



Vehicle Compliance Testing Document

To be used by authorised testing stations for all
hackney carriage and private hire vehicles presented for testing

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 MOT 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 MOT 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.

COMPLIANCE TESTING

1. **Approved compliance test stations must not issue certificates for vehicles owned by that test station or associated companies and individuals. Such vehicles must be tested by an independent approved compliance testing station.**
2. Both MOT and Compliance Test 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 testing station.
3. 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".
4. 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.

VEHICLE CONDITION

5. The vehicle must be fitted with at least 4 doors and 4 wheels.
6. The steering wheel must be on the offside of the vehicle.
7. The exterior of the vehicle, the underside of the vehicle, and engine compartment must be in a clean condition so as to facilitate full inspection of these areas. Any vehicle presented for inspection in a dirty condition will not be carried out. This includes the interior, exterior, underside of the vehicle.
8. 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 or vehicle converter's specification.

VEHICLE AGE POLICY - HACKNEY CARRIAGE VEHICLES

9. Every vehicle presented for licensing for the first time must be 3 years old or less from the date of first registration or date of manufacture, whichever is the earliest.
10. In circumstances when a Hackney Carriage Vehicle proprietor wishes to change a Hackney Carriage Vehicle that is currently licensed to a different vehicle, the replacement vehicle must be the same age or less than the vehicle that is currently licensed, up to a maximum of ten years old. Vehicles that are ten years old or more must be replaced by a vehicle that is no more than ten years old
11. Once a vehicle reaches 10 years of age it will be required to be tested every six months and a six monthly licence will be issued.

VEHICLE AGE POLICY - PRIVATE HIRE VEHICLES

12. Vehicles must be under 10 years of age from the date of manufacture or date of first registration, whichever is the earliest.
13. Once a vehicle reaches 6 years of age it will be required to be tested every six months and a six monthly licence will be issued.
14. Any vehicle which is more than 9 years and 6 months old will be issued with a licence that will expire on the day before it reaches 10 years old

SPARE WHEELS AND TYRES

15. Licensed Hackney Carriage and Private Hire Vehicles must carry a method for dealing with a wheel or tyre should it become defective. This method must be in accordance with the vehicle manufacturer's specification which must be one of the following:
 - **full size spare wheel** - which must be the same size and type as the four road wheels and be fitted with a tyre of the same size, speed, and load rating as the four road wheels. Proper tools and equipment for changing the wheel must also be carried.
 - **space saver spare wheel** - which must be the correct size and type for the vehicle and be fitted with a tyre of the correct size, speed, and load rating. The tyre must be correctly inflated in accordance with the manufacturer's specifications. Proper tools and equipment for changing the wheel must also be carried.
 - **run-flat tyres** - which must be fitted to all four road wheels. Run-flat tyres may only be used if the vehicle is fitted with an appropriate *and* serviceable tyre pressure monitoring system (TPMS).
 - **emergency tyre sealant and compressor/inflator pack** – which must be permanently marked with the vehicle registration number.

WINDOWS

16. The front windscreen must allow at least 75% of light to transmit through and all other windows must allow at least 70% of light to transmit through.

APPROVED HACKNEY CARRIAGE VEHICLES

17. The Licensing Authority has approved the following vehicles to be licensed as hackney carriage vehicles:

Make	Model	Long Wheelbase	Short Wheelbase
LTI	TXI	n/a	n/a
LTI	TXII	n/a	n/a
LTI	TX4	n/a	n/a
Carbodies	Fairway	n/a	n/a
Metrocab		n/a	n/a
Patons	TW200	✓	✓
JAG VW	Eurocab	✓	✓
JAG Mercedes	T1 Eurocab	✓	✓
Cab Direct Peugeot	E7	✓	✓
Cab Direct Mercedes	M8	✓	✓
Cab Direct Peugeot	Eurotaxi	✗	✓
Voyager Ford	Tourneo	✓	✓
Cab Direct Mercedes	Vito	✗	✓
Cab Direct Ford	Procab	✓	✓

Section A

1	MOT TEST	REASON TO FAIL	NOTES
1.1	Pass MOT Test	Vehicle does not pass current MOT test	

Section B

1	THE VEHICLE	REASON TO FAIL	NOTES
1.1	Hackney carriage vehicles must be purpose built and built to accommodate disabled passengers in wheelchairs in the rear passenger compartment.	Vehicle not purpose built or built to accommodate wheelchairs.	
1.2	Hackney carriage vehicles must have separate driver and rear passenger compartments, separated by a transparent partition in accordance with the manufacturer or vehicle converter's original specification.	No separate compartment.	
1.3	Where the top tread for the entrance to a hackney carriage vehicle exceeds 38 cm then an intermediate step must be provided at each entrance into the passenger compartment. The intermediate step must not extend outwards beyond the vertical line of the vehicle's wing mirrors. The step must be covered with a suitable non-slip surface with the edges of the step highlighted yellow.	No step provided or edges not marked in yellow.	
1.4	Check the edges of the step on a hackney carriage vehicle are marked in yellow.	Edges of step not marked in yellow.	
1.5	Check the operation of electrically operated steps.	Steps inoperable. Steps do not retract before vehicle moves off.	
1.6	A private hire vehicle with a top tread for the entrance which exceeds 38cm must be fitted with a step to allow easy access to and egress from the vehicle. Any vehicle that does not have a step fitted must carry a portable step to be available for use by all passengers.	No step provided.	
1.7	The front windscreen must allow at least 75% of light through and all other windows must allow at least 70% of light through.	Less light passing through window than permitted values.	
1.8	Check to ensure the vehicle is free of any leakage of water, fuel and oil.	The vehicle has a leakage of fuel or oil or an excessive leakage of water.	
1.9	Check operation of all external locks and catches, ensuring all	Defective external door catches or locks which prevent	

	doors can be securely closed, locked and easily opened.	a door opening or closing properly.	
1.10	Check reflective strips are on front and rear edges of sliding doors in hackney carriages.	Reflective strips not fitted	
1.11	Where sliding doors are fitted in a hackney carriage vehicle, 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.	
1.11	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.	
1.12	Check to ensure all door hinges are in good condition allowing free movement of door.	Door hinges defective.	
1.13	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.
1.14	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
2	VEHICLE EXTERIOR	REASON TO FAIL	NOTES
2.1	Examine the external body panels and structures, including the underside of the vehicle, 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.	Evidence of corrosion, damage, sharp edges, or unsatisfactory repairs.	All repairs are to be carried out in accordance with manufacturer's specification
2.2	Examine the external body and paint work for damage, which adversely affects the appearance of the vehicle.	Paintwork must be of a high standard and the colour and finish of all panels must match exactly.	All paintwork repairs are to be of a reasonably high standard, no sign of repairs are to be visible.
2.3	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.	

2.4	Reversing lights must be operable when fitted.	Reversing lights not operable.	Reverse lights are an MOT item for vehicles first used after 1 September 2009, however for Licensing purposes this applies to all hackney carriage and private hire vehicles, regardless of age.
3	BOOT	REASON TO FAIL	NOTES
3.1	Examine the boot interior for evidence of damage, corrosion or water penetration.	Damage to the floor of the boot, inner wing panels or lid.	
3.2	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.	
3.3	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.	
3.4	Ensure boot rubber seal is not damaged. Ensure it is secure.	Damaged or loose boot seal.	
4	ENGINE COMPARTMENT	REASON TO FAIL	NOTES
4.1	Carry out visual inspection of the engine compartment for signs of fuel, oil or water leaks.	Excessive oil, fuel or water leaks.	
4.2	Examine all plastic/ rubber or metal hoses for signs of deterioration or damage.	Worn or deteriorated hoses or pipes.	
4.3	Check security of radiator and check hoses for leaks.	Leaking or insecure radiator.	
4.4	Fuel cut off switch to be operable and present where known to be fitted as standard.	Switch inoperable or removed.	
5	TYRES AND SPARE WHEELS	REASON TO FAIL	NOTES
5.1	Ensure that method for repairing punctured or damaged tyre is one of the following: full size spare wheel - which must be the same size and type as the four road wheels	Method for dealing with a wheel or tyre should it become defective not present. Method for dealing with a wheel or tyre should it become defective not as per manufacturer's specification.	

	<p>and be fitted with a tyre of the same size, speed, and load rating as the four road wheels. Proper tools and equipment for changing the wheel must also be carried.</p> <p>space saver spare wheel - which must be the correct size and type for the vehicle and be fitted with a tyre of the correct size, speed, and load rating. The tyre must be correctly inflated in accordance with the manufacturer's specifications. Proper tools and equipment for changing the wheel must also be carried.</p> <p>run-flat tyres - which must be fitted to all four road wheels. Run-flat tyres may only be used if the vehicle is fitted with an appropriate and serviceable tyre pressure monitoring system (TPMS).</p> <p>emergency tyre sealant and compressor/inflator pack – which must be permanently marked with the vehicle registration number.</p>		
5.2	All tyres fitted to hackney carriages, including the spare where applicable, must be the correct size, speed, and load rating for the vehicle as per the manufacturer's specification, and be compatible with the taximeter.	Tyres not marked or of an appropriate speed and weight rating.	
5.4	Check to ensure all tyres, including any spare wheel, where applicable, are inflated to the correct pressure for the vehicle and tyre.	Under inflated tyre.	
5.5	Examine the wheel brace and jack provided to ensure they are in good working order.	Failure to provide a suitable jack/wheel brace.	Only relevant if method for replacing punctured or damaged tyre is full size spare or space saver.
5.6	Check to ensure the spare wheel and tools are held securely in position.	Spare wheel and tools not secured properly.	
5.7	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.	
5.8	All tyres must have a continuous tread depth of at	A tyre not having the required tread depth.	

	least 1.6mm across the central three quarters of the breadth of the tyre, and visible tread across the remaining breadth of the tyre.		
6	VEHICLE INTERIOR	REASON TO FAIL	NOTES
6.1	Three point seat belts must be fitted to driver and all passenger seats.	Three point seat belts not fitted. Seat belt inoperable. Seat belt frayed, cut, or otherwise damaged.	Seatbelts and seatbelt mechanisms must be in good working order and free from frays, cuts, and other damage. If a seatbelt sustains any frays, cuts, or other damage the seatbelt must be replaced - not repaired.
6.2	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.	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.	
6.3	Check for unpleasant odours within the vehicle.	Unpleasant odours present.	
6.4	Remove any mats from floor and examine carpeting for signs of leakage of water into the vehicle.	Evidence of leakage of water into vehicle.	
6.5	Examine carpet and any mats to ensure they are not worn or damaged, or likely to be a trip hazard.	Worn or damaged carpet or mats. Patching is not acceptable.	
6.6	Examine all seats to ensure they are properly secured to the vehicle including fixed seat cushions. 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.	Seat covers should be removed in order to carry out full inspection of seats.
6.7	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.	
6.8	Examine rear view mirrors to ensure they are securely fixed.	A loose, cracked damaged or missing mirror, or one that impairs vision.	
6.9	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.	
6.10	Check operation of rear screen heater to ensure it is	Defective rear screen heater.	

	functioning correctly.		
6.11	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.	
6.12	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.	
6.13	Ensure child-proof locks function correctly, where fitted.	Defective child-proof locks.	
6.14	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, or moulds, damaged, worn, or insecure.	
6.15	Check a luggage grill or cover is fitted to estate cars.	Luggage grill/cover not fitted.	
6.16	Check that intercom systems fitted to hackney carriage vehicles 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.	
6.17	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.	
6.18	If fitted, CCTV camera and associated equipment shall be firmly affixed. Signs advising that CCTV is in operation must be prominently displayed outside and inside the vehicle. The CCTV system must provide that the data unit is stored separately from the	Loose camera or equipment fitted. No warning sign. Data unit not stored separately and out of view of passengers. CCTV cameras located incorrectly.	

	camera(s) and out of view of person travelling in the vehicle. CCTV cameras must not be fitted in locations that are likely to affect the safety of any person travelling in the vehicle, and must be located as securely and discreetly as possible to avoid passengers travelling in the vehicle from tampering with them.		
6.19	Check gaiter around gear lever is present, securely fitted, and free from damage.	Gaiter missing, insecure, or damaged.	
7	TAXI SIGNS (Hackney Carriages Only)	REASON TO FAIL	NOTES
7.1	An illuminated roof-sign displaying the word 'TAXI' must be securely fitted to the roof of the hackney carriage vehicle in such a position that it is clearly visible from the front of the vehicle by day and night. The roof-sign must be connected to the taximeter so that when the vehicle is available for hire the sign is illuminated and it is not illuminated when hired.	Roof sign not fitted or clearly visible from the front of the vehicle. Roof sign does not illuminate when vehicle is available for hire. Roof sign does not extinguish when vehicle is hired.	
7.2	Check to ensure there is an interior light box displaying the word 'CAB' in uppercase letters and the vehicle licence number is below it and that the lightbox is clearly visible to all passengers. The lightbox must be wired directly to the ignition so that it remains lit at all times the vehicle ignition is turned on.	Interior sign not clearly visible, is damaged, not illuminated, not mounted correctly or securely. Not wired directly to ignition.	New or replacement vehicles can be tested without numbers on the interior lightbox as a licence number will not have been allocated at the time of being tested.
8	WHEELCHAIR FACILITIES	REASON TO FAIL	NOTES
8.1	Anchorage must be provided for the wheelchair and occupant. These anchorages must be either chassis or floor linked.	Anchorage not present or in good working order.	
8.2	Anchorage must also be provided for the safe stowage of wheelchairs when not in use, whether folded or otherwise.	Anchorage not present or not in good working order.	
8.3	Check condition and operation of wheelchair restraints and equipment.	Wheelchair restraints or equipment worn or damaged or missing or not functioning	

	Restraints for passengers and wheelchairs must be independent of each other.	correctly. Restraints not independent of each other.	
8.4	Check operation and condition of wheelchair user's seatbelt.	Seatbelt worn, frayed, damaged or cut.	
8.5	A ramp with a minimum safe working load (S.W.L.) of 300kg for the loading of a wheelchair and occupant must be available for the safe loading and unloading of passengers.	Ramps not present, or do not have a minimum S.W.L. of 300kg.	
8.6	Check the ramp operates correctly.	Ramp not in good working order.	If ramps stowed in boot these should be removed from the boot and fitted to vehicle.
8.7	Ramps not permanently affixed to the vehicle must be permanently marked with the vehicle registration number.	Ramps not permanently fixed to the vehicle not marked with vehicle registration number.	
8.8	Check the edges of the ramp are marked in a high contrast colour scheme.	Ramp edges not marked in a high-contrast colour scheme.	
8.9	Check that the ramps are securely installed in the boot where applicable.	Ramps not securely fitted in the boot.	
8.10	Examine the ramps for any damage.	Ramps in poor condition, damaged, or sharp edges showing.	
8.11	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.	