

# Vehicle Compliance Testing Handbook

To be used for all hackney carriage and private hire vehicles submitted for testing.

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## INTRODUCTION

This document is intended to provide practical guidance to those vehicle testers charged with assessing vehicles being issued with a certificate of compliance. It will also give a general insight into the type of examination the vehicle will be subjected to before it can be issued with a certificate of compliance.

It is the responsibility of owners, operators and drivers to ensure that their vehicle complies at all times with the current rules and regulations of the appropriate Road Traffic Act and current Construction and Use Regulations. All vehicles must conform to the requirements of the M.O.T. testing standards and the requirements of the hackney carriage and private hire compliance test at all times.

Where a vehicle is found not to conform to the requirements of the M.O.T. test and/or compliance test standards that vehicle may have its licence suspended until the Council's authorised officers are satisfied that the vehicle is fit to be licensed.

### *Preparation of vehicle :*

*The exterior and underside must be clean and the use of “Wraps” must not inhibit the vehicle examination and if damage / rust is apparent under the wrap, the wrap must be removed at the applicant's expense if necessary.*

## **GUIDANCE**

1. Both M.O T. and compliance tests must be completed at the same time by the same examiner at the same test station. Compliance failure items must be resolved with the same garage at a later date.

It is not mandatory to issue both a MOT Certificate and a Compliance Certificate. However the facility to issue both should be available on request and upon payment of a further fee.

2. The licensing authority require separate chassis'd (non-monocoque) hackney carriage vehicles over eleven years old and private hire vehicles over eight years old to be tested every six months.
3. The Council reserves the right to amend this handbook without prior notice.

## **IMPORTANT:**

The vehicle test comprises testing of all points listed in **Section A** and **Section B** within this document. In deciding whether a vehicle satisfies each point you must have regard to the guidelines in the second column – “Reason to Fail”.

Vehicles are required to pass both **Section A** and **Section B** in order to be licensed as private hire or hackney carriage vehicles by Sefton Council.

## Minimum Standard Requirements for all motorised Hackney Carriage Vehicles and Private Hire Vehicles

Only vehicles complying with the following conditions will be considered for licensing:-

- All motor vehicles must pass a compliance test at a Sefton MBC appointed testing facility within 28 days prior to the licence application. The minimum standard required is at least that of the current Department for Transport MOT test in force as of the date of testing and:
- Monocoque (non-separate chassis) Vehicles under 8 years of age (\*).  
  
(\*) Standard vehicles in excess of eight years of age and which have previously been licensed by Sefton MBC may be re-licensed for six months at a time providing that the vehicle has not remained unlicensed for a six-month period. Similarly separately chassis'd vehicles in excess of eleven years of age which have been previously licensed by Sefton MBC may also be re-licensed for six months at a time if the vehicle has not been unlicensed for a six month period.
- Previously unlicensed motor vehicles in excess of eight years of age (calculated from the date of registration in the UK or from date of manufacture if previously registered outside the UK) will not be compliance tested or licensed, without first being visually examined by Sefton MBC.

**The minimum standard required is at least that of the current Department of Transport MOT test in force as of the date of the testing plus:**

- The vehicle's bodywork must be in good order, free from scratches over 25mm long and panel trim colouring must not be mismatched.
- All vehicles with a capacity of 2 – 8 passengers must be right-hand drive and fitted with four doors (2 offside & 2 nearside) (*except special event private hire vehicles, which will only be licensed if shown to be subject to the minimum of Single Vehicle Approval Certification or greater. Such approval is at owner's expense and must certify the seating capacity as no more than 8 passengers plus the driver*).
- No vehicle will be licensed if passengers have to clamber over other passengers to exit the vehicle in the event of an accident.
- All vehicles must be constructed to carry at least one and not more than eight passengers, in addition to the driver in safety and comfort. Where seating is of the bench type, a length of 406mm (16 inches) is required for each passenger (measured along the front of the seat).
- Vehicles must ideally provide adequate space for luggage within the car. If not so constructed then a roof box is a requirement. No such box shall exceed the manufacturers specified maximum loading

The vehicle must be fitted with at least two rear vision mirrors, one of which shall be fitted internally and the other externally on the offside.

**The vehicle must carry a serviceable spare wheel which must be fitted securely to the vehicle.** Tyre refill sprays are not acceptable.

Alternatively certified “run flat” tyres fitted to all road wheels are acceptable subject to proof being provided to the Council.

All vehicles must have the registration number or the chassis number or the VIN number etched onto all exterior windows unless manufacturer fitted VIN plates are installed on the vehicle so as to be visible from outside the vehicle.

The front windscreen must have a light transmission capacity of 75% and

a) The windows to either side of the driver must have a minimum light transmission capacity of 70%;

b) The rear of the vehicle must be fitted with at least one window and there must be at least one window per rear door;

c) All windows fitted to the vehicle apart from those in (a) above must be the manufacturer approved standard fit, whether tinted or not; and

d) No film or spray which may alter the “break glass” characteristics of any glass may be used.

Any vehicle which has been the subject of significant damage rectification repairs will not be licensed unless such repairs have been carried out using OEM parts to manufacturer’s specification / standard

**Any applications falling outside these minimum standards must be referred to the Director of Built Environment. Any costs incurred pursuing such an application, remain the responsibility of the applicant whether the application is granted or refused.**

## Pre-test checklist

	THE VEHICLE	REASON TO FAIL	NOTES
	The exterior of the bodywork, the underside of the vehicle and engine compartment must be in a clean condition so as to facilitate full inspection of these areas.	Contamination or "Body Wrap". The use of wraps must not inhibit the vehicle examination and if damage / rust is apparent under the wrap, the wrap is to be removed at the applicant's expense.	Any vehicle presented for inspection in a dirty condition, interior, exterior, underside and engine bay, the inspection will not be carried out.
	Examine all floor and upholstery inside the vehicle for any damage, accumulation of dirt, dust, litter, general debris, cigarette ash, staining or excessive wear. Examine roof lining for excessive staining and any damage.	A vehicle which is in a dirty condition with accumulations of dirt, dust litter, debris damage, etc. or staining. Excessive staining or damage to roofing lining.	<i>( A new appointment will have to be made and a full fee may be payable)</i>
	Check for unpleasant odours within the vehicle.	Unacceptable smells.	
	Check to ensure the vehicle is free of any leakage of water, fuel and oil.	The vehicle has a leakage of fuel or oil or an excessive leakage of water.	

Section A

	THE VEHICLE	REASON TO FAIL	NOTES
	Pass MOT inspection	Vehicle does not pass current MOT test	Brake Test readings should be recorded on test sheets.



## Section B

1	EXTERIOR OF VEHICLE	REASON TO FAIL	NOTES
1.1	Check operation of all external locks and catches, ensuring all doors can be securely closed, locked and easily opened.	Defective external door catches or locks which prevent a door opening or closing properly.	
1.2	Check reflective strips are on front and rear edges of sliding doors in hackney carriages.	No	Strips may not be standard on all vehicles. Advise Driver
1.3	Where sliding doors are fitted in a hackney carriage, check that a "Door Open" sign is fitted to the rear of the vehicle which is activated when a door is opened.	No	"Door Open" sign is not fitted or is inoperative. Advise Driver
1.4	Check all doors to ensure that they are aligned properly, will open and close easily, and all gaps around doors are reasonably equal. Examine all rubber seals for damage. Ensure boot lid opens/closes and locks correctly, and that all hinges and opening mechanisms adequately support the lid when it is in the open position.	Poorly fitting doors to the vehicle. Worn or loose locks, hinges or defective boot opening device.  Damaged or missing, or loose door seals which may cause draught, rainwater ingress, unreasonable road noise or a trip hazard.	*Gaps may vary on Metrocabs and LTI vehicles
1.5	Check to ensure all door hinges are in good condition allowing free movement of door.	Door hinges defective or hinge mounting points on doors or pillars defective.	Only when affects operation and free movement of doors
1.6	Check all wind check positions to ensure doors are held in place when opened.	Wind checks / safety straps fail to operate correctly as per design.	Any wind check strap must be of a type approved by the manufacturer. Leather check straps acceptable.
1.7	Check all doors are held in place when opened.	Door retainer mechanism (if fitted) fails to hold door in place when opened	Does not apply to Metrocab and Fairway front doors
1.8	Examine the external body panels and structures for any evidence of corrosion, damage, check for the suitability of replacement panels. Ensure all gaps are reasonably equal around all panels.	Corrosion or damage to the vehicle body or structure which adversely affects the appearance and/or safety of the vehicle. Replacement panels fitted that alter the effect of impact zones. Gaps reasonably unequal around panels.	All repairs to be carried out in accordance with manufacturer's specification  Sharp edges are forbidden to all parts of the vehicle (exterior panels).

1	EXTERIOR OF VEHICLE	REASON TO FAIL	NOTES
1.9	Examine the external body and paint work for damage, which adversely affects the appearance of the vehicle.	No - See Minimum Standard Conditions	All paint work repairs are to be of a reasonably high standard, no sign of repairs are to be visible.  Spray body guard accepted to a maximum of two inches above bumper provided it is sprayed to match existing paintwork
1.10	Check to ensure all windows are etched with the vehicle registration, VIN or chassis number.  Only applies if manufacturers VIN plates <b>not</b> fitted	Vehicle identification not clearly legible on all windows.	<b>Not required if vehicle is fitted with manufacturers VIN plates visible from outside.</b>
1.11	Front Windscreen must have no more than 25% tint value.  Windows on either side of driver must have no more than 30% tint value (*)  The rear of the vehicle must be fitted with at least one window and there must be at least one window per rear door.	Any window with more than stated % tint value.  Any window other than (*) non standard fit	
1.13	Reversing lights must be operable when fitted.	Reversing lights not operable.	
1.14	Check a moveable intermediate step is provided at each entrance into the passenger compartment of a hackney carriage where the top tread for the entrance to the passenger compartment exceeds 38cm.	Steps not fitted.	This refers to:  Peugeot E7 Fiat TW200 Volkswagen Eurocab Mercedes T1 Mercedes M8  Refer to Taxi Licensing Unit if unclear

1	EXTERIOR OF VEHICLE	REASON TO FAIL	NOTES
1.16	Check the edges of the step are marked in yellow.	Edges of step not marked in yellow.	
1.17	Check the operation of electrically or manually operated steps.	Steps inoperable. Steps do not retract before vehicle moves off.	

2	BOOT	REASON TO FAIL	NOTES
2.1	Examine the boot interior for evidence of damage, corrosion or water penetration.	Damage to the floor of the boot, inner wing panels or lid.	Cross reference with 1.4.
2.2	Examine interior of boot to ensure it is clean and free of dirt, dust, grease, litter, etc. Covering to be free of stains. Check boot offers adequate protection to passengers' luggage stored in the boot. (Saloon Cars Only)	Excessive wear, damage, or staining to the boot floor.  Accumulation of litter, dust or rubbish in the boot which could soil or damage luggage stored within.	
2.3	Check boot for the presence of any materials presenting a fire or fume hazard. (e.g. oil, petrol or diesel). (Saloon Cars Only)	Containers for the storage of petrol, diesel, oil or any corrosive material shall not be carried in the vehicle.	These materials may contaminate passengers luggage or foodstuffs.
2.4	Ensure boot rubber seal is not damaged. Ensure it is secure.	Damaged or loose boot seal.	

3	ENGINE COMPARTMENT	REASON TO FAIL	NOTES
3.1	Carry out visual inspection of the engine compartment for signs of fuel, oil or water leaks.	Excessive oil, fuel or water leaks.	
3.2	Examine all plastic/ rubber or metal hoses for signs of deterioration or damage.	Worn or deteriorated hoses or pipes.	
3.3	Check security of radiator and check hoses for leaks.	Leaking or insecure radiator.	
3.4	Examine engine/transmission mounts for signs of deterioration or wear.	Insecure or deteriorated engine/transmission mountings.	
3.5	Fuel cut off switch to be operable where fitted	If fitted – switch inoperable.	

4	TYRES AND SPARE WHEELS	REASON TO FAIL	NOTES
4.1	Ensure that spare wheel/tyre is of same size and construction as the road wheels or is a manufacturers supplied space saver wheel.	A spare wheel not provided with the vehicle. A wheel/tyre that is of a different size or construction. Or a non-manufacturer supplied space saver wheel.	A mix of steel and cord radials will not be accepted.
4.2	All tyres fitted to hackney carriages must be of an appropriate speed and weight rating.	Tyres not marked or of an appropriate speed and weight rating.	
4.3	Examine tyres for signs of damage or excessive uneven wear. Ensure spare tyre complies with all legal requirements for tyres when fitted to the vehicle.	Damaged, worn, substandard or otherwise illegal tyres.	A remould tyre will only be acceptable if it carries a clearly legible manufacturer mark that it conforms to British standards.
4.4	Check to ensure all tyres are inflated to the correct pressure for the vehicle.	Under inflated tyre.	
4.5	Examine the wheel brace and jack provided to ensure they are in good working order.	Failure to provide a suitable jack/wheel brace.	N/A if four 'runflats' fitted
4.6	Check to ensure the spare wheel is held securely in position.	Spare wheel and tools not secured properly.	N/A if four 'runflats' fitted
4.7	Check spare wheel rim for any signs of distortion or damage.	A seriously damaged or distorted rim, which impairs the ability to hold the tyre.	
4.8	All tyres to have minimum tread depth of 1.6mm across 75% of centre tread width with the remaining 25% to have tread pattern showing, including spare.	A tyre not showing the required tread depth.	

5	INTERIOR OF VEHICLE	REASON TO FAIL	NOTES
5.1	Three point seat belts must be fitted to all passenger seats, where applicable.	Three point seat belts not fitted or are inoperable on any passenger seat.	
5.2	Remove any loose mats from floor and examine carpeting for signs of leakage of water into the vehicle.	Evidence of leakage of water into vehicle.	
5.3	Examine carpeting and any mats to ensure they are not worn or damaged. Or a tripping hazard.	Worn or damaged carpet or mats. Inadequate Patching	Patching is acceptable if repairs are permanently affixed and no loose edge or trip hazard is found
5.4	Examine all seats to ensure they are properly secured to the vehicle including fixed seat cushions.	Seats which are not adequately secured to the vehicle. Bench seats insufficient length	Seat cushions or back rests which are in poor condition and/or offer poor support. – Advise Driver
5.5	Check operation of interior lights, checking both manual and door operated switches. (Note all doors to have switches fitted if fitted as standard by manufacturer.)	Faulty interior light fitting, faulty interior light switches.	
5.6	Examine rear view mirrors to ensure they are securely fixed.	A loose, cracked damaged or missing mirror, or one that impairs vision.	
5.7	Check operation of the heater and demister to ensure their correct operation.	Defective heater or demisters. Defective passenger compartment switches or switches do not light up.	
5.8	Check presence and condition of brake and clutch pedal rubbers.	No	Missing or worn pedal rubbers – Advise Driver
5.9	Check operation of rear screen heater to ensure it is functioning correctly.	Defective rear screen heater.	

5	INTERIOR OF VEHICLE	REASON TO FAIL	NOTES
5.10	Check operation of all window winders ensuring they allow lowering and raising of windows easily, check operation of all window locks and associated fittings.	Window winders that do not allow windows to be lowered/raised easily.	Metrocab series 3 and TTT rear windows only go halfway down  Defective window locks and fittings – Advise Driver
5.11	Check the operation of all door release catches including motion door and safety locks to ensure that doors can be opened easily from within the vehicle. Check for presence of motion door lock warning lamps and signs and their operations.	Defective interior door release catches. Defective motion locks, motion locks fitted with override. Warning lamps inoperative, warning labels damaged or defaced. Brake safety lock not working.	
5.12	Ensure childproof locks function correctly, when fitted on monocoque vehicles.	Defective childproof locks.	
5.13	Check all door handles and grab rails for condition and security. Ensure all grab handles are of a contrasting colour (Wheelchair Accessible Vehicles) or of manufacturer standard fit (monocoque vehicles). Ensure childproof protection covers, where fitted, are free of damage and held in place securely on hackney carriage vehicles.	Door handles, interior trims, moulds, damaged worn or insecure.	Liaise with Licensing Office if further clarification is required.
5.14	If a luggage grill or cover is fitted to estate cars.	Incorrectly Fitted	
5.15	Check that intercom systems (where fitted) are capable of being switched off within the passenger compartment and that there are signs clearly visible explaining their use and how to switch them off. Check that a light is visible when intercom is on.	No	Intercom system not clearly marked. No means of passenger isolating system easily. Warning light not working. – Advise Driver
5.16	Check condition of any accessible wiring to ensure it poses no risk or hazard to passengers.	Wiring not routed correctly. Insecure, damaged, poses a hazard or risk to passengers.	



5	INTERIOR OF VEHICLE	REASON TO FAIL	NOTES
5.17	CCTV shall be firmly affixed when fitted. Sign warning CCTV in operation must be affixed in passenger area.	Loose camera or screen fitted. No warning sign.	Data Protection Act notice should be displayed
5.18	Check gaiter around gear lever is not split or missing.	Gaiter insecure	

6	FIRE EXTINGUISHERS (If Carried)	REASON TO FAIL	NOTES
<p>The Fire Safety Order 2005 covers all workplace premises but does not extend to vehicles.</p> <p>Hackney Carriage Byelaws require that Hackney Carriage Vehicles provide a fire extinguisher, which shall be carried in such a position as to be readily available for use.</p> <p>Private Hire vehicles are not required to provide a fire extinguisher. If however if a Fire extinguisher is carried the following applies:</p> <p><b>The Council advises that in the interests of Fire Safety that at the suspicion of fire, driver and passengers evacuate the vehicle immediately and the driver contact the Fire &amp; Rescue Service and not to re enter the vehicle under any circumstances untold to so.</b></p>			
6.1	Check to ensure that the fire extinguisher is a 1-litre (3a) rated AFFF (aqueous film forming foam) type or powder.	Fire extinguisher not of approved type or rating.	BAFE (British Approvals for Fire Equipment) Is the only approved certification and maintenance scheme acceptable to the Authority.  Only person /persons and or companies approved by BAFE may maintain and certify extinguishers fitted to hackney carriage or private hire vehicles. All information concerning the standards for extinguishers is contained within BS EN2
6.2	Ensure that seal is in place and has not been tampered with and is intact.	BAFE approved seal is not in place, or is damaged.	
6.3	Visibly check extinguisher for signs of damage.	Visible signs of damage which would impair its use.	
6.4	Extinguisher to be kept securely in a readily accessible position.	Extinguisher not kept securely or is not readily accessible.	

7	TAXI SIGNS (Hackney Carriages)	REASON TO FAIL	NOTES
7.1	Check that roof mounted signs are properly illuminated. Ensure that the roof sign is connected to the meter switch so that the engaging of the meter automatically extinguishes the sign.	A sign is not clearly legible when illuminated. The switching of the sign does not conform to the Council's standards.	
7.2	Examine the roof-mounted sign to ensure that its size, design and construction conforms to any Council specification then in force.	A sign that does not conform to the Council's standards, the sign is not clearly legible, the sign is damaged.	
7.3	Check to ensure that the interior licence number sign is mounted securely, is clearly visible to all passengers, is illuminated (if so required) and of a type issued or approved by the Council. Clearly legible numbers on a contrasting background, minimum size four by three and a half inches. This to be wired direct to ignition.	Interior sign not clearly visible, damaged, illuminated, not mounted correctly or securely. Not of type approved by the Council. Not wired direct to ignition.	New or replacement vehicles can be tested without numbers on the interior licence number sign.
7.4	If fitted - Check side window "For Hire" sign illuminates.	Sign inoperable.	

8	UNDERSIDE OF VEHICLE	REASON TO FAIL	NOTES
8.1	Check for corrosion/ damage that does not fall within the prescribed area as set out in the MOT testers manual.	No	Evidence of corrosion/ damage to underside of vehicle. – Advise driver
8.2	Chassis Welds	Cracked Welds	If structure is compromised it presents a danger to the travelling public
8.3	Steering Box Bracket	Welds / Collars insecure	
8.4	Interior Floor Stress Points	Floor integrity compromised – check all welds / rust to ensure floor integrity	
8.5	Doors – Bottom Edges	Loose or sharp edges at point where passenger/s loaded.	

9	WHEELCHAIR FACILITIES	REASON TO FAIL	NOTES
9.1	Restraints must be provided for the wheelchair and occupant. Restraints must be either chassis or floor linked.	Restraints for wheelchair and occupant must be independent of each other.	
9.2	Check condition and operation of wheelchair restraints and equipment.	Wheelchair restraints or equipment worn or damaged or missing or not functioning correctly.	
9.3	Check operation and condition of disabled person's seatbelt.	Seatbelt worn, frayed, damaged or cut.	
9.4	Check that the ramps are securely installed in the boot of vehicle where applicable.	Ramps fitted that are not fitted securely.	
9.5	Examine the ramps for any damage.	Ramps in poor condition or damaged, or sharp edges showing.	
9.6	Check as applicable the non-slip provision and locating dowel pins are free of any damage.	Non-slip provision worn or damaged, locating dowels damaged, worn or missing.	

Dear Sirs

## **HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE TESTING**

Following a review of the current arrangements for the inspection of both Private Hire and Hackney Carriage vehicles, the Council is seeking to appoint a number of garages or testing centres across the Borough, to carry out the vehicle inspections that must be undertaken before a licence may be issued or renewed by the Authority.

The vehicle test includes a Ministry of Transport (MOT) test and a number of additional checks forming a Compliance Test. The additional checks are required to ensure the vehicle meets local licensing conditions and is fit to be used to carry fare paying passengers. A copy of the Compliance Test document is enclosed for your information.

There are currently XXXX private hire vehicles and 271 hackney carriage vehicles licensed with the Authority. Most vehicles require an annual test, however there are approximately XXX vehicles that require six monthly tests due to the age of the vehicle.

As an approved MOT testing centre if you wish to be considered as an approved testing station for Private Hire and Hackney Carriage Vehicles you must complete the enclosed application and return it to the address below, no later than **xxxx month 2011**.

The Council is seeking to appoint testing stations that can provide a high quality customer service as well as applying the requirements applicable to licensed vehicles. Any vehicle licensed as a private hire or hackney carriage must be able to carry passengers in safety and comfort at all times. As an authorised testing station you must be willing and able to work with Council Officers to achieve this aim.

In deciding whether you wish to be considered it is important that you read the enclosed Service Level Agreement that you would be expected to comply with should you be selected.

Should you require any further information, please contact John Thompson on 934 XXXX.

Yours faithfully

John Thompson  
Taxi Licensing Team Leader

Application forms should be returned to:

Taxi Licensing Unit  
Environmental & Technical Services Dept  
1<sup>st</sup> Floor, Magdalen House  
30 Trinity Road  
Bootle  
L20 3NJ

## Service Level Agreement

### 1. INTRODUCTION.

- 1.1 This Service Level Agreement referred to in this document as “the agreement” defines the agreed level of service to be provided to the Director of Built Environment (the client) by «Company» (the provider).
- 1.2 The agreement serves to ensure provision of testing of motor vehicles for the purpose of ascertaining their fitness for the purpose of licensing as hackney carriages or private hire vehicles in order that the client can discharge their duty in relation to the issue of hackney carriage and private hire vehicle licences.
- 1.3 The period of the agreement shall start on *insert date* and end on *insert date*. Either party shall give not less than twelve months written notice to the other party to terminate the agreement unless such shorter period is mutually agreed or if the client suspends the agreement.
- 1.4 The agreement shall be binding on both parties and no alteration or amendment shall be made without the agreement of both parties.

### 2. THE SERVICE.

The provider agrees to provide the following services:

- 2.1 Carry out the testing of motor vehicles to make sure that they meet the standards of fitness as applicable and set out in:
  - (a) the Sefton Council Hackney Carriage & Private Hire Vehicle Compliance Testing document and
  - (b) the Vehicle Inspectorate MOT Inspection Manual
- 2.2 Be responsible following such tests for determining whether a vehicle is considered to be fit or unfit to be licensed:
  - for a monocoque under eight years old and for a separate chassis'd vehicle under 11 years old for a period not exceeding a one year and advising the client accordingly.
  - for a monocoque vehicle over eight years old and for a separate chassis'd vehicle over 11 years old for a period not exceeding six months and advising the client accordingly.
- 2.3 Provide enough suitably qualified Inspectors to carry out the tests as detailed in 2.1 above.
- 2.4 Make arrangements for vehicle testing to be carried out during normal business hours.
- 2.5 Ensure that vehicle testing can be carried out within five working days of a test application being lodged by the client
- 2.6 Provide a stock of plastic seat covers and use them to protect the vehicle seats against soiling when the vehicle is undergoing test procedures.
- 2.7 Ensure that where a vehicle is tested and found to be fit for licensing, a Compliance Certificate and if requested an MOT certificate in respect of the vehicle are issued immediately to the driver.

- 2.8 Where a test is carried out on a vehicle which is currently licensed by the Council as a hackney carriage or private hire vehicle and the vehicle fails to meet the standards set in the manuals mentioned at 2.1 above, the provider must inform the client immediately by fax or other method as agreed with the client, including the reasons for the failure. Following notification of such failure the provider must inform the client immediately when the said vehicle subsequently meets the required standard.
- 2.9 Be responsible for the maintenance of an adequate supply of Compliance Certificates and inspection sheets.
- 2.10 Notify the Council by 1 December each year of any proposed amendment to the scale of charges for vehicle testing and re-test to take effect on 1 April the following year. The provider shall also, when any such changes have been approved, display a list of fees in the testing station waiting room.
- 2.11 Ensure that the requirements of the Sefton Metropolitan Borough Council Hackney Carriage & Private Hire Vehicle Compliance Testing document are kept under constant review and advise the client in writing of any amendments the provider considers to be necessary.

3. MONITORING THE SERVICE

- 3.1 A six monthly review will be undertaken by management representatives from both the client and provider, to ensure that the agreed level of service is being maintained and to resolve any areas of concern that may arise.

4. FORMAL REVIEW OF SERVICE LEVEL AGREEMENT.

- 4.1 The effectiveness and capability of this agreement and the need for it to continue will be subject of a formal review by the signatories or their representatives commencing in January of each year following the signing of this agreement.

5 SUSPENSION / REVOCATION OF THE AGREEMENT

- 5.1 A suspension or revocation of the agreement may be considered if the provider fails to comply with requirements of the agreement without good reason, pending any investigation.

Signed: .....

Name: .....

Position: .....

Company: «Company»

Signed

Date:

Director of Built Environment  
Sefton Borough Council



**APPLICATION FOR CONSIDERATION AS AN APPROVED  
TESTING STATION FOR THE TESTING OF HACKNEY CARRIAGE VEHICLES &  
PRIVATE HIRE VEHICLES WITHIN THE METROPOLITAN BOROUGH OF  
SEFTON**

Name and address of MOT Test Station (including post code):

Name of garage:

Address:

Name of applicant and contact details if different from above  
(specify whether sole trader, partnership or limited company)

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Please state details of all those having control and/or an interest in your business.  
This is to include such persons as those having day-to-day management, company  
directors and partners (including 'silent' partners)

<b>Name</b>	<b>Position</b>	<b>Contact Tel No</b>

(Please continue on separate sheet if required)

MOT Test Station Registration No:

Date first registered:

The answers provided in this application form will be assessed with regard to their ability to fulfil the Council’s requirement in accordance with the following scale:

Unacceptable 0                      1                      2                      3                      4                      5                      Excellent

**1 MOT Test Classes and Vehicle Types**

i) Please confirm **all** of the class(es) of vehicle your testing station is able to accommodate


ii) Are you able to test larger vehicles such as stretched limousines?  
(Please tick)

Yes                       No

Comments:


**2 MOT Test Bays**

The Council is seeking information in relation to the capacity of your garage facilities, given the potential number of tests and how this would relate to the work that you currently undertake.

**As a minimum standard, testing stations are required to have one MOT test bay.**

i) Please state the number of MOT test bays available at the testing station:


- ii) Other than vehicle test bay(s) committed to undertaking vehicle inspections and testing please confirm the number(s) of other bays available to undertake general repairs to other vehicles at the same time that such inspections are taking place:


**3 Nominated Testers**

The Council require a level of commitment from testing stations with regard to the number(s) of Nominated Testers approved by VOSA and the hours that they work.

**As a minimum standard, testing stations are required to have one full-time (or part-time equivalent) Nominated Tester working during trading hours.**

- i) Please state the number(s) of Nominated Testers at the testing station:


- ii) Please state below the number of Nominated Testers at the testing station who would be committed to undertaking the testing of vehicles on behalf of the Council.

**As a minimum standard, testing stations are required to have available one full-time Nominated Tester (or part-time equivalent) committed for the testing of vehicles on behalf of the Council.**

There are  (please insert) number(s) of Nominated Tester(s) available who would undertaken the testing of vehicles on behalf of the Council. Their details are as follows:

Name of tester	Hours worked per week

#### 4 Availability for Vehicle Testing

Testing stations must be able to provide availability for a test, vehicles at times that are convenient for the owner of the vehicle, booking subject to reasonable notice.

**As a minimum standard, testing stations are required to be available for the testing of vehicles on behalf of the council between the core hours of Monday to Friday between the hours of 9am and 4pm.**

i) Please state the **days and hours** that you currently trade:


ii) If different from your normal trading hours please indicate the **days and hours** that you are prepared to offer facilities for the testing of vehicles on behalf of the Council.


iii) Under normal conditions please give an indication of the maximum number of licensed vehicle testing 'slots' that could be available per day and per week:

Slots per day

Slots per week

iv) **As a minimum standard, testing stations are required to undertake the testing of a vehicle with five days advance notice.**

Please indicate the anticipated minimum period of notice that you would required in advance of a vehicle inspection and testing of re-test on behalf of the Council.


v) The test includes an MOT test plus additional checks, please indicate the charge you will make for this service during 20xx/20xx:

Cost of MOT	Additional Cost for Compliance Test	Re-test Costs
£	£	£

vi) **Appointment System.**

Which of the following services do you operate:

- Appointment system
- Drop in
- Appointment and drop in

**5 Approval Registration and Trade Membership**

i) If you are included on any list as an “approved” garage (eg. Sefton Council’s Approved Trader Scheme, etc) or any other scheme (please state) and the date of gaining such approval:


ii) Please indicate if you are a member of, or are affiliated to, any other organisation or have been granted any form of “quality mark” or qualification which you feel may also be relevant to your application (and please also include the date obtained):


**6 Administrative Support and Communication**

The Council wishes to know if there is administrative support at your testing station and if there are good communication facilities available to provide a service to clients and the Council:

**As a minimum standard testing stations are also required to have a fax machine and access to the internet.**

- i) **Administrative Support** – Please state the facilities that you have to receive bookings/cancellations from clients (eg. administrative support and/or receptionist):


- ii) **Communication** – The Taxi Licensing Team are required to work very closely with any vehicle testing station that may be undertaking the testing/examination of vehicles. It is anticipated that email and fax would play a major part in any dealings that a testing station has with the Council. Please state what communication facilities you have available (eg. phone number, number of telephone lines, fax, email, website, etc):


- iii) Who will be the contact manager with day to day responsibility for the testing service?


## 7 Public Liability Insurance and Employer Liability Insurance

The Council expects testing stations to carry public liability and employers liability insurance. In consideration of the above, please confirm:

What level of public liability you hold and the period of any policy:


What level of employer liability insurance you hold and the period of any policy:


**You may be asked to provide copies of any policy documents at a later date.**

## 8 Further Information

The licensing of private hire and hackney carriage vehicles has a direct bearing on public safety and the Council is looking for consistently high standards from the selected testing stations. Please indicate any other details which you wish to be considered in support of your application:


(Please continue on a separate sheet if required)

## 9 Health and Safety Questionnaire

1 a) Please submit a copy of your firm's current health and safety policy

b) On a separate sheet please outline your system for carrying out risk assessments and monitoring your performances on implementing control measures

Enclosed   
(tick if enclosed)

2 Has your firm during the last five years been prosecuted for contravention of the Health and Safety at Work etc Act 1974 or been the subject of any formal enforcement action issued by a local authority or Health and Safety Executive?

Yes   
No

3 How many reportable accidents/cases of ill health has your firm had under RIDDOR in the last three years?

--

4 Please identify the person appointed as a competent person under the management regulations.

--

5 Has your firm in the last five years been the subject of formal investigation by the Health and Safety Executive or a local authority?

Yes   
No

**10 Service Level Agreement**

Have you read the proposed Service Level Agreement enclosed with these documents?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Are you able to comply with all of the terms of the Service Level Agreement?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please use the space below to provide any comments you wish to make in respect of the Service Level Agreement.

Signed: ..... Date: .....



## Vehicle testing stations questionnaire

**Company:**

**Appointment Time/Date:**

**Verify information on application**

	Hours of opening	Lunch times	Last MOT
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

No. of MOT bays		No. of other bays	
No. of testers		Classes of MOT	1 2 4 5 7

Fees					
MOT	£	Compliance	£	Total	£
Retest	£	6 month test fee		£	

No. of tests per day/week		No slots for taxis	
No. of passes		No. of fails	

Health and Safety policy?	
Confirm appointment/drop in system	
Confirm Communications systems	Phone / Fax / Email

**Log onto computer: VOSA record**

Red/amber/green	
Performance report	
Any disciplinary action within last five years?	

**Public Liability Insurance**

Policyholder	Ins Co
Business owner	Policy No

**Complaints procedure?**

MOT failure	Customer care

**General:**

Tidyness/Cleanliness	
Waiting room	
Parking spaces	
Repair facilities	
Toilet facilities	
Location: Residential/industrial?	

## **Compliance Testing Stations Schedule of Retest Fees**

In the interests of fairness and commercial certainty the Council has determined the **maximum** fees for the clearance of 'Vehicle Defect Notices' and 'Stop' Notices as follows:

<u><b>Notice Type</b></u>	<u><b>Parameters</b></u>	<u><b>Maximum Fee</b></u>
Vehicle Defect Notice (VDN)	All	£5.00
Stop Notice (Ordinary)	Less than 5 faults	£5.00
Stop Notice (Ordinary)	More than 5 faults	£10.00
Stop Notice (Full Retest)	All	Same as the appropriate VOSA MOT fee in force on date of test.

### ***Rationale:***

*Appointment as a Compliance Testing Station provides the ability to generate revenue, an opportunity denied to others. The maximum fee has been determined in the interest of fairness to reflect the work involved for the Compliance Testing Stations and to provide commercial certainty for applicants.*

*Compliance Testing Stations can if they so wish, discount the maximum fee.*