

Transport for London

**Public Carriage  
Office**



# **PRIVATE HIRE VEHICLE INSPECTION MANUAL**

MAYOR OF LONDON



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## **VERSION CONTROL**

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- Preface to include Individual Vehicle Approval
- Abbreviation page to include Individual Vehicle Approval and EWVTA Directive 2007/46/EC
- Document page to include Individual Vehicle Approval
- Section 1 to include Individual Vehicle Approval
- Section 5 to include Individual Vehicle Approval and reference to M1 category
- Section 10 Driver/Front Passenger Compartment to include CCTV signage and data controller details

Approved

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# PREFACE

## Public Carriage Office Vehicle Inspection Manual

This document provides a working guide for owners, inspectors and those involved with the maintenance of private hire vehicles in London. The vehicle will be assessed against the licensing criteria as defined in the Private Hire Vehicles (London PHV vehicles) Regulations 2004 and this manual describes how those standards will be assessed. On completion of the licensing inspection and the subsequent licensing of the vehicle, the vehicle can be used for private hire bookings in the Greater London Authority area and the City of London.

Every private hire vehicle in London must be a light passenger vehicle as defined by section 85 of the Road Traffic Act 1988(a) and must comply with the Private Hire Vehicles (London) Act 1998 and any prescribed regulations as laid down by the Licensing Authority. In addition, the vehicle must comply with the requirements of **European Whole Vehicle Type Approval** Directive 2007/46/EC or **Single Vehicle Approval/Individual Vehicle Approval**, and all relevant road vehicle regulations in force at the time of the licensing inspection. The contents of this manual must not be regarded as a substitute for those statutory provisions and regulations enacted.

Any owner wishing to modify or alter a private hire vehicle including the fitting of extras or alternative parts to a licensed vehicle must first apply for **approval of a modification** from the Licensing Authority before incurring any expense. Only approved fittings may be attached to or carried upon the inside or outside of the vehicle. Vehicle owners must understand that any alteration or fitting added to the vehicle after delivery from the manufacturer will be inspected to ensure that the addition/alteration does not present a risk to the safety of the passenger, driver or other road users.

Certain modifications may require a special inspection or a field trial, before the Licensing Authority gives approval. If any unsuitable features arise following these modifications, it must be clearly understood that any approval given may have to be withdrawn.

All fixtures and fittings must be kept clean and properly maintained. Licensed vehicles may be subjected to on-going compliance tests or inspections throughout the period of the licence. If any defects are found during the licence period, the registered keeper (owner) will be issued with a **'Suspension Notice' under the provisions of section 9 of the Private Hire Vehicles (London) Act 1998**, prohibiting the vehicle from being used as a Private Hire Vehicle until the defect has been rectified and the 'Removal of a Suspension Notice' has been served on the vehicle owner.

### PLEASE NOTE:

The Public Carriage Office may, from time to time, need to make alterations to this manual to reflect changes in road vehicles regulations or changes to the Private Hire Vehicle Regulations. Such changes will be notified via the trade press and published on the TfL website.

# PUBLIC CARRIAGE OFFICE

## PRIVATE HIRE VEHICLE LICENSING, INSPECTION MANUAL.

This manual provides a working guide for those involved in the licensing of private hire vehicles in London in accordance with the provisions of the Private Hire Vehicles (London PHV Licences) Regulations 2004 made by Transport for London in pursuance of the Private Hire Vehicles (London) Act 1998.

**Wherever the word “approved” is used in this manual, it refers to approval having been granted by the Licensing Authority.**

Abbreviations used throughout this manual.

Act	Private Hire Vehicles (London) Act 1998.
CE	Central European Standards.
C&U	Road Vehicles (Construction and Use) Regulations 1986.
DVLA	Driver and Vehicle Licensing Agency.
EWVTA	European Whole Vehicle Type Approval Directive 2007/46/EC.
SVPM	Senior Vehicle Policy Manager.
LA	Licensing Authority.
LOLER	Lifting Operations and Lifting Equipment Regulations 1998.
MOT	Roadworthiness Certificate issued by VOSA (VT 20).
MPV	Multi Purpose Vehicle.
PCO	Public Carriage Office.
PHV	Private Hire Vehicle.
PNC	Police National Computer.
RTA	Road Traffic Act 1988.
SVA	Single Vehicle Approval.
IVA	Individual Vehicle Approval
TfL	Transport for London.
VEL	Vehicle Excise Licence.
VIN	Vehicle Identification Number.
VIR	Vehicle Inspection Report.
VOSA	Vehicle & Operator Services Agency.
VRC	Vehicle Registration Document/Certificate (V5) or (V5c).
VRM	Vehicle Registration Mark.

**ALL PRIVATE HIRE VEHICLE LICENSING EXAMINATIONS WILL  
BE BY APPOINTMENT ONLY.**

**DOCUMENTS**

The person presenting the vehicle must submit to the licensing inspector, all necessary documents, before the start of the vehicle examination:

- The original or good quality copy of the Vehicle Registration Document (V5 or V5c), certificate of registration for that vehicle.
- If the vehicle is more than 12 months old at the time of the inspection, it will be necessary to produce an MOT certificate that must have been issued not more than fourteen (14) days from the date of the licensing inspection. (i.e. we will count back 14 days from the date of the licensing inspection, where the date of the MOT is day 1) Only original documents will be accepted.
- A current insurance certificate, cover note, 'blanket policy' document or bond certificate that satisfies the requirements of the Road Traffic Act 1988. The insurance certificate / cover note, policy document or bond certificate must be an original document.
- A vehicle licence taken out under the Excise and Registration Act 1994, must be in force for that vehicle.
- Vehicles not manufactured to European Whole Vehicle Type Approval standards will be required to undergo Single Vehicle Approval (SVA)/Individual Vehicle Approval (IVA) testing and evidence produced that SVA/IVA has been obtained.
- Any private hire vehicle licence previously issued by the Public Carriage Office is returned at the time of the vehicle inspection.

**Confirmation**

The service provider-licensing inspector must confirm that a licensing inspection has been paid for and an appointment slot has been allocated for the vehicle before undertaking the licensing inspection.

# SECTION 1 VEHICLE REGISTRATION DOCUMENT

## Testable Items

### *DVLA Registration Document (V5).*

Ensure that:

1. The DVLA (V5 or V5c) document has been submitted for inspection.
2. The owner's details agree with PCO records.
3. The vehicle VRM matches the details printed on the V5 or V5c.
4. The VIN matches the manufacture's VIN plate and all other documents.
5. The change of ownership (new keeper supplement) slip has been completed and presented for inspection (where applicable),
6. The vehicle details agree with PCO records.
7. There is no evidence of tampering with any of the information on the document.
8. There is no evidence of the document being a forgery.
9. The V5 or V5c is an original document or good quality photocopy.

## Additional information

Compare the details contained within the V5 or V5c to ensure that they relate to the vehicle in question.

Check the authenticity of the document, and check for evidence of tampering or forgery.

The "Vehicle Type" is shown as "light passenger vehicle" if not a SVA/IVA certificate must be produced.

Where the change of ownership slip is presented without a copy of the V5, use other documents to confirm the identity of the vehicle.

Note: The new keeper supplement is only valid for two months after the transfer of ownership.

## Reason for Rejection.

### *DVLA Registration Document (V5).*

1. The DVLA (V5 or V5c) document has not been submitted for inspection.
2. The owner's details do not agree with PCO records.
3. The Vehicle VRM does not match the number printed on the V5 or V5c.
4. The VIN fails to match the manufacture's VIN plate or fails to match any of the other documents.
5. The change of ownership slip has not been completed or has not been presented for inspection.
6. The vehicle details do not agree with PCO records.
7. There is evidence of tampering with the information on the document.
8. There is evidence that the document is a forgery.
9. The V5 or V5c is not an original document or the quality of the photocopy is poor.

# SECTION 2 ROAD FUND/EXCISE LICENCE

## Testable Items

*Road fund / excise licence.*

Ensure that:

1. The Road fund / excise licence is affixed to the vehicle.
2. The road fund / excise licence is an original document.
3. The road fund / excise licence is current.
4. The road fund/excise licence relates to the vehicle.
5. All information and vehicle details are clearly legible.

## Additional information

Visually check all details.

## Reason for Rejection

*Road fund / excise licence.*

1. The Road fund / excise licence is not affixed to the vehicle.
2. The road fund./excise licence is not an original document.
3. The road fund./excise licence is out of date.
4. The road fund./excise licence does not relate to the vehicle.
5. The information and, or vehicle details are not legible.

# SECTION 3 MOT CERTIFICATE

## Testable Items

*MOT certificate (VT20).*

Ensure that:

1. The MOT certificate has been submitted for inspection.
2. The MOT certificate relates to the vehicle.
3. The VRM, VIN and all other relevant vehicle details have been correctly recorded on the MOT certificate.
4. The VIN matches the manufacturer's plate and all other documents.
5. The MOT certificate is correctly endorsed with the test station authentication stamp.
6. The MOT certificate has been issued no more than fourteen days from the date of the inspection.
7. The MOT tester has signed and printed his / her name on the certificate.
8. Vehicle mileage is recorded on the certificate.
9. There is no evidence of tampering or alteration to any of the information on the document.
10. The MOT is an original document.
11. Certificate date of issue and date of expiry format is correct.

## Additional information

Compare the details of all documents presented to ensure they relate to the vehicle in question.

Check for evidence of tampering, forgery and authenticity.

### **Note start and end date.**

Where the vehicle is more than 12 months old at the time of inspection.

## Reason for Rejection

*MOT certificate (VT20).*

1. The MOT certificate has not been submitted for inspection.
2. The MOT certificate does not relate to the vehicle being presented for inspection.
3. The VRM and or VIN and or other relevant vehicle details have not been recorded on the MOT certificate.
4. The VIN fails to match the manufacturer's plate or any of the other documents.
5. The MOT certificate is not correctly endorsed with the test station authentication stamp.
6. The MOT certificate was issued more than fourteen days before the date of the inspection.
7. The MOT tester has not signed and printed his / her name on the certificate.
8. Vehicle mileage not recorded on certificate.
9. There is evidence of tampering or alteration to the information on the document.
10. The MOT certificate is not an original document.
11. Certificate date of issue or date of expiry format is incorrect.

# SECTION 4 INSURANCE CERTIFICATE & COVER NOTE

## Testable Items

*Certificate of Insurance or Cover note.*

Ensure that:

1. The insurance certificate, cover note or bond certificate has been presented for inspection.
2. No alterations have been made to the document.
3. Where applicable the VRM matches all other documents.
4. The insurance certificate, cover note or bond certificate is current.
5. The insurance certificate, cover note or bond certificate is signed on behalf of the insurer.
6. The certificate / cover note or bond certificate is an original document.
7. Bond certificate or block insurance certificate is in the name of the registered keeper.

## Additional information

Compare the details of all Documents presented to ensure they relate to the vehicle in question.

Check for evidence of Tampering, forgery, and Authenticity.

### **Note start and end dates.**

Note that the VRM may not always be included on a block insurance certificate. Where the vehicle is covered as part of a block insurance policy ensure that the insurance policy is in the name of the registered keeper.

## Reason for Rejection

*Certificate of Insurance or Cover note.*

- 1 The insurance certificate, cover note or bond certificate has not been presented.
- 2 The document has been altered or defaced.
- 3 The VRM does not match the other documents.
- 4 The insurance certificate, cover note or bond certificate has expired.
- 5 The insurance certificate, cover note or bond certificate has not been signed on behalf of the insurer.
- 6 The certificate / cover note or bond certificate is not an original document.
7. Bond certificate or block insurance certificate is not in the name of the registered keeper.

# SECTION 5 CONFORMANCE

## Testable Items

Ensure that:

1. The vehicle is fitted with a minimum of four road wheels.
2. The vehicle must comply at all times with the relevant sections of the Road Traffic Act, Construction and Use Regulations and Road Vehicles Lighting Regulations that may apply.
3. The vehicle satisfies Motor Vehicle Type Approval Regulations, or European Whole Vehicle Type Approval Regulations, or a Minister's Approval Certificate is in force for the vehicle or the vehicle is a historic vehicle.
4. Where the vehicle has been converted, including stretched limousines, ensure that the conversion is certified.
5. The steering wheel is on the right hand side or offside of the vehicle.
6. Any modification or conversion to the vehicle's braking system, steering, engine, transmission, fuel system, suspension or lighting is supported by certification from an appropriate agency.

## Additional information

Check to ensure that the vehicle satisfies PHV 2004 Regulations conformance requirements, in that the vehicle must satisfy M1 Type Approval Category

Acceptable certification will include certificates issued by recognised converters.

In all cases the V5 must show that the vehicle is registered with the DVLA, or a Single Vehicle/Individual Vehicle Approval Certificate or Minister's Approval Certificate is presented.

## Reason for Rejection

1. The vehicle is fitted with fewer than four road wheels.
2. The vehicle fails to comply with either, the Road Traffic Act, Construction and Use Regulations or Road Vehicles Lighting Regulations.
3. The vehicle fails to satisfy either Motor Vehicle Type Approval Regulations, or European Whole Vehicle Type Approval Regulations, or there is no evidence that a Minister's Approval certificate is in force and the vehicle is not a historic vehicle.
4. A conversion is not supported by an appropriate certificate and an exemption has not been granted by the Licensing Authority.
5. The steering wheel is not on the right hand side or offside of the vehicle and an exemption has not been granted by the Licensing Authority.
6. A modification or conversion to the vehicle's braking system, steering, engine, transmission, fuel system, suspension or lighting is not supported by a certificate from an appropriate agency and an exemption has not been granted by the Licensing Authority.

# SECTION 6 Vehicle Identification Number

## Testable Items

### *Engine Compartment*

Ensure that:

1. The VIN plate is accessible.
2. The VIN plate is fitted to the vehicle.
3. The VIN plate has not been tampered with.
4. The VIN is consistent with all other documents.

## Additional information

Visually check for any obvious signs or defects.

Note that VIN plates may be located in the engine compartment of certain vehicles.

## Reason for Rejection

### *Engine Compartment.*

1. The VIN plate is not accessible.
2. The VIN plate is not fitted to the vehicle.
3. The VIN plate has been tampered with.
4. The VIN plate is not consistent with the other documents.

# SECTION 7 TOPSIDE BODY INSPECTION

## Testable Items

### *Topside body examination*

Ensure that:

1. There is no evidence of significant damage to the external body panels.
2. Ensure that where there is only one passenger door that door is on the nearside (kerbside) of the vehicle.
3. There is no evidence of crudely repaired or, insecure body panels. (visual examination).
4. That there is no evidence of significant rusting or corrosion.
5. The paintwork is finished and presents a satisfactory appearance. (visual examination).
6. Any additional lighting is secure and complies with lighting regulations.
7. Any exterior alteration or modification has been approved.

## Additional information

### **Significant means:**

One or more body panels having sustained disproportionate amount of damage and / or poses a potential risk to the passengers, driver or other road users.  
Visual inspection of all body panels.

### **Satisfactory appearance means:**

No panel should show the base primer, should not show signs of body filler and should not be dull in appearance. I.e. there must be a reasonable sheen.

Do not attempt to make holes in the body work or enlarge any hole that already exists.

## Reason for Rejection

### *Topside body examination*

1. There is evidence of significant damage to the external body panels.
2. Single passenger door is not on the nearside of the vehicle.
3. There is evidence of crudely repaired or insecure body panels.
4. There is evidence of significant rusting or corrosion.
5. Paintwork is poor and presents an unsatisfactory appearance making the vehicle unsuitable for use as a PHV.
6. Additional lighting does not comply with lighting regulations.
7. The exterior alteration or modification is not approved and/or presents a safety hazard.

IN ACCORDANCE WITH Section 7 (2) PHV (London) Act; Schedule 2 Paragraph 6 PHV Regulations 2004; Regulation 8 PHV Regulations 2004; Schedule 1 Paragraph 7 PHV Regulations 2004; Schedule 1 PHV Regulations 2004; Regulation 5 PHV Regulations 2004

# SECTION 7 TOPSIDE BODY INSPECTION CONTINUE

## Testable Items

### *Topside body examination*

Ensure that:

8. All windows are clean, undamaged and free from unapproved advertising medium.
9. There is sufficient space to affix the licence identifiers to the front and rear windscreens and that there is no material present that would prevent the discs being affixed directly to the screens.
- 10 The vehicle is not of such design that it could lead any person to believe it was a London cab.

## Additional information

Ensure that the discs can be mounted in accordance with the PHV regs and that affixing the discs will not cover any safety notice such as airbag warnings etc.

Ensure that there are no clear plastic films or other such materials preventing the discs being affixed directly to the vehicle screens.

Note: No signs or advertising material shall be displayed on the vehicle, except badges or emblems on the radiator or windscreen issued by an organisation (a) Providing vehicle repair or recovery service; or (b) Concerned with driving skills and qualifications.

## Reason for Rejection

### *Topside body examination*

8. The windows are soiled, damaged or littered with unapproved advertising.
9. There is insufficient space for fixing the PCO licence discs to the vehicle and/or there is material preventing the discs being affixed directly to the screen.
10. The vehicle is of such design that it could lead a person to believe it was a London cab.

IN ACCORDANCE WITH Section 7 (2) PHV (London) Act; Schedule 2 Paragraph 6 PHV Regulations 2004; Regulation 8 PHV Regulations 2004; Schedule 1 Paragraph 7 PHV Regulations 2004; Schedule 1 PHV Regulations 2004; Regulation 5 PHV Regulations 2004

# SECTION 8 UNDERSIDE INSPECTION

## Testable Items

### *Underside body examination*

Ensure that:

1. There are no signs of water or fluid leaks from under the vehicle.
2. There are no signs of oil leaks from under the vehicle.
3. The exhaust pipe is secure to the vehicle.
4. The towing assembly is fully secured to the vehicle (if applicable).

## Additional information

Visually inspect the underside of the vehicle for any fluid leaks.

## Reason for Rejection

### *Underside body examination*

1. There is evidence of water or fluid leaking from under the vehicle.
2. There is sign of oil leak from under the vehicle.
3. The exhaust pipe is not fully secured to the vehicle.
4. The towing assembly is not fully secured to the vehicle.

# SECTION 9 PASSENGER COMPARTMENT

## Testable Items

### *Passenger Carriage Compartment.*

Ensure that:

1. All tinted windows comply with the relevant RTA and or C&U regulations.
2. The upholstery, headlining, carpets and door trims are not damaged or soiled.
3. The devices designed for opening any passenger windows are in place and operate correctly.
4. All passenger doors can be opened from inside and outside the vehicle.
5. All passenger doors close securely.
6. Passenger courtesy lights operate correctly.
7. All passenger seat adjustment Mechanisms are in good working condition.

## Additional information

Visual inspection to ensure window glass complies with RTA or C&U Regulations.

### **NOTE**

If there is any doubt about the level of tint applied to any of the windows, carryout measurement using a correctly calibrated TINTMASTER.

## Reason for Rejection

### *Passenger Carriage Compartment.*

1. Tinted windows do not comply with the relevant RTA and or C&U regulations.
2. The upholstery, headlining, carpets, door trims are damaged and or soiled.
3. Passenger windows fail to operate correctly.
4. Passenger door or doors can not be opened from inside or outside the vehicle.
5. Passenger door or doors cannot be closed securely.
6. The passenger courtesy lights are inoperative.
7. The passenger seat adjustment mechanisms are not in good working condition.

IN ACCORDANCE WITH Schedule 1 Paragraph 7 PHV Regulations; 7 (2) (a) (ii) PHV Act 1998; Schedule 1 Paragraph 9 PHV Regulations; Schedule 1 Paragraph 10 PHV Regulations

# SECTION 9 PASSENGER COMPARTMENT

## Continued

### Testable Items

*Passenger Carriage Compartment.*

Ensure that:

8. All passengers, seats, are fitted with seat belts.
9. Passenger seats are in good condition and the inner fibre is not exposed.
10. The passenger seat frame is secured.
11. The child locks can be engaged and disengaged.
12. All fixtures and fittings are approved by the Licensing Authority.
13. All mechanisms designed to release the passenger seat, which enables access to another seat, is in good working order.
14. All passenger doors allows safe access and egress for the number of passengers.

### Additional information

For the purpose of this section, all passenger doors must open and close from both inside and outside of the vehicle.

Check that all child locks are disengaged, and operate freely.

**Note:** that centre doors fitted to stretched limousines are not required to be fitted with child locks.

### Reason for Rejection

*Passenger Carriage Compartment.*

8. Passenger seat belts are not fitted, or are missing, and an exemption has not been granted by the Licensing Authority.
9. The passenger seats are not in good condition or the inner fibre is exposed.
10. Passenger seat frame not secured.
11. The child locks do not operate correctly.
12. Unapproved fixture and/or fittings.
13. The passenger seat mechanism does not release to enable access to another passenger seat.
14. There is insufficient space to allow safe access and egress for the number of passengers.

# SECTION 10 DRIVER/ FRONT PASSENGER COMPARTMENT

## Testable Items

*Driver / front passenger compartment.*

Ensure that:

1. The driver / front passenger compartment is clean and accessible.
2. Any fixtures such as radio, satellite navigation or CCTV equipment are fitted safely and securely and do not adversely encroach the passenger area and do not impact on the safety of the driver, passengers or other road users.
3. Mandatory CCTV signage is displayed in a prominent position and data controller contact details are completed and legible.
4. The devices for opening / closing the driver/front passenger windows operate correctly.
5. The driver's seat adjustment mechanism is in good working condition.
6. The driver's seat is in a good condition and the inner fibre is not exposed.

## Additional information

Visually inspect the position and condition of fixtures and fittings.

## Reason for Rejection

*Driver / front passenger compartment*

1. The driver / front passenger compartment is not clean or accessible.
2. Additional fixtures are fitted so as to encroach adversely the passenger area or will impact on the safety of the driver, passengers or other road users.
3. Mandatory CCTV signage not displayed in a prominent position and/or data controller contact details not completed or not legible.
4. The devices for opening / closing the driver / front passenger windows fail to operate correctly.
5. The driver's seat adjustment mechanism is defective or inoperative.
6. The driver's seat is in a poor condition or the inner fibre is exposed.

# SECTION 10 DRIVER/ FRONT PASSENGER COMPARTMENT CONTINUED

## Testable Items.

*Driver / front passenger compartment*

Ensure that:

6. The driver's seat frame is fully secured to the vehicle.
7. A taximeter has not been fitted to the vehicle.
8. There are no signs of damage to the airbag housing that prevents deployment.
9. The driver / passenger headrest has not been removed and is fitted securely.
10. Any safety warning device designed to alert the driver of a fault with any of the vehicles' safety features is not malfunctioning.

## Additional information

Visually inspect the position and condition of all fixtures and fittings.

### **Safety enhancement features:**

Visually / aurally check that the safety enhancement equipment, such as airbags, seatbelt tensioner, warning lights appear to be in

## Reason for Rejection.

*Driver / front passenger compartment*

6. The driver's seat frame is not fully secured to the vehicle.
7. A taximeter has been fitted to the vehicle.
8. The damage to the airbag housing prevents deployment.
9. The driver / passenger headrest has been removed. The fitted headrest is insecure.
10. There is evidence to show that a warning device in respect of the vehicle safety equipment is malfunctioning.

# SECTION 11 LUGGAGE / BOOT COMPARTMENT

## Testable Items

*Luggage Compartment.*

Ensure that:

1. The luggage area is uncluttered, is suitable for use and is capable of carrying the amount of luggage for which the vehicle was designed.

## Additional information

Visually check for adequate luggage / boot space.

## Reason for Rejection

*Luggage Compartment.*

1. The luggage area is unsuitable for use and is not capable of carrying the amount of luggage for which the vehicle was designed.



# SECTION 13 ADDITIONAL ITEMS

## Testable Items

Additional items.

Ensure that:

1. Any wheelchair restraints are in good condition and operate correctly (Where applicable).
2. Wheelchair restraint is BSI or CE approved (Where applicable).
3. A valid test certificate for the lifting or winch equipment is available for inspection.
4. Any additional fuels cut off switches are correctly identified. (Where applicable).
5. A valid fuel conversion installation certificate or safety report is presented for inspection. (Where applicable).

## Additional information

Check all certificates date of expiry. (If applicable).

Check for evidence of tampering, forgery, and authenticity.

Where the additional lighting has been fitted as an after market product ensure that the installation complies with RTA, C&U and or Lighting Regulations.

## Reason for Rejection

Additional items.

1. The wheelchair restraints are in poor condition or inoperative.
2. The wheelchair restraint is not BSI or CE approved.
3. A valid test certificate for the lifting or winch equipment is not presented.
4. The additional fuel cut off switch is not clearly identified.
5. A valid fuel conversion installation certificate or safety report has not been presented.

## SECTION 13 ADDITIONAL ITEMS CONTINUE

### Testable Items

Additional items.

Ensure that

6. Any two way radio has been installed correctly and safely.
- 7 Any satellite navigation equipment has been installed correctly and safely.
- 8 Any data dispatch equipment has been installed correctly and safely.
- 9 Any hands free mobile phone equipment has been installed correctly and safely.
- 10 Additional lighting has been installed correctly and safely.
- 11 Additional lifting equipment operates correctly.
- 12 Ensure that any modification has been approved by the Licensing Authority.

### Additional information

Check that the radio is fitted safely and securely, does not adversely encroach into the passenger area, and any visible wiring is safe, permanent and does not present a hazard to the passenger or driver.

Where the equipment has been installed as an after market product the criteria for a radio installation applies.

Ensure that the mobile phone equipment has not been installed so that it is directly in front of the passenger seat.

Ensure that the installation is fitted safely and securely, does not adversely encroach the passenger area and that any wiring is permanent and does not present a hazard to the passenger or driver.

### Reason for Rejection

Additional items.

6. The radio has not been installed correctly or safely.
- 7 Satellite navigation equipment has not been installed correctly or safely.
- 8 Data dispatch equipment has not been installed correctly or safely.
- 9 Hands free mobile phone equipment has not been installed correctly or safely.
- 10 Additional lighting has not been installed correctly or safely.
- 11 Additional lifting equipment is inoperative.
- 12 Unapproved modification fitted.

# SECTION 14 OTHER DEFECTS

## Testable Item

Other defects.

Ensure that

1. The previous licence has been surrendered.
2. The vehicle appears to be in a roadworthy condition.

## Additional information

Presenter is required to submit previous license.

During the inspection a mechanical defect is noted.

## Reason for Rejection

Other defects

1. Previous licence has not been surrendered.
2. Mechanical defect has been noted.

# SECTION 15 SPECIAL NOTICES

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<b>INFORMATION</b>	<b>METHOD OF INSPECTION</b>	<b>REASONS FOR REJECTION</b>

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## SECTION 16 GENERAL INFORMATION

**If the vehicle passes the licensing inspection, the vehicle inspector will:**

- 1. Update MAHA / IALS database.**
- 2. Issue the paper licence and VIR to the vehicle presenter.**
- 3. Affix licence discs to the vehicle before the vehicle leaves the inspection site.**

**If the vehicle fails the licensing inspection, the vehicle inspector will:**

- 1. Update MAHA / IALS database.**
- 2. Issue a VIR indicating why a licence has been refused.**
- 3. Allocate a retest appointment if required to do so.**

**If the applicant wishes to appeal against the failure decision, the vehicle inspector will:**

- 1. Notify/inform the SGS team leader.**
- 2. Inform the vehicle owner of their right of appeal.**
- 3. SGS team leader will consult PCO as necessary.**

## SECTION 17 GUIDANCE NOTES

The vehicle inspector will need to check all documents against the vehicle to ensure that they relate to the vehicle being inspected and to ensure that the requirements of the inspection criteria are met.

The vehicle inspector will record the MOT date of expiry on the relevant IT database. The MOT pass certificate must be completed in the prescribe manner as set out in the MOT Testing Guide.

The vehicle inspector will record the insurance certificate date of expiry on the relevant IT database  
The vehicle inspector will check the **VIN** plate for evidence of tampering.

If the vehicle presented has been modified without authorisation or, an exemption from the licensing criteria has not been approved, will cause the vehicle to fail the inspection.

In the event that the vehicle inspector observes a defect that poses a risk to the driver, the passenger, other road users, or compromises the roadworthiness or safety of the vehicle, the vehicle inspector will **immediately** report such defect to the SGS team leader.

The PCO may contact other agencies such as DVLA or VOSA if any discrepancies with the vehicle or owner details are identified during a private hire vehicle licensing inspection.