

# HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE COMPLIANCE TESTING STANDARDS



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## **1. Introduction**

- 1.1 All hackney carriage and private hire vehicles licensed with Calderdale Council are subject to pass an initial compliance test at Calderdale Council's testing station before it is first licenced. Vehicles 3 years and under must pass an annual MOT thereafter and are subject to either a roadside spot check or being called in to undergo a full Compliance Test at Calderdale Council's Testing Station (if either there is a concern from the roadside inspection that needs further investigation or a public complaint is received by the Authority).
- 1.2 Licenced vehicles aged 3, 5 and 6 to 11 years from registration are required to pass the Vehicle Compliance Test at Calderdale Council's Testing Station prior to renewal. Vehicles over 11 years old are required to pass the Compliance Test at Calderdale Council's Testing Station every six months.

1.3 Hackney carriages and private hire vehicles are subject to much higher annual mileage and more arduous driving than the majority of privately owned vehicles. To ensure the safety of passengers and other road users a more stringent maintenance and testing regime is required to that of the standard MOT test, as such all licenced vehicles will be tested in accordance with:

- MOT standards issued by DVSA.
- The Council's testing standards as prescribed in this policy.

A vehicle must meet the above standards in order to be granted a licence.

This policy provides a working guide for proprietors, those involved in the maintenance of vehicles and for vehicle inspectors.

In developing these standards, Calderdale Council has had regard to the following:

- National Best Practice Guide for the Inspection of Hackney Carriage and Private Hire Vehicles 2012, published by the Freight Trade Association and the Public Authority Transport Network Technical Officer Group.
- Taxi and Private Hire Vehicle Licensing Best Practice guidance 2010, issued by the Department for Transport.

- 1.4 All licenced vehicles can be subject to a roadside inspection by an Authorised Council or Police Officer at any time without notice.
- 1.5 The licence plate at all times remains the property of Calderdale Council and removed plates must be surrendered to the Council on renewal, suspension, revocation, transfer or at the request of a council officer.

- 1.6 The proprietor of the vehicle shall notify the Council in writing within fourteen days of the transfer of the vehicle to any other person, specifying the name and address of the person to whom the vehicle has been transferred. The fee to transfer a licensed vehicle from one proprietor to another proprietor will be the same as a new vehicle licence application.
- 1.7 The vehicle licence should not be transferred to another vehicle except in exceptional circumstances (eg. Accident) and only once the vehicle receiving the licence has passed a Calderdale Council compliance test. Grandfather rights (below) cannot be transferred.

## **2. Grandfather Rights**

2.1 Any vehicle licensed before this policy comes into force may be eligible for grandfather rights which provide an exemption from changes to the policy relating to the age of the vehicle. **Grandfather Rights cannot be transferred from vehicle to vehicle.**

## **3. Types of vehicle that may be licensed**

3.1 The following standards require that all licensed private hire and hackney carriage vehicles are of a prescribed type and achieve levels of roadworthiness, comfort and appearance approved by Calderdale Council.

In summary, all vehicles must have:

- A minimum of four road wheels.
- Four doors (excluding rear doors/tailgate)
- Capacity to carry at least four, but not more than eight, passengers, in addition to the driver.
- The vehicle must be right hand drive.
- All seating must face either forwards or backwards.

## **4. Vehicle Modifications**

4.1 No change in the vehicle manufacturers (or their approved convertors) specification, design, condition or appearance of a vehicle can be made without prior written approval from the Licensing Authority.

## **5. Vehicle Age**

5.1 Vehicles are subject to an upper age limit of 12 years for all 4-passenger seated internal combustion engine saloon or hatchback vehicles and 14 years for multi seater (5-8 passenger seats), wheelchair accessible vehicles and Ultra Low Emission Vehicles (ULEVs) which includes Plugin Hybrid Electric Vehicles (PHEVs) and Electric Vehicles (EVs), after which they must be removed from the fleet. Mild or self-charging hybrid vehicles will be subject to meeting the emission requirements of a ULEV (See sect 6.2).

All vehicles must be less than 6 years of age at the first issue of a vehicle licence. Wheelchair accessible Hackney Carriage vehicles, with an IVA or Stage 2 Certificate, multi seater (5-8 passenger seats), and Ultra Low Emission Vehicles (ULEVs) which includes Plugin Hybrid Electric Vehicles (PHEVs) and Electric Vehicles (EVs), must be less than 8 years of age at the first issue of a licence. Mild or self-charging hybrid vehicles will be subject to meeting the emission requirements of a ULEV.

## **6. Emissions**

6.1 Calderdale Council has signed up to the West Yorkshire Low Emission Strategy which targets air quality problems across the region.

The policy promotes a transition to low emission vehicles across the taxi trade.

6.2 Vehicles must comply with the following emissions standards:

Petrol vehicles – Euro 5 petrol vehicle class. Applies to vehicles registered from 1<sup>st</sup> January 2011 onwards

Diesel vehicles – Euro 6 diesel vehicle class. Applies to vehicles registered from 1<sup>st</sup> September 2015 onwards

Petrol hybrid vehicles – Euro 4 petrol vehicle class. Applies to vehicles registered from 1<sup>st</sup> January 2006 onwards.

Ultra-low emission vehicles – 75g CO<sub>2</sub>/km and under

## **7. Engine Size**

7.1 Calderdale does not require licensed vehicles to have a minimum engine capacity. Vehicles, instead, must comply with the emissions standards above.

## **8. Imported Vehicles**

8.1 A wide range of vehicles are suitable for use as hackney carriage or private hire, Best Practice guidance suggests that those that have been imported independently (i.e. by somebody other than the manufacturer) must meet 'type approval' rules. This means that passenger vehicles at the time of first registration in the United Kingdom must meet the technical standards of either:

- European Community Whole Vehicle Type Approval (ECWVTA)
- National Small Series Type Approval (NSSTA)
- Individual Vehicle Approval (IVA)

## **9. Conversions**

9.1 Vehicles that have been converted by the vehicle manufacturers (or their approved convertors) or had certain modifications since original registration must be approved, to ensure that they meet the European Community Directives and Construction and Use Regulations.

9.2 Therefore, they must undergo an Individual Vehicle Approval (IVA) test at a Driver and Vehicle Standards Agency (DVSA) test station. If the vehicle is found to meet the requirements, a letter of compliance with the technical standards will be issued.

9.3 On successfully passing the IVA test the "IVA letter of compliance" must be presented with the vehicle licence application. Further information about these requirements can be obtained at: [www.gov.uk](http://www.gov.uk)

9.4 Seating capacities will be determined by the number of passengers authorised on either the V5C document or the IVA letter.

## **10. Multi Seater Vehicles**

10.1 Vehicles carrying more than 4 passengers but no more than 8 will be licensed provided they are either a manufacturer's purpose built multi seater vehicle or a manufacturers' approved conversion.

10.2 The number of passengers such a vehicle will be licensed to carry will be determined by the number approved on the V5C document.

## **11. Wheelchair Accessible Vehicles**

11.1 Wheelchair accessible vehicles are either purpose built, London style taxis or modified vehicles that have been approved by DVSA and possess an IVA.

11.2 Capacities will be determined by the number of passengers authorised on either the V5C document or the IVA letter. Where the wheelchair passenger is situated in the same area as the other seated passengers, the Licensing Authority may restrict the number of authorised seated passengers to ensure the safe access and egress of all passengers. See section 18 for details on Wheelchair Accessible Vehicles.

## **12. Appearance of the Vehicle**

### **12.1 Digital Media Screens and Advertising**

In vehicle digital media technology may be installed to vehicles for advertising and live feed material purposes subject to the conditions at Annex A. Vehicle Advertising is subject to the Guidance at Annex B

### **12.2 Signage and Livery**

A valid licence plate must be displayed on the vehicle at all times. The plate must be securely fitted on the lower rear of the vehicle with the whole of the plate visible at all times.

At least one no smoking sign must be clearly displayed in the vehicle.

No other signs or advertisement shall be displayed on the vehicle without prior approval of the Council

### **12.3 Private Hire Vehicles**

The vehicle must be a single colour matching the colour stated in the logbook, not white and not wrapped.

A sign prescribed and approved by the Council shall be displayed on each of the front doors of the vehicle which states "ADVANCE BOOKINGS ONLY", displays the crest of Calderdale Metropolitan Borough Council and includes the licence number for that vehicle which must be affixed to the vehicle either permanently or by means of a magnetic backing plate.

Private Hire Operator details must be displayed which must include the name of the Operator and either telephone number, app or web address. The vehicle is required to display the Private Hire Operator details it is operating under at the time. No more than two different Operator details may be displayed at any one time. These details can be affixed to the vehicle either permanently or by means of a magnetic backing plate

### **12.4 Hackney Carriage Vehicles**

Vehicles must be white in colour and matching the colour stated in the logbook and not wrapped.

Multi seater vehicles may display the word 'Taxi' on the side and/or rear panels of the vehicle either in black letters where the background is white or white letters where the background is black.

The use of magnetic or temporary stickers is prohibited.

A white roof mounted sign (or built-in sign) with the word 'TAXI' to the front and rear of the sign in black letters must be displayed.

### 13. The Vehicle Test

#### 13.1 Presenting a vehicle for test

The following will apply when a vehicle is presented for test:

- To allow a thorough examination, the vehicle must be presented for test in a clean condition. The vehicle 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 vehicle must be presented for test with the licence plate correctly displayed on the vehicle (unless it is a new application or if the licence plate has been removed by an Authorised Council or Police Officer)
- The person producing the vehicle for inspection should arrive with their vehicle at Calderdale Council's testing station 10 minutes before their test appointment – a vehicle will not be tested if presented after the appointment time and a refund will not be given
- Cancellation of a test must be made by contacting the Licensing Office at least 24 hours before the test appointment time. A full test fee will be charged if a test appointment is cancelled without giving at least 24 hours' notice before the test appointment time. Cancellation of a test on a Monday must be made by contacting the Licensing Office by 4.00pm on the previous Friday
- Calderdale Council reserves the right to take photographs and/or make video recordings of any vehicle presented for test in order to be able to ascertain if any physical changes as a result of modification, structural repairs or maintenance have been made to the vehicle

#### 13.2 Documents to be produced at the test

Where applicable, the documents below must be presented at the testing station when your vehicle is presented for a test

<b>Valid documentation will need to be produced if the vehicle has any of the following:</b>	<b>Documentation</b>	<b>For further details refer to page no:</b>
Lift	LOLER Certificate (Certified within 6 months of the date of compliance test)	42
Modification to vehicle	DVSA Approved Certification (IVA Certificate)	5
Alternative fuel conversion	Safety Certificate from approved installer	26



### 13.3 Fire extinguishers and first aid kits

Vehicles are not required to carry fire extinguishers. In the event of a fire, drivers are advised to get themselves and passengers out and stay out of the vehicle and call 999, rather than attempting to firefight.

First aid kits are carried at the discretion of the driver/owner of the vehicle. Should the licence holder wish to carry a first aid kit. It is recommended that they comply with BS8599-2 as recommended by St John's Ambulance as suitable for cars, taxis and commercial vehicles.

### 14. Procedures and standards of inspection

The following standards and methods of inspection are additional to that required to pass an MOT test and includes the requirements not covered by the MOT manual.

#### STANDARDS APPLICABLE TO ALL VEHICLES

*(These standards apply to all licence vehicles and are additional to the DVSA MOT standards)*

#### 14.1 Interior of Vehicle

<b>General condition:</b>	
<ul style="list-style-type: none"><li>All vehicles to be presented for inspection in a clean condition</li><li>Floor coverings (including mats) and upholstery inside the vehicle should be clean, not be excessively worn or damaged and free of dust and litter</li><li>Roof linings should be clean and free of damage</li><li>There should be un pleasant odours within the vehicle</li></ul>	Customer Experience

#### 14.2 Seats

<b>All seats should:</b>	
<ul style="list-style-type: none"><li>Provide adequate support to the back and base</li><li>Be clean, stain free, not ripped or torn and not be unduly worn</li></ul>	Customer Experience

#### 14.3 Seat Covers

<b>All seat covers (if fitted) should:</b>	
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<ul style="list-style-type: none"> <li>• Be compatible with seats they are covering</li> <li>• Be clean, in good condition and securely fitted to the seat</li> <li>• Not impede, restrict or interfere the deployment of air bags in emergency situations</li> </ul>	Customer Experience/Safety
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#### 14.4 Head Rests

<b>Headrests to all seats should:</b>	
<ul style="list-style-type: none"> <li>• Be fitted and operate as designed</li> <li>• Be present on all seats</li> </ul>	Customer Experience / Safety

#### 14.5 Interior Lighting

<b>Interior lighting shall:</b>	
<ul style="list-style-type: none"> <li>• Be fitted within the passenger area saloon sufficient to illuminate the whole area</li> <li>• Be switched such that they may be turned on and off from both the driving and passenger compartments</li> <li>• Operate automatically when the doors are opened</li> </ul>	Customer Experience / Safety

#### 14.6 Heating, Demisting and Air Condition Controls

<b>All heating, demisting and air condition systems should:</b>	
<ul style="list-style-type: none"> <li>• Be fully operational and capable of being operated in accordance with manufacturer's instructions</li> <li>• Be not missing any parts, including vents, controls and switches</li> </ul>	Customer Experience

#### 14.7 Window Glass

<b>All windows should:</b>	
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<ul style="list-style-type: none"> <li>• Be free from cracks, surface damage and discoloration</li> <li>• Be secure</li> <li>• Be capable of operating correctly and allow lowering and raising easily by the driver and passenger.</li> <li>• Not have any missing or broken mechanisms/handles</li> </ul>	Customer Experience
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#### 14.8 Window Tints

<b>In terms of the windscreen, front driver and passenger windows the following applies:</b>	
<ul style="list-style-type: none"> <li>• The Construction and use Regulations 1986 as a minimum standard that is glazing to the windscreen and front passenger windows shall comply with Regulation 32, the Road Vehicle (Construction and Use) Regulations 1986, with a minimum light transmission value of 75% for the windscreen and 70% for the front two passenger windows</li> </ul> <p>Additionally, the following applies to all windows; namely:</p> <ul style="list-style-type: none"> <li>• Tinted films or any aftersale tints or reflective treatments applied to any vehicle windows are not permitted</li> </ul> <p>Window tints for executive licensed vehicles</p> <ul style="list-style-type: none"> <li>• Only the Construction and use Regulations apply; not the Council policy as outlined above</li> </ul>	Part Legal Requirement / Customer Experience

#### 14.9 Window Blinds

<b>Window Blinds</b>	
<ul style="list-style-type: none"> <li>• Factory fitted window blinds are permitted</li> </ul>	Customer Experience

#### 14.10 Door Locks

<b>Door Locks</b>	
<ul style="list-style-type: none"> <li>• All door locks and door release catches should be operational including motion door locks for easy opening from within the vehicle</li> </ul>	Safety

<ul style="list-style-type: none"> <li>• Driver operated passenger door locks must allow the passenger door release catch to override the central locking system.</li> </ul>	
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#### 14.11 Grab Handles

<b>Grab Handles</b>	
<ul style="list-style-type: none"> <li>• Sufficient number of interior grab handles should be provided in the vehicle (minimum of one at each entrance/exit)</li> <li>• All grab handles should be secure and in good condition with no sharp edges</li> </ul>	Safety / Customer Experience

#### 14.12 Grills and Partitions

<b>Grills and Partitions</b>	
<ul style="list-style-type: none"> <li>• Grills and partitions between driver and customers (where provided) should be secure and have no sharp edges which may cause personal injury</li> <li>•</li> </ul>	H / C / Customer Experience Driver Safety

#### 14.13 Taxi Meters

<b>Taxi Meters</b>	
<ul style="list-style-type: none"> <li>• Taxi meters (if fitted) should be securely fitted to the vehicle in a position where it can be clearly seen by the customer</li> <li>• The figures on the meter must be clearly illuminated</li> <li>• All seals on the meter and drives to the meter should be in good condition and show no signs of damage</li> <li>• They must be clearly signed, explaining their use on how to witch them off</li> <li>• Check the meter/radio mounting for security</li> <li>• The table of fares should be displayed in the vehicle where it can be clearly seen. The table to be in a format as laid down by the Licensing Authority</li> <li>• Be secure with no loose or trailing cable</li> <li>• Should be appropriately routed to avoid trip hazards</li> <li>• Have terminals that are appropriately shielded, and cables should not be capable of being easily disconnected</li> </ul>	Licensing / Customer Experience

#### 14.14 No Smoking Signs

<b>No Smoking Signs</b>	
<ul style="list-style-type: none"> <li>No smoking signs should be clearly displayed in the vehicle</li> </ul>	Customer Experience

#### 14.15 Fire Extinguisher

<b>A fire extinguisher should be provided and must:</b>	
<ul style="list-style-type: none"> <li>Vehicles are not required to carry fire extinguishers. In the event of a fire, drivers are advised to get themselves and passengers out and stay out of the vehicle and call 999, rather than attempting to firefight.</li> <li>If a fire extinguisher is fixed within a vehicle, it must be compliant with British and European standards (BS EN 3-10:2009), should be securely affixed and fully maintained in working order and kept in the vehicle at all times.</li> </ul>	Customer Experience

#### 14.16 Exterior Appearance and Body Work

<b>Exterior Appearance and Body Work</b>	
<p>The body work of the vehicle should have a good general overall appearance. The exterior, underside and engine compartment should be in a clean condition to allow the vehicle to be thoroughly inspected.</p> <p>Reasons for rejection:</p> <ul style="list-style-type: none"> <li><b>Body Panels/Fittings</b> - Insecure, missing, badly aligned or damaged body panels, trim, step or accessory/fittings</li> <li><b>Sharp Edges</b> – Any sharp edges which may cause injury</li> <li><b>Bumper Bars</b> – Which have jagged edges, cracks, splits, projections, dents or scratches. Heavy abrasions/scuffing or deformed/distortion to front and or rear bumpers</li> <li><b>Taped Repairs</b> – Tape repairs to bumpers, door mirror and light lenses and/or parts improperly secure e.g., wire/cable tie/taped items</li> <li><b>Dents</b> – A single of more than 120mm (4 3/4in) or more than 4 dents of not more than 30mm (1in) in any one body panel</li> <li><b>Paintwork</b> – Dull or faded paintwork or paint mismatch to a panel(s) or fittings to such an extent that it significantly differs from the rest of the vehicle</li> <li><b>Poor Repairs</b> – Evidence of and/or paint finish to a panel(s) or fittings, including runs and overspray to adjoining panels/trims that detract from the overall appearance of the vehicle</li> <li><b>Rust/Corrosion</b> – Of any size including any covered by signage</li> </ul>	Safety, Customer Experience and Good Repute.

<ul style="list-style-type: none"> <li>• <b>Door Alignment</b> – Open/Closed and gaps are equal</li> <li>• <b>Door Hinges</b>- Check the door, all the doors should be held in a 90-degree position</li> <li>• <b>Door Mirror</b> – Wing mirrors should be fitted in the correct position and working, no broken glass</li> <li>• <b>Door/Window Seals</b> – Should be examined for damage, looseness or absence</li> <li>• <b>Boot Floor</b> – Should be in good condition and offer adequate protection to the passenger’s luggage that is stored in the boot</li> <li>• <b>Underside of the Vehicle</b> – Should be no excess wear of any mounting that does not fall within the scope of the MOT testers manual safety</li> </ul>	
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#### 14.17 Tyres

<p><b>Tyres</b></p>	
<ul style="list-style-type: none"> <li>• All tyres fitted to the vehicle must meet the DVSA MOT standard as a minimum</li> <li>• Where a spare wheel is fitted it must meet the DVSA standard as a minimum</li> <li>• It is advised that there should be at least 2mm tread on all tyres</li> <li>• No repairs to side walls are permitted</li> </ul>	<p>Safety</p>

#### 14.18 Licence Plates

<p><b>Licence Plates</b></p>	
<p>Where a hard licence plate is provided:</p> <ul style="list-style-type: none"> <li>• The licence backing plate must be supplied by the Council</li> <li>• The licence backing plate shall be securely fixed with a minimum of two screws and maintained in a vertical position on the outside rear of the vehicle</li> <li>• The use of string, suckers, elastic straps or any other unsatisfactory method to affix the licence backing plate will not be accepted</li> <li>• The licence should be securely fitted in the holder with four Harpoon buttons. Two yellow seal type buttons located to the top right and bottom left</li> <li>• Two clear type buttons shall be fitted to the two opposite corners.</li> </ul> <p>Where a vinyl sticker is provided:</p> <ul style="list-style-type: none"> <li>• The licence must be placed in the prescribed location</li> <li>• Free of wrinkles</li> </ul>	<p>Customer Experience</p>

<ul style="list-style-type: none"> <li>Completely attached to the bodywork.</li> </ul>	
<p>In all cases:</p> <ul style="list-style-type: none"> <li>The plate shall be kept in a clean and easily read condition and legible</li> </ul>	

## 15. EXECUTIVE LICENCED VEHICLES

*(These standards apply to all licensed vehicles and are additional to the DVSA MOT standards)*

### 15.1 Window Tints

<b>Window Tints</b>	
<ul style="list-style-type: none"> <li>Only the Construction and use Regulations apply to Executive licensed vehicles. The compliance test conditions do not apply</li> </ul>	Compliance Policy

### 15.2 Licence Plates

<b>Licence Plates</b>	
<ul style="list-style-type: none"> <li>Are not required to be displayed</li> </ul>	Compliance Policy

### 15.3 Door Signs

<b>Door Signs</b>	
<ul style="list-style-type: none"> <li>Are not required to be displayed</li> </ul>	Compliance Policy

## 16. VEHICLES LICENSED AS PRIVATE HIRE

*(These standards apply to all licensed vehicles and are additional to the DVSA MOT standards)*

### 16.1 Colour of Bodywork

<b>Colour of Bodywork</b>	
<ul style="list-style-type: none"><li>A single colour matching the colour stated in the logbook and not wrapped.</li></ul>	Compliance Policy

## 17. VEHICLES LICENSED AS A HACKNEY CARRIAGE

*(These standards apply to all licensed vehicles and are additional to the DVSA MOT standards)*

### 17.1 Colour of Hackney Carriage Bodywork

<b>Colour of Hackney Carriage Bodywork</b>	
<ul style="list-style-type: none"><li>A single white colour is required matching the colour stated in the logbook and not wrapped.</li></ul>	Compliance Policy

### 17.2 Side Sliding Doors and Catches

<b>Side Sliding Doors and Catches</b>	
<ul style="list-style-type: none"><li>Should easily slide open/close</li><li>Should safely lock in the open position</li></ul>	Safety

### 17.3 Taxi Signs (Hackney Carriage)

<b>Taxi Signs (Hackney Carriage)</b>	
<ul style="list-style-type: none"><li>Sign to be securely fixed to the roof</li><li>Wiring should be fused and be securely routed through the vehicle's bulkhead</li><li>Roof mounted signs to be capable of being illuminated, have no damage and be clearly legible</li><li>Sign must display the word "TAXI" or "CAB" or "FOR HIRE"</li><li>There should be no unauthorised signage (no advertising stickers displayed on the windows or interior)</li><li>On the rear passenger doors (upper half panel) a notice should be displayed which has been approved by the Council relating to the hire of the vehicle</li></ul>	Policy



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| <ul style="list-style-type: none"> <li>• No signs to be displayed that are not approved by the Council</li> </ul> |  |
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## 18. WHEELCHAIR ACCESSIBLE VEHICLES. (Hackney Carriage and Private Hire Vehicles)

*(These standards apply to all licensed vehicles and are additional to the DVSA MOT standards)*

### 18.1 Vehicle Specification

The vehicle shall:

- Be less than **8 years of age** upon its first licensing with this Authority from the first date of registration
- Be right hand drive vehicles only
- Have at least **four side opening doors** including the driver's door, which can be opened from the inside and the outside
- Have doors which can be either hinged or sliding doors
- Have doors that are capable of being opened outwards from the near and offside of the vehicle to an angle of at least 90 degrees or slide open to their fullest extent.

### 18.2 Seating

- **Numbers of seats** - there should be at least four adult size passenger seats, but not more than eight passengers in addition to the driver
- **Sideway mounted seats** and bench type seating will not be permitted
- **Size** requirements - each seat should be at least **400mm** (approximately 16") wide, measured between the closest points or the arm rests
- **Height** - all seats shall have a minimum cushion height of **305mm** (approximately 12") measured from the floor of the vehicle to the top of the seat cushion at its forward edge
- **Legroom** - there must be a minimum of **430mm** (approximately 17") legroom for all passengers measured from the front edge of the seat to the rear of any seat, dashboard or internal panel in front

- **Headroom** - there must be a minimum of **860mm** (approximately 34") headroom for all passengers measured from the rear of the seat cushion to the roof lining
- **Headrest** – all seats must be fitted with a headrest
- **Installation of seats** - any additional / modified seats or seat tracking must comply with the seat installation regulations in force at the time of inspection
- **Seat belts** - 3-point inertia seat belts fitted should be fitted to all forward & rear facing seat
- **Access** to every seat must be unobstructed and be easily accessible to all passengers and without the need to tip forward, fold or remove seats when the vehicle is fully occupied
- Purpose made **removable seats** shall be permitted to allow for wheelchair access but must not be stowed on the vehicle
- **Conference seating** - shall have no less than **1300mm** (approximately 51") between the opposing backrests and the gap between the front edges of opposing seat cushions shall be not less than **430mm** (approximately 17")
- **Installation of seats** - any additional / modified seats or seat tracking must comply with the seatbelt installation regulation in force at the time of inspection

### 18.3 Steps

These requirements are for all doorways used for passenger access and egress

- Steps are normally installed when the distance between the ground level exceeds **250mm** (approximately 10") as measured from the surface of the tread to the ground.
- **The height** of the first step from the ground at all entrances and exits must not exceed **250mm** (10in approximately)
- **All steps** must be at least **400mm** (approximately 16") wide and **200mm** (approximately 8") deep
- **Surface** - the surface of all steps must be slip resistant
- **Step nosing** must be designed to minimise risk of tripping and must be in a contrasting tone and colour(s)

- If **retractable steps** are installed on the vehicle then when they are in the retractable position (closed position) they must not extend beyond the contour of the widest point of the vehicle
- **Non-retractable steps must not extend beyond the contour of the widest point of the vehicle**
- **Any retractable** steps must be capable of being permanently secured to the vehicle when in the closed position

#### 18.4 Ramps for wheelchair access

Both single and dual ramps are acceptable provided they meet the conditions below:

- Ramps must be suitable for the vehicles it is being used for
- Ramps should provide a minimum **width of 700mm** (approximately 28”), to allow the easy passage of a wheelchair
- Ramps must not exceed **1900mm** (approximately 75”) **in length** when fully deployed
- **Slope** - when the ramps are deployed onto the road the slope must not exceed **1 in 4** (25%)
- Where this gradient cannot be met then the Licensing Manager is authorised to grant an exemption in exceptional cases if the safety standards are complied with and the ramp is part of the manufacturer’s specification for the vehicle
- Deployment of ramps - in all cases it must be possible to deploy the ramp/s onto both a level road and a **125mm** (approximately 5”) **high kerb**
- When in use the ramps must be securely located at the point of wheelchair entry
- The surface of all ramps must have a slip resistant finish. All outer edges must be clearly marked in a contrasting tone and colour
- The ramps shall have a minimum **safe working load of 300kg** and be tested to 10% overload and a certificate obtained from the manufacturer/installer
- Ramps and fittings shall comply with British standards BS EN 1756-2:2:2004 +A1

- When ramps are not in use they should be securely stored in the vehicle

#### 18.5 Powered access lifts for wheelchair access

- All access lifts should have a valid safety certificate
- The lift platform must be not less than **750mm** (approximately 30") **wide**, and not less than **1200mm** (approximately 47") **long**
- When raising and lowering the platform and while the platform is in the raised position, a device not less than **100mm** (approximately 4") **in height** must come into operation to prevent the wheelchair from rolling off
- The vertical **operating speed** of the platform must not exceed **0.15m/s**
- The lift must be capable of reaching the ground
- The controls must allow the driver to operate the lift while travelling on the lift platform with the passenger
- The lift must have a minimum **safe working load of 300kg** and operate under normal conditions without undue deflection and comply with current legislation i.e. "Lifting Operations and Lifting Equipment Regulations (LOLER)"

#### 18.6 Wheelchair restraint(s) / Passenger safety equipment

- A system for the effective anchoring of wheelchairs shall be provided within the vehicle for all spaces designated as a wheelchair space
- The system and the devices used to secure the wheelchair to the vehicle shall comply with the strength requirements for M1 standards laid down in the European Directive 76/115 EC
- Ensure that all belts and karabiners used are in a sound condition free from any defects and work with the floor anchorage system
- Wheelchair(s) must only face forward or rearward when the vehicle is in motion
- A full set of restrains shall be available in the vehicle for each wheelchair capable of being carried as permitted by the vehicle licence

#### 18.7 Wheelchair space

- Vehicles shall have a designated floor space for wheelchair(s) of at least **1200mm** (approximately 47") by **700mm** (approximately 28") (measured front to back and side to side) with a minimum headroom of **1350mm** (approximately 53") (measured from the floor of the vehicle for each wheelchair user)

- The floor area shall be immediately adjacent to a vehicle door fitted with the wheelchair access equipment to allow a wheelchair user to enter the vehicle with minimum manoeuvring, whilst maintaining safe access / egress for other users

## 18.8 Access & Egress

- The wheelchair access equipment shall be fitted to the nearside doorway or rear doorway
- **Rear access doorway** will also require suitable independent warning signs and markers requesting a minimum distance is kept to allow access and egress
- The wheelchair access equipment shall be fitted such that it terminates at the interior floor level so as to allow for a smooth entry & exit without the need to negotiate any step etc
- The **door entrance** into which access equipment is fitted shall have a minimum clear **headroom** in its central third of **1200mm** (approximately 47"). 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 when fully deployed on level ground
- The **door entrance** into which the access equipment is fitted shall have a minimum clear unobstructed opening **width** of **750mm** (approximately 30") at and below window height
- Passenger entrance and exit doors must be capable of being opened from within the vehicle when locked externally and installed with a mechanism that holds the door(s) open
- There shall be a minimum of **two side opening doors to provide a means of exit from the passenger saloon behind the driver** for use in emergency situations (excluding the rear doors)
- The means of exit shall be free of any obstructions (**including the wheelchair**) reachable from all parts of the rear passenger compartment. Any gap through which a passenger can be expected to pass shall be of a **minimum width of 400mm** (approximately 16"), through which an adult can pass freely in a normal manner without undue difficulty. High visibility handrails shall be fitted in appropriate positions in all passenger access doorways

## **18.9 Passenger bulkhead / Driver's safety screen**

- A bulkhead / drivers safety screens are acceptable and if fitted it shall be full width & height and installed directly behind the driver's seat. The upper section of the screen shall consist of a clear vision panel sufficient for the driver to see a substantial amount of the passenger saloon which must include vision of all access doors
- An identifiable means of payment shall be incorporated into the screen to enable payment to be made from within the vehicle
- The bulkhead / safety screen shall be complete and prevent access into the driver's compartment from the passenger saloon
- The vision panel of the screen shall be constructed of safety glass without tint to the standard required for windscreens. Or any clear material with at least the same impact resistance and safety qualities as that of safety glass
- Where seats are mounted onto the bulkhead or a wheelchair is secured against it a seatbelt installation check will be carried out
- A safety screen must allow verbal communication between the driver and passenger by way of an intercom system which can be operated by the passenger and an induction loop facility must also be installed and clearly signed for the use of passengers with hearing difficulties
- Where a bulkhead screen is fitted there must be an adequate means of heating the saloon area to ensure passenger comfort at all times

**HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES**

**ADDITIONAL CONDITIONS FOR ADVERTISING INTERNALLY WITHIN THE VEHICLE VIA SCREENS - DIGITAL MEDIA TECHNOLOGY**

Hackney carriage and private hire vehicles may install in-vehicle digital media technology to be used for advertising purposes and/or live feed material subject to compliance with these conditions.

1. Only systems approved in writing by the Council can be installed. Systems currently approved by the Council are:-  
DigiCab Media.
2. All broadcast material must comply with the OFCOM Broadcasting Code.
3. All films/video material must be classified by the BBFC as U or exempted from classification.
4. The only live feed material must be national or local news and weather.
5. All equipment must comply with Construction and Use Regulations.
6. All equipment must be designed, constructed and installed in such a way and in such material as to present no danger to passengers, or the driver. This includes impact with the equipment in the event of an accident, or damage through vandalism, misuse, or wear and tear.
7. The equipment must not interfere with any other safety, control, electrical, computer, navigation, satellite or radio system in the vehicle.
8. The intensity of any screen should not be visually intrusive or dazzling. The screen must not obstruct the passenger's view of any meter.
9. Any screen shall be no larger than 15".
10. Screens may be installed in the driver and front passenger seat headrests, or in other suitable locations as agreed by the Council.
11. The installation must not weaken the structure or any other component part of the vehicle or interfere with the integrity of the manufacturers' original equipment.
12. The design must be discreet and complement the interior furnishing of the vehicle.
13. The system must include safeguards to maintain the integrity of the system and prevent the display of unapproved material.
14. Passengers must be able to turn the screen off.
15. All equipment must be protected from the elements, secure from tampering and located so as to have no impact on the seating and luggage capacity of the vehicle.

## Annex B

### CALDERDALE METROPOLITAN BOROUGH COUNCIL

#### HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

##### **GUIDANCE FOR PRIVATE HIRE VEHICLE/HACKNEY CARRIAGE LICENSED VEHICLE ADVERTISING**

###### **Approval**

The holder of a private hire or hackney carriage licence wishing to display advertisements on their vehicle(s) must first apply to have the proposed advert approved by the Council. Once the advert has Council approval the advert can be displayed on the vehicle(s).

###### **Do I need approval?**

Yes, if you wish to display an advert on your licensed vehicle.

This is subject to renewal annually

###### **Are you eligible to apply?**

Any vehicle licensed by Calderdale Council can apply for vehicle advert approval.

###### **What conditions apply to private hire adverts?**

All advertisements must comply with The CAP Code: The UK Code of Non-broadcast Advertising, Sales Promotion and Direct Marketing issued by the Committee of Advertising Practice ([www.cap.org.uk/The-Codes/CAP-Code.aspx](http://www.cap.org.uk/The-Codes/CAP-Code.aspx)) and must be legal, decent, honest and truthful. Each application will be considered on its own merits but advertisements will not be approved if:

- (a) The advertisement may cause offence to members of the public
- (b) The advertisement is racist in nature
- (c) The advertisement contains sexual or controversial texts, advertises tobacco products, displays nude or semi-nude figures, depicts men, women or children as sex objects, depicts violence towards people or animals
- (d) Any other reasonable grounds the Council sees fit

###### **What does it cost?**

Applications for each approval cost £20.00 every year.

If the licence is refused the application fee is non refundable.

###### **How do I apply?**

Applicants must submit the completed application form and enclose a copy of the proposed advert in full colour. An application for full livery advertising must be accompanied by full colour, five view and art work. Applications for approval of advertisements will be considered by the Head of Customer Services and Communications who if satisfied as to the non-contentious nature of any advert, shall grant the application together with an approval number.

###### **What if my application is refused?**



If your application is refused there is a right of appeal to the Licence and Regulatory Committee.

### **Display**

Once an application for approval of an advertisement has been granted, the approval must be kept in the licensed vehicle at all times and to be made available to Authorised Officers on request.

### **Conditions of Advertising third party or otherwise on Hackney Carriage and Private Hire Vehicles**

For the purpose of these Conditions, the words sign and advertisement shall apply to any sign, advertisement, notice, mark, illumination or similar feature.

1. Before any advertisement is displayed on a licensed vehicle consent must be sought from the Council.
2. Applications for consent must be made in writing and accompanied with the following :-
  - (a) Application fee of £20.00 per licensed vehicle
  - (b) A detailed graphical representation including dimensions of the proposed advertisement and a representation of where the proposed advertisement is to be placed.
  - (c) A contact name and telephone number of the organisation to be represented in any sign or advertisement.
3. All advertisements must comply with the British Code of Advertising Practice.
4. Consent to the advertisement may be refused on any of the following grounds :-
  - (e) The advertisement may cause offence to members of the public
  - (f) The advertisement is racist in nature
  - (g) The advertisement contains sexual or controversial texts, advertises tobacco products, displays nude or semi-nude figures, depicts men, women or children as sex objects, depicts violence towards people or animals
  - (h) Any other reasonable grounds the Council sees fit
5. The Head of Customer Services and Communications will consider each application on its own merits and determine accordingly.
6. Any approved advertisements should either:
  - (a) Incorporate the entire bodywork of the vehicle (wrap around advertisement)

or

  - (b) Be displayed on the rear doors of the licensed vehicle and must not exceed 495mm wide and 130mm high (the same dimensions as the Council approved door-sign)

7. Interior advertisements may only be displayed in Hackney Carriage Vehicles, on the underside of the tip-up seats.
8. No advertisements may be placed on any glass including the dividing partition, other than notices approved by the Council
9. The licence holder of a vehicle carrying any advertisement, shall ensure that the letter of approval from the Council to display the advertisement on the vehicle, shall be kept at all times within the particular vehicle and shall be available for inspection by an Authorised Officer or any Constable on request.
10. No vehicle shall be permitted to bear any sign or advertisement in any form that might cause offence to members of the public.
11. No vehicle is permitted to bear any sign or advertisement in any form that may cause any degree of confusion as to the standing of the vehicle.
12. A Private Hire Vehicle shall not be permitted to bear any sign or advertisement that may innocently or otherwise lead any person to believe or assume that it is a Hackney Carriage
13. A vehicle shall not be permitted to bear any sign or advertisement of any business to such an extent that the vehicle might reasonably be mistaken for a courtesy vehicle provided by that business.
14. No sign or advertisement shall be located on, or next to any sign or advertisement required by law or local conditions or in such a close proximity that the sign or advertisement required by law or local condition is obscured for example, the rear Council licence plate or door-signs.
15. All signs and advertisements, if written in any foreign language, must be exactly reproduced in all aspects with the exception of the language, which must be English. The English version must be displayed in an area with equal prominence and visibility as the foreign version.
16. Materials used for advertisements must be of a quality not easily defaced or damaged. Advertisements must be affixed directly to the body of the vehicle or initially attached to an approved magnetic panel which is then attached to the vehicle.
17. The holder of a vehicle licence shall not remove or obscure any warning signs, safety messages or any other information or signage displayed on a licensed vehicle that is present when it is supplied by the manufacturer and that is aimed at assisting passengers to identify the type or features of the vehicle.
18. The Council shall have no responsibility to either the organisation represented or the vehicle owner, operator, proprietor, driver or any other person should any situation

occur whereby the display of the advertisement has a detrimental effect on that person, or on that person's good name or reputation.

19. The Council may order the removal of an advertisement or sign for any of the following reasons:-
  - (a) It would not be proper for the Council to be associated with the advertisement or advertised organisation
  - (b) If the association with the advertisement or advertised organisation would bring the Council into disrepute
  - (c) Consent for the advertisement has not been granted or no consent has been sought for the advertisement from the Council
  - (d) Any of the advertising conditions have not been complied with
  
20. Failure to comply with an order made under condition 19 may lead to the vehicle's licence being suspended until such time as the sign or advertisement is removed.
  
21. Advertisements are subject to renewal annually, but if a vehicle licence holder wishes to change an advertisement during the course of a year, a further application fee of £20.00 will be payable.