



TRAFFORD
COUNCIL

Hackney Carriage Driver
Byelaws and
Conditions

TRANSLATION PAGE

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HACKNEY CARRIAGE BYELAWS

EFFECTIVE FROM 30 OCTOBER 2003

TRAFFORD COUNCIL

BYELAWS

Made under section 68 of the Town Police Clauses Act 1847, and section 171 of the Public Health Act 1875, by Trafford Council with respect to hackney carriages in the Borough of Trafford

Interpretation

1. Throughout these byelaws “the Council” means Trafford Council and “the district” means the Borough of Trafford.

Provisions regulating the manner in which the number of each hackney carriage corresponding with the number of its licence, shall be displayed

2. (a) The proprietor of a hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside of the carriage, or on plates affixed firmly thereto in accordance with the Council’s Guidance Notes on Hackney Carriages in the Borough of Trafford.

(b) A proprietor or driver of a hackney carriage shall:-
 - (i) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire; and
 - (ii) not cause or permit the carriage to stand or ply for hire with any such painting marking or plate so defaced that any figure or material particular is illegible.

Provisions regulating how hackney carriages are to be furnished or provided

3. The proprietor of a hackney carriage shall:-
 - (a) provide sufficient means by which any person in the carriage may communicate with the driver;
 - (b) cause the roof or covering to be kept water-tight;
 - (c) provide any necessary windows and a means of opening and closing not less than one window on each side;
 - (d) cause the seats to be properly cushioned or covered;
 - (e) cause the floor to be provided with a proper carpet, mat or other suitable covering;
 - (f) cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
 - (g) provide means for securing luggage if the carriage is so constructed as to carry luggage;
 - (h) provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use; and

- (i) provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
4. The proprietor of a hackney carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached and maintained as to comply with the following requirements, that is to say:-
- (a) the taximeter shall be fitted with a key, flag or other device the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter;
 - (b) such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
 - (c) when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures, a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by time as well as for distance in pursuance of the tariff fixed by the Council;
 - (d) the word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
 - (e) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring; and
 - (f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Provisions regulating the conduct of the proprietors and drivers of hackney carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges

5. The driver of a hackney carriage provided with a taximeter shall:-
- (a) when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
 - (b) before beginning a journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, flag or other device so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring; and
 - (c) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is between half-an-hour after sunset and half-an-hour before sunrise, and also at any other time at the request of the hirer.
6. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
7. The driver of a hackney carriage shall, when plying for hire in any street and not actually hired:-

- (a) proceed with reasonable speed to one of the stands appointed by the Council;
 - (b) if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - (c) on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction; and
 - (d) from time to time, when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
8. A proprietor or driver of a hackney carriage, when standing or plying for hire, shall not make use of the services of any other person for the purpose of importuning any person to hire such carriage.
9. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
10. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
11. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
12. If a badge has been provided by the Council and delivered to the driver of a hackney carriage he shall, when standing or plying for hire, and when hired, wear that badge in such position and manner as to be plainly visible.
13. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:-
- (a) convey a reasonable quantity of luggage;
 - (b) afford reasonable assistance in loading and unloading; and
 - (c) afford reasonable assistance in removing it to or from the entrance of any building, station or place at which he may take up or set down such person.

Provisions fixing the rates or fares to be paid for hackney carriages within the district and securing the due publication of such fares

14. The proprietor or driver of a hackney carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed by the Council, the rate or fare being calculated by a combination of distance and time unless the hirer express at the commencement of the hiring his desire to engage by time.

Provided always that where a hackney carriage furnished with a taximeter shall be hired by distance and time the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the

taximeter, save for any extra charges authorised by the Council which it may not be possible to record on the face of the taximeter.

15. (a) The proprietor of a hackney carriage shall cause a statement of the fares fixed by council resolution to be exhibited inside the carriage, in clearly distinguishable letters and figures.
- (b) The proprietor or driver of a hackney carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

Provisions securing the safe custody and re-delivery of any property accidentally left in hackney carriages, and fixing the charges to be made in respect thereof

16. The proprietor or driver of a hackney carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.
17. The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:-
 - (a) carry it as soon as possible and in any event within 48 hours if not sooner claimed by or on behalf of its owner, to the office of the Council and leave it in the custody of the officer in charge of the office on his giving a receipt for it; and
 - (b) be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the office of the Council, whichever be the greater) but not more than five pounds.

Driver to produce copy of Byelaws

18. The driver of a hackney carriage who is standing, driving or plying for hire shall at any time when required by an authorised officer or any police constable or any person who is in or upon the carriage produce a copy of these Byelaws, clean and in good order, for perusal and inspection by that authorised officer, police constable or person.

Penalties

19. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale and in the case of a continuing offence to a further fine not exceeding two pounds for each day during which the offence continues after conviction thereof.

Repeal of Byelaws

20. The byelaws relating to hackney carriages received The Common Seal of Trafford Council on 14 July 2003 and came into operation on 30 October 2003. A signed and sealed copy can be obtained from the Licensing Department of Trafford Council.

CONDITIONS OF A HACKNEY CARRIAGE VEHICLE LICENCE

APPENDIX 1

1. The proprietor shall at all times comply with the Town Police Clauses Act 1847, Part II, of the Local Government (Miscellaneous Provisions) ACT 1976, The Council's by-laws for the time being in force and the conditions hereinafter provided.

DEFINITIONS

2. In this licence

“the Act” means the Local Government (Miscellaneous Provisions) Act 1976.

"authorised officer" has the same meaning as in Section 80 of the Act.

"the Council" means the Council of Trafford.

"the identification plate" means the plate issued by the Council for the purpose of identifying the vehicle as a hackney carriage.

"the proprietor" has the same meaning as in Section 80 of the Act.

"the taximeter" has the same meaning as in Section 80 of the Act.

"hackney carriage" has the same meaning as in the Town Police Clauses Act 1847.

Words importing the masculine gender such as “he” and “him” shall include the feminine gender and be construed accordingly.

IDENTIFICATION PLATES

3. The identification plate shall remain the property of the Council at all times and shall be affixed to the hackney carriage, by the proprietor at his own expense, in accordance with these conditions.
4. The identification platform must be affixed to the rear outer most part of the vehicle's bodywork or to the rear bumper by means of at least **TWO** screws or by means of at least **TWO** of the expandable rivets supplied by the Council. If this is not possible due to the design of the vehicle, the platform may be affixed to a bracket, which must be so designed as to allow fixing to the rear of the vehicle, the platform to be fixed to the bracket by means of at least **TWO** screws or by means of the expanding rivets provided. The plate must be affixed to the platform by means of at least **TWO** screws or by means of the fixing devices supplied by the Council. [The bracket must be fixed to the rear of the vehicle by means of screws only]. In either case, the plate must be clearly visible to the driver of a following vehicle, and it must be capable of being easily removed by an authorised officer or a constable. The plate shall be so affixed to the vehicle, by the proprietor at his own expense.

5. The proprietor of the hackney carriage shall ensure that the identification plate is maintained and kept in such condition that the information contained on the identification plate is clearly visible to public view at all times.

6. **INTERIOR VEHICLE LICENCE NUMBER**

The proprietor shall ensure that the vehicle licence number stickers supplied by the Council are exhibited on the windows of both rear passenger doors with the number facing outward.

7. The proprietor of the hackney carriage shall cause the number of the hackney carriage licence granted by the Council in respect of the hackney carriage to be clearly marked and kept and maintained inside the vehicle in such a position as to be clearly visible at all times to persons being conveyed in the hackney carriage.

TYPE OF VEHICLE

8. The proprietor shall ensure that the hackney carriage shall only be of the type approved for public hire use by the Commissioner of Police of the London Metropolitan area and shall ensure that the exterior colour of the carriage is one of the following colours only: blue, beige, burgundy, white, red, grey or black.

CONDITION OF VEHICLE

9. The proprietor shall ensure that the hackney carriage shall be maintained in a sound mechanical and structural condition at all times and be capable of satisfying the Council's mechanical and structural inspection at any time during the continuance of the vehicle's licence.
10. The interior and exterior of the hackney carriage shall be kept in a clean condition and maintained in a safe condition by the proprietor.
11. The proprietor shall not allow the mechanical and structural specification of the hackney carriage to be varied without the consent of the Council.
12. The proprietor of the hackney carriage shall:
 - (a) Provide sufficient means by which any person in the hackney carriage may communicate with the driver during the course of the hiring.
 - (b) Cause the interior of the vehicle to be kept wind and water tight.
 - (c) Provide any necessary windows and means of opening and closing with not less than one window on each side of the passenger compartment.
 - (d) Cause the seats in the passenger compartment to be properly cushioned and covered.
 - (e) Cause the floor in the passenger compartment to be provided with a proper carpet, mat or other suitable covering.
 - (f) Cause fittings and furniture of the hackney carriage to be kept in a clean condition and well maintained and in every way fit and safe for public use
 - (g) Provide facilities for the conveyance of luggage safely and protected from inclement weather.

- (h) Provide and maintain to the satisfaction of an authorised officer a full and efficient fire extinguisher with a capacity of not less than .9 litre if foam filled (AFFF) or 1kg if dry powder filled and 1.36kg if filled with gas and manufactured to a British Standard which shall be carried in such a position as to be easily available for use and such apparatus shall be clearly marked with the appropriate British Standard Institution specification number and with the name and address of the manufacturer or vendor thereof with a current 'tested until' or 'use before' date. All new fire extinguishers to be fitted to a licensed vehicle are to be foam filled (AFFF) of at least .9 litre in capacity or powder of at least 1kg in capacity complying with any current British Standards.
- (i) Provide at least two doors for use of persons conveyed in such hackney carriage and a separate means of ingress and egress for the driver.
- (j) Provide and maintain a first-aid kit containing the following first aid dressings and appliances:
- * *One large sterilised dressing suitable for burns and wounds (not less than 3" x 3").*
 - * *Three medium sterilised wound dressings gauze and wool or lint and wool (not less than 2" x 2").*
 - * *Sterilised cotton wool (not less than 2oz).*
 - * *Three roller bandages (7.5cm x 5m).*
 - * *Two triangular bandages.*
 - * *One role of surgical strapping (not less than 1.25cm x 5m).*
 - * *One pair of rustless scissors.*
 - * *One box of large strong safety pins (1 doz).*

All materials for dressing and bandages, including cotton wool, shall be those designated in and of a grade or quality not lower than the Standards prescribed by the current British Pharmaceutical Codex and all instruments and appliances shall be of a reliable quality and suitable design and construction and shall be carried in such a position in the hackney carriage as to be readily available for use and be prominently marked and the said dressings and appliances shall at all times be maintained in good condition and available for inspection by an authorised officer of the Council from time to time.

13. Any damage to the vehicle materially affecting its safety, performance or appearance, shall be reported to the Licensing Section **IN WRITING** by the proprietor. Such notification shall be made as soon as practicable and in any case within three working days. Until such damage has been repaired to the satisfaction of the an Authorised Officer of the Council, the vehicle shall not be used for hire.

ADVERTISEMENTS

14. The proprietor shall not cause or permit any sign, notice or advertisement to be displayed in, on or from the hackney carriage, except with the express consent of the Council.

COUNCIL NOTICES

15. The proprietor shall cause to be affixed and maintained in a conspicuous position in accordance with the directions of the Council any sign or notices required from time to time by the Council.

PASSENGERS

16. The proprietor shall not permit the hackney carriage to be used to carry a greater number

of passengers than the number prescribed in the licence.

17. The proprietor shall not permit any person other than the driver to ride in the front of the vehicle, except where a vehicle is licensed to carry seven passengers and no more than one passenger can sit in the front of the vehicle beside the driver, subject to the vehicle being properly constructed with a front passenger seat, which is fitted with a seat belt, and also for the purposes of teaching a trainee driver, providing that adequate safety precautions are provided.

ANIMALS

18. The proprietor shall not permit any animal belonging to the proprietor or the driver to ride in the vehicle and any animal of the hirer is to be conveyed in the rear of the vehicle only.

TAXIMETERS

19. The proprietor shall cause the taximeter to be of a type that will be calendar controlled and is programmed to the agreed fare table. The taximeter shall be maintained in a sound mechanical condition at all times and shall be located within the vehicle in accordance with the reasonable instructions of an authorised officer.
20. The proprietor/driver shall cause the taximeter to be switched on for all journeys within the borough. The taximeter shall display the fare agreed by the current fare table, or a lesser rate if this is used for all journeys within the borough.
21. The proprietor shall not use or permit to be used a taximeter that the Council has not sealed to prevent unauthorised adjustment of taximeter.
22. The proprietor shall cause the taximeter to be fitted with a key to bring the machinery into action and cause the word "HIRED" to appear on the face of the meter as soon as the vehicle is hired.
23. The proprietor shall ensure that when the vehicle is "FOR HIRE" the key is to be locked and machinery kept inactive and the meter must show no fare at that time.
24. The proprietor shall ensure that "FOR HIRE" sign or other illuminated sign is extinguished when the fare commences and the taximeter is brought into operation.
25. The proprietor shall ensure that when the taxi meter is brought into action the fare and permitted extras will be shown legibly on the face of the meter and shall be no more than permitted by the approved tariff.
26. The proprietor shall ensure that the word "FARE" shall be printed on the face of the meter in clear letters so as to apply to the fare recorded thereon.
27. The proprietor shall ensure that the taximeter is in such a position in the hackney carriage that figures recorded thereon are clearly visible to any passenger being carried therein.
28. The proprietor shall ensure that the taximeter is sufficiently illuminated that when in use it is visible to all passengers.
29. The proprietor shall ensure that the taximeter and all its fittings are affixed to the vehicle

with seals or by other means so that it shall not be practicable for any person to tamper with the meter except by breaking or damaging or permanently displacing the seals and other fittings.

30. The proprietor undertakes to ensure that the taximeter will not be replaced without prior permission of the Council.

FARE TABLE

31. The proprietor shall ensure that a fare table is displayed in the licensed vehicle at all times and that the fare table is not concealed from view or rendered illegible while the vehicle is being used for hire.

LICENCES

32. The proprietor shall deposit the yellow copy of the hackney carriage licence with the Operator by whom the vehicle is being operated.

CONVICTIONS

33. (a) The licensee shall notify the Council in writing of any conviction imposed on him during the currency of the licence within 28 days of such conviction (driving or otherwise) being imposed.

(b) The licensee shall, within six months of the date of the offence, notify the Council in writing of any fixed penalty imposed upon him which results in an endorsement of his U.K. driver's licence.

INSURANCE

34. The proprietor of the hackney carriage shall keep in force in relation to the use of that vehicle a policy of insurance by an approved Insurance Company on at least a Third Party, Fire and Theft with full Passenger Liability basis and comply with the requirements of Part VI of the Road Traffic Act 1988.

On being so required by an authorised officer, the proprietor shall produce to that officer for examination a Certificate of Insurance issued by an approved Insurance Company in respect of the vehicle for the purposes of Part VI of the Road Traffic Act 1988, provided that if the proprietor fails to produce such certificate to the officer on request, the proprietor shall within seven days of such request produce it to that officer or to any other authorised officer at the office of the Council.

VEHICLE EXCISE LICENCE

35. The proprietor shall ensure, that at all times whilst the vehicle is used on public roads, there is a current vehicle excise licence in force for the vehicle.

VEHICLE OWNERSHIP/TRANSFER

36. The proprietor of the vehicle shall make application to the Licensing Section as soon as practicable and in any case within 14 days, of any change regarding the vehicle's ownership. The Operator through which the vehicle is operated, shall be notified of any such change by the proprietor in writing, within the same period.

CHANGE OF ADDRESS

37. The proprietor of a hackney carriage shall notify the Council in writing of any change of address within seven days of such change taking place.

IF A VEHICLE LICENCE IS NOT RENEWED, THE LICENCE IDENTIFICATION PLATE AND ROOF SIGN MUST BE RETURNED TO THE LICENSING OFFICER, TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD, WITHIN SEVEN DAYS OF THE EXPIRY DATE

PENALTY POINT SYSTEM

DRIVER - PENALTY POINTS SYSTEM

The penalty points table approved by Trafford Council is as follows:

	<u>Number of points</u>
Refusal to carry a disabled passenger's assistance – animal	150
Failing to be clean and respectable in dress and in person	20
Poor cleanliness outside the vehicle	10
Poor cleanliness inside the vehicle	15
No licence plate number displayed in the passenger compartment	15
No table of fares displayed	20
Failure to display a valid certificate of compliance notice	15
Failure to wear a driver's badge and display interior badge	50
No First Aid box	10
No fire extinguisher	10
Defective tyres in use on the vehicle	50 (each tyre)
Defective or no spare tyre	30
Defective bodywork/mechanical fault	25
Dangerous bodywork/mechanical fault	50
Failure to report damage to the vehicle as per conditions within	50
3 working days	
Failure to display an approved roof sign	50
Failure to display/fix identification plate in accordance with conditions	30
No vehicle excise licence/fail to display excise licence	25
Sounding horn to attract customer attention	25
Failing to notify change of address as per conditions – within 7	25
working days	
Failure to disclose convictions (per conviction)	75
Motoring – within 6 months of date of offence	
Other offences – within 28 days	
Report of defective lights (requested to attend garage)	10
Failure to attend Depot for defective lights the following working day after issue of notification	50

When a total of 150 penalty points have been awarded against a particular driver or a particular vehicle proprietor, the driver and/or the owner may be invited for interview by the Licensing Committee. Penalty points will lapse on the third anniversary of the date of the offence.

The Council has decided that the Penalty Points System should be used to prevent abuse of taxi ranks in the Borough. **25 penalty points may be awarded against the driver of any Hackney Carriage which is parked at a rank in excess of the permitted number.**

The Council has made it clear that the following matters for which penalty points may be awarded relate to offences by drivers only (not proprietors): -

Abuse of taxi rank

Lack of cleanliness inside and outside the vehicle

Failure to wear a driver's badge and display interior badge

The Council has decided that the penalty points system should include cases of gross misconduct by drivers and that all such cases should be considered by the Licensing Committee.

The Council has also decided that the penalty points system should be extended to include such other matters of a substantial nature as the Licensing Committee feels are detrimental to the reputation of the Trafford Hackney Carriage/Private Hire Service.

GUIDANCE NOTES ON HACKNEY CARRIAGE VEHICLES

- 1. Requirements in respect of vehicle glass**
- 2. Vehicle Age Policy**
- 3. Hackney Carriage Vehicle Tests**

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES (1) REQUIREMENTS IN RESPECT OF VEHICLE GLASS

The Council has amended the requirements in respect of vehicle glass, to permit the fitting of tinted glass to licensed vehicles.

The degree of tint permissible is as follows:-

- Front windscreen: minimum light transmittance 75%
- All remaining vehicle glass: minimum light transmittance 70%

Any vehicle that is fitted with the manufacturer's original glass should satisfy the above requirements in respect of the glass to the front windscreen and the front doors, provided that this glass has not had any laminating film or secondary treatment applied.

It may be the case that the vehicle glass fitted to the rear of the driver, that is to say the rear doors, quarter lights and rear windscreen, may fail to satisfy this requirement even if that glass is the manufacturer's original glass.

Should you intend to license any vehicle that has tinted windows and you are concerned that the vehicle may fail to satisfy the requirements, for instance if the glass to the rear passenger cell of the vehicle is noticeably darker than the glass to the front, you should present the vehicle for examination to the licensing office **before** purchasing that vehicle

In order to satisfy the Council's minimum light transmittance requirements the Higher Road Garage will test each and every window of the vehicle with a calibrated pocket detective tint window meter.

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES (2) VEHICLE AGE POLICY

Trafford Council has a policy as to maximum ages of Hackney Carriage/Private Hire vehicles when they are first licensed and when licenses are renewed. The Policy is as follows:

GRANT OF A NEW LICENCE

TYPE OF VEHICLE	MAXIMUM AGE
Private Hire Vehicle	4 years
Hackney Carriage Vehicle	10 years

RENEWAL OF LICENCE (vehicles licensed on or prior to 27/6/95)

TYPE OF VEHICLE	MAXIMUM AGE
Private Hire Vehicle	8 years
Hackney Carriage Vehicle	19 years

RENEWAL OF LICENCE (vehicles first licensed after 27/6/95)

TYPE OF VEHICLE	MAXIMUM AGE
Private Hire Vehicle	6 years
Hackney Carriage Vehicle	15 years

All maximum age limits are subject to the proviso that if an older vehicle is deemed by the Council's Transport Division to be in exceptional condition it may be eligible to be licensed.

Guidance notes on "Exceptional Condition" are available for vehicles being presented for First Application for a licence and will be made available for vehicles being presented for License Renewal.

The above policy became effective on 1st November 1995.

(3) HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE TESTS

1. TEST APPOINTMENTS
2. RETESTS
3. PAYMENTS
4. EXPIRY DATE
5. DOCUMENTS
6. M.O.T. CERTIFICATES
7. TEST CANCELLATION
8. REFUSAL TO TEST
9. SUSPENSION OF TEST
10. MODIFICATION OF VEHICLES
11. EXHAUST EMISSIONS
12. VEHICLE APPEARANCE

1. **TEST APPOINTMENTS**

- (a) Vehicles are tested by appointment only.
- (b) Appointments can be arranged by calling at Translinc Ltd, Higher Road, Urmston or by telephoning 0161 747 5795.
- (c) It is advisable to arrange your test appointment well in advance, the Testing Station may be fully 'booked up' for one or even two weeks. Should you fail to attend, or arrive late, for your appointment, you may be charged an extra fee.

2. **RETESTS**

- (a) No appointment is necessary.
- (b) Retests are carried out on weekdays only at the convenience of the garage, subject to their waiting period.
 - (i) Opening Times:
07.45 a.m. to 12.00 Noon.
12.45p.m. to 2.45 p.m.
 - (ii) Closed:12.00 Noon to 12.45 p.m.
- (c) You may have to wait a short time if a test is already in progress.
- (d) Retests are carried out on a first come first serve basis.
- (e) A retest fee will be charged for all retests, except where all items for retest appear on the list below:

Horn, direction indicator/ hazard warning, headlight aim, lamps, rear reflectors, registration plate, V.I.N., mirrors, seat belts (not anchorages), windscreen wipers and washers, door locks, exhaust emissions, tariff card, fire extinguisher, first aid kit and paintwork.

And providing that the vehicle is retested before the end of the next working day.

- (f) When a vehicle has not been retested within 14 days of the date it failed, another full test will be required. This will be by appointment only and the normal test fee will be charged.

3. **PAYMENTS**

- (a) Payment of the fee charged must be made in full at the time of the tests, retest or meter test.
- (b) Acceptable forms of payment: Cash **OR** Personal cheque guaranteed by a banker's card **OR** Company cheque.

4. **EXPIRY DATE**

- (a) Vehicles tested up to 14 days before the expiry date can be issued with a new certificate to cover four or six months from the original expiry date.
- (b) The current certificate must be presented at the time of the new test.

5. **DOCUMENTS**

The following documents are required to be presented before a vehicle will be tested:

- (a) Current Certificate of Insurance.
 - (i) Certificate must show type of use covered.
 - (ii) Valid insurance must be produced when presenting the vehicle for inspection.
 - (iii) Insurance cover notes are acceptable, but (i) and (ii) still apply.
- (b) Vehicle Registration Documentation
 - (i) Must be registered in current owners name with correct address.
 - (ii) If it is not possible to present the registration document the first time a vehicle is tested, the certificate of compliance issued will be retained at the Testing Station until it is produced.
 - (iii) If the vehicle is presented for a second test (four or six months later) and the registration document has still not been produced the vehicle will not be tested and the licence will be suspended.
- (c) Authorising Letter (test reminder)

This should be presented at the time of the test. Failure to do so could result in your test being delayed while a copy is obtained from the Licensing Section.
- (d) Current Certificate of Compliance

This must be presented when an extended certificate is required (see (4) Expiry Date).

6. **M.O.T. CERTIFICATES**

When requested an M.O.T. certificate can be issued with a certificate of compliance. An additional test fee will be charged.

7. **TEST CANCELLATION**

A charge may be made if:

- (i) An appointment is cancelled at short notice.
- (ii) An appointment is not kept.
- (iii) The vehicle is presented late.
- (iv) A test is refused (see (8) Refusal to Test)

8. **REFUSAL TO TEST**

A test or retest will be refused if:

- (i) Payment for the test/retest cannot be made.
- (ii) A current valid certificate of insurance is not presented.
- (iii) The vehicle registration document is not presented and the vehicle has previously been tested without a registration document.
- (iv) The vehicle condition is such that it could cause difficulties in carrying out a full inspection (e.g. dirty underbody or engine will not start).

9. **SUSPENSION OF TEST**

- (a) A test may be suspended at any time if the opinion of the tester it is not possible to complete the test.

e.g. Engine will not restart, vehicle is unsafe, damage may occur to the vehicle, lack of fuel.
- (b) No additional fee will be charged if the vehicle is returned for completion of the test within 14 days.
- (c) The plate will be removed.

10. MODIFICATION TO VEHICLES

- (a) Modification of a vehicle from its standard specification may result in the vehicle failing the test unless prior approval has been given.
- (b) 'Modification' includes any changes to the vehicle which may affect the safety, operation or appearance of the vehicle.

Examples:

Non-standard wheels/tyres
Non-standard paint finish or colour
Additional badges or decals
Additional body trim and spoilers -14-
Additional lamps or reflectors
Disconnection of standard equipment
Non-standard engine, gearbox, brakes, steering, suspension, etc.

11. EXHAUST EMISSIONS

- (a) Exhaust emissions will be checked using the equipment and techniques prescribed for the M.O.T. test. The same pass limits apply as for the M.O.T. test.
- (b) Owners of Diesel engined vehicles are advised that the test comprises of a minimum of three full throttle free accelerations to maximum revolutions. You are advised to ensure the engine is in good condition and advise the test station staff of any reason why a vehicle may not be fit to be tested.

12. VEHICLE APPEARANCE

- (a) The standard required for body panels, paint finish and trim is that they should not significantly differ in appearance to that of a new vehicle.
- (b) Allowances are made for stone chips and minor paint finish blemishes resulting from normal use.
- (c) The standard required is the same for all vehicles tested irrespective of their age or mileage.
- (d) Common reasons for a vehicle failing a test due to appearance:
 - (i) Damaged: e.g. Dented panel, scratched paintwork, missing or damaged trim, insecure panel or trim.

(ii) Lack of Maintenance:

e.g. Dirty, dull paintwork or trim.

(iii) Corrosion:

e.g.: Rust bubbles, holed panel, visible rust, rust staining, corroded trim or wheels, loose panel or trim.

(iv) Poor Quality Repairs

Repairs to body panels and paintwork which do not return the appearance of the vehicle to the required standard (12(a)) will result in the vehicle failing the test.

e.g.: Misaligned body panels, welding or fitting of replacement panels not to original standard, damage still visible after repairs, uneven surface, use of filler visible, non-matching paint colour of finish, 'flat' or 'orange peel' paint finish, paint finish sunk to reveal filler or sanding lines, excessive use of underseal, badly