

**REPORT TO:** Licensing Sub-Committee  
**MEETING DATE:** 14 March 2024  
**BY:** Executive Director for Council Resources  
**SUBJECT:** Taxi and Private Hire Car Licensing

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**1 PURPOSE**

- 1.1 The purpose of this report is to advise the Sub-Committee of some proposed alterations to the Taxi & PHC Driver & Operator Conditions.

**2 RECOMMENDATIONS**

- 2.1 It is recommended that the Licensing Sub-Committee approve the proposals outlined at para 3.4.

**3 BACKGROUND**

- 3.1 Taxi and PHC Driver and Operator conditions have been updated in consultation with Legal Services, Transportation, Licensing, and Information Governance. The updated Conditions and Guidance were the subject of reports to the Licensing Sub-Committee on 12 January, 14 September, and 9 November 2023.
- 3.2 Consideration has been given to some comments received from the trade, highlighting recent investment in vehicles which do not comply with the number of seats requirement and/or the side-loading requirement in the updated Conditions. Following further discussion with Transportation, and noting that the delays in drawing up the updated Conditions meant that drivers received only about 15 months' notice of the changes rather than the roughly three years which has originally been intended, it is now proposed that a slight amendment be made to these updated Conditions, with a view to differentiating between new grants of a licence, and renewals of a current licence, so as to avoid unfairly penalising those who have invested in new vehicles recently, which will not meet the updated Conditions on the points noted above.

3.3 Schedule A of the Conditions, which deals specifically with vehicle conditions of fitness, is attached hereto as an appendix for reference.

3.4 It is proposed that the undernoted sections of Schedule A will, from and after their coming into effect on 1 April 2025, apply only to new grants of a licence:

Condition 1 - regarding side loading

Conditions 13.4-13.6 - regarding age of vehicles

Condition 14.2 - regarding number of passenger seats

For vehicles which are licenced prior to these conditions becoming live on 1 April 2025, these conditions will not apply and the licence for such vehicles will be renewable on the terms of the previous conditions, reproduced at 3.5 below, and applying prior to the new terms coming into effect on 1 April 2025. The intention for this change is to allow presently licenced vehicles that seat six passengers, and/or are rear-loading as opposed to side-loading, to continue to be able to be licenced until such time as they meet the upper age-limits provided for in the Guidance.

3.5 The Conditions prior to the recent update read as undernoted:

Vehicles presented for grant of a new licence shall be no more than three years old (since date of first registration) on the date when the licence is granted.

Vehicles presented for substitution, including temporary substitution, on an existing licence (1) shall be no more than six years old (since date of first registration) on the date when the substitution on the licence is to take effect and (2) shall not be older than the vehicle to be replaced as at the date or proposed date of substitution on the licence.

Saloon-type and other regular production vehicles presented for renewal of licence shall be regarded, as unsuitable if more than six years old (from date of first registration) on the date on which the renewal of licence is to take effect.

Purpose built taxi-cabs and limousine-type vehicles shall be regarded as unsuitable if more than twelve years old (from date of first registration) on the date on which the renewal of licence is to take effect.

#### **4 POLICY IMPLICATIONS**

None.

#### **5 INTEGRATED IMPACT ASSESSMENT**

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment, or economy.

## 6 RESOURCE IMPLICATIONS

- 6.1 Financial – none.
- 6.2 Personnel – none.
- 6.3 Other – none.

## 7 BACKGROUND PAPERS

- 7.1 None.

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<b>DATE</b>	6 March 2024

## SCHEDULE A

### VEHICLE CONDITIONS OF FITNESS

1. Taxis in East Lothian must be a side-loading motor vehicle which is Disability and Discrimination Compliant (DDA). Vehicles must have a minimum power output of 70kW/94hp.
2. The vehicle must hold low volume type approval or such equivalent amended certification as issued by the Vehicle Certification Agency or its successors and must comply in all respects with the requirements of all Acts and Regulations relating to motor vehicles.
3. Taxis must be capable of being licensed to carry between 5 and 8 passengers. The decision of the Transport Compliance Officer as to the appropriate number of passengers for the vehicle to be licensed to carry shall be final following inspection of the vehicle and consideration of safety and luggage requirements.
4. A fee will be payable to the Licensing Office, East Lothian Council, John Muir House, Haddington, for non-attendance at the time/test date provided and if test dates are cancelled 48 hours from the date of the test date.
5. All vehicles must have a valid M.O.T. Certificate obtained within the previous 30 days.
6. Vehicle inspections, outwith the standard M.O.T. inspection, will take place annually and will ensure that every vehicle meets the Licensing Authority's criteria of fitness to carry fare-paying passengers.
7. The inspection and examination will extend beyond mechanical aspects and will also cover bodywork condition, structure, cleanliness etc.
8. The fee for inspections is contained within the annual licence fee however a vehicle failing inspection will require to be retested with a further fee payable, for each occasion, prior to the retest. This must be paid online at <http://www.eastlothian.gov.uk> or at any of the Council Area Offices, with cash or by debit/credit card and the receipt produced at the VPMU. If the vehicle is returned to the VPMU and retested within 10 working days on one or more of the following items only then no retest fee will apply.
  - a) Access panels
  - b) Battery
  - c) Bonnet
  - d) Boot lid
  - e) Brake pedal anti-slip
  - f) Break glass hammer
  - g) Doors (including hinges, catches and pillars)
  - h) Door open warning device
  - i) Dropsides
  - j) Electrical wiring
  - k) Emergency exits and signs
  - l) Entrance door remote control
  - m) Entrance/exit steps
  - n) Fire Extinguisher
  - o) First aid kit
  - p) Fuel filler cap

- q) Headlamp cleaning or levelling devices (not requiring a headlamp aim check)
- r) Horn
- s) Lamps (excluding headlamp aim)
- t) Lifting Jack
- u) Loading door
- v) Main beam 'tell-tale'
- w) Mirrors
- x) Paintwork
- y) Rear reflectors
- z) Registration plates
- aa) Seat belts (but not anchorages)
- bb) Seat belt load limiter
- cc) Seat belt pre-tensioner
- dd) Seats
- ee) Sharp edges or projections
- ff) Spare wheel
- gg) Spare wheel method statement
- hh) Stairs
- ii) Steering wheel
- jj) Tailboard
- kk) Tailgate
- ll) Tyre pressure monitoring system
- mm) Vehicle identification number (VIN)
- nn) Windscreen and glass
- oo) Windscreen wipers/ washers
- pp) Wheel brace
- qq) Wheels and tyres

9. All vehicles presented must be in appropriate condition with the bodywork and passenger accommodation being clean and the underside of the vehicle free from road dirt, excess grease and oil etc.

9.1 Where the inspection shows the vehicle has not been presented in a suitable condition, it is the responsibility of the licence holder to arrange any required remedial work prior to re-presentation. A supplementary inspection charge will be levied against vehicles presented in an unsuitable condition. Payment to be made in accordance with retest fees.

10. In addition to the annual inspection, spot checks on vehicle condition will be conducted, from time to time, by an authorised Officer of the Licensing Authority, an authorised Officer of the Vehicle Inspectorate or the Police, any of whom may require identified remedial work to be carried out. In such circumstances, the vehicle must be re-presented to VPMU after the remedial work has taken place before approval is granted for the vehicle to be used in service.

11. All vehicles, of an approved type and model, must carry:

11.1 A spare wheel fitted with a pneumatic tyre of the same type and size as the other tyres and wheels on the vehicle, or where a spacesaver wheel and tyre (as provided by the manufacturer) is used, a method statement indicating limits of use must be present with the vehicle. Any spare wheel must be in such condition as to instantly replace any damaged wheel or a wheel on which the tyre has become damaged;

11.2 A suitable lifting jack;

11.3 A suitable wheel brace;

11.4 Any vehicle manufactured without space for a spare wheel must provide a copy of a

contract for vehicle recovery and onward travel of the passengers. Evidence that such cover is in place must be produced annually at the time of the vehicle inspection;

11.5 A fire extinguisher (BSI approved) suitable for use on petrol, diesel or electrical fires carried in a suitable fastener fixed to the vehicle or held within a suitable compartment of the vehicle in a position approved by the licensing authority;

11.6 A first aid kit that is adequate for treating the maximum number of passengers carried in the vehicle, fixed to or held within a compartment within the vehicle in a position approved by the licensing authority.

## **12. Appeal Process**

If you wish to appeal against a decision to fail your vehicle, you should do so on the Appeal Request form available at the VPMU. This form together with a further full test fee should be sent to Licensing, East Lothian Council, John Muir House, Haddington, EH41 3HA within 14 days of the initial vehicle inspection. Your appeal will be heard at the next appropriate Licensing Sub-Committee after which, if your appeal is successful your test fee, or if appropriate part of it will be returned to you. Prior to submitting your appeal you should contact the VPMU and ensure that an agreed photographic record of the item in dispute is available for the Sub-Committee's information and consideration, this may entail securing this evidence prior to any repair work being carried out or the vehicle being put back into service.

## **INSPECTION AND FAILURE CRITERIA**

### **13. AGE OF VEHICLE**

13.1 Zero Emission vehicles presented for grant of a new licence shall be no more than four years old (since date of first registration) on the date when the licence is granted.

13.2 Internal Combustion Engine (ICE) vehicles presented for grant of a new licence shall be no more than three years old (since date of first registration) on the date when the licence is granted.

13.3 Any vehicle presented for substitution or replacement, on an existing licence:

13.3.1 shall be no more than seven years old (since date of first registration) on the date when the substitution on the licence is to take effect and

13.3.2 shall not be older than the vehicle to be replaced as at the date or proposed date of substitution on the licence.

13.4 Effective 1st April 2025 there will be an Age Limit applied to Taxis and Private Hire Cars (PHC) licensed by East Lothian Council, Subject to meeting normal conditions about roadworthiness:

13.04.1 A Taxi can be submitted for test prior to the 12th anniversary of its registration for renewal of licence and can continue to operate until the expiry of that licence period.

13.04.2 A PHC can be submitted for test prior to the 10th anniversary of its registration for renewal of licence and can continue to operate until the expiry of that licence period.

13.5 Effective 1st April 2025 to allow any Electric Taxi, which is not a hybrid vehicle, to be an exception to the 12 year age limit and allow an additional 2 years of operation. Subject to meeting normal conditions about roadworthiness and 6 monthly compliance test from the vehicles 12th anniversary this will allow a vehicle to be submitted for test prior to the 14th anniversary of its registration for renewal of licence and can continue to operate until the expiry of that licence period.

13.6 Effective 1st April 2025 to allow any Electric PHC, which is not a hybrid vehicle, to be an exception to the 10 year age limit and allow an additional 4 years of operation. Subject to meeting normal conditions about roadworthiness and 6 monthly compliance test from the vehicles 10th anniversary this will allow a vehicle to be submitted for test prior to the 14th anniversary of its registration for renewal of licence and can continue to operate until the expiry of that licence period

#### 14. VEHICLE TYPES (Effective 1 April 2025)

##### 14.1 Taxi

- Motor vehicles of a type or model which holds a valid European Whole Vehicle Type Approval as a M1 vehicle
- Is purpose-built for use as a Licensed Vehicle
- Is Euro 6 emissions compliant

Are deemed suitable.

##### 14.2 Private Hire Vehicle

Must have:

- A minimum of four separate doors (excluding rear-facing doors)
- Exactly four passenger seats if a saloon vehicle
- Exactly eight passenger seats for multi-passenger vehicles

#### 15. CLEANLINESS/APPEARANCE

The purpose of the inspections is to ensure that vehicles are safe, aesthetically pleasing and present both the operator and East Lothian Council in a favourable manner.

Inspection	Failure	Note
Check bodywork is not damaged or extensively corroded	Body work damaged Bodywork extensively corroded Dent in excess of 600mm <sup>2</sup>	
Check paint in good condition	Different colour/shade Not to a uniform finish Has surface deficiencies e.g. paint runs or peeling Scratched or stained Broken paint surface	
Check External Cleanliness	Dirty/Contaminated exterior	
Check Vehicle Underside	Not free from road dirt Excess grease Excess oil	
Check passenger compartment is clean and free from rubbish Check interior upholstery for security, cleanliness and condition	Dirty Contains any rubbish Upholstery, trim or headlining is dirty, missing, insecure, torn or in such condition as to soil clothing or adversely affect passenger comfort	
Check Tariff Sheet if vehicle fitted with a meter	Absent Out of Date	

Check front and rear Licence Plate	Not displayed Different Not secured with approved fixing kit	
Check roof mounted "Taxi" sign (not applied to Private Hire Vehicles)	Absent Insecure Fails to illuminate	
Check front and rear Private Hire Plate (not applied to Taxis)	Not displayed Different Not secured with approved fixing kit	
Check door mounted Private Hire sign	Absent Insecure	
Check Road Fund Licence Proof to be supplied at test	Out of Date	

## 16. ADVERTISING

- All advertising carried either externally or internally by Taxis must not be of a nature to cause offence and every request to display advertisements must therefore be submitted to the Licensing Authority for a prior decision on suitability. Requests to display 3<sup>rd</sup> party advertising should include scale drawings of the adverts. The Civic Government (Scotland) Act 1982 prohibits any form of advertising on a Private Hire Car that could imply the vehicle is a Taxi. Where permission is granted for an advertisement to be carried this permission will be granted for one year or to the next annual test of the vehicle.
- Fees will not be payable for adverts on a Taxi which are solely for the purpose of identifying the Taxi as that of the Operator.

### 16.1 Taxis

Exterior advertising on Taxis must meet the following conditions:

16.1.1 Where the complete vehicle body forms an advertisement this must be approved by the Licensing Authority and the relevant fee paid prior to the advert being fitted to the body or the vehicle painted;

16.1.2 Adverts for 3<sup>rd</sup> party companies, on the bonnet or panels of the vehicle, must be in no more than two colours and measure no more than 800mm by 400mm and must not be fitted prior to the relevant fees being paid and Licensing Authority approval given;

16.1.3 No advert may be placed on any window of a Taxi. (Excluding Health & Safety signs)

Interior advertising on Taxis must meet the following conditions:

16.1.4 Adverts inside a Taxi can be placed on seat fronts or backs and seat headrests subject to the relevant fees being paid and Licensing Authority approval given.



## 16.2 Private Hire Cars

16.2.1 Private Hire Cars may display the name of the operator and a telephone number on two rear side panels of the vehicle or on the bonnet only, but not on all three locations or the rear of the vehicle. The display must be single colour and cover an area of no more than 800mm by 400mm. The display must not in any way or form imply that the vehicle is other than a Private Hire Vehicle. It must not include the words Taxi(s), Cab(s) or Car(s).

Inspection	Failure	Note
Check Advertising (if applicable – see note)	Offensive Placed on any window Size Colour	The Local Government (Scotland) Act prohibits any form of advertising on a Private Hire Car that could imply the vehicle is a taxi

## 17 DRIVER'S COMPARTMENT AND CONTROLS

The purpose of these inspections is to ensure the safety and comfort of passengers and driver.

Inspection	Failure	Note
Check for cleanliness and presentation	Dirty Contains rubbish Contains items liable to interfere with the proper control of the vehicle	
Check the condition and security of the driver's seat	Seat insecure or structurally weakened Padding or covering is seriously deteriorated	
Check seat adjusting mechanism noting movement relative to vehicle structure	Insecure Ineffective	
Check driver's controls can be operated from the driver's seat	Control cannot be operated from the driver's seat without maintaining proper control of the vehicle	
Check view to front and rear	Any object on the vehicle which is located or is of such a size that the driver has a restricted view of the road ahead or view to the rear having regard to the original design of the vehicle.	

Check the operation of all ventilation equipment and heaters	A heater that does not emit heat Ventilation equipment not supplying adequate air to screen or car interior A leaking unit An insecure unit A control mechanism is inoperative or ineffective	
Check Fire Extinguisher (may be secured within an exposed area of the luggage compartment)	Absent Not easily accessible Clearly discharged Damaged Not conforming to current British Standards Last maintenance check in excess of expiry date Not secured or in an inappropriate compartment	
Check First Aid Kit (of a size suitable for the number of passengers carried in the vehicle)	Absent Insufficient for maximum number of passengers Not secured or in an inappropriate compartment	

## 18 WHEELS AND TYRES

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

18.1 No road wheel or tyre, including spare wheel, shall be of a different circumference from that for which the taximeter affixed to the vehicle was designed, geared and tested by East Lothian Council's VPMU.

Inspection	Failure	Note
Check circumference of all wheels/tyres	Different from that specified by taximeter	
Check inflation of tyres	Beyond tolerance specified by vehicle manufacturer	
Check tyre condition	Tyre is worn Tyre has a lump or bulge Incorrectly seated on the wheel rim Tyre is cut Any part of the cord is exposed Tread depth is less than 1.6mm over the centre $\frac{3}{4}$ of the tyre	
Check wheel rim condition	Damaged, distorted or cracked	
Check wheel security	Insecure	
Check spare wheel security	Not secured If secured in the passenger cabin and not covered	

## 19 BRAKES

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

19.1 Where brake connections are secured with bolts or pins, the bolts or pins must be fitted with approved locking devices and they must be so placed that, when in any position other than horizontal, the head of the bolt or pin is uppermost.

Inspection	Failure	Note
Check foot brake pedal	Any side play Not anti-slip Worn or corroded Fading on holding down pedal for approximately 1 minute	
Check hand brake lever	Any side play	
Check pawl holding	Insecure	
Foot Brake Efficiency	Not met	
Hand Brake Efficiency	Not met	

## 20 STEERING

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

20.1 The steering wheel must be on the offside of the vehicle.

20.2 The steering mechanism must be so constructed and arranged that no over lock is possible and that the road wheels do not, in any circumstance, foul any part of the vehicle.

20.3 Where steering connections are secured with bolts or pins, the bolts or pins must be fitted with approved locking devices and they must be so placed that, when in any position other than horizontal, the head of the bolt or pin is uppermost.

Inspection	Failure	Note
Check steering column security	Insecure	
Check steering box or steering rack for security to chassis	Insecure	
Check steering box or steering rack	Leaking Fractured Roughness	
Check sector shaft, or rack, bushes	Excessively worn	

## 21 LIGHTING

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

- Adequate lighting of the passenger and driver must be provided.
- All step entry areas must have adequate lighting when in use.

Inspection	Failure	Note
Check operation of all lights	Not fitted Insecure Not working Flickers when tapped lightly by hand	
Check reflectors	Not fitted Cracked or broken	

## 22 ELECTRICAL EQUIPMENT

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

- All electrical leads and cables must be adequately insulated. Suitable fuses must protect all electrical circuits.

Inspection	Failure	Note
Check battery	Insecure Leaking	
Check battery terminals	Insecure Corroded	
Check wire/cable insulation	Not insulated Not secured Heavily contaminated with oil Signs of chaffing Heat damage	

## 23 COMMUNICATION APPARATUS

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

- Communication equipment must be fitted so as not to obstruct the operation of the vehicle controls or access for passengers.

Inspection	Failure	Note
Check all radio equipment	Insecure Inappropriate position	
Aerial	Inappropriate type	Only aerials of a type and in a position approved by the Licensing Authority

## 24 DOORS

- The vehicle must have a minimum of 4 doors usable for entry to the vehicle.
- All doors and door locks must be capable of being readily opened. On all vehicles only approved original central locking systems will be permitted.

Inspection	Failure	Note
Check operation of door opening mechanism, internally and externally	Inoperative Incomplete	
Check door hinges	Worn Insecure	
Check door pillars	Insecure Weakened by damage Corroded	
Check door locks in the closed position	Insecure locking	
Check Side door open to maximum extent (wheelchair accessible vehicles)	Open door over-extends to be in contact with vehicle bodywork Door does not stay in open position Access dimension is less than 1220mm (height) by 680mm (width)	
Check Rear door open to maximum extent (wheelchair accessible vehicles)	Access dimension is less than 1220mm (height) by 780mm (width)	

## 25 WINDOWS AND VISIBILITY

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

- An interior mirror must be fitted in the driver's compartment. External mirrors must be fitted to the near side and off side of the vehicle.
- The vehicle must have windows at the sides and rear.
- For vehicles used on or after 01 April 1985, legal requirements must be met, in that, the light transmitted through the windscreen must be at least 75% and the front side windows must allow at least 70% of light to be transmitted through them. In East Lothian, agreed requirements are that the rear side windows must allow at least 40% of light to be transmitted through them and should be of such transparency as to enable the driver and passengers to be seen from outside the vehicle.
- No advertising sign or sticker should be positioned on glazed areas, unless it displays a legal requirement. E.g. No smoking. It is acceptable for the warning/legislative sticker to display a suppliers name.

Inspection	Failure	Note
Check windows	Missing Insecure Not made of safety glass Excessively scored or marked Tinted so as to obscure visibility Obscured by signs/stickers	
Check window opening	Does not open Insecure Open beyond design limits	Applies only to windows designed to open

## 26 EXHAUST

The exhaust pipe must be fitted or shielded so that no flammable material can fall or be thrown upon it from any other part of the vehicle and that it is not likely to cause a fire through proximity to any flammable material on the vehicle. The outlet must be placed at the rear of the vehicle in such a position as to prevent exhaust fumes entering the vehicle.

Inspection	Failure	Note
Check exhaust system	Insecure Leaking Corroded	

## 27 LUGGAGE COMPARTMENT

The vehicle must have adequate provision for the carriage of luggage with an effective method of securing luggage being provided. No luggage fittings may be attached to or carried upon the outside of the vehicle.

Inspection	Failure	Note
Check for cleanliness/tidiness	Dirty Untidy	
Check boot latch	Insecure Defective	
Check luggage carrying capacity	Insufficient space to carry two suitcases	
Check mechanism to secure luggage	Missing Insecure	

## 28 ACCESSIBILITY

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

28.1 All Taxis must be wheelchair accessible. Wheelchair accessible Private Hire Vehicles must comply with accessibility requirements of this section

28.2 Wheelchair accessibility must be available without the requirement to remove any seating from the vehicle. Seating may be moved within the vehicle on approved tracking in the vehicle floor to provide sufficient space for wheelchair compliance. Anchorage for a wheelchair should be available in a forward/reverse and side to side direction.

28.3 If the vehicle is fitted with a powered lifting ramp it must be presented for inspection with current certification.

28.4 Steps.

28.4.1 The top of the tread on the lowest step for any entrance, or where there is no step on the floor itself at the lowest entrance, must not be more than 38 centimetres above the ground when the vehicle is unladen.

28.4.2 Where any step in the vehicle is electronically operated, it must be fully retractable, tamper and weather-proof. Any such step must be equipped with sensors and a warning system to alert the driver when the step is extended. This step should be under the automatic control of the driver in such a way that it cannot be left extended when the vehicle is moving.

28.4.3 Any fixed step must not protrude from the vehicle line further than the folded in rear view wing mirror

Inspection	Failure	Note
Check passenger side door entrance	Any height dimension less than 1220mm Any width dimension less than 680mm No locking device in open position	
Check passenger rear door entrance	Any height dimension less than 1220mm Any width dimension less than 780mm No locking device in open position	
Check access ramps for side or rear door as applicable	Missing Max gradient greater than 25% (1:4) Safe working load less than 250kg	
Check Passenger Lift	Hydraulic oil leak	
Check LOLER Record	If certificate in excess of 6 months	
Check minimum space requirement for wheelchair.	An area of less than 1200mm by 700mm wide. (1200mm to be measured from rear wheel of wheelchair location to footstep location in vehicle)	

## 29 SEATING

The purpose of these inspections is to ensure the safety of passengers.

Inspection	Failure	Note
Check seating	Not securely fixed Not facing either front or rear Not provided with 3 point lap and diagonal seat belt or where not possible a 2 point lap seat belt.	
Check upholstery	Dirty Worn Torn	

## 30 FLOOR COVERING

The purpose of these inspections is to ensure the safety of passengers.

- Floor coverings should be of a quality and standard to minimise the possibility of any slip or trip hazard.

Inspection	Failure	Note
Check floor covering	Dirty/Oily Excessively worn Torn Uneven	

## 31 HAND GRABS

The purpose of these inspections is to ensure the safety of passengers.

Inspection	Failure	Note
Check hand grabs	Missing Insecure	

## 32 METER & FARE TABLE FRAMES

32.1 All taximeters must be calendar type.

32.2 Where a taximeter is fitted, it must be operational, calibrated to the correct Fare Table and be sealed by the Licensing Authority in a manner that meets the satisfaction of the Licensing Authority. Every taximeter must be fitted in a position where the passenger can easily view it. All vehicles fitted with a taximeter must display the Licensing Authority approved Fare Table in a position enabling the passenger to view it.

**32.3 It is an offence to operate with a taximeter that is not sealed and vehicles must not operate if the seal has been broken, damaged or tampered with in any way. The Licensing Authority shall retest meters before being used again.**

32.4 Taxi Plates issued by the Licensing Authority will be displayed at all times when the vehicle is on or available for hire. Plates require to be kept clean and if broken should be replaced by the Licensing Authority on payment of the appropriate fee.



- 32.5 Meter calibration and sealing will take place annually.
- 32.6 Private Hire Cars do not require a taximeter to be fitted, but where a taximeter is fitted it must be used unless the hirer has given prior permission.
- 32.7 Private Hire pre-booked signs issued by the Licensing Authority will be displayed at all times when the vehicle is on or available for hire.
- 32.8 Private Hire identification plates must be displayed on the front and rear of the vehicle.
- 32.9 After a Fare Table review and approval by the Licensing Authority, operators must present all vehicles for checking of taximeter calibration and sealing within fourteen days of the commencement of the new Fare Table

Inspection	Failure	Note
Check fare table frame	Missing Insecure Incorrectly positioned to be easily viewed by the passenger	
Check fare table	Missing Incorrect fare table Incorrectly positioned to be easily viewed by the passenger	
Check taximeter seal	Missing Damaged Not approved by Council	
Check taximeter	Not operational Incorrectly positioned to be easily viewed by the passenger	

Inspection	Failure	Note
Check taximeter calibration for distance over a pre-determined measured distance	Calibration is shown to be incorrect	
Check taximeter calibration for standing time	Calibration is shown to be incorrect	

### 33 ENGINE & ANCILLARIES

These checks are primarily a visual examination of readily observable items.

Inspection	Failure	Note
Check engine/ancillaries	Dirty Insecure Defective engine mounting Fractured Oil leak Water leak Brake fluid leak Fuel leak Air leak Any warning light illuminated	

### 34 FUEL

34.1 Fuel tanks must be adequately protected from possible damage by collision. All fuel tanks and apparatus supplying fuel to the engine must be placed or shielded in such a manner that no fuel overflowing or leaking therefrom can fall or accumulate on any part or fitting where it is capable of being ignited or can fall into any receptacle where it may accumulate.

34.2 The filling point for all fuel tanks must be accessible only from the outside of the vehicle and filler caps must be so designed and constructed that they cannot be dislodged by accident.

34.3 In the case of a gas-powered engine, a device must be provided to enable the supply of fuel to the engine to be cut off immediately. The device must be visible and readily accessible from the outside of the vehicle and the "OFF" position must be clearly marked.

Inspection	Failure	Note
Check fuel tanks	Positioned under bonnet Not protected from collision damage Leaking	
Check fuel supply systems	Not shielded Overflowing Leaking Fuel accumulating on/in any fitting or receptacle	
Check fuel cut off device	Missing Not operating effectively Not visible Not readily accessible Not on outside of vehicle "Off" position not clearly marked	Applies to gas-powered engine only
Alternative fuel range	Fuel range below 60% on presentation for test	Electric, hydrogen or other alternative fuel

### 35 ROAD TEST

During a short road test with the vehicle in motion, the following tests will be conducted.

Inspection	Failure	Note
Check engine performance	Not able to maintain a reasonable pace Excessively noisy Excessive vibration	
Check transmission	Excessively noisy Excessive vibration	
Check speedometer/odometer	Inoperative Malfunctioning	
Check clutch operation	Clutch slipping	
Check ride of vehicle	Causes discomfort or distress to a passenger	

