

## Vehicle Compliance Testing Document

To be used for all hackney carriage and private hire vehicles submitted for testing.

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## INTRODUCTION

This document is intended to provide practical guidance to those vehicle testers charged with assessing vehicles being issued with a certificate of compliance. It will also give a general insight into the type of examination the vehicle will be subjected to before it can be issued with a certificate of compliance.

It is the responsibility of owners, operators and drivers to ensure that their vehicle complies at all times with the current rules and regulations of the appropriate Road Traffic Act and current Construction and Use Regulations. All vehicles must conform to the requirements of the M.O.T. testing standards and the requirements of the hackney carriage and private hire compliance test at all times.

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

Preparation of vehicle :

The exterior and underside must be clean with the engine and engine compartment having been steam cleaned.

## GUIDANCE

No adaptations, alterations, modifications, additional equipment, optional extras with the exception of tow bars fitted to a professional standard, are to be fitted to the vehicles without the prior approval of the Council. Any owner wishing to alter or modify the vehicle, including the fitting of extras or alternative parts to those supplied by the manufacturer must seek prior permission from the Council. Certain modifications may require special inspection by the Council's authorised officer or his nominee before approval is given. (A fee may be applicable)

**Approved compliance test stations must not issue certificates for vehicles owned by that test station. Vehicles registered in the name of an approved compliance test station must be tested by an independent approved compliance test station.**

1. Both M.O T. and compliance tests must be completed at the same time by the same examiner at the same test station. Compliance failure items must be resolved with the same garage at a later date.
2. The licensing authority require hackney carriage vehicles over ten years old and private hire vehicles over six years old to be tested every six months.

## **IMPORTANT:**

The vehicle test comprises testing of all points listed in **Section A** and **Section B** within this document. In deciding whether a vehicle satisfies each point you must have regard to the guidelines in the second column – “Reason to Fail”.

Vehicles are required to pass both **Section A** and **Section B** in order to be licensed as private hire or hackney carriage vehicles by Wirral Council.

## HACKNEY CARRIAGE VEHICLES

**The following vehicles have been approved to be licensed as Hackney Carriage Vehicles**

LTI TXI

LTI TXII

LTI TX4

Carbodies Fairway

Metrocab

**The following vehicles have been approved to be licensed as Hackney Carriage Vehicles in both the short wheelbase and long wheelbase versions.**

Patons TW200

JAG VW Eurocab

JAG Mercedes T1 Eurocab

Cab Direct (Allied Vehicles) Peugeot E7

Cab Direct (Allied Vehicles) Mercedes M8

**All vehicles must carry a serviceable spare wheel which must be fitted securely to the vehicle.**

Any vehicle which has been the subject of significant damage rectification repairs will not be licensed unless such repairs have been carried out in accordance with the manufacturer's specification.

## PRIVATE HIRE VEHICLES

Only vehicles complying with the following conditions will be considered for licensing as private hire vehicles:-

- Vehicles fitted with at least 4 doors and 4 wheels.
- Vehicles must be right-hand drive (*except special event private hire vehicles*).
- Vehicles under 8 years of age.
- Vehicles with adequate space for luggage within the car.
- Vehicles capable of carrying at least 4 and not more than 8 passengers in addition to the driver.
- Where the rear of the vehicle is fitted with bench seats the seat must measure at least 45 inches, measured in a straight line lengthwise along the front of the seat.
- The vehicle must be fitted with at least two rear vision mirrors, one of which shall be fitted internally and the other externally on the offside.
- The vehicle must carry a serviceable spare wheel which must be fitted securely to the vehicle.**
- Any vehicle which has been the subject of significant damage rectification repairs will not be licensed unless such repairs have been carried out in accordance with the manufacturer's specification.

## Pre-test checklist

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





## Section A

	THE VEHICLE	REASON TO FAIL	NOTES
	Pass MOT inspection	Vehicle does not pass current MOT test	

## Section B

1	EXTERIOR OF VEHICLE	REASON TO FAIL	NOTES
1.1	Check operation of all external locks and catches, ensuring all doors can be securely closed, locked and easily opened.	Defective external door catches or locks which prevent a door opening or closing properly.	
1.2	Check reflective strips are on front and rear edges of sliding doors in hackney carriages.	Reflective strips not fitted	
1.3	Where sliding doors are fitted in a hackney carriage, check that a "Door Open" sign is fitted to the rear of the vehicle which is activated when a door is opened.	"Door Open" sign is not fitted or is inoperative.	
1.4	Check all doors to ensure that they are aligned properly, will open and close easily, and all gaps around doors are reasonably equal. Ensure boot lid opens/closes and locks correctly, and that all hinges and opening mechanisms adequately support the lid when it is in the open position.	Poorly fitting doors to the vehicle. Worn or loose locks, hinges or defective boot opening device.	*Gaps may vary on Metrocabs and LTI vehicles
1.5	Check to ensure all door hinges are in good condition allowing free movement of door.	Door hinges defective.	Only when affects operation and free movement of doors
1.6	Check all wind check positions to ensure doors are held in place when opened.	Wind checks fail to hold door in position when opened.	Any wind check strap must be of a type approved by the manufacturer. Leather check straps acceptable.
1.7	Check all doors are held in place when opened.	Door fails to hold in place when opened.	Does not apply to Metrocab and Fairway front doors
1.8	Examine the external body panels and structures for any evidence of corrosion, damage, or unsatisfactory repairs, check for the suitability of replacement panels. Ensure all gaps are reasonably equal around all panels.	Corrosion or damage to the vehicle body or structure which adversely affects the appearance and/or safety of the vehicle. Replacement panels fitted that alter the effect of impact zones. Gaps reasonably unequal around panels.	All repairs to be carried out in accordance with manufacturer's specification  Sharp edges are forbidden to all parts of the vehicle (exterior panels).

1	EXTERIOR OF VEHICLE	REASON TO FAIL	NOTES
1.9	Examine the external body and paint work for damage, which adversely affects the appearance of the vehicle.	Generally poor or damaged body or paintwork, dull, not in uniform colour, and appearance, repairs visible, paint work of poor standard, overspray to any other part of the vehicle.	All paint work repairs are to be of a reasonably high standard, no sign of repairs are to be visible.  Spray body guard accepted to a maximum of two inches above bumper provided it is sprayed to match existing paintwork
1.10	Examine rubber seals to doors and windows for damage, looseness or absence affecting performance of seals.	Damaged or missing, or loose door seals which may cause draught, rainwater ingress, unreasonable road noise or a trip hazard.	
1.11	Check to ensure all windows are etched with the vehicle registration, VIN or chassis number.	Vehicle identification not clearly legible on all windows.	
1.12	Windows must have no more than 25% tint value.	Any window with more than 25% tint value.	
1.13	Reversing lights must be operable when fitted.	Reversing lights not operable.	
1.14	All windows must be free of cracks and excessive marking, as set out in the MOT testers handbook.	Cracks in windscreen, rear window or any window/glass or excessive marking on any window.	
1.15	Check a moveable intermediate step is provided at each entrance into the passenger compartment of a hackney carriage where the top tread for the entrance to the passenger compartment exceeds 38cm.	Steps not fitted.	This refers to:  Peugeot E7 Fiat TW200 Volkswagen Eurocab Mercedes T1 Mercedes M8  Check with Licensing Office if unclear
1.16	Check the edges of the step are marked in yellow and that the step is etched with the vehicle registration number.	Edges of step not marked in yellow or etched.	

1	EXTERIOR OF VEHICLE	REASON TO FAIL	NOTES
1.17	Check the operation of electrically operated steps.	Steps inoperable. Steps do not retract before vehicle moves off.	

2	BOOT	REASON TO FAIL	NOTES
2.1	Examine the boot interior for evidence of damage, corrosion or water penetration.	Damage to the floor of the boot, inner wing panels or lid.	
2.2	Examine interior of boot to ensure it is clean and free of dirt, dust, grease, litter, etc. Covering to be free of stains. Check boot offers adequate protection to passengers' luggage stored in the boot.	Excessive wear, damage, or staining to the boot floor.  Accumulation of litter, dust or rubbish in the boot which could soil or damage luggage stored within.	
2.3	Check boot for the presence of any materials presenting a fire or fume hazard. (e.g. oil, petrol or diesel).	Containers for the storage of petrol, diesel, oil or any corrosive material shall not be carried in the vehicle.	These materials may contaminate passengers luggage or foodstuffs  (Note: A five litre bottle of engine oil and water will be allowed)
2.4	Ensure boot rubber seal is not damaged. Ensure it is secure.	Damaged or loose boot seal.	

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

4	TYRES AND SPARE WHEELS	REASON TO FAIL	NOTES
4.1	Ensure that spare wheel/tyre is of same size and construction as the road wheels or is a manufacturers supplied space saver wheel.	A spare wheel not provided with the vehicle. A wheel/tyre that is of a different size or construction. Or a non-manufacturer supplied space saver wheel.	A mix of steel and cord radials will not be accepted.
4.2	All tyres fitted to hackney carriages must be of an appropriate speed and weight rating.	Tyres not marked or of an appropriate speed and weight rating.	
4.3	Examine tyres for signs of damage or excessive uneven wear. Ensure spare tyre complies with all legal requirements for tyres when fitted to the vehicle.	Damaged, worn, substandard or otherwise illegal tyres.	A remould tyre will only be acceptable if it carries a clearly legible manufacturer mark that it conforms to British standards.
4.4	Check to ensure all tyres are inflated to the correct pressure for the vehicle.	Under inflated tyre.	
4.5	Examine the wheel brace and jack provided to ensure they are in good working order.	Failure to provide a suitable jack/wheel brace.	
4.6	Check to ensure the spare wheel is held securely in position.	Spare wheel and tools not secured properly.	
4.7	Check spare wheel rim for any signs of distortion or damage.	A seriously damaged or distorted rim, which impairs the ability to hold the tyre.	
4.8	All tyres to have minimum tread depth of 1.6mm across 75% of centre tread width with the remaining 25% to have tread pattern showing, including spare.	A tyre not showing the required tread depth.	

5	INTERIOR OF VEHICLE	REASON TO FAIL	NOTES
5.1	Three point seat belts must be fitted to all passenger seats, where applicable.	Three point seat belts not fitted or are inoperable on any passenger seat.	Liaise with Licensing Office in cases where three point seat belts are not fitted.
5.2	Remove any mats from floor and examine carpeting for signs of leakage of water into the vehicle.	Evidence of leakage of water into vehicle.	
5.3	Examine carpeting and any mats to ensure they are not worn or damaged. Or a tripping hazard.	Worn or damaged carpet or mats. Patching is not acceptable.	
5.4	Examine all seats to ensure they are properly secured to the vehicle including fixed seat cushions. Sit in each of the seats within the vehicle to ensure that all seat cushions are in good condition and offer proper support	Seats which are not adequately secured to the vehicle. Seat cushions or back rests which are in poor condition and/or offer poor support.	
5.5	Check operation of interior lights, checking both manual and door operated switches. (Note all doors to have switches fitted if fitted as standard by manufacturer.)	Faulty interior light fitting, faulty interior light switches.	
5.6	Examine rear view mirrors to ensure they are securely fixed.	A loose, cracked damaged or missing mirror, or one that impairs vision.	
5.7	Check operation of the heater and demister to ensure their correct operation.	Defective heater or demisters. Defective passenger compartment switches or switches do not light up.	
5.8	Check presence and condition of brake and clutch pedal rubbers.	Missing or worn pedal rubbers	
5.9	Check operation of rear screen heater to ensure it is functioning correctly.	Defective rear screen heater.	



5	INTERIOR OF VEHICLE	REASON TO FAIL	NOTES
5.10	Check operation of all window winders ensuring they allow lowering and raising of windows easily, check operation of all window locks and associated fittings.	Window winders that do not allow windows to be lowered/raised easily. Defective window locks or associated fittings.	Metrocab series 3 and TTT rear windows only go halfway down
5.11	Check the operation of all door release catches including motion door and safety locks to ensure that doors can be opened easily from within the vehicle. Check for presence of motion door lock warning lamps and signs and their operations.	Defective interior door release catches. Defective motion locks, motion locks fitted with override. Warning lamps inoperative, warning labels damaged or defaced. Brake safety lock not working.	
5.12	Ensure childproof locks function correctly, when fitted on private hire vehicles.	Defective childproof locks.	
5.13	Check all door handles and grab rails for condition and security. Ensure all grab handles are of a contrasting colour. Ensure childproof protection covers, where fitted, are free of damage and held in place securely on hackney carriage vehicles.	Door handles, interior trims, moulds, damaged worn or insecure.	Liaise with Licensing Office if further clarification is required.
5.14	Check a luggage grill or cover is fitted to estate cars.	Luggage grill/cover not fitted.	
5.15	Check that intercom systems (where fitted) are capable of being switched off within the passenger compartment and that there are signs clearly visible explaining their use and how to switch them off. Check that a light is visible when intercom is on.	Intercom system not clearly marked. No means of passenger isolating system easily. Warning light not working.	Check with Licensing office if testing unclear.
5.16	Check condition of all electrical wiring to ensure it is routed correctly and poses no risk or hazard to passengers.	Wiring not routed correctly. Insecure, damaged, poses a hazard or risk to passengers.	Check with Licensing Officer if testing unclear.

5	INTERIOR OF VEHICLE	REASON TO FAIL	NOTES
5.17	CCTV shall be firmly affixed when fitted. Sign warning CCTV in operation must be affixed in passenger area.	Loose camera or screen fitted. No warning sign.	Data Protection Act notice should be displayed
5.18	Check gaiter around gear lever is not split or missing.	Gaiter insecure	
5.19	Check that step is carried in MPVs.	Step not in vehicle.	
5.20	Check for signs on rear of seats indicating the availability of the step and indicating exit doors, in MPVs.	Signs not on rear of seats.	

6	FIRE EXTINGUISHERS	REASON TO FAIL	NOTES
6.1	Check to ensure that the fire extinguisher is a 1-litre (3a) rated AFFF (aqueous film forming foam) type or powder.	Fire extinguisher not of approved type or rating.	BAFE (British Approvals for Fire Equipment) is the only approved certification and maintenance scheme acceptable to the Authority.  Only person /persons and or companies approved by BAFE may maintain and certify extinguishers fitted to hackney carriage or private hire vehicles. All information concerning the standards for extinguishers is contained within BS EN2
6.2	Ensure that the vehicle registration number is marked on the body of the extinguisher by permanent marker.	Vehicle registration number is not clearly marked on the extinguisher	
6.3	Ensure that seal is in place and has not been tampered with and is intact.	BAFE approved seal is not in place, or is damaged.	
6.4	Visibly check extinguisher for signs of damage.	Visible signs of damage which would impair its use.	
6.5	Extinguisher to be fitted securely in a readily accessible position.	Extinguisher not mounted securely or is not readily accessible.	
6.6	A second fire extinguisher should be fitted in the rear of MPVs.	Second fire extinguisher missing.	

7	TAXI SIGNS (Hackney Carriages)	REASON TO FAIL	NOTES
7.1	Check that roof mounted signs are properly illuminated. Ensure that the roof sign is connected to the meter switch so that the engaging of the meter automatically extinguishes the sign.	A sign is not clearly legible when illuminated. The switching of the sign does not conform to the Council's standards.	
7.2	Examine the roof-mounted sign to ensure that its size, design and construction conforms to the original manufacturer's standards, ensure the sign is not damaged and lettering is clearly legible.	A sign that does not conform to the Council's standards, the sign is not clearly legible, the sign is damaged.	
7.3	Check to ensure that the interior licence number sign is mounted securely, is clearly visible to all passengers, is illuminated as required and of a type approved by the Council. Clearly legible numbers on a contrasting background, minimum size four by three and a half inches. This to be wired direct to ignition.	Interior sign not clearly visible, damaged, illuminated, not mounted correctly or securely. Not of type approved by the Council. Not wired direct to ignition.	New or replacement vehicles can be tested without numbers on the interior licence number sign.
7.4	Check side window "For Hire" sign illuminates.	Sign inoperable.	

8	UNDERSIDE OF VEHICLE	REASON TO FAIL	NOTES
8.1	Check for excess corrosion/ damage that does not fall within the prescribed area as set out in the MOT testers manual.	Evidence of excess corrosion/ damage to underside of vehicle.	

9	WHEELCHAIR FACILITIES	REASON TO FAIL	NOTES
9.1	Anchorages must be provided for the wheelchair and occupant. These anchorages must be either chassis or floor linked.	Restraints for wheelchair and occupant must be independent of each other.	
9.2	Check condition and operation of wheelchair restraints and equipment.	Wheelchair restraints or equipment worn or damaged or missing or not functioning correctly.	
9.3	Check operation and condition of disabled person's seatbelt.	Seatbelt worn, frayed, damaged or cut.	
9.4	Check that the ramps are securely installed in the boot of vehicle where applicable.	Ramps fitted that are not fitted securely.	
9.5	Portable ramps must be etched with the vehicle registration number.	Ramps not etched with vehicle registration number.	
9.6	Examine the ramps for any damage.	Ramps in poor condition or damaged, or sharp edges showing.	
9.7	Check as applicable the non-slip provision and locating dowel pins are free of any damage.	Non-slip provision worn or damaged, locating dowels damaged, worn or missing.	