



TRAFFORD
COUNCIL

Private Hire Driver
and
Vehicle Conditions

Translation page

CONTENTS

	PAGE
PRIVATE HIRE DRIVER LICENCE CONDITIONS	4
PRIVATE HIRE VEHICLE LICENCE CONDITIONS	8
PENALTY POINTS SYSTEM	14
GUIDANCE NOTES FOR PRIVATE HIRE VEHICLE	16

Private Hire Driver Licence Conditions

**NOTE: ALL CONDITIONS SHALL APPLY WHILST THE
LICENCE IS IN FORCE**

1. The licensee shall at all times comply with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 and the conditions hereinafter provided.

DEFINITIONS

2. In this licence:

"the Act" means the Local Government (Miscellaneous Provisions) Act 1976.

"the Council" means Trafford Council

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

"the Operator" means a person holding a licence to operate private hire vehicles issued pursuant to Section 55 of the Act.

"private hire vehicle" has the same meaning as in Section 80 of the Act.

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

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

words importing the masculine gender such as "he" and "him" shall include the feminine gender and be construed accordingly.

DRIVERS

3. The licensee shall not permit any other person to drive a private hire vehicle let for hire except with the consent of the vehicle proprietor. That person must be a holder of the appropriate licence issued by Trafford Council

CONVICTIONS

4. (a) The licensee shall notify the Council in writing of any conviction imposed on him during the currency of the licence as soon as practicable and in any case 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. drivers licence.

D.V.L.A. CHECK

5. The licensee shall sign a mandate upon request from a Licensing Officer to enable the Licensing Section to verify the details with the D.V.L.A at Swansea.

PERSONAL CONDUCT

6. The licensee shall at all times when the vehicle is available or being driven for hire be clean and respectable in his dress and person, shall behave in an orderly manner and conduct himself with civility and propriety towards every person seeking to hire, or hiring or being conveyed and shall comply with every reasonable requirement of every person hiring or being conveyed in the vehicle.
7. The licensee shall not, except with the express consent of the hirer, drink or eat in the vehicle. It is now an offence to smoke in a work place and therefore smoking is prohibited by the licensee and passengers at all times in the vehicle.
8. The licensee shall not, except with the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for communicating with the Operator.
9. The licensee shall at no time cause or permit the noise emitted by any radio or sound reproducing instrument or equipment installed in the private hire vehicle to be a source of nuisance or annoyance to any person whether inside or outside the vehicle.
10. The licensee, when hired to drive to any particular destination, shall, subject to any directions given by the hirer, proceed to that destination by the shortest practicable route.
11. The licensee shall not, except with the express consent of the hirer, convey any person other than the hirer in the private hire vehicle.
12. The licensee who has been hired to be in attendance with a vehicle at an appointed time or place shall, unless delayed or prevented by some sufficient cause, punctually attend with the private hire vehicle at such appointed time and place.
13. The licensee shall convey a reasonable quantity of passenger luggage and shall afford all reasonable assistance with such luggage.

LICENCE

14. The licensee shall deposit the yellow copy of his private hire driver's licence with the Operator for which the vehicle is being used for booked fares.
15. The licensee shall notify the Licensing Section, as soon as practicable, should he change Operator.

VEHICLE

16. The licensee shall take all reasonable steps to ensure that any vehicle being used for private hire purposes has been lawfully maintained and complies with conditions set by the Council. The yellow copy of the private hire vehicle licence should be deposited with the operator during the time it is being used for private hire purposes.

VEHICLE HORN

17. The licensee shall NOT use the vehicle's horn to attract customer attention. The horn must only be used in an emergency.

VEHICLE EXCISE LICENCE

18. The vehicle user and/or owner shall ensure that at all times, whilst the vehicle is used on public roads, a current vehicle excise licence is properly displayed.

VEHICLE IDENTIFICATION PLATE, ROOF SIGN AND INTERIOR BADGE

19. The licensee shall not conceal the roof sign, the exterior identification plate of the private hire vehicle or the details painted or marked thereon, or the interior display of the private hire vehicle licence number and interior badge, from public view and will keep the roof sign and the identification plate and the displays in a clean condition.

PASSENGERS

20. The licensee shall, immediately after the termination of any hiring or as soon as practicable thereafter, carefully search the private hire vehicle for any property which may have accidentally been left therein.
21. The licensee of a private hire vehicle shall, if any property is accidentally left therein by any person who may have been conveyed in the vehicle and be found by or handed to him carry it as soon as possible and in any event within seven days, if not sooner claimed by or on behalf of its owner, to a Police Station in the district in order to receive instructions from the Police regarding its custody.
22. The licensee shall at all times when a vehicle is hired take all reasonable steps to ensure the safety of the passengers conveyed in or entering or alighting from the vehicle.
23. The licensee shall not permit a private hire vehicle to carry a greater number of passengers than the number prescribed in the licence.
24. The licensee shall allow only one passenger to be carried in the front of the vehicle beside the driver. Where a vehicle is licensed to carry up to eight passengers, no more than one passenger shall sit in the front of the vehicle beside the driver, unless a front passenger seat is constructed, adapted and properly fitted in accordance with manufacturer's standards to carry two passengers with fitted seat belts, in which case two passengers may travel in the front of the vehicle. The use of seatbelts should be in strict accordance with current seatbelt legislation.
25. The licensee shall at all times carry a copy of these Conditions and the Conditions attached to the vehicle licence in the vehicle for inspection by the hirer or other passengers.

FARES

27. The licensee shall, if requested by the hirer, provide a written receipt for the fare paid.

28. If the vehicle being driven is fitted with a taximeter the licensee shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare.
29. The licensee shall ensure a copy of the current fare table is displayed in the vehicle at all times.
30. The licensee shall not demand from any hirer a fare in excess of that previously agreed or if the vehicle is fitted with a taximeter the fare shown on the face of the taximeter.

ASSISTANCE ANIMALS

26. The Licensee shall carry a disabled passenger's assistance animal (e.g. guide/hearing dog) allowing it to remain with the passenger in the vehicle, and shall not make any additional charge for so doing.

TOUTING, ETC.

31. The licensee shall not while driving or in charge of a private hire vehicle:
 - (a) Tout or solicit on a road or other public place any person to hire or be carried for hire in any private hire vehicle, or allow the vehicle to be used other than for private hire purposes.
 - (b) Cause or procure any other person to tout or solicit on a road or other public place any person to hire or be carried for hire in any private hire vehicle.
 - (c) Offer that vehicle for immediate public hire while the licensee or that vehicle is on a road or other public place. Parking that vehicle on a road or other public place shall not of itself be deemed to be a breach of this Condition.
 - (d) Accept an offer for the immediate hire of that vehicle while the licensee or that vehicle is on a road or other public place except where such offer is first communicated to the licensee by radio apparatus fitted to that vehicle.

In this Condition:

"road" means any highway and any other road to which the public has access, including such roads at Manchester International Airport and bridges over which a road passes.

CHANGE OF ADDRESS

32. The licensee shall notify the Council in writing of any change of his address within seven days of such change taking place.

PRIVATE HIRE DRIVERS BADGE

33. WHEN ACTING AS THE DRIVER OF A PRIVATE HIRE VEHICLE THE LICENSEE MUST WEAR THE DRIVER'S BADGE ISSUED BY THE COUNCIL SO THAT IT IS PLAINLY AND DISTINCTLY VISIBLE - FAILURE TO DO SO IS A CRIMINAL OFFENCE PUNISHABLE BY A FINE.

Private Hire Vehicle Licence Conditions

CONDITIONS OF A PRIVATE HIRE VEHICLE LICENCE

1. The proprietor, meaning the owner, shall at all times comply with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 and the conditions hereinafter provided.

DEFINITIONS

2. In this licence "authorised officer" has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

"the Council" means the Trafford Council.

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

"the roof sign" means the sign issued by the Council for the purpose of additional identification of the vehicle as a private hire vehicle.

"the proprietor" means the owner as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

"the Operator" means a person holding a licence to operate private hire vehicles issued pursuant to Section 55 of the Local Government (Miscellaneous Provisions) Act 1976.

"the taximeter" has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

"private hire vehicle" has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

IDENTIFICATION PLATES

3. The identification plate shall remain the property of the Council at all times and shall be affixed to the private hire vehicle, 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** expandable rivets. 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 expanding rivets. The plate must be affixed to the platform 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 and the driver of the private hire vehicle 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. The proprietor and the driver of the private hire vehicle shall cause the number of the private hire vehicle's licence granted by the Council in respect of the private hire vehicle 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 private hire vehicle.

INTERIOR VEHICLE LICENCE NUMBER

7. The proprietor and the driver 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.

ROOF SIGNS

8. The roof sign shall remain the property of the Council at all times and shall, at the expense of the proprietor, bear the following information:
 - (a) On one side the name of the Operator by whom the private hire vehicle is being operated, the form of word for which must have been agreed with the Council and
 - (b) On the reverse side the telephone number of the Operator. No other information shall be allowed on the roof sign unless authorised by the Council.
9. The roof sign shall be securely affixed to the private hire vehicle, by the proprietor at his own expense, in the following manner:
 - (a) by means of magnetic fixings, a roof bar or in accordance with the reasonable instructions of an authorised officer and with the name of the Operator facing to the front
10. The proprietor and the driver of the private hire vehicle shall ensure that the roof sign is maintained and kept in such condition that the information contained on it is clearly visible to the public at all times.
11. The roof sign shall not be illuminated. It is an offence to illuminate the roof sign.

TYPE OF VEHICLE

12. The proprietor shall ensure that the private hire vehicle is of a type approved by the Council for public hire use.

MINI BUSES - SEATING CAPACITY

13. Where, by the removal of seats, a vehicle's original seating capacity is reduced to the maximum permissible eight passenger seats the redundant seat mountings must be rendered unusable. This must be achieved in such a way as to prevent easy refitment of the seats, but may be reversible in order that the seats may be refitted to their original mounts at the termination of licensed use. The approved treatment of redundant seat mountings is the welding of nuts in place on over-length bolts inserted through the mounting, any other treatment will require the prior approval of an authorised officer.

CONDITION OF VEHICLE

14. The proprietor shall ensure that the private hire vehicle 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.
15. The interior and exterior of the private hire vehicle shall be kept in a clean condition and maintained in a safe condition by the proprietor and the driver.
16. The proprietor shall not allow the mechanical and structural specification of the private hire vehicle to be varied without the consent of the Council.
17. The proprietor of the private hire vehicle shall:
 - (a) Cause the interior of the vehicle to be kept wind and water tight;
 - (b) Provide any necessary windows and means of opening and closing with not less than one window on each side of the passenger compartment;
 - (c) Cause the seats in the passenger compartment to be properly cushioned and covered;
 - (d) Cause the floor in the passenger compartment to be provided with a proper carpet, mat or other suitable covering;
 - (e) Cause fittings and furniture of the private hire vehicle to be kept in a clean condition and well maintained and in every way fit and safe for public use;
 - (f) Provide facilities for the conveyance of luggage safely and protected from inclement weather;

FIRE EXTINGUISHER

- (g) 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.

SEATING

- (h) Provide at least two doors for use of persons conveyed in such private hire vehicle and a separate means of ingress and egress for the driver.

FIRST AID KIT

- (i) 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 private hire vehicle 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.

ACCIDENT DAMAGE

18. Any damage to the vehicle materially affecting its appearance or safety, shall be presented to the Licensing Section and reported **IN WRITING** by the proprietor giving details of the expected repair date. 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 an Authorised Officer of the Council, the vehicle shall not be used for hire.

ADVERTISEMENTS

19. The proprietor shall not cause or permit any sign, notice or advertisement to be displayed in, on or from the private hire vehicle, except with the consent of the Council. All requests must be made in writing and include a copy of the signs to be displayed
20. The words 'taxi' or 'cab' shall not be displayed on or upon any part of a Private Hire Vehicle. It is an offence to display the word "Taxi" or "Cab" on any part of a Private Hire Vehicle.

COUNCIL NOTICES

21. 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

22. The proprietor shall not permit the private hire vehicle to be used to carry a greater number of passengers than the number prescribed in the licence. "Where a vehicle is licensed to carry up to eight passengers, no more than one passenger shall sit in the front of the vehicle beside the driver, unless a front passenger seat is constructed, adapted and properly fitted in accordance with manufacturer's standards to carry two passengers with

fitted seat belts, in which case two passengers may travel in the front of the vehicle". The use of seatbelts should be in strict accordance with current seatbelt legislation.

ANIMALS

23. The proprietor shall not permit any animal belonging to the proprietor or the driver to ride in the vehicle.

TAXIMETERS

24. If the vehicle is fitted with a taximeter:
- (i) The proprietor shall cause the taximeter to be maintained in a sound mechanical condition at all times and for it to be located within the vehicle in accordance with the reasonable instructions of the authorised officer.
 - (ii) The proprietor shall cause the taximeter to be set to the approved fare table which shall be displayed at all times.
 - (iii) The proprietor shall ensure that the taximeter is sufficiently illuminated that when in use it is visible to all passengers.
 - (iv) The proprietor shall ensure that the taximeter and all its fittings are affixed to the private hire 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.

FARE TABLES

25. 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

26. The proprietor shall deposit the yellow copy of the private hire vehicle licence with the Operator by whom the vehicle is being operated.

CONVICTIONS

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.

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 UK driving licence.

INSURANCE

28. The proprietor of the private hire vehicle 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 OWNERSHIP/TRANSFER

29. 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

30. The proprietor of a private hire vehicle 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 PRIVATE HIRE VEHICLES

- 1. Requirements in respect of vehicle glass**
- 2. Vehicle Age Policy**
- 3. Private Hire 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 or finish, 'flat' or 'orange peel' paint finish, paint finish sunk to reveal filler or sanding lines, excessive use of underseal, badly

