmission Mountings
10.3	Oil & Water Leaks
10.4	Luggage/Load Space
10.5	Tow bars
10.6	Wheelchair Restraint & Access Equipment
10.7	Fire Extinguisher
10.8	Emergency First Aid Kit
10.9	Plate, Stickers, Roof Bubbles, Signs and Advertisements

All Sub-sections above

Information	Method of Inspection	Reason for Rejection
All of the sub-sections above are additional requirements/items to be tested and may not be included in the MOT testing manual.	As stated below	As stated below. As stated below and by applying the requirements in Section 0.

10.1 Transmission

Information	Method of Inspection	Reason for Rejection
ADDITIONAL to MOT Manual	1. Examine transmission, check for: <ul style="list-style-type: none"> a) Missing or loose flange bolts. b) Cracked or insecure flanges c) Wear in shaft and/or wheel bearings d) Security of bearing housings e) Cracks or fractures in bearing housing, f) Wear in universal joints g) Deterioration of flexible couplings h) Distorted, damaged shafts, i) Deterioration of bearing housing flexible mountings j) Clearance between transmission shafts and adjacent components 	<ul style="list-style-type: none"> a) A loose or missing flange bolt b) A flange cracked, or loose on the transmission shaft c) A bearing housing insecure to its fixing d) A cracked or fractured bearing housing e) Excessive wear in a universal joint f) Deterioration of a transmission shaft flexible coupling g) A damaged, cracked or bent shaft h) Deterioration of a flexible mounting of a bearing housing i) Evidence of a fouling between any transmission shaft and an adjacent component

Information	Method of Inspection	Reason for Rejection
	<p>1. Front Wheel Drive</p> <p>Check the drive shaft inner and outer universal joint for:</p> <p>a) Wear and security</p> <p>b) Damage to flexible rubber or fabric universal joints</p> <p>c) Security and oil contamination of flexible rubber or fabric universal joint</p> <p>d) Condition, presence and security of constant velocity joint gaiters</p>	<p>a) Drive shaft constant velocity or universal joint coupling worn or insecure</p> <p>b) A flexible rubber or fabric universal coupling unit damaged by sever cracking or breaking up.</p> <p>c) A flexible rubber or fabric universal coupling unit excessively softened by oil contamination or insecure.</p> <p>d) A drive shaft constant velocity joint gaiter split, missing or insecurely mounted</p>

10.2 Engine and Transmission Mountings

Information	Method of Inspection	Reason for rejection
ADDITIONAL to MOT Manual	<p>A Examine condition of:</p> <ul style="list-style-type: none"> • Mountings • Subframes and <p>B The security to chassis and check for:</p> <ul style="list-style-type: none"> • Fractures • Looseness • Deterioration 	<p>A and B – Any mounting or subframe:</p> <p>Loose</p> <p>Fractured</p> <p>Deteriorated</p> <p>Inappropriate repair</p>

10.3 Oil and Water Leaks

Information	Method of Inspection	Reason for Rejection
<p>ADDITIONAL to MOT Manual</p> <p>Note: If necessary the engine can be run at idle speed to confirm the existence of an oil leak</p>	<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>a. An oil or water leak, from any assembly, which deposits fluids underneath the vehicle when stationary</p> <p>b. Leaks which, when the vehicle is moving, could be deposited upon the surrounding bodywork, exhaust and braking system so that it would</p> <ul style="list-style-type: none"> • Contaminate areas • Could potentially cause a health and safety or fire risk

10.4 Luggage/Load Space

Information	Method of Inspection	Reason for Rejection
ADDITIONAL to MOT manual Note: A limited amount of luggage space can be used for non-passenger items e.g. First Aid Kit, Vehicle service/emergency items etc, for which there is no other storage area.	<p>a. Hackney Carriages. Check the luggage/load compartment at the nearside front of the vehicle is available for luggage.</p> <p>b. Private Hire Vehicles. Check the boot/tailgate is available for luggag</p>	<p>a. Luggage/load compartment is unavailable for use (e.g. occupied by non-passenger items).</p> <p>b. Boot/tailgate is unavailable for use (e.g. occupied by non-passenger items).</p>

10.5 Tow bars

Information	Method of Inspection	Reason for Rejection
ADDITIONAL to MOT manual	<p>1. Where a tow bar is fitted:</p> <p>a. Check that the driver/proprietor has a letter from the LEO giving permission for the vehicle to have a tow bar</p> <p>b. Check the condition and security to the towing vehicle.</p>	<p>a. Driver/proprietor cannot produce a letter from the LEO giving permission for the vehicle to have a tow bar</p> <p>b. Tow bar not in good condition or insecure</p>

10.6 Wheelchair Restraint & Access Equipment

Information	Method of Inspection	Reason for Rejection
ADDITIONAL to MOT manual Note: Only applicable for wheelchair accessible vehicles	<p>1. Wheelchair Restraint</p> <p>a. Check condition and operation of wheelchair restraint system, belts, shackles, clamps etc</p> <p>2. Ramp(s)</p> <p>a. Check the ramp(s) is securely installed in the designated storage area.</p> <p>b) Examine ramp(s) by unscrewing and unfolding the integral ramp or unstowing separate ramps and check for condition and operation. Please ensure ramp(s) is re-stowed safely.</p> <p>c) Check the ramp(s) have a visible reference to a safe working load and certified to BS6109</p> <p>Wheelchair lift A purpose designed wheelchair lift shall conform to the LOLER 98 regulations</p>	<p>a. wheelchair restraint is defective, worn or missing</p> <p>a. Ramp(s) is missing extension is missing is insecurely stored integral ramp screw, missing or unsecured</p> <p>b. Ramp(s)</p> <ul style="list-style-type: none"> • damaged/deformed • difficult to unfold/extend • anti-slip covering in poor condition or missing • has sharp edges • location fixing is insecure <p>c. Ramp(s)</p> <ul style="list-style-type: none"> -No visible reference to a maximum safe working load -Safe working load is less than 250kgs -Not certificated to BS6109

10.7 Fire Extinguisher

Information	Method of Inspection	Reason for Rejection
ADDITIONAL to MOT manual	<p>a. Check the fire extinguisher</p> <ul style="list-style-type: none"> • is present • manufacture date <p>• seal</p> <p>• type</p> <p>• size</p> <p>• has approval mark EN3</p> <p>b. The fire extinguisher should be kept in an accessible position inside the vehicle. The extinguisher may be carried out of view e.g. in an unlocked glove compartment provided there is a clear sign on the dashboard indicating the location.</p>	<p>a. a fire extinguisher</p> <ul style="list-style-type: none"> • is missing • out of date (6years from date manufacture) • broken or missing safety seal • is not dry powder • is not 2kg, minimum 13a/70b • has no approval mark EN3 <p>b. Not fitted in an accessible location or its position not clearly marked</p>

10.8 Emergency First Aid Kit Information

Information	Method of Inspection	Reason for rejection
ADDITIONAL to MOT manual	<p>a) Check the first aid kit for;</p> <ul style="list-style-type: none"> • presence • size • date • CE approved <p>b) The first aid kit should be kept in an accessible position inside the vehicle. The extinguisher may be carried out of view e.g. in an unlocked glove compartment provided there is a clear sign on the dashboard indicating the location.</p>	<p>a) First aid kit is</p> <ul style="list-style-type: none"> • missing • too small • out of date • not approved <p>b) Not fitted in an accessible location or its position not clearly marked</p>

10.9 Plate, Taximeter, Stickers, Signs and Advertisements

Information	Method of Inspection	Reason for Rejection
<p>ADDITIONAL to MOT manual</p> <p>Note: Plates attached by magnets will be accepted as long as they comply with point 1 in Method of Inspection.</p>	<p>1. Check the external licence plate is correctly located and for condition, fixings and security.</p> <p>2. Check the internal Licence Number sticker for location, condition and validity. (Only applicable to a licensed HCV).</p> <p>4. Check the taximeter for position and correct fare structure (PH if fitted).</p> <p>5. Check the fare guide (tariff) for location, condition and validity (HC and PH if fitted)</p>	<p>1. The licence plate is</p> <ul style="list-style-type: none"> a) missing or not located on the rear of the vehicle b) located on/in the rear window. c) dirty, in bad condition or not easy to read from the rear of the vehicle. d) not secure or not mechanically fixed e) easy to remove without the use of tools. f) expired and attached to the vehicle. g) a none-Northampton plate. h) obscuring the number plate <p>2. The Licence Number sticker is</p> <ul style="list-style-type: none"> a) not a Northampton sticker. b) not the same number as the Plate. c) not located on the partition glazing and/or in a position that can be easily seen by a passenger. d) dirty, in bad condition or not easy to read. <p>4a) Not in a suitable position so that it can be seen by the passengers</p> <p>b) does not have the correct fare structure.</p> <p>5. The Fare Guide (tariff) is</p> <ul style="list-style-type: none"> a) not a Northampton fare guide (HC) or the correct company (PH). b) not in a position that can be easily seen by a passenger. c) dirty, in bad condition or not easy to read.

Information	Method of Inspection	Reason for Rejection
<p>Note: The No smoking sign must have an image of a crossed out cigarette and may also have the words “No Smoking” or similar</p>	<p>6. Check the No Smoking signs are</p> <ul style="list-style-type: none"> a) Correctly located and secure b) Are in good condition and be able to be read inside the vehicle c) Do not impair the drivers front, side or rear view of the road d) At least one located in the passenger compartment e) At least one located in the driver compartment <p>7. Advertisements on PHVs are not allowed unless advertising their own Private Hire company. Stickers are then only allowed below the window line.</p> <p>8. Advertisements on hackney carriages</p> <ul style="list-style-type: none"> a) can be all over the body of the vehicle and on the rear windscreen as long as the drivers view is not impaired <p>9. Roof Sign (Hackney Carriage)</p> <ul style="list-style-type: none"> a) Illuminates effectively when required b) Contains the word “Taxi” only <p>10. The Roof Bubble (PHV) should be:</p> <ul style="list-style-type: none"> a) Securely fitted to the roof in a central location toward the front of the vehicle b) Yellow at the front/sides and red at the back. c) Working/illuminating effectively 	<p>6 A "NO SMOKING" sticker is missing, insecure or</p> <ul style="list-style-type: none"> a) incorrectly located. b) is dirty, in bad condition or not easy to read from the inside of the vehicle. c) impairs the driver’s front, side or rear view of the road. <p>* Rather than failing the inspection on only this matter the person may amend the sticker(s) if time and safety allows.</p> <p>7. a) An advertisement is attached to the PHV not advertising their own PH company*.</p> <p>b) An advertisement for the vehicle operator PH company or any other company is placed in another location on the vehicle instead of or as well as below the window line..</p> <p>* Rather than failing the inspection on only this matter the person may remove the advertisement(s) if time and safety allows.</p> <p>8.</p> <ul style="list-style-type: none"> a) advertisement impairs driver vision <p>9.</p> <ul style="list-style-type: none"> a) Does not illuminate when required b) Does not have “Taxi” only. <p>10.</p> <ul style="list-style-type: none"> a) Is not securely fitted in an appropriate position b) Is not the correct colour c) Is not working/illuminating effectively

Information	Method of Inspection	Reason for rejection
	<p>e). The dimensions of the roof sign shall be between 600mm and 620mm in length, between 160mm and 190mm in depth, and between 120mm and 170mm in height</p> <p>f). Show in descending order the operators name and 'ADVANCE BOOKINGS ONLY' to the front in black block lettering no less than 25mm in height.</p> <p>g). Show in descending order the operators name and telephone number to the rear in black block lettering no less than 30mm in height.</p> <p>h) In generally good condition.</p>	<p>e) – g) lettering/dimensions do not comply with these requirements</p> <p>h) Is not in good condition</p>