

Hackney Carriage and Private Hire Vehicle

NATIONAL INSPECTION STANDARDS



A best practice guide produced by the Hackney Carriage
and Private Hire Inspection Technical Officer Group



INTRODUCTION

1.1 BEST PRACTICE GUIDE

This Best Practice Guide has been prepared by the Technical Officer Group (TOG) to assist Hackney Carriage (HC) and Private Hire Vehicle (PHV) operators, vehicle presenters, licensing authorities and vehicle inspectors

It is intended that this Best Practice Guide will endorse a *minimum* national vehicle inspection standard. It will be appreciated that it is for individual local licensing authorities to reach their own decisions, both on overall policies and on individual inspection standards, in the light of their own operational needs and geographical circumstances.

Various interested parties, including the Department for Transport (DfT), Vehicle & Operator Services Agency (VOSA), Disabled Persons Transport Advisory Committee (DPTAC) and the Institute of Licensing, have been consulted on this Best Practice Guide.

The Technical Officer Group commends the DfT for the production of the Taxi and Private Hire Vehicle Licensing: Best Practice Guidance. Vehicle operators, local licensing authorities and vehicle inspectors are strongly advised to refer to the DfT guide in conjunction with this Best Practice Guide. More information can be obtained on the DfT web site at:

www.dft.gov.uk

1.2 APPLICATION TO DEVOLVED ADMINISTRATIONS

The Department for Transport (DfT) has responsibility for HC and PHV legislation in England and Wales and, accordingly, the guidance that has been published will be directed at local authorities in England and Wales. Responsibility for HC and PHV licensing in Scotland and Northern Ireland is devolved, but the respective Administrations have been involved in the preparation of the Licensing Guidance and will decide for themselves the extent to which they wish to make use of or adapt to suit their own purposes.

1.3 TECHNICAL SAFETY ISSUES

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.

To this end, this best practice guide will detail specific vehicle safety issues based on expert technical knowledge and experience of the Technical Officer Group. This guide will focus therefore on technical safety issues and make recommendations towards safe working practices. For example, the TOG supports the DfT recommendation that there is no upper age limit for HC and PHVs provided there is documentary evidence to support a routine maintenance regime.

Local licensing authorities will want to ensure that each of their various licensing requirements is properly justified by the risk it aims to address. This is not to propose that a detailed, over-zealous inspection regime creates difficulties for the HC and PHV trades but primarily to promote vehicle safety for the protection of passengers and not for the benefit of operators.

1.4 SCOPE OF THE GUIDANCE

This guidance deliberately seeks to embrace safety aspects of vehicle inspections using, as a basic inspection standard, those laid down in The MOT Inspection Manual for Car & Light Commercial Vehicle Testing issued by VOSA. This Best Practice Guide provides additional testing requirements to those in the MOT Inspection Manual. It is advised that local licensing authorities use the Best Practice Guide in conjunction with the VOSA MOT Inspection Manual to optimise public safety.

This Best Practice Guide has been developed to provide all local licensing authorities with a benchmark with regard to vehicle inspections and safety.

1.5 SPECIFICATION OF VEHICLE TYPES THAT MAY BE LICENSED

The legislation gives local authorities a wide range of discretion over the types of vehicle that they can license as HC or PHVs. Some authorities specify conditions that in practice can only be met by purpose-built vehicles but the majority license a range of vehicles.

Normally, best practice is for local licensing authorities to adopt the principle of specifying as many different types of vehicles as possible. Indeed, local licensing authorities might usefully specify only general criteria, (such as vehicles with four doors as HC) leaving it open to the HC and PHV trades to put forward vehicles of their own choice which can be shown to meet those criteria. In that way, there can be flexibility for new vehicle types to be readily taken into account.

It is suggested that local licensing authorities should be particularly cautious about specifying only purpose-built HC, with the strict constraint on supply that this implies. (There are at present only two designs of purpose-built HC.) However, purpose-built vehicles are amongst those that a local licensing authority could be expected to license.

1.6 ACCESSIBILITY

In addition to their general conditions, local licensing authorities will want to consider the accessibility for disabled people (including - but not only - people who need to travel in a wheelchair) of the vehicles they license as Hackney Carriage. For more details, see Section 2 -Accessibility.

Licensing authorities will be aware that it remains the Department for Transport's intention to make accessibility regulations for Hackney Carriage vehicles under the Disability Discrimination Act 1995. In the meantime, licensing authorities are encouraged to introduce HC accessibility policies for their areas.

1.7 TYPE APPROVAL

It may be that from time to time a local licensing authority will be asked to license, as a HC or PHV, a vehicle that has been imported independently (that is, by somebody other than the manufacturer). Such a vehicle might meet the local licensing authority's criteria for licensing, but may nonetheless be uncertain about the wider rules for foreign vehicles being used in the UK. Such vehicles will be subject to the 'type approval' rules. For passenger cars up to 10 years old at the time of first GB registration, this means meeting the technical standards of either:

- European Whole Vehicle Type approval;
- British National Type approval; or
- British Single Vehicle Approval

Most registration certificates issued since late 1998 should indicate the approval status of the vehicle. Further information about these requirements and the procedures for licensing and registering imported vehicles can be seen at:

www.dft.gov.uk

It is accepted as best practice for local licensing authorities to insist that at least one of the above 'type approvals' is produced prior to any imported vehicle being licensed as a Hackney Carriage or Private Hire Vehicle.

NOTE:

Due to time constraints in developing this Best Practice Guide, further work will be undertaken at the next review (probably during 2009), to include type approval for converted minibuses.

However, the following information was sourced as the guide was due for release. Local Licensing Authorities may decide to follow the guidance below until such time as more definitive guidance is produced.

c.7.1 Voluntary Inspections.

Vehicles that are already registered for use in the UK are not eligible for a Single Vehicle Approval, However, there are situations where evidence of compliance with the approval standard would be beneficial or be a requirement. An example would be a local licensing authority that may require evidence of compliance for a vehicle that has been modified since original registration, or where evidence of compliance is being used as part of a contractual agreement on a modified vehicle. To facilitate this

requirement a non-statutory "Voluntary SVA" test is available. The test criteria applied will be dependant on the vehicle category/class nominated on the application form VSVA 1. The fees are the same as those appropriate to the particular class of vehicle/test required other than VAT is payable. If the vehicle is found to meet the requirements a letter of compliance with the technical standards will be issued and not a Minister's Approval certificate. The letter of compliance is not acceptable for First Licensing/Registration purposes.

1.8 VEHICLE TESTING

There is considerable variation between local licensing authorities on vehicle testing. This best practice guide aims to standardise a minimum standard of vehicle inspections. In light of the principle that costs are at least matched by benefits, the following requirements below can be seen as best practice. All HC and PHV must be maintained to no less than the standards set out in the VOSA publication 'MOT Inspection Manual - Car and Light Commercial', ISBN 0-9549239-0-1.

As the term implies, hackney carriage and private hire vehicles 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 testing regime is required.

The purpose of the HC & PHV test is to confirm vehicles meet these more stringent standards. Vehicles must be submitted fully prepared for the test. It is not intended that the test 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 test will be terminated and a further full test could be required.

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

HC & PHV operators failing to maintain their vehicles in a safe and roadworthy condition may have their license suspended, curtailed or revoked by the Local Licensing Authority.

This Best Practice Guide should be read in conjunction with Vehicle & Operator Services Agency (VOSA) publication 'MOT Inspection Manual - Car and Light Commercial', ISBN 0-9549239-0-1 or as amended. It provides a working guide for those who inspect, maintain and prepare vehicles for inspection prior to being issued with a hackney carriage or private hire license. Although detailed in its content the best practice guide is not exhaustive.

However, in assessing the mechanical condition of a vehicle, it is more likely an item which would ordinarily pass an MOT test with an advisory note, could fail the HC & PHV test.

GENERAL INFORMATION

Only vehicles complying with the following conditions will be considered for licensing as Hackney Carriage and Private Hire Vehicles:-

- Cars fitted with at least four doors and four wheels.
- Right-hand drive vehicles - with the exception of stretch limousines (where applicable).
- Vehicles with adequate space for luggage.
- Vehicles must be capable of carrying at least four and not more than eight passengers in addition to the driver.
- With the exception of stretch limousines, vehicles with blacked out windows will not be accepted. Road Vehicles (Construction & Use) Regulations 1986 as amended specify the minimum levels of light that must pass through the windscreen and front side windows. The limits are:

Motor Vehicles first used before 1 April 1985: The windscreen and front side windows must allow at least 70% of light to be transmitted through them.

Motor Vehicles first used on or after 1 April 1985: The light transmitted through the windscreen must be at least 75%. The front side windows must allow at least 70% of light to be transmitted through them.

If the glass is tinted to a point whereby it lets through less light the vehicle does not meet legal requirements.

- To allow a thorough examination of a vehicle or any part thereof, it must be presented for test in a clean condition. The vehicle presented, will fail the test if, in the opinion of the vehicle examiner, the vehicle is so dirty that it would be unreasonable for the test to be carried out.
- A test will not be carried out unless the License fee/Examination Fee has been paid in advance.

Statement of Undertakings and Declaration:

In the interests of road and passenger safety, the licenced operator undertakes to make proper arrangements so that vehicles are kept in a roadworthy condition at all times.

3 OPERATOR COMPLIANCE RISK SCORE (OCRS)

The Operator Compliance Risk Score (OCRS) for HC & PHV vehicles has been developed from a similar scheme used by VOSA. It is designed as a mechanism at annual inspections and vehicle roadside checks to calculate the likelihood of a proprietor/operator being non-compliant. It is a risk based scoring system and is used as a guide only. It is NOT a mechanism for rating operators.

Local Licensing Authorities will use historic OCRS data to calculate, through a points system, an index score for a proprietor/operator and is based on:

- First, annual or any subsequent test data, including any defects resulting in a failure

- Random roadside inspections, including any defect or offence resulting in a prohibition

The aim of the Hackney Carriage and Private Hire Operator Licensing System is to promote passenger and road safety through the proper use of passenger carrying vehicles and to ensure fair competition amongst operators. Therefore, it follows that a licenced operator should accept that compliance checks would be carried out.

The score is obtained by allocating points based on the severity of each defect found. These encounters are known as 'events'. The scoring mechanism calculates the average number of points per event.

The scores will be shown as **R (red)**, **A (amber)** or **G (green)** coupled with a numeric number 0 to 5. For example a score of **RED 08** would indicate a poor performing operator. Whereas a score of **Green 01** would indicate a 'best in class' operator. This could attract more or fewer inspections per year depending on the OCRS.

Note:

Although optional, Local Licensing Authorities are encouraged to adopt the OCRS system to improve standards in vehicle safety and reliability.

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SECTION 1 - LIGHTING AND SIGNALLING EQUIPMENT

Section Contents:

Sub-section	Subject
1.3	Stop Lamps -High Level Stop Lamps
1.8	Electrical Wiring and Equipment
1.9	Additional Lamps <ul style="list-style-type: none">• Reversing Lamps• Front Fog/Driving Lamps• For Hire and Roof Signs

1.3. STOP LAMPS - HIGH LEVEL STOP LAMPS

Method of Inspection	Reason for Rejection
Check the high level stop lamp: a. Is not obscured, and is not obviously incorrectly positioned. b. At least 50% of the lamp must be visible from the rear.	High level stop lamp a. Obscured or obviously incorrectly positioned. b. Less than 50% of the lamp not working or obscured

1.8. ELECTRICAL WIRING AND EQUIPMENT

Method of Inspection	Reason for Rejection
<p>This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle.</p> <p>a. Check all electrical wiring for:</p> <ul style="list-style-type: none"> ○ Condition ○ Security ○ Position ○ Signs of overheating ○ Heavy oil contamination <p>b. Battery and carrier for:</p> <ul style="list-style-type: none"> ○ Security ○ Battery for leaks <p>c. Check all switches controlling all obligatory lights</p>	<p>a. Wiring</p> <ul style="list-style-type: none"> ○ Not adequately insulated ○ Not adequately secured ○ 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 <p>b. Battery and carrier:</p> <ul style="list-style-type: none"> ○ A battery and /or carrier not secure and likely to become displaced ○ Battery leaking <p>c. Insecurity or malfunction of a switch controlling an obligatory light</p>

1.9. ADDITIONAL LAMPS

Method of Inspection	Reason for Rejection
<p>With the ignition switched on check:</p> <p>Reversing lamps</p> <ul style="list-style-type: none"> 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, are secure and carry an approval mark d. The lamps do not flicker when lightly tapped by hand. <p>Front Fog/Driving Lamps Check that:</p> <ul style="list-style-type: none"> e. A single front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected f. A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together g. A pair of matched, long-range driving lamps, both emitting a white diffused light should illuminate together. 	<p>A reversing lamp:</p> <ul style="list-style-type: none"> 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, are insecure or unapproved d. Lamps flicker when tapped lightly by hand. <p>Front Fog/Driving Lamps</p> <ul style="list-style-type: none"> e. Lamps inoperative or operate other than in dipped beam mode f. Lamps operate incorrectly g. Lamps operate incorrectly

Additional Lamps (continued)	Reason for Rejection
<p data-bbox="280 304 524 331">Method of Inspection</p> <p data-bbox="280 371 539 399">'For Hire'and Roof Signs</p> <p data-bbox="280 438 405 466">Check that:</p> <ul style="list-style-type: none"> <li data-bbox="280 505 703 533">a. Correct style and type of sign fitted. <li data-bbox="280 572 846 600">b. Ensure the sign is securely fastened to the vehicle <li data-bbox="280 608 725 635">c. Check condition and security of wiring <li data-bbox="280 643 730 670">d. Functional test of signs for illumination 	<p data-bbox="1182 371 1435 399">'For Hire'and Roof Signs</p> <ul style="list-style-type: none"> <li data-bbox="1182 505 1921 564">a. Incorrect colour or details shown on sign, i.e. registration number, vehicle number etc. <li data-bbox="1182 572 1361 600">b. Insecure sign <li data-bbox="1182 608 1756 635">c. Wiring is not in good condition and is loose or chaffed <li data-bbox="1182 643 1935 702">d. Illumination not consistent across the sign, i.e. all light bulb(s) LED(s) illuminated when switched on.

SECTION 2 - STEERING

Section Contents:

Sub-section	Subject
2.1	Steering Control -Steering Wheel
2.1	Steering Control -Steering Column
2.2	Steering System -Free Play
2.4	Suspension - General

2.1 STEERING CONTROL - STEERING WHEEL

Method of Inspection	Reason for Rejection
<p>With both hands rock the steering wheel from side to side at right angles to steering column and apply slight downward and upward pressure to the steering wheel rim (in line with column). Note:</p> <ul style="list-style-type: none">a. Movement between steering column and steering wheel.b. Fractures in steering wheel hub.c. Fractures in steering wheel rim.d. Steering wheel spokes loose or fractured.e. Jagged edges on steering wheel rim.f. If possible, check the retaining device on steering wheel is fitted.	<ul style="list-style-type: none">a. Movement between steering column shaft and steering wheelb. Steering wheel hub fractured.c. Steering wheel rim fractured.d. A steering wheel spoke loose or fractured.e. Jagged edges on steering wheel rim likely to injure the driver.f. A steering wheel hub-retaining device not fitted.

2.1 STEERING CONTROL - STEERING COLUMN

Method of Inspection	Reason for Rejection
<p>a. Try to lift the steering in line with the steering column and note the movement at centre of steering wheel.</p> <p>b. Push steering wheel away and then pull it towards you. Note any side play.</p> <p>c. While steering wheel is rotated, check for deterioration in any flexible coupling or universal joint of steering column.</p> <p>d. Where practical, check any clamp bolts for presence and security of locking devices. (These may be located in the engine compartment or under chassis).</p>	<p>a. Excessive movement of centre of steering wheel in line with steering column (end float).</p> <p>Note: Certain types of steering column might show some movement not due to excessive wear, e.g. those fitted with universal joints or flexible couplings</p> <p>b. Excessive side play indicating worn top bearings or insecure top mounting bracket.</p> <p>c. A flexible coupling or universal joint deteriorated, worn or insecure.</p> <p>d. A coupling clamp bolt or locking device loose or missing.</p>

2.2 FREE PLAY

Method of Inspection	Reason for Rejection
a. As per the MOT Inspection Manual for Car & Light Commercial Vehicles (ISBN 0-9549239-0-1)	Movement up to 1/5 of the diameter of the steering wheel, e.g. 76 mm on a 380 mm diameter wheel may be accepted except on rack and pinion steering.

2.4 SUSPENSION SPRING UNITS AND LINKAGES

Method of Inspection	Reason for Rejection
<p data-bbox="280 400 427 432">Coil Springs</p> <p data-bbox="280 464 495 496">a. Welding repairs</p>	<p data-bbox="1122 464 1375 496">a. Repaired by welding</p>

SECTION 3 - BRAKES

Section Contents:

Sub-section	Subject
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No additional inspection requirements

SECTION 4 -TYRES & ROADWHEELS

Section Contents:

Sub-section	Subject
4.1	Tyres -Condition

4.1 TYRES

<p>Method of Inspection Condition of Tyres On all the tyres, including spare wheel where fitted, examine each tyre meets all the requirements laid down in the MOT Inspection Manual for Car & Light Commercial Vehicles (ISBN 0954923901) Note 1 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 manufacturers and British Standards may be fitted to the underside of the vehicle Note 2 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>	<p>Reason for Rejection In accordance with the MOT Inspection Manual for Car & Light Commercial Vehicles (ISBN 0954923901)</p> <p>a) Cars fitted with run flat tyres as original equipment must be replaced with run flat tyres and must not be mixed with other types. b) Tyre inflation aerosols or other similar repair and re-inflation devices are not permitted. c) Tyre pressure indicators must be functioning correctly at all times. d) Repairs to run-flat tyres will not be allowed under any circumstances. d) A conventional or space saver spare wheel may be carried to allow the vehicle to continue on its journey albeit at a much reduced speed until the punctured tyre can be replaced, which must be as soon as is practicably possible and in any case no further journeys must be undertaken with fare paying passengers until the tyre has been replaced.</p>
<p>SPECIAL NOTICE -STRETCHED LIMOUSINES: In the case of American imported stretched limousines, vehicle inspectors will need to be vigilant when inspecting tyres for suitability. Most converted stretched limousines are converted from Ford Lincoln Town Cars with a number of Cadillac variants also. In approved 'stretch'limousine conversions, the maximum weight is approximately 7,100lbs (3.2tonnes) and care should be exercised when determining suitable tyre ratings. Generally speaking a Ford Lincoln would require a tyre rating index of 109 T, which gives a load rating of 2,271lbs (1.03tonnes) with a maximum speed of 118 miles per hour. The Cadillac would require a tyre rating index of 115 T, which gives a load rating of 2,679lbs (1.22tonnes) with a maximum speed of 118 miles per hour.</p>	<p>STRETCHED LIMOUSINES More information, guidance and the procurement of suitable tyres can be obtained from: North Hants Tyres & Wheels, Henry John House 2 Ivy Road, Aldershot GU12 4TX Telephone: 01252 318666</p> <p style="text-align: center;">OR</p> <p>National Limousine & Chaffuer Association on: www.nlca.co.uk</p>

SECTION 5 -SEAT BELTS

Section Contents:

Sub-section	Subject
5.2	Seat Belts -Type Approval

5.2 SEAT BELTS -TYPE APPROVAL

Method of Inspection	Reason For Rejection
<p>Type Approval</p> <p>a. All seats, including the drivers, shall be provided, where possible, with a lap and diagonal 3-point seat belt. Where this is not possible a 2 point lap seat belt appropriate to the type and position of the seat, as laid down in: European Directive 76/115 EEC (as amended by 90/629 EEC) and Regulation 46 and 47 of "The Road Vehicle (Construction and Use) Regulations 1986"whether or not those Directives or Regulations apply to that particular seat or the vehicle.</p> <p>Anchorage Points</p> <p>b. All seat belts shall be fitted with the number of anchorage points appropriate to the type of seat belt. All anchorage points shall comply with M1 standards as laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) or EEC Regulation 14 whether or not those instruments apply to that particular anchorage or the vehicle.</p> <p>Wheelchair Passengers</p> <p>c. Wheelchair passengers shall be provided, where possible, with a 3 point seat belt and where not possible a 2 point lap seat belt appropriate to the position of the wheelchair as laid down in European Directive 76/115EEC (as amended by 90/629 EEC) and Regulation 46 and 47 of "The Road Vehicle (Construction and Use) Regulation 1986"whether or not those Directives or Regulations apply to that particular seat or the vehicle.</p>	<p>a. Seat belts do not comply with the Directives or Regulations as stated within method of Inspection.</p> <p>b. Anchorage points do not comply with the Directives or Regulations as stated within method of Inspection.</p> <p>c. Seat belts for wheelchair passengers do not comply with the Directives or Regulations as stated within method of Inspection.</p>

5.2 SEAT BELTS -TYPE APPROVAL (Continued)

Method of Inspection	Reason For Rejection
<p>d. All seat belts fitted shall comply with Regulation 47 of "The Road Vehicle (Construction and Use) Regulations 1986"and bear the designated mark required by that Regulation whether or not those Regulations apply to that seat belt or the vehicle.</p>	<p>d. Seat belts do not comply with Regulation 47 of "The Road Vehicle (Construction and Use) Regulations 1986"and bear the designated mark.</p> <p>Note: Children are exempt from wearing booster seats in Hackney Carriage and Private Hire Vehicles. The exemption applies to 'a child from 3rd birthday up to 135cms (approx 4'5 ") in height (or 12th birthday) whichever comes first'</p>

SECTION 6 -BODY AND STRUCTURE

Section Contents:

Sub-section	Subject
6.1	Vehicle Body and Condition -(Exterior)
6.1	Vehicle Body, Security and Condition -(Interior)
6.2	Doors and Seats
6.4	Bumper Bars

6.1 VEHICLE BODY AND CONDITION - (EXTERIOR)

Method of Inspection	Reason For Rejection
<p>Body Condition (Exterior) Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.</p>	<p>Body Condition (Exterior) 1 The following safety items would be classed as a failure:</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. <p>2 The following items could be classed as a failure or advisory, depending on the local licensing authority conditions and policies:</p> <ul style="list-style-type: none"> c. Heavy scuffing, abrasions or deformation to front and rear bumper. d. More than 8 stone chips visible on a bonnet/grill that has not penetrated to the metal or more than 4 stone chips that have penetrated to the metal. e. More than 8 stone chips on any panel including door edges, provided the base coat has not been penetrated. f. More than 4 stone chips on any panel where the base coat has been penetrated to the metal and is untreated. g. A single dent of more than 80mm, or more than 3 dents of not more than 20mm in any one panel h. More than 4 scratches and or abrasions of more than 50mm in length in any one panel provided that the base coat has not been penetrated. i. 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. j. Evidence of poor repairs and or paint finish to a repaired panel(s) including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle.

Method of Inspection (continued)

Body Condition (Exterior)

Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.

- k. Obvious signs of rust/corrosion of any size particularly those that are covered by advertising signs.
- l. Lack of clearly displayed or omission of 'No Smoking' signs.
- m. Evidence of poorly or badly repaired structural components such as sills, cross members, outriggers, A, B and C posts, bulkheads and floors.

Note: - On vehicles up to 6 years old, it may be necessary for the tester to order the removal of under trays and other covers in order to assess hidden components thoroughly.

Vehicles over 8 years old, and those with a "seriously damaged" marker on the VOSA database must be presented with all under trays and covers removed.

6.1 VEHICLE BODY SECURITY AND CONDITION -(INTERIOR)

Method of Inspection	Reasons For Rejection
<p>Body Condition (Interior)</p> <ul style="list-style-type: none"> a. Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories. 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. c. Examine interior lights, motion door locks and warning lights. d. Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted(includes electric front and rear screen demisters) e. Examine all windows ensuring they allow lowering and rising easily. f. Examine interior door locks, grab handles/rails safety covers g. Examine grills/partitions for security and condition <p>Note: <u>A vehicle presented in a dirty, untidy condition will not be tested</u></p>	<p>1 The following safety items would be classed as a failure:</p> <ul style="list-style-type: none"> a. Insecure and loose seat(s). <p>2 The following items could be classed as a failure or advisory, depending on the local licensing authority conditions and policies:</p> <ul style="list-style-type: none"> b. Missing, dirty, soiled, stained worn or insecure trim, carpets, headlining, and mats. 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 d. A system(s), which does not function correctly, or any part is missing including vents, controls and switches. e. An opening window that is inoperative or difficult to open and or close mechanism broken/missing. 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. A grill/partition which is insecure or has sharp edge which may cause injury to passengers or driver.

6.1 VEHICLE BODY SECURITY AND CONDITION -(INTERIOR) (continued)

Method of Inspection	Reason for Rejection
<p>Body Condition (Interior) (continued)</p> <ul style="list-style-type: none"> h. Examine electrical wiring for condition, security, including intercom systems. i. Limousines - where drinking glasses and decanters are carried in the vehicle at the time of test, these must be stored securely. In addition, see note(i) below. j. Examine the boot for access, contents, cleanliness, and water ingress. <p>Note</p> <ul style="list-style-type: none"> (i) Local licensing authorities may consider a total ban on the carriage of alcoholic drinks and receptacles in local conditions and policies. 	<ul style="list-style-type: none"> 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. Where carried decanters and drinking glasses are not stored securely. (See note below opposite) j. 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).

6.2 DOORS and SEATS

Method of Inspection	Reason for Rejection
<p>Doors and Emergency Exits</p> <p>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 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>Note With the exception of 'stretched limousines' only vehicles with forward and rear facing seats will be accepted. Local licensing authorities are advised to check the current standards at: http://www.dft.gov.uk and type in the search box 'limousines'</p>	<p>Doors and Emergency Exits</p> <p>1 The following safety items would be classed as a failure:</p> <ul style="list-style-type: none"> a. A door or emergency exit does not latch securely in the closed position. b. A door or emergency exit cannot be opened from both the inside and outside the vehicle from the relevant control in each case. c. Missing, loose or worn handles, lock or striker plate. <p>2 The following items could be classed as a failure or advisory, depending on the local licensing authority conditions and policies:</p> <ul style="list-style-type: none"> d. Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect. e. Missing, loose or damaged trim/cover plate. 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>Note Due to safety concerns with regard to seat belts and side facing seats, these will not be permitted. The Department for Transport is currently reviewing the standards for stretched limousines.</p>

6.2 DOORS and SEATS (continued)

Method of Inspection	Reason for Rejection
<p>Accessibility: Wheelchair Vehicles</p> <p>Door Configurations for wheelchair accessible vehicles:</p> <ul style="list-style-type: none">a. Single rear door - must open to a minimum of 90 degrees and be capable of locking in place.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.	<ul style="list-style-type: none">a. Door does not open to a full 90 degrees and cannot be secured in the open positionb. Twin doors do not open to a full 180 degrees and cannot be secured in the open position

6.4 BUMPER BARS

Method of Inspection	Reason for Rejection
<p>Examine the bumper bars and check:</p> <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.

SECTION 7 -FUEL & EMISSIONS

Section Contents:

Sub-section	Subject
7.1	Exhaust System
7.2	Fuel System - Pipes & Tanks
7.3	Exhaust Emissions - Spark Ignition - General

7.1 EXHAUST SYSTEM

Method of Inspection	Reason for Rejection
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

Method of Inspection	Reason for Rejection
<p>a. Examine fuel tank(s) for security and leaks</p> <p>b. Check that fuel tank 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>c. 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>d. Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system</p>	<p>a. Fuel tank insecure or leaking</p> <p>b. A filler cap missing or unsuitable or in such condition that it would not prevent fuel leaking or spilling</p> <p>Note: Temporary/emergency fuel caps are not permitted.</p> <p>c. Damaged, chafed, insecure pipes, or pipes so positioned that there is a danger of them fouling moving parts</p> <p>d. A fuel pipe immediately to or in direct contact with electrical wiring or exhaust system</p>

7.3 EXHAUST EMISSIONS - SPARK IGNITION - GENERAL

Method of Inspection	Reason for Rejection
<p data-bbox="271 368 985 459">Note: It is the responsibility of the presenter to inform the test station if he thinks the emission test will damage the vehicle.</p> <ul data-bbox="324 469 1008 699" style="list-style-type: none">ó Keep your vehicle well maintained in accordance with the manufacturer's recommendations.ó Have the camshaft drive belt changed at the recommended intervals.ó Ensure the oil and water levels are filled to the correct level.ó Do not tamper with governor settings, seals etc.	<p data-bbox="1126 368 1816 432">The tester must refuse to test your vehicle if he thinks that the smoke test may damage your engine.</p>

SECTION 8 -DRIVERS VIEW OF THE ROAD

Section Contents:

Sub-section	Subject
8.1	Mirrors
8.3	Windscreen -View to the Front
8.5	Window Glass or Other Transparent Material

8.1 MIRRORS

Method of Inspection	Reason for Rejection
<p>The number and position of all obligatory mirrors must be checked:</p> <ul style="list-style-type: none">a. Check the condition of each mirror reflecting surface and whether a person sitting in the drivers seat can see clearly to the rearb. For all air operated wipers examine:<ul style="list-style-type: none">o The condition of any visible pipingo The function of the operating mechanism, ando The function of necessary valves to protect the braking system	<p>Note: A defective additional external mirror is not a reason for rejection.</p> <ul style="list-style-type: none">a. Mirror condition<ul style="list-style-type: none">• A mirror reflecting surface deteriorated or broken. In such a position that a person sitting in the driver 's seat• cannot see clearly to the rear.b. Air operated wipers<ul style="list-style-type: none">o Pipes inadequately clipped or supportedo Incorrect function of the wipers or leaking componentso Incorrect operation of protection valves

8.3 WINDSCREEN - VIEW TO THE FRONT

Method of Inspection	Reason for Rejection
<p>Sit in the driver 's seat and check that there is reasonable view of the road ahead, bearing in mind the original design of the vehicle.</p> <p>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.</p>	<p>The position or size of any object restricts the driver 's view of the road ahead, bearing in mind the original design of the vehicle.</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>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>d Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions</p> <p>e For all vehicles first used before 1 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>f For all vehicles used on or after 1 January 1959, as far as is practicable, check that glass used for windscreens and all outside windows is safety glass, or safety glazing.</p> <p>g Vehicles first 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>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, or; ○ Presents a danger to any person in the vehicle. <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 A guard-rail or barrier at a window, internal screen or partition missing, insecure or damaged.</p> <p>e The windscreen and/or any outside window facing to the front of a vehicle obviously not safety glass fitted to a vehicle first used before 1 January 1959.</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 drivers seat that are not made from safety glass display an acceptable safety mark.</p>
<p>Note: Marking is not required for safety glass used on vehicles first used before 1 June 1978.</p>	

SECTION 9 -Tricycles & Quadricycles

Section Contents:

Sub-section	Subject
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No additional inspection requirements

SECTION 10 -ADDITIONAL REQUIREMENTS

Section Contents:

Sub-section	Subject
10.1	Speedometer
10.2	Transmission
10.3	Engine & Transmission Mountings
10.4	Oil & Water Leaks
10.5	Luggage/Load Space
10.6	Trailers & Towbars

10.1 SPEEDOMETER

Method of Inspection	Reason for Rejection
a. Check that a speedometer is fitted. b. Check the condition of the speedometer. c. Check that the speedometer can be illuminated.	a. Speedometer not fitted. b. Speedometer not complete or clearly inoperative, or dial glass broken or missing. c. The speedometer cannot be illuminated.

10.2 TRANSMISSION

Method of Inspection	Reason for Rejection
<p>Examine transmission, check for:</p> <ul style="list-style-type: none">a. Missing or loose flange boltsb. Cracked or insecure flangesc. Wear in shaft and/or wheel bearingsd. Security of bearing housingse. Cracks or fractures in bearing housingsf. Wear in universal jointsg. Deterioration of flexible couplingsh. Distorted, damaged shaftsi. Deterioration of bearing housing flexible mountingsj. Clearance between transmission shafts and adjacent components	<ul style="list-style-type: none">a. A loose or missing flange bolt(s)b. A flange cracked, or loose on the transmission shaftc. Excessive wear in shaft bearingd. A bearing housing insecure to its fixinge. A cracked or fractured bearing housingf. Excessive wear in a universal jointg. Deterioration of a transmission shaft flexible couplingh. A damaged, cracked or bent shafti. Deterioration of a flexible mounting of a bearing housingj. Evidence of fouling between any transmission shaft and an adjacent component

10.2 TRANSMISSION (cont'd)

Method of Inspection	Reason for Rejection
<p>Front Wheel Drive</p> <p>a. Check the drive shaft inner and outer universal joint couplings and constant velocity joints for:</p> <ul style="list-style-type: none">○ Wear and security○ Damage to flexible rubber or fabric universal joints○ Security and oil contamination of flexible rubber or fabric universal joints○ Condition, presence and security of constant velocity joint gaiters	<ul style="list-style-type: none">○ Drive shaft constant velocity or universal joint coupling worn or insecure○ A flexible rubber or fabric universal coupling unit damaged by severe cracking or breaking up○ A flexible rubber or fabric universal coupling unit excessively softened by oil contamination or insecure○ A drive shaft constant velocity joint gaiter split, missing or insecurely mounted

10.4 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>a. An oil or water leak, from any assembly, which deposits fluids 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
<p>Note: If necessary, the engine can be run at <u>idle speed</u> to confirm the existence of an oil leak.</p>	

10.5 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>	<ul style="list-style-type: none">○ Load restraint system, if required, not present at time of test.○ Load restraint system faulty or unserviceable.

10.6 TRAILERS & TOWBARS

Method of Inspection	Reason for Rejection
<p data-bbox="280 368 389 395">TRAILERS</p> <p data-bbox="280 403 965 563">a. Where a local licensing authority permits the use of trailers for the carriage of luggage, then the trailer needs to be presented for test along with the vehicle that will be authorised to tow it. The trailer will also need to display the appropriate registration plate and a licence plate.</p> <p data-bbox="280 584 338 611">Note:</p> <p data-bbox="280 632 931 691">Trailers presented for inspection should be built by an approved or recognised trailer manufacturer.</p> <p data-bbox="280 762 954 821">An example of a typical trailer inspection sheet can be found at Appendix 'A'</p> <p data-bbox="280 893 398 920">TOW-BARS</p> <p data-bbox="280 928 943 987">b. Where tow bars are fitted checks must be made on the condition and security to the towing vehicle.</p>	<p data-bbox="1122 403 1787 462">a. Rejections as indicated on the trailer inspection sheet shown at Appendix 'A'</p> <p data-bbox="1122 928 1787 987">b. Rejections as indicated on the trailer inspection sheet shown at Appendix 'A'</p>

SECTION 11 -ANCILLARY EQUIPMENT

Section Contents:

Sub-section	Subject
11.1	Wheelchair Restraint & Access Equipment
11.2	Fire Extinguisher
11.3	First Aid Kit

11.1 WHEELCHAIR RESTRAINT & ACCESS EQUIPMENT

Method of Inspection	Reason For Rejection
<p>WHEELCHAIR RESTRAINT</p> <p>a. Where applicable check condition and operation of wheelchair restraint.</p> <p>b. A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces. The system and the devices used to secure a wheelchair to the vehicle shall comply with the relevant standards laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) whether or not those Directives apply to those devices or the vehicle. See Appendix 'B' for definitions.</p> <p>WHEELCHAIR ACCESS & EQUIPMENT</p> <p>A vehicle shall be fitted with either of the following forms of wheelchair access equipment:</p> <p><u>Ramps</u></p> <p>c. Check that appropriate ramps are fitted and are securely installed in the boot of the vehicle. Examine for damage, deformity, sharp edges etc. and provision of anti-slip covering.</p> <p>d.</p> <p><u>Wheelchair lift</u></p> <p>e. 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 wheel chair lift will require a valid LOLER certificate.</p>	<p>a. A wheelchair restraint is defective, worn or missing.</p> <p>b. Wheelchair anchorage systems and devices does not conform to European Directive 76/115 EEC (as amended by 90/629 EEC). See Appendix 'B'</p> <p>c. Ramps missing, incorrectly stored, damaged/deformed, anti-slip covering in poor condition or missing.</p> <p>d. Vehicle not presented with a valid or current LOLER certificate.</p> <p>Note: Passenger lifting equipment will need to be thoroughly examined by a competent person, in use, at least once every six months.</p>

11.1 WHEELCHAIR RESTRAINT & ACCESS EQUIPMENT (Continued)

Method of Inspection	Reason for Rejection
<p>a. 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 250 kgs.</p> <p>b. Wheelchair access equipment shall be fitted either into the rear or side access door of the vehicle. Where it is fitted to a side door this shall be the door situated on the near side of the vehicle, i.e. kerbside when stopped in a normal road.</p> <p>c. 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.</p> <p>d. A locking mechanism shall be fitted that holds the access door in the open position whilst in use.</p> <p>e. All wheelchair tracking must comply with European Standard UNECE Regulation 14 (EC Directive 76/115/EEC).</p>	<p>a. The installed ramp does not have any visible reference to a maximum safe working load.</p> <p>b. Wheelchair access equipment is fitted to the off- side access door of the vehicle.</p> <p>c. There is not clear headroom in the aperture within the central third of 48 inches (1,220mm).</p> <p>d. No evidence of a suitable locking mechanism to hold the door open.</p> <p>e. Unable to present a valid or current certificate for wheelchair tracking</p>
<p><i>Further information on disabled people 's transport is available from the Disabled Persons Transport Advisory Committee (DPTAC) website opposite</i></p> 	<p>www.dptac.gov.uk</p>

11.2 FIRE EXTINGUISHER

Method of Inspection	Reason For Rejection
<p>a. Check the fire extinguisher for presence, the expiry date and seal.</p> <p>b. The fire extinguisher must be kept in a secure and accessible position either inside the vehicle or in the boot of the vehicle providing a label is clearly displayed on the dashboard giving its location.</p>	<p>The following items could be classed as a failure or advisory, depending on the local licensing authority conditions and policies:</p> <p>a. A fire extinguisher is missing, out of date, broken or missing seal.</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 kit for presence, the expiry date and the seal is intact.</p> <p>b. The First aid kit must be kept in an accessible position either inside the vehicle or in the boot of the vehicle providing a label is clearly displayed on the dashboard giving its location.</p>	<p>The following items could be classed as a failure or advisory, depending on the local licensing authority conditions and policies:</p> <p>a. A first aid kit is missing, out of date, broken or the seal has been broken.</p> <p>b. The first aid kit is not fitted in an accessible position or its position is not clearly marked.</p>

APPENDIX 'A'
HACKNEY CARRIAGE & PRIVATE HIRE
TRAILER INSPECTION SHEET

Plate Number of towing vehicle:

Registration number of towing vehicle:

Registered owner of vehicle:

Manufacturers plate showing chassis number:

Manufacturers plate showing maximum weight:

Inspection area	Description	Pass (W)	Fail (U)
Licence plate	Contains details & complies with local licensing authorities format		
Licence plate	Clearly displayed, legible, and securely fixed		
Licence plate	Serviceable -not damaged or defaced		
Trailer couplings	Check condition & operation and presence of a safety <i>breakaway</i> cable.		
Tow bar mounting brackets	Check condition and security		
Trailer body	Check condition of side and rear tailboards		
Trailer chassis	Check condition		
Suspension	Check condition and operation		
Wheel bearings	Check for excessive free play or roughness in bearings		
Tonneau cover & fittings	Check for condition		
Wheels and tyres	Check security, 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 * Delete as appropriate Date.....

DEFINITION OF MOTOR VEHICLES

Appendix 'B'

Category	Definition
M	A motor vehicle with at least four wheels designed and constructed for the carriage of passengers.
M1	Vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the drivers seat.
M2	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the drivers seat, and having a maximum mass not exceeding five tonnes
M3	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the drivers seat, and having a maximum mass exceeding five tonnes

**APPENDIX 'C'
ACKNOWLEDGEMENTS**

Name	Organisation	Position	Company Address
Don Allison	Luton BC	Transport Manager	Fleet Transport, Central Depot, Kingsway, Luton. LU4 8AU
Phil Clifford	St. Edmundsbury BC	Fleet & Technical Manager	P.O. Box 122, Western Way, Bury St Edmunds, IP33 3YS
Robert Cox	Stevenage BC	Licensing Officer	Environmental Health, Daneshill House, Dane Street, Stevenage. SG1 1HN
Barry Pearson	Staffordshire County Council	Technical Officer	Building Q9, Beacon Business Park, Weston Road, Stafford. ST18 0WL
Trevor White	Blaenau Gwent County BC	Vehicle Management Officer	Central Depot, Barleyfield Industrial Estate, Brynmawr. NP23 4YF
Derek Rooker	Barnsley MBC	Fleet Engineer	Smithies Lane, Barnsley. S71 1NL
Dave Moyle	Vale of Glamorgan	Workshops Supervisor	Alps Depot, Quarry Road, Wenvere
Peter Thompson	Vale of Glamorgan	Licensing Officer	Civic Offices, Holton Road, Barry. CF63 4RU
Barry Richards	Bath & North East Somerset Council	Service Team Manager - Fleet Management	Environmental Services, Riverside, Temple Street, Keynsham. BS31 1LA
Fred Day	Bath & North East Somerset Council	Service Team Manager - Passenger Transport	Customer Services, Riverside, Temple Street, Keynsham. BS31 1LA
Chris Ruane	Freight Transport Association	Sector Head Public Authorities, Waste, Utilities, Construction & Plant	Hermes House, St John's Road, Tunbridge Wells, Kent. TN4 9UZ
Graham Brooks	Freight Transport Association	Area Manager, Audit Services Central	Hermes House, St John's Road, Tunbridge Wells, Kent. TN4 9UZ

Name	Organisation	Position	Company Address
Tony Kenrick	St Helens Council	Team Manager	Hardshaw Brook Depot, Parr Street, St Helens, WA9 1JR
Mick Barlow	Sheffield City Council	Operations Manager Transport	Central Transport, Staniforth Road, Sheffield, S9 3HD
Clive Stephenson	Sheffield City Council	Chief Licensing Officer	Taxi Licensing, SCC, Town Hall, Sheffield.S1 2HH
Norman Elthorpe	Stockport MBC	Licensing Manager	Stopford House, Piccadilly, Stockport. SK2 5HZ
Kevin Spiers	Oxford City Council	Transport Coordinator	O.C.C., marsh Road, Cowley, Oxford. OX4 2HH
Keith Miller	Milton Keynes Council		
Graeme Mitchell	St Helens Council	Senior Licensing Assistant	Wesley House, Corporation Street, St Helens.
Tim Cockayne	Bedford BC	Fleet Engineer	30 Brunel Road, Bedford. MK41 9TG