

**Derby City Council – Licensing Team**

**SUPPLEMENTARY TESTING MANUAL**

(Elements of the Vehicle Test in addition to MOT standards)

**REVISED August 2019**

## 1. EXTERIOR OF THE VEHICLE

| Method of inspection   | Principal reasons for failure   | Notes  |
|--|---|--|
| 1.1 The exterior of the bodywork, the underside of the vehicle and the engine compartment must be in a suitable clean condition to allow for proper inspection of these areas (See Notes). | 1. Contamination preventing proper inspection.  | If the vehicle comes for annual inspection in a filthy condition the inspection will not be carried out. |
| 1.2 Check the operation of all external door catches and locks to ensure that all doors can be securely closed and easily opened.  | 2. Defective external door catches which prevent a door opening and closing properly. |  |
| 1.3 Check all doors to ensure that they are properly aligned and will close easily.  | 3. Poorly fitting doors to the vehicle.   |  |
| 1.4 Ensure that the door hinges are in good condition allowing free movement of the door.  | 4. Defective door hinges.   |  |
| 1.5 Check all wind-check positions to ensure that doors are held in place when opened.   | 5. Wind-checks which fail to hold the doors in place when opened.                     | Any wind-check straps must be of a type approved by the manufacturer.                                    |

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| 1.6  | Examine the external body panels and structure for evidence of corrosion, damage and/or unsatisfactory repairs.                      | 6. Corrosion or damage to the vehicle body or structure which adversely affects the appearance and/or safety of the vehicle.                 | Engineers' certification may be required to satisfy the vehicle examiner that repairs have been properly carried out.   |
| 1.7  | Examine the external paintwork for damage which adversely affects the appearance of the vehicle.                                     | 7. Generally poor or damaged paintwork to the vehicle.   |   |
| 1.8  | Check that the nearside and offside door/wing mirrors are fitted to the vehicle in a secure manner and that they function correctly. | 8. Missing or defective door/wing mirrors.   |   |
| 1.9  | Ensure that the front and rear bumpers are in good order (without damage) and are securely fixed to the vehicle.                     | 9. Damaged or inadequately secured front or rear bumpers.  |   |
| 1.10 | Ensure that front and rear number plates are in good condition and clearly legible.  | 10. Damaged front or rear number plates.   |   |
| 1.11 | Examine the rubber seals to every door for serious damage, looseness or absence.   | 11. Damaged, missing or loose door seals which are likely to cause draught, rainwater penetration, unreasonable road noise or a trip hazard. | The vehicle will fail the test where defects in a door seal are considered to be likely to cause rain penetration, excessive draught, excessive road noise inside the vehicle or represent a trip hazard to users of the vehicle. |

1.12 Ensure that the vehicle boot lid opens, closes and locks properly, and that the hinges and opening mechanism adequately support the lid when it is in the open position.

1.13 Check the operation of the number plate light, reversing lights and front and rear fog lights.

12. Worn hinges to boot lid, defective boot lock, weak or defective boot supporting device.

13. Inoperable or insufficient number plate, reversing or fog lights.

Lights may be of insufficient intensity when incorrect bulbs have been fitted.

Any lamp fitted must work correctly and be properly aligned.

## 2 SIGNS - HACKNEY CARRIAGE SIGNS

| Method of inspection  | Principal reasons for failure  | Notes  |
|---|--|--|
| 2.1 Examine the roof mounted sign affixed to the vehicle (see Notes), and ensure that its size, design and construction conform to the Council's standards. Ensure that the sign is <b>undamaged</b> and the lettering clearly legible. | 1. A sign that does not conform to the Council's standards affixed to the vehicle. | The Council's licence conditions require:-<br><br>"A Hackney Carriage must be equipped with an illuminated sign on the roof of the vehicle bearing the word "TAXI" or must satisfy such other requirements as the Council may from time to time prescribe. With the exception of signs or indicators required by Section 21 of the Vehicle (Excise) Act 1971 or any other statute, all other signs or notices are expressly prohibited". |
| 2.2 Examine the fixing mechanism which affix the roof mounted signs to the vehicle to ensure that the signs are secured in a satisfactory manner and are not likely to work loose.  | 2. A sign that is not satisfactorily secured to the vehicle.                       |  |
| 2.3 Check that roof-mounted signs are properly illuminated. (see Notes).  | 3. A sign which is damaged or has lettering which is not clearly legible.          | The roof sign should be connected to the meter switch so that the cancelling of the meter automatically illuminates the sign and activating the meter automatically extinguishes the sign.   |

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| <p>2.4 Examine the external identification number signs and check they are securely attached.</p>   | <p>4. An identification sign which is not securely attached to each rear quarter light window or rear door, or which is illegible.</p>  | <p>The identification sign should be securely attached to each rear quarter light window or rear door and should be fitted level to the lines of the vehicle.</p>   |
| <p>2.5 Examine the signs affixed to the vehicle to ensure that the name of the Private Hire Company, its telephone number and the words “Advanced Bookings Only” are displayed.</p> | <p>5. Failure to display the name of the Private Hire Company and/or its telephone number in the manner prescribed (i.e. position of sign, size of lettering etc. See notes).</p> | <p>The Council’s licence conditions require:-</p> <p>The proprietor shall display signs identifying the private hire firm and its telephone number for advanced bookings only:</p> <ul style="list-style-type: none"> <li>(i) be displayed on both sides of the vehicle on either the front or rear doors and must be a minimum size of at least 40cm in width and 20cm in height.</li> <li>(ii) The words “Advanced Bookings Only” should be in capital letters, a minimum size of 2cm in height, positioned centrally along the top edge of each door sign.</li> <li>(iii) The Operators company name should be in capital letters, a minimum size of 4cm in height,</li> </ul> |

- positioned centrally directly under the words “Advanced Bookings Only”.
- (iv) Any typeface used must be clear and legible. No italicized letters or numbers are permitted.
  - (v) The combination of typeface colour and background colours used on the signs shall be in contrast to each other.

### **Notes**

“FOR THE AVOIDANCE OF DOUBT, it is hereby stated that with the exception of signs or indicators required by Section 21 of the Vehicle (Excise) Act 1971 or any other statute, all other signs are expressly prohibited, including roof signs and any illuminated or fluorescent signs, and that there shall not be displayed on any private hire vehicle any sign or notice:-

- (a) which consists of or includes the words “TAXI” or “TAX” or “CAB” whether in the singular or plural or as part of another word; or
- (b) which consists of the words “FOR HIRE”; or

(c) the form of wording of which is in any such way as to suggest that the vehicle on which it is displayed is presently available to take up any passengers wishing to hire it or would be so available if not already hired.”

### 3. LICENCE PLATES

#### Principal reasons for failure

#### Notes

#### Method of inspection

3.1 Inspect the vehicle licence plate fixed to the rear of the vehicle for signs of damage or excessive wear, and ensure that it is securely fixed. Ensure that the licence number is clearly legible.

1. A damaged plate or a plate with licence number not clearly legible.

The plate should be fixed to the rear bumper, tailgate or rear panel of the vehicle but not the rear valance.

Or (for private hire vehicles)

The plate shall be securely affixed to the exterior rear side of the vehicle above, below, or to the side of the number plate on a Council approved "MOGO" bracket, or with bolts or screws.

3.2 Examine the plate fixing to the vehicle to ensure that it is securely fixed. Ensure that the plate is fixed in a prominent position.  
(see Notes).

2. A plate which is not adequately secured to the vehicle or is not fitted in a prominent position.

## 4. TYRES AND SPARE WHEEL

### Method of inspection

4.1 The spare wheel and tyre must be identical to the size of the four road wheels unless the vehicle's original manufacturer's specification includes provision of a space saver (See notes)

### Principal reasons for failure

1. A spare wheel not provided with the vehicle. A tyre which is of a different size or construction, unless the wheel in question is a space saver and the vehicle manufacturer's original specification made provision for such a wheel and tyre.

### Notes

If a car has tyres in a combination which conforms to current legal requirements (e.g. radial and cross ply), the carrying of one spare wheel/tyre cannot be accepted, since it can only be used in limited circumstances. The vehicle must therefore fail the test, even if the spare tyre is in good condition and matches one pair of the tyres fitted to the vehicle.

A mix of steel and cord radials on one axle will not be accepted.

Re-cut tyres are not acceptable.

A remould will only be accepted if it carries a clearly legible manufacturer's mark that the tyre conforms to the current British Standard.

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| 4.2 | Examine the tyres for signs of damage or excessive wear; ensure that the spare tyre complies with all legal requirements for tyres when fixed to the vehicle.  | 2. Damaged, worn, substandard or otherwise illegal tyres.                               |
| 4.3 | Check the tyre pressure to ensure that it is inflated to the correct pressure for the vehicle.   | 3. Under or over inflated spare tyre.   |
| 4.4 | Examine the jack and wheel brace provided with the vehicle to ensure that they are in good working order.  | 4. Failure to provide a suitable jack and/or wheel brace with the vehicle.              |
| 4.5 | Check the spare wheel-fixing bracket (or similar securing device) to ensure that the wheel is properly secured in the correct position.  | 5. Failure to satisfactorily secure the spare wheel.                                    |
| 4.6 | Check the rim of the spare wheel for any signs of distortion or damage.  | 6. A damaged or distorted spare wheel rim.  |
| 4.6 | <p><b>PRIVATE HIRE VEHICLES ONLY</b><br/> The spare wheel and tyre must be identical to the size of the four road wheels unless the vehicle's original manufacturer's specification includes provision of a space saver tyre, a run-flat tyre or a temporary seal &amp; inflation gas product kit.</p> | 7. Failure to produce the correct kit to meet the vehicle manufacturer's specification. |

## 5. BOOT

| Method of inspection  | Principal reasons for failure  | Notes   |
|---|--|---|
| 5.1 Examine the boot interior for evidence of damage, corrosion or water penetration.   | 1. Damage or corrosion to the floor of the boot, inner wing panels or lid.   |   |
| 5.2 Examine the boot floor covering to ensure that it is in good condition and offers adequate protection to luggage stored in the boot.                      | 2. Excessive wear, damage or staining to the boot floor covering.  |   |
| 5.3 Examine the interior of the boot for accumulations of dirt, dust, grease, litter etc or staining of any surface with which luggage may come into contact. | 3. Accumulations of dirt, grease, rubbish etc in the boot which could soil or damage luggage stored in the boot.         |   |
| 5.4 Check the boot for the presence of containers of any flammable or corrosive material (e.g. oil, petrol).  | 4. Containers for the storage of oil, petrol or any flammable or corrosive material shall not be carried in the vehicle. | These materials could contaminate passengers luggage, taint food etc. |

## 6. ENGINE COMPARTMENT

| Method of inspection  | Principal reasons for failure                                       | Notes  |
|---|---|--|
| 6.1 Carry out a visual inspection of the engine compartment for signs of oil or fuel leaks.           | 1. Excessive oil leaks or any fuel leakage.                         |  |
| 6.2 Ensure that the battery is properly secured in position.  | 2. A battery which is not adequately secured.                       |  |
| 6.3 Examine all rubber/plastic hoses for signs of wear or deterioration.                              | 3. Significantly worn or deteriorated hoses.                        |  |
| 6.4 Check the fan belt for signs of incorrect adjustment and/or deterioration.                        | 4. An incorrectly adjusted or deteriorated fan belt.                |  |
| 6.5 Examine the engine mountings for signs of deterioration.  | 5. Insecure or deteriorated engine mountings.                       |  |
| 6.6 Ensure that the radiator is properly secured to the vehicle and check for signs of any leaks.     | 6. A leaking or inadequately secured radiator.                      |  |
| 6.7 Examine the inner wing panels and suspension mounting tops for evidence of corrosion (see Notes). | 7. Corrosion to the inner wing panels and suspension mounting tops. | This should include any corrosion around headlamp mountings. |
| 6.8 Check the master cylinders for any signs of spillage or leakage of fluid.                         | 8. Leaking master cylinders.  |  |

6.9 Check the clutch mechanisms for correct operation.

6.10 Check the operation of the bonnet release catch.

9. Fluid leakage or mechanical component wear in the clutch mechanisms:

10. Defective bonnet release catch/mechanism.

## 7. INTERIOR OF VEHICLE

| Method of inspection  | Principal reasons for failure   | Notes |
|---|---|-------|
| 7.1 Examine the floor and upholstery inside the vehicle for accumulations of dust, dirt, litter, general debris, cigarette ash, staining or excessive wear.               | 1. A vehicle which is in a dirty condition with accumulations of dust, litter, debris etc or staining to the carpets or upholstery. |       |
| 7.2 Remove any mats from the floor and examine the carpeting for signs of leakage of water into the vehicle.  | 2. Evidence of leakage of water into the vehicle from rainwater penetration or leaking cooling/heating system.                      |       |
| 7.3 Examine any mats provided to ensure that they are not worn or damaged.  | 3. Upholstery which is excessively worn, holed or torn.   |       |
| 7.4 Sit in each of the passenger seats within the vehicle to ensure that all seat cushions and back rests are in a good condition and offer proper support to passengers. | 4. Seat cushions or back rests which are in a poor condition and/or offer poor support to passengers.                               |       |
| 7.5 Examine all seats to ensure that they are properly secured to the vehicle; with a fixed rear seat ensure that the seat cushion is not loose.                          | 5. Seats which are not adequately secured to the vehicle.   |       |
| 7.6 Check the operation of the interior light within the vehicle, both the manual   | 6. Faulty interior light fitting. Faulty interior light switch. Faulty interior   |       |

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|      | switch and the door operated switches.  | light door switches.   |                   |
| 7.7  | Examine the interior rear view mirror and ensure that it is securely fixed.   | 7. A loose, damaged or missing rear view mirror.                             |                   |
| 7.8  | Check the operation of the heater/windscreen demister to ensure that it is in satisfactory working order.             | 8. Defective heater/windscreen demister.                                     |                   |
| 7.9  | Examine the clutch and brake pedal rubbers for signs of excessive wear.   | 9. Worn or missing brake and/or clutch pedal rubbers.                        |                   |
| 7.10 | Check the operation of the rear screen heater to ensure that it is functioning properly.                              | 10. A defective rear screen heater.  |                   |
| 7.11 | Check the operation of all window winders ensuring that they allow all windows to be fully lowered and raised easily. | 11. Window winders that do not allow windows to be easily lowered or raised. |                   |
| 7.12 | Check the operation of all door release catches to ensure that doors can be opened easily from within the vehicle.    | 12. Defective interior door release catches.                                 |                   |
| 7.13 | Ensure that childproof locks (if fitted) to rear doors are in working order.  | 13. Defective child proof locks. *   | tcefeD yrosivdA * |

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| 7.14 Check that any ashtrays provided for the vehicle are intact and capable of being used.  | 14. Unserviceable ashtrays. *  | tcefeD yrosivdA *                               |
| 7.15 Check that there are no excessive unpleasant odours noticeable inside the vehicle.  | 15. Unacceptable smells of vomit, food or other contaminants. *                  | tcefeD yrosivdA *                               |
| 7.16 If a metal grill is fitted check to ensure that there are no sharp or exposed parts which could cause injury to a passenger of driver.                        | 16. Loose or incorrectly fitted grill or exposed parts which could cause injury. | The fitting of a metal grill is not compulsory. |
| 7.17 Check that estate cars are fitted with a luggage guard or cover.  | 17. Luggage guard/cover not fitted or ineffective.                               |   |
| 7.18 Check that there are two international 'no smoking' signs in the vehicle. One must be in the front of the vehicle, and one in the rear passenger compartment. | 18. Lack of signs. *   | tcefeD yrosivdA *                               |

## 8. FIRST AID KIT

### Method of inspection

8.1 Ensure that a first aid kit is provided within the vehicle. Examine the kit to ensure that the contents conform to the requirements laid down in the Council's specification (see Notes).

8.2 Confirm that the first aid kit is permanently legibly marked with the registration number of the vehicle being tested.

### Principal reasons for failure

1. Failure to provide a first aid kit, or a kit which does not conform to the Council's specification.

A first aid kit which is sited in a position which is not conspicuous or readily accessible to the passengers and where there is no legible sign displayed on the dashboard indicating the location of the kit.

2. A first aid kit which is not permanently legibly marked with the registration number of the vehicle.

### Notes

The Council's specification for first aid kit states that each kit should be a Small Work Place First Aid Kit that complies with BS 8599-1:2011.

### Notes

The first aid kit should be sited in the front centre of the vehicle or in the front passenger compartment and should be visible from the front and rear seats of the vehicle. In certain circumstances where, because of the design of the vehicle, the kit cannot be sited in the above stated positions, a clearly legible sign should be affixed to the dashboard stating the position of the first aid kit.

## 9. FIRE EXTINGUISHERS

| Method of inspection   | Principal reasons for failure   | Notes   |
|--|---|---|
| 9.1 Ensure that the fire extinguisher provided within the vehicle is an efficient AFFF foam fire extinguisher with a nominal capacity of no less than 1 litre minimum, which complies with the British Standards Institution BS EN3 specification for portable fire extinguishers. | 1. Failure to provide a fire extinguisher, or a fire extinguisher of the stated type, within the vehicle. |   |
| 9.2 See that the fire extinguisher is sited in a conspicuous and easily accessible position within the vehicle (see Notes).  | 2. A fire extinguisher which is not in a conspicuous and readily accessible position within the vehicle.  | The fire extinguisher should be mounted in the front centre of the vehicle (below the dashboard fascia) or in the front passenger compartment and should be readily accessible to the driver and clearly visible to the passengers. |
| 9.3 Examine the fire extinguisher to ensure that it is not empty or has been so damaged as to prevent it functioning properly.   | 3. A fire extinguisher which is damaged or empty.   |   |
| 9.4 Examine the fire extinguisher mounting to see that it is sufficiently well secured to the vehicle to prevent it becoming dislodged by normal use of the vehicle.   | 4. A fire extinguisher which is not securely fixed within the vehicle.                                    | A fire extinguisher may be secured in the boot area provided a sign to that effect is displayed prominently and legibly inside the vehicle  |

9.5 Check whether the fire extinguisher is permanently legibly marked with the registration number of the vehicle.

5. A fire extinguisher which is not permanently and legibly marked with the registration number of the vehicle.

## 10. ROAD TEST

| Method of inspection  | Principal reasons for failure  | Notes |
|---|--|-------|
| 10.1 Check for any vibrations through the steering column or transmission.  | 1. Any unreasonable vibration through the steering column or transmission.                       |       |
| 10.2 Check that the steering is true and positive and does not 'pull' to the nearside or offside.                                       | 2. Steering which pulls to the nearside or offside or which is not positive.                     |       |
| 10.3 Check that the operation of the footbrake does not cause the vehicle to judder, or to pull the vehicle to the nearside or offside. | 3. Juddering or pulling to nearside/offside when the footbrake is applied.                       |       |
| 10.4 Listen for any unusual noise from the engine and transmission.   | 4. Unacceptable engine or transmission noise.  |       |
| 10.5 Check the clutch for correct operation.  | 5. A clutch which fails to give proper clearance or slips in operation.                          |       |
| 10.6 Check the operation of the gearlever for signs of wear in the mechanism.   | 6. Evidence of wear in gearlever mechanism.  |       |
| 10.7 Observe the vehicle exhaust emission for evidence of excessive smoke.  | 7. Excessive smoke emission.   |       |
| 10.8 Observe the performance of the engine during the road test for signs of any misfiring, lack of engine power etc., or               | 8. Any evidence that there is a problem affecting the performance or reliability of the vehicle. |       |

any indication that the engine is not functioning in the correct manner.

10.9 Investigate and report any other matters which affect the fitness of the vehicle for use as a hackney carriage or private hire vehicle.

9. Matters of safety, reliability, comfort or appearance which make the vehicle unfit for use as a hackney carriage or private hire vehicle.

## 11. TAXI METERS

### Method of inspection

|  | Principal reasons for failure   | Notes  |
|--|---|--|
| 11.1 Ensure that the taximeter is sited on the dashboard of the vehicle in a position where it can be clearly seen from all passenger seats within the vehicle.  | 1. Absence of a taximeter, or a taximeter which is not suitably sited within the vehicle. | Private hire vehicles are not required to have a taximeter fitted within the vehicle. When fitted to a private hire vehicle, a meter must comply with the specifications as set out in this sheet. |
| 11.2 Examine the taximeter mounting, to ensure that it is satisfactorily secured within the vehicle.   | 2. A taximeter which is not adequately secured within the vehicle.                        |  |
| 11.3 Check the taximeter to ensure that the figures indicating the fare are illuminated.   | 3. Lack of adequate illumination to the taximeter display.                                |  |
| 11.4 Ensure that the taximeter is correctly calibrated in accordance with the agreed table of fares (see Notes).   | 4. An incorrectly calibrated taximeter.   | The calibration test should be carried out by test driving the vehicle over the agreed 'measured distance' and ensuring that the appropriate fare displayed corresponds to the distance covered.   |
| 11.5 Check that a table of fares (in the format laid down by the Council) is displayed in the vehicle in a position where it can be clearly seen by passengers in the front and rear of the vehicle (see Notes). | 5. Failure to display a table of fares in a prominent position within the vehicle.        | Applies to all hackney carriages and those private hire vehicles fitted with a taxi meter (optional).  |