

Transport for London

London Taxi and Private Hire



TAXI & PRIVATE HIRE VEHICLE LICENSING INSPECTION MANUAL

MAYOR OF LONDON

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PREFACE

London Taxi and Private Hire Vehicle Inspection Manual

This document provides a working guide for owners, inspectors and those involved with the maintenance of taxis and private hire vehicles in London. The vehicle will be assessed against the licensing criteria as defined in the Construction and Licensing of Motor Taxis for Use in London Conditions of Fitness (2007) as amended and the Private Hire Vehicles (London PHV vehicles) Regulations 2004 as amended and this manual describes how those standards will be assessed.

All taxis and private hire vehicles more than 12 months from date of manufacture are required to pass two MoT tests as a condition of continued annual licensing. The 1st MoT certificate must be issued not more than fourteen (14) days prior to the date of the licensing inspection, day one (1) being the date of licence inspection. For those vehicles that require an MoT at the time of licensing inspection, the vehicle owner must ensure a second MoT is obtained 6 months from the date of grant of licence (ongoing system validation will be in place)

In this document the abbreviations signified by letters T, P, T/P and M refer:

(T) denotes a licensing inspection item applies only to Taxis.

(P) denotes a licensing inspection item applies only to Private Hire Vehicles.

(T/P) denotes a licensing inspection item applies to both Taxi and Private Hire Vehicles.

(M) denotes an inspection item which may require the vehicle to pass an MoT test in order to verify an on-street compliance 'unfit' notice issued for a defect has been rectified

Every taxicab and private hire vehicle in London must comply in all respects with the relevant European and UK legislative requirements and those other requirements specified by Transport for London as described in section Legislative and Other Requirements.

Any owner wishing to make modifications or adaption's to their vehicle(s) including the fittings of extra or alternative parts to a licensed vehicle must first apply for **approval of a modification** from the Licensing Authority before incurring any expense. Only approved fittings may be attached to or carried on the inside or outside of the vehicle. Vehicle owners must understand that any alteration or fitting added to the vehicle after delivery from the manufacturer will be inspected to ensure that the addition/alteration/adaption does not present a risk to the safety of the passenger, driver and other road users.

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

All fixtures and fittings must be kept clean and properly maintained. Licensed vehicles may be subjected to on-going compliance tests or inspections throughout the period of the licence. If any defects are found during the licence period, the registered keeper (owner) will be issued with a notice stating that the vehicle in question is no longer considered as fit for use prohibiting the vehicle from being used as a taxi or private hire vehicle until such time as the defect has been rectified.

PLEASE NOTE:

The London Taxi and Private Hire Directorate may, from time to time, need to make alterations to the taxi Conditions of Fitness document (2007) or private hire vehicle regulations to reflect changes in road vehicles regulations, UK and EC legislation and EC Directives, etc. Such changes will be notified to the licensing inspection provider as soon as practicable prior to any implementation date and in the agreed change process mechanism. Any significant changes will also be published via the taxi and PHV trade press and on the TfL website. TfL may also require the service provider to deal with customer communications relating to licensing standards and changes etc.

**LONDON TAXI AND PRIVATE HIRE
TAXI AND PRIVATE HIRE VEHICLE LICENSING, INSPECTION MANUAL.**

This manual provides a working guide for those involved in the licensing of taxis and private hire vehicles in London in accordance with the Construction and Licensing of Motor Taxis for Use in London Conditions of Fitness (2007) as amended and the Private Hire Vehicles (London PHV vehicles) Regulations 2004 as amended

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

Abbreviations used throughout this manual.

| | |
|-------|--|
| Act | Private Hire Vehicles (London) Act 1998. |
| CE | European Conformity |
| C&U | Road Vehicles (Construction and Use) Regulations 1986. |
| CoF | Conditions of Fitness |
| DVLA | Driver and Vehicle Licensing Agency. |
| EWVTA | European Whole Vehicle Type Approval Directive 2007/46/EC. |
| IVA | Individual Vehicle Approval |
| LA | Licensing Authority. |
| LOLER | Lifting Operations and Lifting Equipment Regulations 1998. |
| LCO | London Cab Order |
| LTPH | London Taxi and Private Hire |
| MOT | Roadworthiness Certificate issued by VOSA (VT 20). |
| MPV | Multi Purpose Vehicle. |
| MIB | Motor Insurance Bureau |
| PHV | Private Hire Vehicle. |
| PNC | Police National Computer. |
| RTA | Road Traffic Act 1988. |
| SVA | Single Vehicle Approval. |
| TfL | Transport for London. |
| VEL | Vehicle Excise Licence. |
| VIN | Vehicle Identification Number. |
| VIR | Vehicle Inspection Report. |
| VOSA | Vehicle & Operator Services Agency. |
| VPM | Vehicle Policy Manager. |
| VRC | Vehicle Registration Document/Certificate (V5) or (V5c). |
| VRM | Vehicle Registration Mark. |

Legislative and Other Requirements

Taxis and private hire vehicles must meet the requirements set out in the following legislation, where it is applicable to that make, model and year of manufacture of the vehicle. Please note that this list is to be used as a reference guide only, and is by no means an exhaustive list:

| Taxi (T) Private Hire Vehicle (P) MOT (M) | Legislative and Other Requirements |
|---|--|
| T | London Cab Order 1934 as amended by the Greater London Authority Act 1999 |
| T | Construction and Licensing of Motor Taxis for Use in London Conditions of Fitness (2007) as amended |
| P | Private Hire Vehicles (London) Act 1998 as amended |
| P | Private Hire Vehicles (London PHV Licences) Regulations 2004 as amended |
| T/P | European Directive 88/77/EEC as amended - Measures to be taken against the emission of gaseous pollutants from diesel engines for use in vehicles |
| T/P | European Directive 1999/96/EC as amended - The approximation of the laws of the Member States relating to measures to be taken against the emission of gaseous and particulate pollutants from compression ignition engines for use in vehicles, and the emission of gaseous pollutants from positive ignition engines fuelled with natural gas or liquefied petroleum gas for use in vehicles and amending Council Directive 88/77/EEC |
| T/P | European Directive 95/54/EC as amended - Automotive ElectroMagnetic Compatibility Directive - Adapting to technical progress Directive 72/245/EEC on the approximation of the laws of the Member States relating to the suppression of radio interference produced by spark ignition engines fitter to motor vehicles and amending European Directive 2007/46/EC as amended on the approximation of the laws of the Member States relating to the type-approval of motor vehicles and their trailers |
| T/P | European Directive 2007/46/EC as amended - Type-approval of motor vehicles and their trailers |
| T/P | European Directive 77/649/EEC as amended - Field of vision of motor vehicle drivers |
| T/P | Motor Vehicle (Type Approval) Regulations 1980 as amended |
| T/P | Road Vehicles (Construction and Use) Regulations 1986 as amended |
| T/P | Motor Vehicles (EC Type Approval) Regulations 1998 as amended |
| T/P | Road Vehicles (Registration and Licensing) Regulations 2002 as amended |
| T/P | Motor Vehicle (Type Approval) (Great Britain) (Amendment) (No 2) regulations 1984 as amended |
| T/P | Road Vehicles Lighting Regulations 1989 as amended |

Section 1 Documents
1.1 Vehicle Registration Document

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|--|---|---|--|-----------------------------|
| <p>Compare the details contained within the V5 or V5c to ensure that they relate to the vehicle in question.</p> <p>Check the authenticity of the document, and check for evidence of tampering or forgery.</p> <p>The "Vehicle Type" is shown as "light passenger vehicle" if not appropriate re- certification must be produced.</p> <p>Where the change of ownership slip is presented without a copy of the V5, use other documents to confirm the identity of the vehicle.</p> <p>Note: The new keeper supplement is only valid for two months after the transfer of ownership.</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle road wheels on a level surface</p> <p>Examination</p> <p>Check that:-</p> <p>The DVLA (V5 or V5c) document has:-</p> <ol style="list-style-type: none"> 1. Been submitted for inspection 2. The owner's details agree with LTPH records 3. The vehicle VRM matches the details printed on the V5 or V5c 4. The VIN matches the manufacture's VIN plate and all other documents <p align="right">cont'd</p> | <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P/M</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. the DVLA (V5 or V5c) document has not been submitted for inspection. 2. <ol style="list-style-type: none"> a. the owner's details do not agree with LTPH records. 3. <ol style="list-style-type: none"> a. the Vehicle VRM does not match the number printed on the V5 or V5c. 4. <ol style="list-style-type: none"> a. the VIN fails to match the manufacture's VIN plate or fails to match any of the other documents. <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 1 Documents
1.1 Vehicle Registration Document

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|-------------|---|-----|--|-----------------|
| | 5. The change of ownership (new keeper supplement) slip has been completed and presented for inspection (where applicable), | T/P | 5. a. the change of ownership slip has not been completed or has not been presented for inspection. | |
| | 6. The vehicle details agree with LTPH records | | 6. a. the vehicle details do not agree with LTPH records. | |
| | 7. There is no evidence of tampering with any of the information on the document | | 7. a. there is evidence of tampering with the information on the document. | |
| | 8. There is no evidence of the document being a forgery. | | 8. a. there is evidence that the document is a forgery. | |
| | 9. The V5 or V5c is an original document or good quality photocopy | | 9. a. the V5 or V5c is not an original document or the quality of the photocopy is poor. | |
| cont'd | cont'd | | cont'd | cont'd |

Section 1 Documents

1.2 Vehicle Age Limits

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|---|---|---|-----------------------------|
| <p>Age of vehicle will normally be taken from the date on which the vehicle was first registered under the Vehicle and Excise Registration Act 1994 (first registered with the DVLA)</p> <p>Applications and inspections for re-licensing or to renew a vehicle licence would need to take place within 24 months of the licence expiring, any application thereafter will be treated as a new application and the relevant age limits and Euro standards will apply.</p> <p>PHVs Vehicles presented for first licensing in London not older than 5 years from date of first registration</p> <p>Vehicles previously licensed in London not older than 10 years from date of first registration</p> <p>Vehicles presented for first licensing in London must meet as a minimum euro 4 emission standards</p> <p>Taxis Vehicles presented for licensing not older than 15 years</p> <p>Vehicles at first licensing in London must meet as a minimum euro 5 emission standards</p> <p align="right">cont'd</p> | <p>Inspection Inspection conducted with the vehicle road wheels on a level surface</p> <p>Examination Check that:-</p> <ol style="list-style-type: none"> 1. Vehicle is within the age limits and/or has an approved exemption 2. New or new to licensing vehicle complies with the relevant emission standards and does not exceed age limit 3. Exemption to the age limits is approved <p align="right">cont'd</p> | <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. vehicle is not within the age limits and does not have an approved exemption 2. <ol style="list-style-type: none"> a. new or new to licensing vehicle does not comply with the relevant emission standards and/or exceeds age limit 3. <ol style="list-style-type: none"> a. exemption to the age limits is not approved <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 1 Documents
1.2 Vehicle Age Limits

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|----------------------|------------|--------------------|-----------------|
| <p>Age limit exemptions may apply to the following categories of vehicle</p> <ul style="list-style-type: none"> • Alternative fuel conversions (taxis and PHVs) • Historic and classic/niche vehicles (taxis and PHVs) • PHVs used for specialist needs transport • PHVs affected by the Low Emission Zone (LEZ) • Wheelchair accessible PHVs • Disabled drivers (taxis and PHVs): where substantial adaptations have been made to accommodate their needs • Specialist adaptations to PHVs: e.g. adaptations required to vehicles used for music touring or other specialist uses | | <p>T/P</p> | | |

Section 1 Documents

1.3 Excise Licence Disc

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|-----------------------------|--|--|---|-----------------|
| Visually check all details. | <p>Inspection</p> <p>Inspection conducted with the vehicle road wheels on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The excise licence disc is affixed to the vehicle. 2. The excise licence disc is an original document. 3. The excise licence disc is current. 4. The excise licence disc relates to the vehicle. 5. All information and vehicle details are clearly legible. | <p>T/P</p> <p>T/P</p> <p>T/P</p> <p>T/P</p> <p>T/P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. the excise licence disc is not affixed to the vehicle. 2. <ol style="list-style-type: none"> a. the excise licence disc is not an original document. 3. <ol style="list-style-type: none"> a. the excise licence disc is out of date. 4. <ol style="list-style-type: none"> a. the excise licence disc does not relate to the vehicle. 5. <ol style="list-style-type: none"> a. the information and, or vehicle details are not legible. | |
| cont'd | cont'd | | cont'd | cont'd |

Section 1 Documents

1.4 MOT Certificate

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|--|---|---|---|-----------------------------|
| <p>MOT certificate (VT20).</p> <p>Compare the details of all documents presented to ensure they relate to the vehicle in question.</p> <p>Check for evidence of tampering, forgery and authenticity.</p> <p>Note start and end date.</p> <p>If the vehicle is more than 12 months old at the time of the inspection, it will be necessary to have had an MOT that must have been issued not more than fourteen (14) days prior to the date of the licensing inspection. (i.e. count back 14 days from the date of the licensing inspection, where the date of the licensing inspection is day 1).</p> <p>For those vehicles that require an MoT at the time of licensing inspection, the vehicle owner must ensure a second MoT is obtained 6 months from the date of grant of licence (ongoing system validation will be in place)</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle road wheels on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The MOT certificate has been submitted for inspection. 2. The MOT certificate relates to the vehicle. 3. The VRM, VIN and all other relevant vehicle details have been correctly recorded on the MOT certificate. 4. The VIN matches the manufacturer's plate and all other documents. 5. The MOT certificate is correctly endorsed with the test station authentication stamp. <p align="right">cont'd</p> | <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. the MOT certificate has not been submitted for inspection. 2. <ol style="list-style-type: none"> a. the MOT certificate does not relate to the vehicle being presented for inspection. 3. <ol style="list-style-type: none"> a. the VRM and or VIN and or other relevant vehicle details have not been recorded on the MOT certificate. 4. <ol style="list-style-type: none"> a. the VIN fails to match the manufacturer's plate or any of the other documents. 5. <ol style="list-style-type: none"> a. the MOT certificate is not correctly endorsed with the test station authentication stamp. <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 1 Documents

1.4 MOT Certificate

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|-------------|--|-----|---|-----------------|
| | 6. The MOT certificate has been issued no more than fourteen days prior to the date of the inspection. | T/P | 6 a. the MOT certificate was issued more than fourteen days before the date of the inspection. | |
| | 7. The MOT tester has signed and printed his / her name on the certificate. | T/P | 7. a. the MOT tester has not signed and printed his / her name on the certificate. | |
| | 8. Vehicle mileage is recorded on the certificate. | T/P | 8. a. vehicle mileage not recorded on certificate. | |
| | 9. There is no evidence of tampering or alteration to any of the information on the document. | T/P | 9. a. there is evidence of tampering or alteration to the information on the document. | |
| | 10. The MOT is an original document. | T/P | 10. a. the MOT certificate is not an original document. | |
| | 11. Certificate date of issue and date of expiry format is correct. | T/P | 11. a. certificate date of issue or date of expiry format is incorrect. | |
| cont'd | cont'd | | cont'd | cont'd |

Section 1 Documents

1.5 Insurance Certificate

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|---|---|---|-----------------------------|
| <p>Certificate of Insurance or Cover note</p> <p>Compare the details of all documents presented to ensure they relate to the vehicle in question.</p> <p>Check for evidence of tampering, forgery, and authenticity.</p> <p>Note start and end dates.</p> <p>Note that the VRM may not always be included on a block insurance certificate. Where the vehicle is covered as part of a block insurance policy ensure that the insurance policy is in the name of the registered keeper.</p> <p>PHV insurance complies with 7(2)(b) of the 1998 Act</p> <p>Taxi Hire & Reward Insurance: complies with the requirements of section 8 of the London Cab Order 1934 is displayed in the approved position and that the certificate is current, valid and details relate to the vehicle/registered keeper</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle road wheels on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The insurance certificate, cover note or bond certificate has been presented for inspection. 2. No alterations have been made to the document. 3. Where applicable the VRM matches all other documents. 4. The insurance certificate, cover note or bond certificate is current. 5. The insurance certificate, cover note or bond certificate is signed on behalf of the insurer. 6. The certificate / cover note or bond certificate is an original document. 7. Bond certificate or block insurance certificate is in the name of the registered keeper. 8. The insurance schedule document lists all VRMs covered under block exemption <p align="right">cont'd</p> | <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. the insurance certificate, cover note or bond certificate has not been presented. 2. <ol style="list-style-type: none"> a. the document has been altered or defaced. 3. <ol style="list-style-type: none"> a. the VRM does not match the other documents. 4. <ol style="list-style-type: none"> a. the insurance certificate, cover note or bond certificate has expired. 5. <ol style="list-style-type: none"> a. the insurance certificate, cover note or bond certificate has not been signed on behalf of the insurer. 6. <ol style="list-style-type: none"> a. the certificate / cover note or bond certificate is not an original document. 7. <ol style="list-style-type: none"> a. bond certificate or block insurance certificate is not in the name of the registered keeper. 8. <ol style="list-style-type: none"> a. Insurance schedule document does not list all VRMs <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 2 European Whole Vehicle Type Approval

2.1 Conformance

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|--|---|---|-----------------------------|
| <p>Check to ensure</p> <p>PHV satisfies the 2004 Regulations conformance requirements, in that the vehicle must satisfy European Directive 2007/46/EC Whole Vehicle Type Approval Category M1 as amended</p> <p>Taxi satisfies European Directive 2007/46/EC Whole Vehicle Type Approval Category M1 as amended and Construction and Licensing of Motor Taxis for Use in London Conditions of Fitness (2007) as amended</p> <p>Re-certification will apply to the following type of vehicles: - Limousines, adapted/modified vehicles, special purpose vehicles, wheelchair accessible vehicles (WAVs) imported vehicles issued by recognised converters.</p> <p>Examination items 2 & 3 are to be applied within the context and standards of this inspection manual. This includes the inspection process, vehicle components, approved modifications, adaption's, systems and standards as defined in this inspection manual</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle road wheels on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The vehicle is fitted with a minimum of four road wheels. 2. The vehicle must comply at all times with the relevant sections of the Road Traffic Act, Construction and Use Regulations and Road Vehicles Lighting Regulations that may apply. 3. The vehicle satisfies Motor Vehicle Type Approval Regulations, or European Whole Vehicle Type Approval Regulations, or a Minister's Approval Certificate is in force for the vehicle or the vehicle is a historic vehicle. 4. The vehicle passenger seating capacity including wheelchair positions does not exceed 8 passengers <p align="right">cont'd</p> | <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. the vehicle is fitted with fewer than four road wheels. 2. <ol style="list-style-type: none"> a. the vehicle fails to comply with either, the Road Traffic Act, Construction and Use Regulations or Road Vehicles Lighting Regulations. 3. <ol style="list-style-type: none"> a. the vehicle fails to satisfy either Motor Vehicle Type Approval Regulations, or European Whole Vehicle Type Approval Regulations, or there is no evidence that a Minister's Approval certificate is in force and the vehicle is not a historic vehicle. 4. <ol style="list-style-type: none"> a. the vehicle seating capacity exceeds 8 passengers <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 2 European Whole Vehicle Type Approval

2.1 Conformance

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|--|--|---|--|-----------------|
| <p>Acceptable certification would be the following:-</p> <ul style="list-style-type: none"> • Voluntary Single Vehicle approval confirmation of compliance (VSVA) • Voluntary Individual Vehicle Approval Confirmation of Compliance (VIVA) • Certificate of Initial Fitness (COIF) • Minister Approval Certificate (MAC) • European Whole Vehicle Type Approval Certificate (EWVTA) • Vehicle Certification Agency (VCA) Low Volume National Type Approval Certificate <p>• Where vehicle converters have had independent testing carried out by an authorised authority (VCA) on specific areas of the adaption, for example, seats, seatbelts and anchorages to comply with M1 standards, evidence of such certification will be acceptable for licensing purposes</p> <p>In all cases the V5 must show that the vehicle is registered with the DVLA</p> <p>Inspection item 8 refers to PHV only, as set out in the London PHV Act 1998,, in that the vehicle must not display signage with the word taxi, be equipped with taximeter equipment and/or lamp boxes</p> | <p>5. Where the vehicle has been adapted/modified/ converted, including stretched limousines, ensure that the conversion is certified.</p> <p>6. The steering wheel is on the right hand side or offside of the vehicle.</p> <p>7. Any modification or conversion to the vehicle's braking system, steering, engine, transmission, fuel system, suspension or lighting is supported by certification from an appropriate agency.</p> <p>8. The vehicle is not of such design that it could lead any person to believe it was a London cab.</p> | <p>P</p> <p>T/P</p> <p>T/P</p> <p>P</p> | <p>5. a. a conversion is not supported by an appropriate certificate and an exemption has not been granted by the Licensing Authority.</p> <p>6. a. the steering wheel is not on the right hand side or offside of the vehicle and an exemption has not been granted by the Licensing Authority.</p> <p>7. a. a modification or conversion to the vehicle's braking system, steering, engine, transmission, fuel system, suspension or lighting is not supported by a certificate from an appropriate agency and an exemption has not been granted by the Licensing Authority.</p> <p>8. a. the vehicle is of such design that it could lead a person to believe it was a London cab (see notes)</p> | |

Section 3 Interior Compartment

3.1 Driver Controls

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|---|---|--|---|
| <p>Obligatory rear view mirrors - interior mirror & mirror to the offside or nearside if interior is mirror obscured (bulkhead)</p> <p>The handbrake indicator lamp should extinguish with handbrake in the off position</p> <p>Illuminated driver warning lamps/indicators may be an indication of a malfunction or imminent failure within one or more of the vehicle safety critical systems or components</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check driver warning lamps/indicators are not illuminating with ignition switched on</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. All driver warning lamps/indicators are not illuminating (excluding the handbrake warning lamp) 2. Dash lamps illuminate correctly 3. Driver telltale lamps are working correctly 4. The audible warning (horn) is working 5. The windscreen washers and wipers are working 6. The obligatory rear view mirrors are present and in good condition 7. All airbag and curtain deployment positions are free from obstruction 8. Handbrake locking mechanism operates correctly <p align="right">cont'd</p> | <p align="center">T/P/M</p> <p align="center">T/P/M</p> <p align="center">T/P/M</p> <p align="center">T/P/M</p> <p align="center">T/P/M</p> <p align="center">T/P/M</p> <p align="center">T/P</p> <p align="center">T/P/M</p> <p align="right">cont'd</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. one or more driver warning lamps/indicators are illuminated (excluding the handbrake warning lamp) 2. <ol style="list-style-type: none"> a. dash lamps not working 3. <ol style="list-style-type: none"> a. driver telltale lamp(s) not working 4. <ol style="list-style-type: none"> a. the audible warning (horn) is not working 5. <ol style="list-style-type: none"> a. wipers are not working 6. <ol style="list-style-type: none"> a. one or more of the obligatory rear view mirrors are not present and/or in poor condition 7. <ol style="list-style-type: none"> a. one or more airbag and/or curtain deployment positions are obstructed 8. <ol style="list-style-type: none"> a. handbrake locking mechanism not working <p align="right">cont'd</p> | <p>1. Record on vehicle file and advise vehicle presenter of finding</p> <p>Windscreen washes not working</p> <p align="right">cont'd</p> |

Section 3 Interior Compartment

3.2 Driver/Front Passenger

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|--|---|--|-----------------------------|
| <p>Visually inspect the condition of fixtures and fittings.</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The driver / front passenger compartment is clean and accessible. 2. The upholstery, headlining, carpets and door trims are not damaged or soiled. 3. The devices for opening / closing the driver/front passenger windows operate correctly. 4. The driver's seat adjustment mechanism is in good working condition. 5. The driver's seat is in a good condition and the inner fibre is not exposed. <p align="right">cont'd</p> | <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P/M</p> <p align="center">T/P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. the driver / front passenger compartment is not clean or accessible. 2. <ol style="list-style-type: none"> a. the upholstery, headlining, carpets, door trims are damaged and or soiled. 3. <ol style="list-style-type: none"> a. the devices for opening / closing the driver / front passenger windows fail to operate correctly. 4. <ol style="list-style-type: none"> a. the driver's seat adjustment mechanism is defective or inoperative. 5. <ol style="list-style-type: none"> a. the driver's seat is in a poor condition or the inner fibre is exposed. <p align="right">cont'd</p> | <p align="right">cont'd</p> |

**Section 3 Interior Compartment
3.3 Passenger Windows/Doors**

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|--|---|---|--|-----------------------------|
| <p>Refer to VOSA Tinted Windows Document:- VOSA/ENF/1769/June 08</p> <p align="right">cont'd</p> | <p>Inspection Inspection conducted with the vehicle standing on a level surface</p> <p>Examination Check that:-</p> <ol style="list-style-type: none"> 1. All tinted windows comply with the relevant RTA and or C&U regulations. 2. The devices designed for opening any passenger windows are in place and operate correctly. 3. All passenger doors can be opened from inside and outside the vehicle. 4. All passenger doors close securely 5. The child locks can be engaged and disengaged. 6. Passenger courtesy lights operate correctly. <p align="right">cont'd</p> | <p align="center">T/P/M</p> <p align="center">T/P</p> <p align="center">T/P/M</p> <p align="center">T/P/M</p> <p align="center">T/P</p> <p align="center">T/P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. tinted windows do not comply with the relevant RTA and or C&U regulations. 2. <ol style="list-style-type: none"> a. passenger windows fail to operate correctly. 3. <ol style="list-style-type: none"> a. passenger door or doors can not be opened from inside or outside the vehicle. 4. <ol style="list-style-type: none"> a. passenger door or doors cannot be closed securely. 5. <ol style="list-style-type: none"> a. the child locks do not operate correctly. 6. <ol style="list-style-type: none"> a. the passenger courtesy lights are inoperative. <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 3 Interior Compartment

3.4 Passenger Seats

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|--|--|---|-----------------------------|
| <p>Vehicle seating capacity and configurations may be adapted to meet the maximum seating capacities of PHV regulations, such as for example;</p> <ul style="list-style-type: none"> a. the permanent removal of one or more seating positions b. seats that have been repositioned from that of their originally constructed position c. floor pan modified to accommodate the fitting of a floor tracking system <p>The removal of seats at (a) above will need to satisfy inspection criteria 13 and 14.</p> <p>Significant adaption's such as (b) and (c) above will need to meet one of the recertification standards most appropriate to demonstrate the key technical standards have been met</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ul style="list-style-type: none"> 1. All passenger seat adjustment mechanisms are in good working condition. 2. All passengers, seats, are fitted with seat belts. 3. Passenger seats are in good condition and the inner fibre is not exposed. 4. The passenger seat frame is secured. 5. Head restraints have been fitted to all forward facing and rear facing passenger seats (where applicable) <p align="right">cont'd</p> | <p align="center">T/P/M</p> <p align="center">T/P/M</p> <p align="center">T/P</p> <p align="center">T/P/M</p> <p align="center">T/PM</p> | <ul style="list-style-type: none"> 1. <ul style="list-style-type: none"> a. the passenger seat adjustment mechanisms are defective. 2. <ul style="list-style-type: none"> a. passenger seat belts are not fitted, or are missing, and an exemption has not been granted by the Licensing Authority. 3. <ul style="list-style-type: none"> a. the passenger seats are not in good condition or the inner fibre is exposed. 4. <ul style="list-style-type: none"> a. passenger seat frame not secured. 5. <ul style="list-style-type: none"> a. head restraints not fitted <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 3 Interior Compartment

3.4 Passenger Seats

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|--|-----|---|-----------------|
| 1. Note – Existing taxi models from January 2004 | 6. Where partition screen acts as a head restraint, check for presence and condition of manufacturers signage (note 6) | T | 6. a. manufacturer sign not present or defaced | |
| 2. Note – All new models of taxi from January 2004 - Where a partition screen is type approved as the head restraint system a manufacturer’s sign must be affixed to the screen supporting this | 7. Sight patches have been fitted to all passenger seats (where applicable) | T | 7. a. sight patches not fitted | |
| 3. Note – Sight patches should be fitted to all taxis approved for licensing on or after January 2004 | 8. The condition of any sight patches are not stained, damaged or crudely repaired | T | 8. a. sight patches dirty, stained, damaged or crudely repaired | |
| 4. Forward facing passenger seat base lifting facility is available on the TX and MetroCab model range of taxis | 9. The condition and operation of rear facing tip seats | T | 9 a. rear facing tip seat fails to rise automatically b. rear facing tip seat insecure, damaged or crudely repaired | |
| 5. The swivel seat facility is only available on the TX model range of taxis | 10. Forwarding facing seat base can lift and lock in raised position (note 4) | T | 10. a. forward facing seat base do not lift and/or locking mechanism missing or inoperable | |
| 6. Where partition screen head pads are not present a manufacturer sign must be present | 11. Any alternative seating material satisfies TPH guidelines | T/P | 11. a. alternative seating material does not satisfy TPH guidelines | |
| | 12. The operation of the passenger swivel seat (note 5) | T | 12. a. passenger swivel seat fails to pivot, operate or lock correctly | |
| cont'd | cont'd | | cont'd | cont'd |

Section 3 Interior Passenger Compartment

3.4 Passenger Seats

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|--|--|---|--|-----------------------------|
| <p>Acceptable documentary evidence of appropriate re-certification:-</p> <ul style="list-style-type: none"> • Voluntary Single Vehicle approval confirmation of compliance (VSVA) • Voluntary Individual Vehicle Approval Confirmation of Compliance (VIVA) • Certificate of Initial Fitness (COIF) • Minister Approval Certificate (MAC) • European Whole Vehicle Type Approval Certificate (EWWTA) • Vehicle Certification Agency (VCA) Low Volume National Type Approval Certificate <p>Where vehicle converters have had independent testing carried out by an authorised authority (VCA) on specific areas of the adaption, for example, seats, seatbelts and anchorages to comply with M1 standards, evidence of such certification will be acceptable for licensing</p> <p align="right">cont'd</p> | <p>13. Where seats have been removed all anchor points (bolt holes) have been permanently sealed.</p> <p>14. Where seats have been removed no trip hazards are present</p> <p>15. All mechanisms designed to release the passenger seat, which enables access to another seat, is in good working order.</p> <p>16. All passenger doors allow safe access and egress for the number of passengers.</p> <p>17. All passenger grab handles for condition and security</p> <p>18. Where appropriate colour contrasting covering for vehicle approved on or after January 2004</p> <p align="right">cont'd</p> | <p align="center">P</p> <p align="center">P</p> <p align="center">P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T</p> | <p>13. a. anchor points (bolt holes have not been permanently sealed</p> <p>14. a. trip hazard(s) present</p> <p>15. a. the passenger seat mechanism does not release to enable access to another passenger seat.</p> <p>16. a. there is insufficient space to allow safe access and egress for the number of passengers</p> <p>17. a. grab handle missing, insecure or broken</p> <p>18. a. incorrectly colour coded (where applicable)</p> <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 3 Interior Passenger Compartment

3.5 Lighting/Heating/Ventilation

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|--|--|---|--|---|
| <p align="center">Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p align="center">Examination</p> <p>Check</p> <p>1. The condition of the rear parcel shelf</p> <p>2. The security, accessibility and operation of passenger compartment lamps and switches</p> <p>3. The security, accessibility and operation of passenger compartment heater and switch</p> <p>4 . The condition and cleanliness of passenger compartment interior and fittings</p> <p align="right">cont'd</p> | <p align="center">Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p align="center">Examination</p> <p>Check</p> <p>1. The condition of the rear parcel shelf</p> <p>2. The security, accessibility and operation of passenger compartment lamps and switches</p> <p>3. The security, accessibility and operation of passenger compartment heater and switch</p> <p>4 . The condition and cleanliness of passenger compartment interior and fittings</p> <p align="right">cont'd</p> | <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> | <p>1</p> <p>a. rear parcel shelf, insecure, buckled, dirty, stained or missing</p> <p>2.</p> <p>a. passenger compartment lamp switches defective</p> <p>3.</p> <p>a. passenger compartment heating defective, leaking or noisy in operation, switch defective</p> <p>4..</p> <p>a. passenger compartment and or fittings unclean or interior has been poorly renovated</p> <p align="right">cont'd</p> | <p align="center">Advisory Notice</p> <p align="right">cont'd</p> |

Section 3 Interior Passenger Compartment

3.6 Interior Signage/Advertising

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|---|---|--|-----------------------------|
| <p>Visually check identifiers ,signage and advertising for position, security and condition</p> <p>Signage Maximum Dimensions and Font Specification</p> <p>Any signage displaying card payment service charge information must be:-</p> <p>a minimum 17pt (Arial font) in contrasting colour to make it easily readable.</p> <p>driver door (below the window line on the external door panel) 15" x 2 "(381mm x 51mm) partition screen (behind the driver) 8" x 4" (203mm x 102mm)</p> <p>front windscreen behind the driver rear view mirror (must not exceed dimensions of mirror surround</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. All Transport for London mandatory signage/identifiers are attached in approved position, in good condition, secure and legible 2. The condition and presence of the fare table and cover 3. The position for mounting the internal cab licence plate 4. Check the security and condition of bulkhead/tip seat adverts 5. Mandatory CCTV signage is displayed in a prominent position and data controller contact details are completed and legible. 6. Mandatory electronic payment signage display charges information in correct font size <p align="right">cont'd</p> | <p align="center">T/P</p> <p align="center">T</p> <p align="center">T</p> <p align="center">T</p> <p align="center">T/P</p> <p align="center">T/P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. mandatory signage/identifiers insecure, unapproved position, defaced, illegible 2. <ol style="list-style-type: none"> a. fare table out of date, defaced, incorrect size, cover missing, broken, insecure or stained 3. <ol style="list-style-type: none"> a. no provision for mounting internal cab licence plate 4. <ol style="list-style-type: none"> a. advert(s) insecure, broken stained, defaced or unapproved 5. <ol style="list-style-type: none"> a. mandatory CCTV signage not displayed in a prominent position and/or data controller contact details not completed or not legible. 6. <ol style="list-style-type: none"> a. mandatory electronic payment signage not displayed in a prominent position and/or charges information not completed , not legible or incorrect font size <p align="right">cont'd</p> | <p align="right">cont'd</p> |

**Section 3 Interior Compartment
3.7 Luggage / Boot Compartment**

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|--|---|----------------------------------|--|-----------------|
| <p>Visually check for adequate luggage / boot space.</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <p>1. The luggage area is uncluttered, is suitable for use and is capable of carrying the amount of luggage for which the vehicle was designed.</p> | <p align="center">T/P</p> | <p>1. a. the luggage area is unsuitable for use and is not capable of carrying the amount of luggage for which the vehicle was designed.</p> | |

Section 4 Obligatory Lamps/Lenses

4.1 Front Lamps, Rear Lamps, Repeater Lamps & Reflectors

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|--|---|---|---|
| <p>Obligatory lamps and reflectors:-</p> <p>Front</p> <p>Headlamps Side Lamps Day Running Lamps (where applicable) Directional Indicators Hazard Warning Lamps Lamp Lenses (security, adequate repair)</p> <p>Rear</p> <p>Stop Lamps Side Lamps Fog Lamp Directional Indicators Hazard Warning Lamps Number Plate Lamps Reflectors Lamp Lenses (security, adequate repair, showing white light)</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>1. Check all obligatory lamps and reflectors are:-</p> <p>(a) Present (b) Secure (c) Operate Correctly</p> <p>2. Check all obligatory lamp and reflector lenses are:-</p> <p>(a) Present (b) Secure (c) Adequately repaired</p> <p>3. Not showing white light to the rear</p> <p>4. Any additional lighting is secure</p> | <p>T/P/M</p> <p>T/P/M</p> <p>T/P/M</p> <p>T/P/M</p> | <p>Reason for Refusal</p> <p>1. Obligatory lamp(s) not</p> <p>a. present b. secure</p> <p>2. Lamp and/or reflector lens</p> <p>a. present b. secure</p> <p>3. a. lamp showing white light to the rear</p> <p>4. a. additional lighting insecure</p> | <p>Advisory Notice</p> <p>1. Record on vehicle file and advise vehicle presenter of findings</p> <p>Where a lamp is not operating correctly - bulb not illuminating</p> <p>2. Record on vehicle file and advise vehicle presenter of findings</p> <p>Where a lamp lens has an inadequate repair</p> |

| Section 5 Engine Compartment | | | | |
|---|---|--|---|-----------------|
| 5.1 Vehicle Identification Numbers | | | | |
| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
| <p>Visually check for any obvious signs or defects.</p> <p>Note that VIN plates may be located in the engine compartment of certain vehicles.</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> | | | |
| | <p>Examination</p> <p>Engine Compartment</p> | | | |
| | 1. Check that:- The VIN plate is accessible. | T/P/M | 1. a. the VIN plate is not accessible. | |
| | 2. The VIN plate is fitted to the vehicle. | T/P/M | 2. a. the VIN plate is not fitted to the vehicle. | |
| | 3. The VIN plate has not been tampered with. | T/P/M | 3. b. the VIN plate has been tampered with. | |
| 4. The VIN is consistent with all other documents. | T/P | 4. a. the VIN plate is not consistent with the other documents. | | |
| 5. Any additional fuel cut off or electrical power isolating switches are correctly identified | T/P | 5. a. the additional fuel cut off or electrical power isolating switches are not clearly identified. | | |

Section 6 Condition of Bodywork and Paintwork

6.1 Topside Body Condition/ Glass Section

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|--|--|---|---|-----------------------------|
| <p>Significant means:</p> <p>One or more body panels having sustained disproportionate amount of damage and / or poses a potential risk to the passengers, driver or other road users. Visual inspection of all body panels.</p> <p>Satisfactory appearance means:</p> <p>No panel should show the base primer, should not show signs of body filler</p> <p>Do not attempt to make holes in the body work or enlarge any hole that already exists.</p> <p>Door handles and locks:</p> <p>Panel damage around the immediate area of door handles and locks should be given further consideration to ensure the locking/latching mechanisms operate correctly</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Topside body examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. There is no evidence of significant damage to the external body panels. 2. Ensure that where there is only one passenger door that door is on the nearside (kerbside) of the vehicle. 3. There is no evidence of crudely repaired or, insecure body panels. (visual examination). 4. That there is no evidence of significant rusting or corrosion resulting in sharp protruding edges <p align="right">cont'd</p> | <p align="center">T/P/M</p> <p align="center">P</p> <p align="center">T/P/M</p> <p align="center">T/P/M</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. there is evidence of significant damage to the external body panels. 2. <ol style="list-style-type: none"> a. single passenger door is not on the nearside of the vehicle. 3. <ol style="list-style-type: none"> a. there is evidence of crudely repaired or insecure body panels. 4. <ol style="list-style-type: none"> a. there is evidence of significant rusting or corrosion with sharp protruding edges <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 6 Condition of Bodywork and Paintwork

6.1 Topside Body Condition/Glass Section

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|--|---|--|-----------------------------|
| <p>Ensure that the discs can be mounted in accordance with the PHV regs and that affixing the discs will not cover any safety notice such as airbag warnings etc.</p> <p>Ensure that there are no clear plastic films or other such materials preventing the discs being affixed directly to the vehicle screens.</p> <p>Note</p> <p>This section may be amended to reflect any proposals for the introduction of a front disc and rear plate for PHVs</p> <p align="right">cont'd</p> | <p>5. The paintwork is finished and presents a satisfactory appearance. (visual examination).</p> <p>6. Any exterior alteration or modification has been approved.</p> <p>7. All windows are clean, undamaged and free from unapproved sign/advertising medium.</p> <p>8. There is sufficient space to affix the licence identifiers to the front and rear windscreens and that there is no material present that would prevent the discs being affixed directly to the screens.</p> <p align="right">cont'd</p> | <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P/M</p> <p align="center">T/P</p> | <p>5.</p> <p>a. paintwork is poor and presents an unsatisfactory appearance making the vehicle unsuitable for use as a PHV.</p> <p>6.</p> <p>a. the exterior alteration or modification is not approved and/or presents a safety hazard.</p> <p>7.</p> <p>a. the windows are soiled, damaged or littered with unapproved signage/advertising.</p> <p>8.</p> <p>a. there is insufficient space for fixing the LTPH licence discs to the vehicle and/or there is material preventing the discs being affixed directly to the screen.</p> <p align="right">cont'd</p> | <p align="right">cont'd</p> |


Section 6 Condition of Bodywork and Paintwork

6.2 External Signage/Advertising

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|---|--|---|-----------------------------|
| <p>Check that any external signage/advertising, complies with LTPH guidelines</p> <p>Check that the PHV signage is of an appropriate size and is displayed in an approved place</p> <p>PHVs are not permitted to display advertising material on the vehicle</p> <p>Check that the taxi signage/advertising is displayed in an approved place</p> <p>Note:- In some instances signage/advertising may be subject to exemption from the advertising/signage guideline specification document by the Licensing Authority. In such cases a letter of exemption from the Licensing Authority must be presented at the point of licensing</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The content of any external signage complies with PHV regulations and / or LTPH guidelines. 2. Any signage is displayed in an approved place 3. Any signage/advertising graphics, images do not obscure any obligatory lamps. i.e. brake , directional indicator lamps or door for hire lamps (TX models) 4. Any signage/advertising graphics, images do not obscure any obligatory TfL signage, stickers 5. Signage/advertising material is attached securely <p align="right">cont'd</p> | <p>T/P</p> <p>T/P</p> <p>T/P</p> <p>T/P</p> <p>T/P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. the content of any external signage does not comply with PHV regulations and / or LTPH guidelines. 2.. <ol style="list-style-type: none"> a. signage is displayed in an unapproved place. 3. <ol style="list-style-type: none"> a. signage/advertising material obscures obligatory lamps 4. <ol style="list-style-type: none"> a. signage/advertising material obscures obligatory signage, stickers 5. <ol style="list-style-type: none"> a. signage/advertising material insecure <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 7 Road Tyres & Wheels

7.1 Tyres & Wheels Condition

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|--|---|--|-----------------|
| <p>Visually inspect the tyres fitted to the vehicle</p> <p>Taxi tyres must be of the designated size, speed and weight rating for that make and model of vehicle as prescribed by the vehicle manufacturer</p> <p>The tyre wear bar indicator provides a visual aid to assist in determining the amount of tyre tread pattern wear. The wear bar indicators are positioned around the circumference of the tyre. If the tread pattern has worn level to the wear bar indicator(s) the tyre tread dept pattern will be approaching the minimum legal requirements.</p> <p>The tread depth minimum legal requirement is 1.6mm across the centre $\frac{3}{4}$ of tyre breath, over the complete circumference. The outer edge of the tyre can be devoid of tread pattern</p>  <p>wear bar indicators</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The tyres meet the manufacturer size, speed and weight rating specifications 2. The tyre tread pattern is visible above the wear bar indicator(s) across the centre three quarters of the tyre 3. No cuts/splits more than an inch long with ply or cord visible 4. No ply or cord is visible 5. No excessive or uneven tyre wear is visible 6. Any damage to the wheel rim will not interfere with the tyre seating/sealing | <p>T</p> <p>T/P/M</p> <p>T/P/M</p> <p>T/P/M</p> <p>T/P/M</p> <p>T/P/M</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. the tyres do not meet the manufacturer size, speed and weight rating specifications 2. <ol style="list-style-type: none"> a. the tyre tread pattern is not clearly visible above or level with the wear bar indicator(s) across the centre three quarters of the tyre around the entire circumference 3. <ol style="list-style-type: none"> a. cuts/splits exceed an inch with ply or cord visible 4. <ol style="list-style-type: none"> a. ply or cord is visible 5. <ol style="list-style-type: none"> a. excessive or uneven tyre wear is visible 6. <ol style="list-style-type: none"> a. damage to the wheel rim will interfere with the tyre seating/sealing | |

Section 8 Underside Inspection
8.1 Fluid Leaks/Component Security

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|--|--|---|---|
| <p>Fluid description includes:-</p> <p>Engine Oil Brake Fluid Power Steering Fluid Transmission Oil Petrol Diesel Water</p> <p>PHVs</p> <p>Should there be a cause for concern on the condition/serviceability of any of the inspection items in this section, a more detailed underside visual inspection may be required.</p> <p>Further investigation may require the vehicle to be raised on a suitable hoist</p> <p>Exhaust Systems</p> <p>Where an exhaust emission abatement system is fitted the exhaust system should be free from leaks</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Visual inspection conducted with the vehicle raised on a suitable hoist</p> <p>Visual inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <p>1. There are no signs of fluids leaking from under the vehicle onto the ground</p> <p>2. The exhaust pipe is secure to the vehicle and in a serviceable condition</p> <p>3. Engine, gearbox, transmission driveline mountings are present, good condition and secure</p> <p>4. The intermediate step guides are present, secured, free from damage and/or corrosion</p> <p>5. Any towing assembly is fully secured to the vehicle (where applicable).</p> <p align="right">cont'd</p> | <p align="center">T</p> <p align="center">P</p> <p align="center">T/P/M</p> <p align="center">T/P/M</p> <p align="center">T/P/M</p> <p align="center">T</p> <p align="center">P/M</p> | <p align="center">Reason for Refusal</p> <p>1. a. there is evidence of fluid leaking from under the vehicle. onto the ground</p> <p>2. a. the exhaust pipe is not fully secured to the vehicle and/or in poor condition</p> <p>3 a. engine, gearbox, transmission driveline mounting missing, poor condition or insecure</p> <p>4. a. step guides missing, insecure, damaged, corroded</p> <p>5. a. the towing assembly is not fully secured to the vehicle</p> <p align="right">cont'd</p> | <p align="center">Advisory Notice</p> <p align="right">cont'd</p> |

Section 8 Underside Inspection

8.2 Abatement Systems

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|--|---|-----------------------|--|-----------------|
| <p>Aftermarket approved abatement systems should previously be recorded in TPH records,</p> <p>Alternative fuel systems must be TPH approved</p> <p>All LPG/CNG gas conversions must be registered with the UK/LPG Association and the vehicle registration details must appear on their electronic data base</p> <p>All emission abatement systems and technologies must meet the original manufacturers design specification and euro standard</p> | <p>1. Abatement system is approved identification mark is consistent with recorded information</p> <p>2. Alternative fuel system is approved and model type identification mark is consistent with recorded information</p> | <p>T/P</p> <p>T/P</p> | <p>1. a. abatement system not approved</p> <p>2. a. alternative fuel system not approved</p> | |

Section 9 Taximeter and Associated Fittings

9.1 Taximeters, Lamp Box, Roof Lamp, Seals and Associated Fittings

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|-------------|--|----------|--|-----------------|
| | 7. Taximeter displays the correct time to within 3 minutes | T | 7. a. taximeter displaying incorrect time more than 3 minutes | |
| | 8. With the taximeter set in test mode, check that all the fare and extra digits illuminate and are complete | | 8. a. meter fails to operate in the test mode or digits incomplete or fail to illuminate | |
| | 9. With the taximeter set in the 'for hire' mode ensure that the appropriate section of the independently mounted lamp box is illuminated and the roof mounted lamp box is illuminated and the word 'taxi' is clearly legible (see note 4) | A | 9. a. meter fails to engage in the 'for hire' mode or the 'for hire' panel of the lamp box fails to illuminate or is faded | |
| | | | b. roof sign fails to illuminate or the word 'taxi' is illegible/faded | |
| | 10. With the taximeter set in the 'hired mode' ensure that the appropriate section of the independently mounted lamp box is illuminated and that the roof mounted taxi lamp has extinguished | X | 10. a. roof light can be switched off whilst the meter is in the 'for hire' mode | |
| | 11. Examine the taximeter drive line and ensure, where applicable, that the taximeter transducer and/or splitter box is/are sealed with the appropriate nominated body seal (where applicable) | | 11. a. transducer and or splitter box not nominated body sealed or seals defaced or insecure | |
| | 12. Ensure that any transducer or splitter box is correctly and securely fitted | I | 12. a. transducer or splitter box not fully secure | |
| cont'd | cont'd | | cont'd | cont'd |

| Section 9 Taximeter and Associated Fittings | | | | |
|---|--|---|---|-----------------|
| 9.1 Taximeters, Lamp Box, Roof Lamp, Seals and Associated Fittings | | | | |
| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
| | <p>Inspection 2</p> <p>With the vehicle raised on an appropriate hoist</p> <p>Examination</p> <p>Check that:-</p> <p>13. The sealing device for the gearbox output drive/pulse generator is secure and undamaged (where applicable)</p> <p>14. Any flexible drive cable, electronic pulse cable or any other associated wiring is correctly installed, undamaged and does not foul any other part of the vehicle</p> | T | <p>13.</p> <p>a. gearbox sealing device not fitted or secure</p> <p>14.</p> <p>a. flexible drive or electronic pulse cable or associated wiring incorrectly routed, insecure or fouling another part of the vehicle</p> | |
| <p>Inspection 3</p> <p>A 10% dip sampling of taxi meter performance testing to check for accuracy shall be conducted across each of the inspection centres</p> <p>All tolerances will be as prescribed by the Licensing Authority</p> <p>Using a suitable rolling road the following test is carried out: _</p> <p>Distance test - The distance covered to the first or other agreed change in fare. The number of pulses taken to effect this change shall be within tolerance laid down by the Licensing Authority</p> | <p>Inspection 3</p> <p>Where necessary carry out a rolling road test to check the accuracy of the taximeter</p> <p>Examination</p> <p>15. With the taximeter set in the 'STOPPED' mode conduct a rolling road test to ensure increments occur within defined parameter</p> | X | <p>15.</p> <p>a. meter fails to engage in the 'STOPPED' mode or records outside of the prescribed tolerances</p> | |
| cont'd | cont'd | | cont'd | cont'd |

Section 10 Wheelchair Access, Securing Equipment

10.1 Safety Belts

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|---|---|--|-----------------------------|
| <p>Inspection criteria for Special Purpose Vehicle and Wheelchair Accessible Vehicles (WAVs)</p> <p>Check all certificates relate to the vehicle modification/adaption,</p> <p>Check all certificates date of expiry. (where applicable).</p> <p>Check for evidence of tampering, forgery and authenticity</p> <p>Category M2 vehicles that have been modified to meet the maximum seating capacities of category M1 vehicles, e.g. by the removal of one or more seating positions, would be deemed as a non significant modification.</p> <p>However, seats that have been repositioned from that of their original position are deemed as a significant modification and will be required to meet the recertification standards of either a VSVA/VIVA or COIF</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. Seating and wheelchair position combinations match recorded seating capacities 2. Wheelchair occupant seatbelts/harnesses and wheelchair securing systems match declared wheelchair capacities 3. Any wheelchair occupant and wheelchair seatbelts/harnesses/securing system webbing are in good condition and all locking mechanisms operate correctly. 4. Wheelchair and passenger restraints systems are BSI, CE approved or 'e' marked. 5. All removable seat locking devices are present and seat frame is secured into floor tracking 6. Suitable secure stowage facilities available for wheelchair occupant seatbelts/harnesses and wheelchair securing systems <p align="right">cont'd</p> | <p align="center">P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">P/M</p> <p align="center">T/P</p> | <ol style="list-style-type: none"> 1. a. seating capacities do not match those on vehicle record 2. a. seatbelts/harnesses and wheelchair securing systems do not match the number of wheelchair positions 3. a. seatbelt/harnesses and wheelchair securing system webbing in poor condition and/or locking mechanisms faulty 4. a. the wheelchair and/or passenger restraints are not BSI, CE approved or 'e' marked 5. a. seat locking devices missing, insecure, inoperative 6. a. stowing facilities do not adequately secure wheelchair occupant seatbelt/harness, wheelchair securing equipment, systems <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 10 Wheelchair Access, Securing Equipment

10.2 Floor Tracking Systems

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|-----------------------------|---|--|---|-----------------------------|
| <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. Floor tracking securing bolts are all present and secured 2. Floor tracking is free from obvious cracks and/or separation 3. Any floor covering does not impede free access and positioning of wheelchairs <p align="right">cont'd</p> | <p align="center">P</p> <p align="center">P</p> <p align="center">T/P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. floor tracking bolts not present and/or insecure 2. <ol style="list-style-type: none"> a. floor tracking is cracked and/or separated 3. <ol style="list-style-type: none"> a. floor covering restricting free movement of wheelchair <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 10 Wheelchair Access, Securing Equipment

10.3 Ramps/Hoist

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|--|--|--|-----------------------------|
| <p>The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</p> <p>Passenger lifting equipment must be thoroughly examined at least every six months by a competent person. The report from this examination must be completed and signed by the competent person and made available at the point of licensing for inspection/validation and must have been issued not more than thirty (30) days prior to the date of the licensing inspection.</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The ramp(s) are securely stowed as recommended by manufacturers 2. The ramps are examined for damage, sharp edges or corners and ease of operation 3. As applicable the non-slip provision and locating dowel pins 4. The ramps are permanently marked with the VRM or VIN 5. A valid test certificate for the lifting or winch equipment is available for inspection. And has been issued no more than thirty (30) days prior to the date of the inspection. <p align="right">cont'd</p> | <p>T/P</p> <p>T/P</p> <p>T/P</p> <p>T</p> <p>P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. ramps installed, retaining devices missing or ineffective or ramps missing 2. <ol style="list-style-type: none"> a. ramps damaged, seized or unserviceable 3. <ol style="list-style-type: none"> a. non-slip provision worn, missing or ineffective or locating dowel pins damaged, loose or missing 4. <ol style="list-style-type: none"> a. ramps not permanently marked with the vehicle VRM or VIN 5. <ol style="list-style-type: none"> a. a valid test certificate for the lifting or winch equipment is not presented, or has been issued more than thirty (30) days before the date of inspection <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 10 Wheelchair Access, Securing Equipment

10.4 Integral Ramp

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|------------------------------|------------------------------|--|------------------------------|------------------------------|
| <p align="center">cont'd</p> | <p align="center">cont'd</p> | | <p align="center">cont'd</p> | <p align="center">cont'd</p> |

Inspection

Inspection conducted with the vehicle standing on a level surface

Examination

Check that:-

1. Intermediate step is securely stowed as recommended by manufacturer
2. Ramp release tool/door stay (orange key) is present
3. The ramp sections are free from damage, sharp edges or corners
4. Hinges are secure and free operation
5. Extension step guides for position and free from damage
6. As applicable, the non-slip provision

T/P

T

T/P

T/P

T

T/P

1.
 - a. Intermediate step insecure or missing
2.
 - a. ramp tool/door stay (orange key) missing
3.
 - a. ramp section damaged or unserviceable
4.
 - a. ramp insecure or hinges seized
5.
 - a. step guides missing, loose, damaged or misaligned
6.
 - a. non-slip provision worn, missing or ineffective

Section 10 Powered Intermediate Passenger Steps

10.5 Powered Step Operation

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|--|---|----------------------------------|--|-----------------|
| <p>Mercedes Vito taxi powered steps safety systems</p> <p>The electric steps are operated from the driver control button on the centre console,</p> <p><u>The powered steps incorporate a safety design feature.</u> The step should retract from the deployed position automatically (i) when the parking brake is released (ii) when the vehicle moves from the stationary position .</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The deployment and retract operation of off side and near side steps operate correctly 2. The function of step deployment reactive load sensitive feature operates 3. The step safety systems function correctly | <p>T/P</p> <p>T/P</p> <p>T/P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. automatic or powered step fails to deploy or retract 2. <ol style="list-style-type: none"> a. automatic or powered step fails to stop if subjected to a reactive force not exceeding 150N in any direction 3. <ol style="list-style-type: none"> a. step safety systems are not functioning | |

Section 11 Automatic Door Locking System (ADLS)

11.1 ADLS Operation

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|---|---|--|-----------------------------|
| <p>** Note – With the ignition switched on the ADLS should engage when the vehicle has been moved forward more than 31cms and before a distance of 46cms has been covered.</p> <p>After the vehicle has stopped moving ensure that there is a 2 second delay before the ADLS releases.</p> <p>Rear doors should be capable of being opened from the outside irrespective of whether the ADLS is engaged (<i>model specific</i>)</p> <p>Vito Taxi – With the ignition switched on and the ADLS engaged the external door handles remain locked (<i>In the event of a collision all door locking is disabled</i>)</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>The function of the ADLS can be observed when the vehicle is driven in or out of the inspection area or when the vehicle is raised in a 'wheel free' position</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The ADLS is fitted 2. The ADLS works within prescribed tolerances** 3. The vehicle stationary, the ignition switched on and the foot brake applied check that the ADLS has engaged 4. Apply the handbrake, release the foot brake and ensure that the ADLS has released 5. The operation of the driver's tell tale/warning lamp and where applicable the operation of the passenger compartment ADLS warning lamp(s) <p align="right">cont'd</p> | <p align="center">T</p> <p align="center">A</p> <p align="center">X</p> <p align="center">I</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. ADLS not fitted 2. <ol style="list-style-type: none"> b. ADLS fails to operate within prescribed tolerance 3. <ol style="list-style-type: none"> c. ADLS fails to engage 4. <ol style="list-style-type: none"> d. ADLS fails to release 5. <ol style="list-style-type: none"> a. driver/passenger tell tale/warning lamp or lamps fail to operate <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 11 Automatic Door Locking System (ADLS)

11.1 ADLS Operation

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|-------------|--|----------|---|-----------------|
| | 6. Check that the appropriate warning notices are fitted | T | 6. a. warning notice or notices not fitted | |
| | 7. Check the condition of the ADLS warning notices | | 7. a. warning notice or notices are damaged or defaced | |
| | 8. Check the condition and security of the control box and ensure any associated wiring is safe and secure | A | 8. a. control box insecure, damaged or associated wiring is insecure or unsafe | |
| | | X | | |
| | | I | | |

Section 13 Aftermarket Equipment Fixture and Fittings

13.2 Electronic Sub Assemblies (ESA)

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|--|---|---|---|-----------------------------|
| <p>Check that any aftermarket electronic device and/or equipment is installed correctly, safely and securely as recommended by the equipment manufacturer.</p> <p>The equipment does not adversely encroach into the passenger area, and any visible wiring is safe, permanent and does not present a hazard to the passenger or driver.</p> <p>The device and/or equipment should not be installed in such a way as to obscure the drivers' all round visibility or interfere with any driver controls.</p> <p>Ensure that the device and/or equipment has not been installed so that it is <u>directly</u> in front of the passenger seat.</p> <p>Where displaying passenger information signage is mandatory for example, CCTV systems and electronic payment systems, please ensure they are attached in the approved position</p> <p align="right">cont'd</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. Any aftermarket electronic device and/or equipment installed correctly, safe and the installation is secure 2. Any aftermarket electronic device and/or equipment installed is in good operational condition and free from damage 3. The device and/or equipment (including any associated wiring) does not encroach into the driver or passenger areas. 4. A declaration form has been issued, completed and signed. 5. Additional lifting equipment operates correctly. 6. Ensure that any modification has been approved by the Licensing Authority. <p align="right">cont'd</p> | <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">P</p> <p align="center">P</p> <p align="center">T/P</p> | <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. the aftermarket electronic device and/or equipment installed have not been fitted correctly, safely or securely 2. <ol style="list-style-type: none"> a. the aftermarket electronic device and/or equipment installed is in poor condition and/or damaged 3. <ol style="list-style-type: none"> a. the device and/or equipment/wiring encroaches into the driver or passenger area 4. <ol style="list-style-type: none"> a. the declaration form is not completed and/or signed 5. <ol style="list-style-type: none"> a. additional lifting equipment is inoperative 6. <ol style="list-style-type: none"> a. unapproved modification fitted. <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 13 Aftermarket Equipment Fixture and Fittings
13.2 Electronic Sub Assemblies (ESA)

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|---|---|--|-----------------------------|-----------------------------|
| <p>The following items may constitute an approved ESA.</p> <ul style="list-style-type: none"> ▪ data despatch system ▪ satellite navigation equipment ▪ two-way radio ▪ hand free mobile phone equipment ▪ additional lighting ▪ sound system ▪ electronic advertising ▪ intercom system ▪ CCTV systems ▪ passenger compartment electronic display screens ▪ electronic payment systems ▪ any other non-standard, aftermarket interior fixture or fitting <p align="right">cont'd</p> | <p align="center">T/P</p> <p align="right">cont'd</p> | | <p align="right">cont'd</p> | <p align="right">cont'd</p> |

Section 13 Aftermarket Equipment Fixture and Fittings
13.3 Disabled Driver Controls/Adaption's

| Information | Method of Inspection | | Reason for Refusal | Advisory Notice |
|--|---|-------------------------|--|-----------------|
| <p>The fitment of disabled driver controls/adaption's are vehicle specific and must not be interchanged with a different vehicle</p> | <p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>1. Any disabled driver controls/adaption's are approved</p> <p>2. Disabled driver controls/adaption's are secure and in good condition</p> | <p>T/P</p> <p>T/P/M</p> | <p>1. a. controls/adaption's are not approved</p> <p>2. a. controls/adaption's are insecure and/or in poor condition</p> | |

Section 15 Special Inspection

15.1 Pre Licensing

Method of Inspection

Taxis and PHVs

Definition

Prior to the annual licensing inspection, the Licensing Authority can be asked to approve new designs of vehicle, modification to the design of an existing vehicle or to approve a new type of fixture or fitting to the interior or exterior of a vehicle.

The Construction and Licensing of Motor Taxis for use in London, Conditions of Fitness (CoF) specification document, UK road vehicle regulations, EC legislation and EC Directives, etc, will be used to determine compliance for all new modifications to approved vehicles.

The vehicle owner should in the first instance contact the Licensing Authority prior to any modifications being carried out. The owner will be invited to provide all technical specifications, designs and drawings, manufacturer installation guidance and appropriate certification, declarations to the Licensing Authority for review. The Licensing Authority and vehicle owner will then arrange for an appointment for one of the following types of inspections. Please note this is not an exhaustive list and may be other items not listed.

- alternative fuel types (LPG/CNG, fuel cells, hybrid electric etc)
- emissions abatement technology
- new vehicle design
- new fixture or fitting
- new satellite navigation system
- new in-cab CCTV system
- modification of new major components (alternative engine/transmission)
- new electronic advertisements
- new headlining, seating, panelling material
- new electronic payment systems
- other

Licensing Inspection

- At the point of licensing vehicle owner/presenter to present written confirmation from the Licensing Authority specifying the item or items approved
- Vehicle examiner to inspect the Licensing Authority written confirmation to validate and confirm approved item(s) are as specified on written confirmation

cont'd

Section 15 Special Inspection

15.2 Licensed Vehicles

Method of Inspection Taxi and PHVs

Definition

During the life of a licence, a taxi or private hire vehicle may be requested to undergo a further inspection following a modification to the design of an existing vehicle or as a result of compliance action.

The Construction and Licensing of Motor Taxis for use in London, Conditions of Fitness (CoF) specification document, UK road vehicle regulations, EC legislation and EC Directives, etc, will be used to determine compliance for all new modifications to approved vehicles.

The vehicle owner should in the first instance contact the Licensing Authority prior to any modifications being carried out. The owner will be invited to provide all technical specifications, designs and drawings, manufacturer installation guidance and appropriate certification, declarations to the Licensing Authority for review. The Licensing Authority and vehicle owner will then arrange for an appointment for one of the following types of inspections. Please note this is not an exhaustive list and may be other items not listed.

- change/modification of a component(s)
- alternative fuel types (use of LPG/CNG, fuel cells, hybrid electric etc)
on street compliance unfit notice
- replacement licence plate/discs
- passenger/customer complaint
- certificate validation

Inspection

- Vehicle presenter to present original licence
- Vehicle presenter to present written confirmation from the Licensing Authority giving reasons for the inspection (where applicable)
- Vehicle presenter to present "unfit notice" for inspection for an on-street compliance inspection
- At the point of licensing vehicle owner/presenter to present written confirmation from the Licensing Authority specifying the item or items approved
- Vehicle examiner to inspect the Licensing Authority written confirmation to validate and confirm approved item(s) are as specified on written confirmation