



BRECKLAND COUNCIL

HACKNEY CARRIAGE AND PRIVATE HIRE

LICENSING PROCEDURES

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Introduction

Breckland District covers an area of 1,305 sq kilometres and is one of the largest rural districts in England. Nestled just on the Norfolk/Suffolk border, Breckland is centred round the five main market towns of Attleborough, Dereham, Swaffham, Thetford and Watton. There are 107 parishes in Breckland but the majority of the population is centred round these five market towns.

Much of the area is given over to agriculture with large open spaces of heathland, known as the Brecks, from which the district gets its name. With its natural beauty, its wealth of history and many other attractions Breckland attracts an estimated 1.5 million visitors each year. Research carried out by the East of England Tourist Board estimates that in 2003 there were 4,914,000 visitors in Norfolk.

A map of the Breckland district is at Appendix E

The Council's Role in Taxi Licensing

The Council is responsible for licensing all hire vehicles which operate in Breckland district, which are provided with a driver and operated with less than nine passenger seats.

There are two types: public hire vehicles (**hackney carriages**) and vehicles which are only available by prior booking (**private hire vehicles**). Although the description 'taxi' should only be applied to a hackney carriage any hire vehicle is usually known as a 'taxi' by the public.

Before any vehicle is licensed it is tested at one of the Council's nominated garages. The test covers the vehicle's mechanics, general appearance which includes the comfort for passengers and the reliability of any meter fitted.

Private Hire vehicles may only undertake journeys in response to advance bookings. Breckland Council is also responsible for granting private operators licences for the premises at which these bookings are made.

Breckland Council is responsible for the licensing of the drivers of both classes of vehicle. Within the scope of legislation the Council ensures that all drivers are 'fit and proper persons' to be licensed by carrying out checks on an applicant's background.

As part of ensuring drivers are suitable for the job, the Council carries out criminal records checks. For more information, visit the Criminal Records Bureau website at www.disclosure.gov.uk. To ensure public safety we also require new applicants to pass a Driving Standards Agency (DSA) Test.

The Council also has a responsibility as the 'Enforcement Agency' of the drivers, vehicles and operators it has licensed. Enforcement covers offences related to 'taxi' legislation, drivers' behaviour, the condition of the vehicles and the investigation of complaints made by the public against any licence holder.

As well as granting and issuing licences the Council can also suspend or revoke licences and take Court action if necessary against any offending licence holder. Licensing and enforcement is carried out by Council officers appointed 'Authorised Officers' for that purpose and they have been issued with written authority to do so as well as having a Council identity badge.

Hackney Carriage

A hackney carriage should have an illuminated taxi sign on the roof, a 'for hire' sign, a white plate fixed to the rear of the vehicle, a Breckland Council sign permanently fixed to both rear doors of the vehicle and a meter inside the vehicle to show the fare being charged. They can be hired from a taxi rank or by being hailed in the street. In addition a hackney carriage can also perform the work of a private hire vehicle and can also be booked over the phone or by visiting the vehicle's operating centre.

A hackney carriage can be a purpose built vehicle, such as the London type black cab, a saloon car or any other passenger vehicle which carries no more than eight passengers.

Private Hire Vehicle

A private hire vehicle **can only be hired by pre-booking** it or by visiting the operating centre of the vehicle and private hire vehicle will have a yellow plate fixed to the rear of the vehicle. A private hire vehicle will **not** have any signs on the roof or a 'for hire' sign although it can have a meter. Almost all the owners of private hire vehicles in Breckland choose not to have meters.

A private hire vehicle will normally be a saloon car or other passenger carrying vehicle with less than nine passenger seats other than a hackney carriage.

Hiring a vehicle

The person hiring either a hackney carriage or a private hire vehicle is entering into a contract with the driver of the vehicle or with a firm for them to provide a service. It is up to the individual to ensure clear instructions are given regarding their requirements at the time of hiring the vehicle. If it is a pre-booked call, specify when the vehicle is needed and find out whether a meter is being used or get a quote for the cost of the journey. If a meter is being used in the vehicle the meter cannot be started until the journey begins.

Hackney carriages must not charge more than the maximum fare rate laid down by the Council. However they can charge less and many do. Each hackney carriage has to display the Council's list of maximum fares. Anyone in doubt should look at the meter and compare it with the list of fares.

Private hire vehicles are not governed by a Council maximum fare rate and can charge what they like. In the majority of cases the fares for journeys are quoted the same or less than hackney carriage fares.

When pre-booking a vehicle, it is sometimes a good idea to get quotes from more than one 'taxi' or firm.

All hackney carriage and private hire vehicles licensed by the Council must display an identification plate on the rear and outside of the vehicle and the drivers must wear an identification badge. Certain private hire vehicles, such as limousines or luxury and classic vehicle's, may be exempt, as are some drivers. Any driver or vehicle which is exempt should carry a letter of exemption in the vehicle and the driver must have their identity badge with them.

Wheelchair accessible hire vehicles

There are a small number of wheelchair accessible vehicles available in Breckland which are licensed by the Council.

The Council welcomes views and information from the public regarding their needs for wheelchair accessible vehicles, the availability of currently licensed vehicles or what would help to provide an efficient 'taxi' service for people with physical disabilities.

Hackney Carriage/Private Hire Drivers Licences

In considering applications for Hackney Carriage/Private Hire Drivers Licences and any breaches during the currency of a licence, the Council must be satisfied that drivers are fit and proper persons to hold a Licence.

In doing so, they must have regard to all convictions, driving convictions, complaints of unacceptable conduct/behaviour, breach of licence conditions and other convictions obtained during the course of a Licence, including points from the Penalty Points system.

When such circumstances occur the Driver will be referred to the Appeals Committee for their consideration.

Referral to Appeals Committee

Where an applicant or a driver is referred to the Committee for consideration, they will be notified in writing of the reason and the date, time and venue of the Committee hearing.

They will be advised that they may bring a representative to the Committee hearing. The representative may be a friend, legal representative or a representative from the trade whom they wish to assist them in addressing the Committee in support of their application/disciplinary hearing. But please note that any consultation with a representative should take place in advance of the Committee date and not just prior to the meeting. This will ensure that their case is well prepared for Committee consideration.

The Committee

The Committee will consist of members made up of Breckland Councillors. A Chair and Deputy Chair are appointed to supervise the Committee during the process. The Committee may be advised by a legal representative.

A number of Council Officers may also attend the Committee meeting, in an advisory capacity. They do not take part in the decision making process.

The Hearing

A number of applications and disciplinary matters could be considered on the day. Each matter will be considered in a confidential manner and the public and other applicants will not have access to the meeting unless the applicant requests that they should.

Persons attending the Hearing will be expected to wait outside the Committee room until they are called. Unfortunately, sometimes, because of the number of hearings arranged for a date, there may be a long wait before your application/case is considered. Contested cases and non appearances mean that it is impossible to forecast the length of time each hearing will take. Every effort is made to keep the wait to a minimum.

When a person is called to appear before the Committee they and their representative and any complainants will be guided to their seats. They will be asked if they have received a copy of the report regarding the circumstances surrounding their case. The Committee will already have a copy of the report.

Where the case arises from a complaint, the complainant, if present, will be asked to explain their complaint to the Committee. They will then be given the opportunity to question the complainant.

They will be asked to describe the circumstances surrounding the convictions or incident concerned and asked to demonstrate to the Committee why they think they are a fit and proper person to hold a Hackney Carriage/ Private Hire Drivers Licence or why they feel disciplinary action should not be taken.

The Decision

After hearing the evidence and representations from all parties, the Committee will retire to make their decision.

The Committee will be informed of all convictions but will have regard to unspent convictions and Home Office guidelines concerning the nature of offences and the time scales involved. (On initial Application only).

As soon as the Committee have come to a decision they will return to the room and inform the persons of the Committee's decision. The person will also be advised of the decision in writing together with their rights of appeal.

The Committee may come to a number of different conclusions:

- Grant or refuse application
- Take no action
- Issue a verbal warning
- Suspend or revoke Licence.
- Apply conditions to the licence.

Right of Appeal

If the Committee decide to refuse the grant of a Vehicle, Operator or Drivers Licence, or in the case of a disciplinary hearing, decide to suspend or revoke a Drivers Licence, the person will have the right of appeal to a Magistrates Court. In the case of refusal to grant a Hackney Carriage Proprietors Licence, appeal will be to the Crown Court.

General Advice

- The Appeals Committee is a formal meeting where members sit in a quasi-judicial manner. This means that the Committee has to act in a similar fashion to a Court or Tribunal. It is therefore important that persons appearing before Committee should behave and dress in an appropriate manner.
- If a person appears before the Committee following a complaint about their conduct, they should not attempt to speak to the complainants/witnesses prior to the meeting as this could be deemed to be harassment.

How to make a 'taxi' related complaint

To make any complaint regarding a licensed driver or vehicle please make your complaint in writing to the Council's Licensing Team using the contact details below.

Licensing Team
Breckland Council
Elizabeth House
Walpole Loke
Dereham
Norfolk NR19 1EE

e-mail: licensingteam@breckland.gov.uk
Telephone 01362 656870

SECTION 1

General Licensing Policy

These are the general requirements that need to be met by a vehicle, operator or driver, licensed by this Council. The policy is also made with consideration to the Council's priorities for the Breckland area of

- a safe and healthy environment,
- a well planned place to live which encourages vibrant communities and
- a prosperous place to live and work.

Applications for all licences relating to hackney carriages or private hire will be determined according to their particular circumstances, but shall be subject to the following Policy unless good reasons can be shown why the Council should depart from it:

PART A –

All Vehicles

Breckland Council will not grant or renew a licence unless satisfied that the vehicle is suitable to be a licensed vehicle, is in a suitable mechanical condition, safe and comfortable.

Duration of Licence

A vehicle licence, once granted, will be for one year.

Insurance

A vehicle must have a current certificate of insurance or cover note which complies with the requirements of Part VI of the Road Traffic Act 1972 and which clearly covers the use to which the vehicle is to be put.

Excise Licence (Road Tax)

There should be a valid excise licence for the vehicle.

Vehicle Registration Document (V5)

A vehicle registration document must be produced at the grant or renewal of a licence.

Age

Breckland Council will licence vehicles up until the vehicle is **8 years** of age from the date of first registration with the DVLA subject to the passing of the Council's annual inspection and mechanical test at a Council approved testing station.

Once a vehicle exceeds 8 years of age from the date of first registration with the DVLA, the vehicle will be considered for licensing subject to passing a 6 monthly vehicle inspection and mechanical test at an approved Council testing station.

Exceptions to Age Requirement

The exception to this are:-

- Limousines/Specialist Vehicles

The Authority will not re-licence this type of vehicle if it is more than 10 years old.

Vehicle Specifications

- a. The vehicle shall have four side opening doors (designed for the purpose of permitting persons access to/from the interior) - any lift-up tailgate shall not be included; or a vehicle shall have three side opening doors (designed for the purpose of permitting persons access to/from the interior) and two rear opening doors (designed for the purpose of permitting persons access to/from the interior).

Any seat adjacent to the nearside door of the passenger compartment of a vehicle must be removed to permit clear and unobstructed entry to and exit from the back row seating of the compartment. No person entering or exiting from a vehicle should have to remove or dismantle any seat or other obstacle, or to climb over any person being carried in the vehicle, or have any other person leave their seat to facilitate them entering or exiting the vehicle.

Any vehicle's suitability for licensing will also be determined by the positioning of its seating, fittings and fixtures for the ingress and egress of passengers and their safety.

- b. The vehicle is right-hand drive.
- c. The vehicle must have EU Type Approval
- d. If c. cannot be satisfied then a Department of Transport Certificate of Single Vehicle Approval must be produced.
- e. In the case of Hackney Carriages a vehicle should not be of such a length which takes up excessive space on a taxi rank and in any case the vehicle must not be in excess of 5 metres in length.
- f. In the case of a Private Hire vehicle its appearance must not lead people to believe it is a Hackney Carriage.
- g. No vehicle will be licensed unless it can accommodate at least four passengers.
- h. The vehicle must have seats with a minimum width of not less than 400mm (15-17 inches) per person.
- i. The vehicle shall be fitted with appropriate seatbelts to the front and rear seats of the vehicle. The number of seat belts fitted to the vehicle shall correspond with the number of passengers the vehicle is licensed to carry plus the driver.
- j. All wheelchair accessible vehicles shall be properly equipped with properly mounted fittings for the safe securing of a wheelchair and a passenger seated in it, when carried in the vehicle.
- k. If a mechanical hoist is fitted to the vehicle this will be required to be inspected annually by the manufacturer or his approved agent and a certificate produced to that effect.

Passenger Limits

Vehicles capable of carrying up to eight passengers but without an aisle or free access to a door for each passenger, will be licensed to carry four passengers on safety grounds.

Vehicle Test Standards

- a. The Authority will not grant/renew a vehicle licence unless the person examining it (for the Authority) has confirmed that it meets the standards

specified in Breckland Council's Manual of Inspection Standards for vehicles at Appendix A and, at the same time, the vehicle has been certified roadworthy to MOT standard and has a current MOT certificate. Vehicles of a class that are not subject to 'EU Type approval' and are being tested for the first time will be additionally tested to ensure tyres and any other aspect of the vehicle are safe and mechanically sound as possible for the passenger.

Costs of such testing must be paid by the person wishing to licence the vehicle. In addition the history of the vehicle will be taken into consideration when determining whether the vehicle should be licensed.

- b. A vehicle may be required to be re-examined, when the licence has been in force for six months, to ensure that it continues to meet the standards referred to in (a) above
- c. A vehicle which fails an inspection/safety check during the currency of a licence with Breckland Council will have the fault(s) rectified and the vehicle re-inspected within 2 months of the original inspection – failure to do so will lead to the automatic revocation of the vehicle licence.
- d. A vehicle may be inspected by an authorised officer of the Council or a Police Officer, at all reasonable times. If the person inspecting the vehicle is not satisfied as to the fitness of the vehicle he may give written notice to the proprietor/operator to make the vehicle available for further inspection and testing at such reasonable time and place as may be specified and the vehicle licence may be suspended until the authorised officer or police officer is so satisfied. If the authorised officer or police officer is not satisfied within two months of the initial inspection the Vehicle licence shall be deemed revoked. An authorised officer or police officer may permit other persons to examine the vehicle on their behalf (e.g. VOSA).

Vehicle Inspections

All vehicles being presented for testing at the approved Council testing station shall be in clean condition. The under chassis should have been cleaned to allow the tester to inspect the vehicle. The tester will refuse to test a vehicle that does not conform to this requirement.

Exterior Bodywork and Wheel trims

The bodywork of the vehicle shall be in good condition and shall be as originally fitted by the manufacturer. Wheel trims must be fitted to all road wheels where part of the manufacturer's original specification.

Upholstery

All upholstery shall be clean and in a well maintained condition. No tear, crack, hole or burn will be acceptable. Upholstery includes seats, headrests, armrests, carpets and other trim.

Fittings

All fittings shall be properly maintained and in good working order. Fittings include ashtrays, clocks, interior lights, sun blinds, door surrounds, grab handles, other

equipment provided for passenger comfort and any equipment in, on or forming part of the vehicle including wheelchair ramps and securing fitments where the vehicle is to be licensed to carry wheelchair bound passengers.

Roof and Floor Coverings

These should be clean and in good condition, with no tear or other damage.

Fire Extinguishers

A fire extinguisher must be provided in an easily accessible position capable of being reached without delay. Identification tags will be provided for each extinguisher.

Vehicles Powered by Liquid Petroleum Gas (LPG)

An applicant for a licence involving a vehicle which has been converted to run on LPG will be required to produce, prior to a licence being issued, a certificate issued by a member of the LP Association confirming that the LPG installation conforms with the Association's Code of Practice and is therefore considered safe.

The vehicle will be required to undergo an annual service by a person competent in LPG powered vehicles in addition to the Councils Manual of Inspection Standards.

If an LPG conversion involves installation of an LPG fuel tank in a vehicle's boot space (and possible relocation of the spare wheel) it shall be a requirement that an amount of space shall remain free for the storage of a reasonable amount of luggage and any spare wheel displaced as a result must be stored in a location that does not impinge on the passenger carrying area of a vehicle.

Tinted Windows (Without prejudice to the Road Vehicles (Construction & Use) Regulations 1986)

The Authority will not licence a vehicle if any window, other than stated by VOSA, which states the windscreen must have 75% of light is transmitted through it, the rear window and side windows must have 70% of light is transmitted through it, unless the following criteria can be met:

- a. The vehicle is a limousine or luxury type (see below for definition of limousine) and
- b. The vehicle will not be engaged at all in any contract for the carriage of school children or based around the carriage of children/young persons.

The Operator must, unless such a vehicle has been specifically requested, inform a hirer that such a vehicle will be supplied.

Taximeters

All Hackney Carriage vehicles licensed or to be licensed shall have a taximeter fitted unless an exemption has been approved. Private Hire vehicles, licensed or to be licensed, may have a taximeter fitted. Any vehicle fitted with a meter shall be tested on the road by reference to a measured distance to establish that the taximeter is accurate. In relation to Hackney Carriages the test shall be to establish that the meter does not produce a fare in excess of the maximums prescribed the current Hackney Carriage Fare Tariff approved by the Council.

In relation to Private Hire vehicles the test shall be to establish that the meter does not produce a fare in excess of the operator's current fares.

Where a Private Hire Vehicle is fitted with a Taximeter a table showing the current fares of the operator shall be displayed inside the vehicle in such a position that it is clearly visible to passengers. In all cases taximeters shall be fitted in such way that they are visible to passengers.

Taximeters fitted to Hackney Carriages (and Private Hire vehicles, if provided with one), which are to be licensed for the first time, must be one of the makes/types listed in Appendix B or any other that is specifically approved by the Council.

Unfit Vehicle Notices

These will be issued by Authorised Officers and Police Officers where vehicle defects give cause for concern.

Immediate Unfit Notices will be given if the vehicle appears to be unsafe to carry members of the public. Once a Notice is issued the vehicle must not be used for hire with immediate effect. The vehicle must be presented to either an officer or the Councils approved testing station with the faults rectified. Only after this will the Notice be lifted and the vehicle can then be used for hire.

If the Notice is not lifted within 2 months revocation of the vehicle licence will take place.

Deferred Notices can be issued which means the vehicle can continue to be used for the time specified and the faults rectified within a specified time. When the faults are rectified the vehicle must be presented to a Council approved testing station for inspection, or if arranged, to an Authorised Officer for them to inspect and to lift the notice.

Advertising on outside of vehicle

Breckland Council will allow advertisements to be placed upon a vehicle subject to the following:

- a. The proprietor of a licensed vehicle shall not display or permit to be displayed on the vehicle any sign or advertisement whatsoever unless written permission has been obtained from the Council.
- b. Advertising is to be limited to the front door and back door panels of licensed vehicles. Advertising on parts of the vehicle over and above front and back door panels may be considered but only after prior written approval of the Council has been given. However, no advertising will be permitted to the windows of the vehicle.
- c. All advertisements shall comply with the British Code of Advertising Practice and shall be in a form acceptable to the Advertising Standards Authority. The Council reserves the right to require the licensee to withdraw from display any advertisement which may be considered inaccurate, misleading, unlawful, defamatory, in bad taste or of an unacceptable standard.

- d. No advertisement will be permitted that relates to or advertises alcohol, nudity, gambling, smoking materials or of a political nature.
- e. The same advertising must be displayed on the front nearside and offside doors of vehicles.
- f. Any advertising may cover both doors.
- g. Advertising may not be stuck over door trims. Door trims may not be removed to accommodate advertising.
- h. In the case of Private Hire Vehicles advertising is subject to the specific exclusion of the words "taxi", "cab" or "hire" the use of which will not be permitted.

Advertising on inside of vehicle

Advertising will be permitted on the inside of purpose built hackney vehicles but is limited to the base of the pull down spring seats subject to the following:

- a. All adverts shall comply with the British Code of Advertising Practice and shall be in a form acceptable to the Advertising Standards Authority.
- b. No advertisement shall relate to or advertise alcohol, nudity, gambling, smoking materials or of a political nature. The council reserves the right to withdraw from display any advertisement which may be considered inaccurate, misleading, unlawful, defamatory, in bad taste or of an unacceptable standard.

Licence Plate Content

Any external or internal licence plate issued by the Authority will include the following information:

- a. Licence No.
- b. Registration No.
- c. Licence expiry date.
- d. No. of passengers.

Dual Plating

Dual Plating will not be permitted where different requirements of design, age or other local conditions apply.

Dual plating will also not be permitted where taximeters are fitted and the tariffs for each local authority differ.

Trailers

A licensed vehicle will be permitted to tow a trailer provided that:-

- a. The proprietor presents the trailer for a compliance inspection at an approved Council testing station prior to its first use and again at each inspection of any vehicle on which the trailer is authorised to be used. If found to be satisfactory a permission will be allowed for one year. The trailer shall also be submitted for further inspections as the Council may require.
- b. The trailer must only be used on pre-booked journeys when excess luggage is to be carried and not for general use.
- c. The trailer must comply with all aspects of current legislation and is of a type recommended by the vehicle manufacturer as being suitable for the intended towing vehicle.
- d. The trailer must be purpose built and manufactured for the purpose of which it was intended.
- e. The tow bar and fitting should be of a type approved by the manufacturer of the vehicle and fitted by an approved agent.
- f. No advertising will be permitted on any part of the trailer.
- g. The trailer shall carry an appropriate spare wheel and correctly inflated spare tyre at all times that it is in use.
- h. The trailer must be of a design that when close coupled to the prime mover (the vehicle towing it) it does not interfere in any way whatsoever with the operation of any rear door, emergency exits or wheelchair access ramps.
- i. The trailer must be hard bodied and be fitted with securely fastening covers, which can be hard top or canvas tarpaulin type, to prevent the ingress of liquid on to any luggage being carried. The trailer shall be covered at all times whilst in transit.
- j. The trailer must be plated by the manufacturer specifying the maximum load to be carried.
- k. There must be current insurance which must be produced to an officer on request to prove the vehicle is insured to tow a trailer and that there is adequate cover for the carriage of luggage and/or goods.
- l. Any defect or damage of any kind occurring on the trailer must be reported to the Council as soon as possible or in any case within 72 hours.
- m. A trailer is not permitted on a hackney carriage rank.
- n. When the approved trailer is used with the licensed vehicle, a Breckland Council licence plate should be affixed to the rear of the trailer and made clearly visible.

- o. The kerbside weight of the trailer when fully laden should not exceed that determined by the vehicle manufacturer as being the safe towing weight limit.
- p. It is the proprietor's responsibility to ensure that the trailer towed by his vehicle complies with the legislation and licensing conditions.
- q. It is the proprietor's responsibility to ensure the driver towing the trailer holds the appropriate category DVLA licence.

PART B –

Hackney Carriages

Restriction on Numbers of Licensed Vehicles

This Council will not restrict the number of licences that it issues.

Taximeters

The Council requires every vehicle licensed as a Hackney Carriage to be fitted with a taximeter. The Taximeter shall be of a type specified in the table in Appendix B or approved by Breckland Council.

Roof Signs

The Council requires all Hackney Carriage vehicles to be fitted with roof-mounted signs.

Breckland Sign

A sign approved by Breckland Council shall be permanently fixed to and displayed on each rear door of the vehicle.

Vehicle Licence

Breckland Council may suspend, revoke or refuse to renew a Hackney Carriage Vehicle Licence on the following grounds:

- a. The vehicle is unfit for use as a licensed Hackney Carriage.
- b. The proprietor or driver has committed an offence under, or failed to comply with the provisions of the relevant Acts.
- c. Any other reasonable cause.

The Council must give notice of the grounds for doing so within 14 days.

An applicant for a Breckland Council Hackney Carriage vehicle licence has a right of appeal to a Magistrate's Court, if aggrieved by any condition attached to a licence or by a refusal to grant a licence or by a decision to suspend, revoke or refuse to renew a vehicle licence. This appeal must be implemented within 21 days of receipt of the notice.

Hackney Carriage Stands

Hackney Carriage stands are provided by Breckland Council in the following places and shall be a stand for such number of hackney carriages as is specified in the list:-

Forecourt on Thetford Railway Station	6
Bridge Street Car Park, Thetford (adjacent to the pedestrian bridge across the Rivers Ouse and Thet)	4

Well Street, Thetford (on the west side of the street to the south of the layby)	5
Pike Lane Car Park (6.00 p.m. - 1.00 a.m. only)	2
Mill Lane Car Park (6.00 p.m. - 1.00 a.m. only)	2
Quebec Street, Dereham	8
Queens Square, Attleborough	1
High Street, Watton	1
Opposite Pedlars Car Park, Swaffham	1

Only licensed Hackney Carriages may ply for hire from these stands.

The Council has produced conditions which are attached at Section 2.

PART C –

Private Hire Vehicles

Taximeters

A Private Hire vehicle may be fitted with a taximeter. If a taximeter is fitted it shall be of a type specified in the table in Appendix B or approved by Breckland Council.

Roof Signs

The Council will not permit a Private Hire vehicle be fitted with a roof-mounted sign of any kind.

Vehicle Licence

Breckland Council may suspend, revoke or refuse to renew a Private Hire Vehicle Licence on the following grounds:

- a. The vehicle is unfit for use as a licensed Private Hire vehicle.
- b. The proprietor or driver has committed an offence under, or failed to comply with the provisions of the relevant Acts.
- c. Any other reasonable cause.

The Council must give notice of the grounds for doing so within 14 days.

An applicant for a Breckland Council Private Hire Vehicle licence has a right of appeal to a Magistrates Court, if aggrieved by any condition attached to a licence or by a refusal to grant a licence or by a decision to suspend, revoke or refuse to renew a vehicle licence. This appeal must be implemented within 21 days of receipt of the notice.

Stretched Limousines

A “stretched limousine”, is a saloon type vehicle that has undergone an increase in length by extending the wheelbase after manufacture. An “American stretched limousine” is a stretched limousine imported from the USA and typically will have been manufactured originally by Lincoln (Ford) or Cadillac.

The purpose of this Policy and subsequent conditions is to protect public safety. The conditions will apply in addition to the Authority’s standard conditions for private hire vehicles and take account of the fact that stretched limousines will:

- a. travel generally at slower speeds than normal taxis
- b. not normally overtake other vehicles
- c. be easily recognisable by the hirer
- d. be heavier and considerably longer than standard cars

- e. be adapted or converted by someone other than the original manufacturer.

For the purposes of calculating the seating capacity of a vehicle the minimum width of a passenger seat is 400mm (16 inches). In the case of an 'L' shaped seat, sufficient space must be made available in the corner to prevent the passenger on one side of the corner encroaching on the passenger on the other side.

In the case of a stretched limousine, or American stretched limousine, where the vehicle has been constructed or adapted to seat up to 8 passengers, originals of the following documentation will be required by the Council before an initial application for a vehicle licence can be considered:

- a. Completed importation documentation where applicable and single vehicle approval (SVA) certificate. Please note a Minister's Approval Certificate is not acceptable.
- b. Proof the 'stretch' was performed by the manufacturer or by a Coachbuilder approved by the vehicle manufacturer i.e. American Limousines must have been built by an approved coachbuilder under the QVM programme for Ford Vehicles or the CMC programme for Cadillac Vehicles.
- c. DVLA Registration Document (V5).
- d. Valid Certificate of Insurance, with cover for hire and reward.
- e. Current MOT certificate issued by an approved Testing Station.
- f. Where applicable, an installation certificate from a Liquefied Petroleum Gas Association (LPGA) Approved UK Vehicle Conversion Company, in the case of vehicles converted to run on LPG.
- g. Valid Road Vehicle Excise licence disc.
- h. The vehicle is not more than 10 years old.

The Council has produced conditions which are attached at Section 3.

PART D –

Private Hire Drivers' Licences

Before a person is licensed, or renews a licence, as a Private Hire driver the following requirements shall be met;

- 1a. All applicants/Drivers must be in possession of a full driving licence issued by the DVLA or a licence from an EEA or EU state and that licence must have been in place, for at least, the preceding 12 months.
- 1b. Any applicant must be medically examined by a qualified medical practitioner at the practice where the applicant is registered and must be considered fit enough to meet at least the standards required for the grant of a Group II driving licence as recommended by the Driver Vehicle Licensing Agency
- 1c. A first time applicant, or an applicant whose previous licence expired more than 28 days previously, must produce a certificate issued by the Driving Standards Agency that he/she has taken and passed the agency's Taxi/Private Hire Driving Assessment Test.
- 1d. An enquiry shall be made of the Driver Vehicle Licensing Agency to establish the validity of any applicant's UK driving licence and any motoring convictions recorded against him/her in order to confirm that the applicant is a fit and proper person to hold, or continue to hold, a licence. The applicant will be required to authorise the Council to make such enquiries.
- 1e. Any applicant's criminal record shall be checked via the Criminal Records Bureau at "enhanced" level in order to confirm that the applicant is a fit and proper person to hold a licence. The applicant will be required to complete the necessary forms for the purpose. If a Criminal Records Bureau check is not applicable, the applicant must provide a certificate of good citizenship or equivalent from every country where the applicant has been resident during the previous 5 years.
- 1f. Any applicant must make a declaration (by means of a form or questionnaire provided for the purpose) as to any criminal or motoring convictions recorded or pending against him/her in order to confirm that the applicant is a fit and proper person to hold a licence.
- 1g. The DVLA. licence must cover the appropriate category for the vehicle being driven i.e. Class C1 for limousines.
- 1h. If applicable, a valid work permit.
2. All holders of a Private Hire Drivers' licences shall be required to take and pass a medical examination as described in 1(b) above when, re-applying for the grant of a standard term licence; annually from age 65 or at any other time that may be prescribed by a medical practitioner or at any time as may be required by an Authorised Officer. If a medical certificate is not produced when requested, the Council may consider suspension/revocation of a Drivers licence. If there is a change in a Drivers medical fitness to drive a vehicle, they must notify the Licensing Team as soon as possible or no longer than 72 hours after the change in circumstances.

3. In relation to the consideration of convictions and cautions recorded against persons the Council has adopted the policy set out in Appendix C under Convictions Policy.
4. A Private Hire Driver's Licence shall be valid for a standard term of three years (unless a shorter period is appropriate).
5. If a Driver accrues 6 or more points in a 12 month period on his/her DVLA licence, they will be require to appear before Committee for possible suspension/revocation of their Drivers Licence.
6. Any Driver who receives, during the currency of their licence, a conviction for drink driving will automatically have their licence suspended by an Authorised Officer and will be required to appear before Committee for consideration of revocation of their licence.

The Council has produced conditions which are attached at Section 5.

PART E –

Private Hire Operators

1. A Private Hire Operators Licence shall be valid for a period of three years. Breckland Council will only grant operators licences to operators five miles outside of the county district.
2. The applicant for the grant of a new licence or renewal of an existing licence will be required to provide a Basic level (unspent) criminal convictions certificate to aid in establishing if an applicant is a suitable person to hold an operator's licence. This is because a Private Hire Operator will be in possession of information on members of the public whereabouts and will be dealing with the public face to face and/or over the telephone, possibly coming into contact with vulnerable people. If the applicant is a company the criminal record check should be carried out on the director and/or secretary. If the applicant is a partnership both partners shall provide a criminal record check. The applicant is required to complete necessary forms for this purpose.

If a Private Hire Drivers Licence is held an additional Basic Criminal check will not be necessary.

If an applicant has not been resident in the UK for the last 5yrs a certificate of good conduct from an overseas embassy may be acceptable in place of a Basic level Criminal Record Check.

3. The applicant must make a declaration (by means of a form or questionnaire provided for the purpose) as to any criminal or motoring convictions recorded or pending against him/her in order to confirm that the applicant is a fit and proper person to hold a licence.
4. An Operator must not include in his trading title any reference to "taxi" or "cab".
5. An Operator must ensure that all vehicles and drivers working for them are licensed by Breckland Council.
6. An Operator must keep records of bookings and produce these to an authorised officer or police officer on request. The content of these will be as prescribed by the Council.
7. The Operators licence must be produced on request of an authorised officer or police officer on request.
8. An operator must, if possible, accept a booking for a Private Hire vehicle if the booking is requested by or on behalf of a disabled person, or a person who wishes a disabled person to accompany him/her.
9. An operator cannot make an additional charge for the carriage of an assistance dog.

The Council has produced conditions which are attached in Section 5

PART F –

Byelaws

1. The Council has adopted a national set model of byelaws which control the licensing enforcement of Hackney Carriage drivers and Hackney Carriage proprietors.
2. The byelaws are attached at Appendix D.

PART G –

Penalty Points System

The penalty points which can be imposed on the drivers of Private Hire Vehicles and Hackney Carriages, proprietors of vehicles and Operators of Private Hire Vehicles are shown below. This system is designed for the public interest, as an aid to ensure continued public safety and to give the individual concerned a chance to rectify any relatively minor breaches of licence conditions without the need to resort straight to suspension/revocation or prosecution.

If an individual concerned accrues a total of 9 points within a 3 year period then he/she will automatically be referred to Committee to show just cause why their licence should continue.

Infringement	Penalty
Failing to have a Private Hire Driver or Hackney Carriage Driver badge in his possession whilst driving a licensed vehicle.	3 Points
Not having an appropriate Fire Extinguisher and/or first aid kit in the vehicle.	3 Points
Failing to notify the Licensing team, in writing within 7 days, of any points or convictions being imposed.	3 Points
Failing to notify the Licensing team, in writing, of a change of address within 7 days.	3 Points
Failure to produce a valid insurance certificate/cover note within 7 days of request.	3 Points
Failure to carry White/Yellow Book whilst driving a licensed vehicle	3 Points
Failure to display any Plates, Signs or Notices required by Breckland Council	3 Points
Failing to notify the Licensing Office in writing, of being involved in an accident within 72 hours of the accident occurring	3 Points
Failing to deal with lost property in the correct manner.	3 Points
Leaving a vehicle unattended on the rank.	3 Points
Private Hire Operator failing to notify the Licensing team of any complaints received	3 Points
Private Hire Operator failing to maintain their records in the correct format	3 Points
Failure to attend the Council Offices when directed by an authorised officer.	3 Points
A licensed vehicle not carrying a spare wheel that is capable of being used.	3 Points
The issue of an Unfit vehicle notice for any reason other than for an accident	3 Points
Failure to notify the Licensing Office of any change in medical fitness to drive	6 Points

B r e c k l a n d C o u n c i l

Manual of Inspection Standards

Section A – Brakes

A

A1 Performance of Footbrake – Roller Brake Test

Method of Inspection

1. The test procedure as follows:
 - (a) Have the vehicle positioned so that each axle is in turn positioned over the roller brake test machine.
 - (b) With ONE set of rollers revolving at a time gradually depress the footbrake pedal to determine maximum braking effort at each front wheel. When maximum braking effort has been determined and noted release the pedal and check for brake bind.
 - (c) Start BOTH rollers together and gradually apply and release the footbrake and check for any time lag in the way the braking effort increases or decreases at each wheel.
 - (d) Hold a steady pedal pressure and check on the dial for brake force fluctuations.
 - (e) Repeat this sequence for the rear wheels.

Note: Tyre pressures to be to vehicle and/on tyre manufacturer's recommended values.

Reasons for Rejection

1. With footbrake fully applied:
 - (a) There is little or no braking effort at any wheel equipped with a brake operated by the footbrake.
 - (b) The braking effort from any wheel is less than 75% of the effort from another wheel on the same axle.
 - (c) The specified minimum braking effort of 50% is not met.
2. With the footbrake applied and held at a steady pressure the braking effort fluctuates in a regular manner with each revolution of the road wheel to such an extent that it is clear that there is ovality of the brake drum.
3. There is evidence of severe brake grabbing or judder during brake application.
4. Brake mechanism on the wheel sticking, indicated by any time lag before:
 - (a) An increase in the reading is obtained.
 - (b) The reading decreases, on releasing the brakes.
5. A brake on any wheel binding, indicated by a continuous significant reading of brake effort without an application of a brake system.
6. There is any modification, alteration or part fitted to any part of the footbrake system which does not conform to the Manufacturer's specification.

A2 Performance of Handbrake – Roller Brake Test

Method of Inspection

1. The test procedure as follows:
 - (a) With the roller brake test machine driving each wheel in turn, apply the handbrake slowly until each road wheel is just at the point of skip relative to the rollers, or until the handbrake is fully applied, whichever occurs first.
 - (b) Note the braking effort indicated on the dial from the brake of each road wheel.

Reasons for Rejection

1. With the handbrake fully applied:
 - (a) There is little or no braking effort at any wheel equipped with a brake operated by the handbrake.
 - (b) The braking effort from any wheel is less than 50% of the effort from the other wheel on the same axle.
 - (c) The specified braking effort of 16% is not met. On single line braking systems a braking effort of 25%.
2. There is any modification, alteration or part fitted to any part of the handbrake mechanism which does not comply with the Manufacturer's specification.

A3 Condition of Mechanical Brake Components

Method of Inspection

1. Examine the mechanical components of the brakes which can be seen without dismantling, looking particularly for:
 - (a) Badly chafed rods or leavers.
 - (b) Corroded, frayed or knotted cables.
 - (c) Corroded or damaged rods, levers or linkages.
 - (d) Wear in eyes of relay levers or compensator pivots
 - (e) Wear in clevis joints, stationary pins or pivots.
 - (f) Absence or insecurity of locking devices or split pins.
 - (g) Thin brake pads.

Reasons for Rejection

1. Brake rods reduced in diameter by more than one third of the original dimensions.
2. Cables knotted or so heavily corroded, or with wires broken to such an extent that its strength is reduced significantly and is likely to fail in service.
3. Serious reduction in strength of any component due to corrosion, wear, fatigue, damage or fracture.
4. The absence or insecurity of any locking device or split pin.
5. Brake pads less than 1/16th (1.5mm) thick at any point.
6. Insecure or fractured brake drum.

A3 Continued

Method of Inspection

- (h) Insecurity or fractures of brake drums.
- (i) Any restriction of the free movement of the system.
- (j) Any abnormal movement of levers or compensators, indicating maladjustment or excessive wear.
- (k) Insecurity of brake back plates, wheel cylinders or adjusters; broken or absence of return springs.

Reasons for Rejection

- 7. Any restriction to the free movement of the system.
- 8. Any abnormal movement of levers, compensators, clevis pins, pivots, eyes or yokes indicating maladjustment, excessive wear or absence of anti-rattle washers.
- 9. A brake back plate, wheel cylinder or adjuster securing bolt loose or missing; return springs missing or broken.
- 10. Excessive contamination of a brake drum or backing plate by brake fluid, lubricating oil or grease.

A4 Condition of Brake Pipes and Brake Hoses

Method of Inspection

- 1. Examine all accessible brake pipes to ensure that they are correctly routed, in a serviceable condition, free from chafing, external corrosion and damage.
- 2. Check that all rigid pipes are securely held by clips or other means and that rigid pipes and flexible hoses are not fouled by moving parts.
- 3. Examine all flexible hoses to ensure that they are not constrained in tight bends, that they have adequate room to move as necessary without fouling any other part of the vehicle and that they are not chafed, stretched or deteriorated or exposed to excessive heat.

Reasons for Rejection

- 1. Pipes or hoses incorrectly routed, chafed, corroded or damaged.
- 2. Pipes or hoses inadequately clipped or otherwise supported.
- 3. Pipes or hoses so positioned as to be liable to be fouled by moving parts to be exposed to excessive heat.
- 4. Any kinking of pipes or hoses.
- 5. A stretched or twisted hose.
- 6. Inadequate room for hoses to move resulting in fouling on any other part of the vehicle.
- 7. Chafing or deterioration of hoses.

A4 Continued.

Method of Inspection

4. Check whether there are leaks in the system particularly when the brakes are applied.
5. Examine hoses for signs of weakness under pressure with the footbrake fully applied.

Reasons for Rejection

8. Any leaks in the system.
9. Any bulging of a flexible hose.

A5 Condition of Servos, Vacuum Pumps and Hydraulic Brake Components

Method of Inspection

1. Examine servo and vacuum pump for security of mounting, operation and for leaks.
2. Examine servo and vacuum pump for damage, corrosion and for presence and condition of hoses.
3. Examine vacuum pump drive belt for correct tension, condition and pulley alignment.
4. Examine all wheel cylinders, limiter valves, master cylinders and reservoirs for security of mounting and evidence of leaks.
5. Where practical, check that the reservoir cap is fitted.
6. Check the condition and level of the brake fluid reservoir.
7. Check the operation of the brake fluid level warning lamp.

Reasons for Rejection

1. A servo or vacuum pump that is securely mounted, not operating correctly or leaking.
2. A servo or vacuum pump that is damaged or excessively corroded or has damaged or leaking hoses.
3. A vacuum pump drive belt that is unserviceable, incorrectly tensioned or drive pulley misaligned.
4. A wheel cylinder, limiter valve, master cylinder or reservoir that is insecurely mounted or shows evidence of leaking; a bleed valve broken.
5. Brake fluid reservoir cap missing.
6. Brake fluid contaminated or insufficient.

A6 Footbrake and Handbrake – Condition and Operation – Inspection in Drivers Cabin

Method of Inspection	Footbrake	Reasons for Rejection
<ol style="list-style-type: none"> 1. Check the anti-slip provisions on the pedal pad. 2. Move the pedal from side to side and examine the condition of the pedal bearing. 3. Depress the pedal to check for fouling on parts of the vehicle. 4. Depress the pedal fully and check the position of the pad relative to the floor, and keeping it under steady pressure note whether the pedal tends to creep down. 5. Examine the security of the pedal pad to the pedal and the pedal to the operating lever. 6. Examine the condition of the pedal. 7. Depress the pedal and note whether there is 'sponginess'. 8. By repeated applications of the footbrake pedal gradually empty the pressure/vacuum braking system. Check that after the warning device has operated there is still enough pressure or vacuum in the system for the brakes to be applied at least twice more with pressure or vacuum assistance. Completely exhaust system and note whether servo is operating satisfactorily by partially depressing pedal, starting the engine and noting whether pedal can be felt to dip. 9. Check that pressure/vacuum visual or audible warning device if fitted is working correctly. 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 	<ol style="list-style-type: none"> 1. Anti-slip provision on the brake pedal pad is missing, loose or worn smooth. 2. Excessive side movement of the pedal at right angles to its normal movement indicating a badly worn pedal pivot. (If this is suspected and cannot be checked from the driver's cabin position it must be inspected from underneath the vehicle or in the engine compartment). 3. The pedal is fouling parts of the vehicle to such an extent that the free movement of the pedal is obstructed. 4. When the pedal is fully depressed, there is insufficient reserve clearance between the back of the pedal and the floor or the pedal creeps down when held at a steady pressure. 5. Insecurity of any attachments to the pedal stalk. 6. The pedal is fractured, excessively corroded or functionally incomplete. 7. There is sponginess when the pedal is depressed. 8. No dip can be felt when the engine is started, indicating vacuum assistance is not working satisfactorily. 9. A visual or audible warning device has been removed or is not working correctly. 10. The warning device is not illuminated, or the function of which is not readily visible to the driver during the hours of darkness.

A6 Continued

Method of Inspection	Handbrake	Reasons for Rejection
11. Note the position of the handbrake lever and its condition.		11. Insufficient pressure or vacuum to give assistance to the brakes for at least two or more applications after the warning device has operated.
12. With the handbrake lever in the 'off' position:		12. The handbrake lever is fractured or badly corroded.
(a) Note the amount of sideplay in the lever pivot by moving the lever from side to side.		13. The play in the lever pivot is such that early failure seems likely, or the pawl may inadvertently disengage.
(b) Check the security and condition of the lever and pawl mechanism pivots and their mountings.		14. The condition of the pawl mechanism pivot is such that early failure is likely.
13. Without operating the pawl mechanism, apply the brakes slowly and check the effective operation of the pawl mechanism by listening for definite and regular clicks as the pawl moves over the ratchet teeth.		15. The pawl spring is not pushing the pawl positively into the ratchet teeth or the ratchet has broken, or has excessively worn teeth.
14. When the handbrake is fully applied:		16. When knocked, the lever is not held in the 'on' position.
(a) Knock the top and each side of the lever and check that the lever is held in the 'on' position.		17. When the handbrake is fully applied there is no possibility of further movement of the lever because it is at the end of its working travel on the ratchet, or because it is fouling adjacent parts of the vehicle.
(b) Check that the lever is not at the end of its working travel and that there is no fouling of adjacent parts.		18. The lever is impeded in its travel.
15. Check for excessive corrosion, fracture or severe distortion of the vehicle structure or panelling adjacent to the handbrake lever mounting.		19. The lever is so positioned that it cannot be operated satisfactorily.
		20. The lever mountings are insecure or there is excessive corrosion, fracture or severe distortion of a load bearing member of the vehicle structure or panelling within 30cm (11/4 inches) of the handbrake lever mounting. (If this is suspected and cannot be checked from the driver's cabin position it must be inspected from underneath the vehicle.
		21. The absence of insecurity of any locking or retaining device.

B r e c k l a n d C o u n c i l

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Section B – Steering

B

B1 Steering Linkages

Steering Linkages

Method of Inspection

1. With the road wheels on the ground and the steering wheel rotated clockwise and anti-clockwise against road resistance, examine the steering mechanism from the point where the sector shaft and the drop arm are secured, to the point where the steering arms are secured to their fixings. During this inspection check for:
 - (a) Wear at joints.
 - (b) Fracture of components.
 - (c) Insecurity of components.
 - (d) Presence of locking or retaining devices.
 - (e) Condition of steering ball joint gaiters.
2. With the road wheels off the ground, with the suspension in the normal laden position (see Note 2), and rotating the steering wheel through its full working range, check for:
 - (a) Fouling of wheels, tyres and steering components with any part of the vehicle.
 - (b) Security and effectiveness of steering overlock stops.
3. Check for any welding repairs and for evidence of excessive heat having been applied to components.

Reasons for Rejection

1. Relative movement exists between the sector shaft and the drop arm.
2. A ball pin shank is loose.
3. A trackrod or drag link end loose or misaligned.
4. A perished, split or displaced steering ball joint gaiter.
5. Excessive wear on a steering joint.
6. Insecurity of any part fixed to the chassis.
7. Relative movement between a steering arm and its fixtures.
8. A component fractured or so cracked, damaged or deformed that it is likely to fail.
9. The absence or insecurity of any locking or retaining device.
10. A component of the steering linkage, road wheels or tyres fouling any part of the vehicle.
11. Steering lock stops failing to prevent overlock.
12. A component, having been structurally repaired by welding or otherwise, showing signs of excessive heat having been applied.
13. The steering geometry is incorrectly aligned through maladjustment or damaged or spurious parts.

Note 1: A vehicle fitted with power steering must be inspected with its engine running.

Note 2: The front suspension is maintained in its normal laden position and keeping the road wheels free by means of a suitable beam or supports placed under the lower coil spring pans.

B2 Steering Controls

Steering Wheel

Reasons for Rejection

Method of Inspection

1. Check steering wheel for alignment in straight ahead position.
2. Rock the steering wheel from side to side at right angles to the steering column and apply a slight downward and upward pressure to the rim of the steering wheel (in line with the column) with both hands, noting the condition of the steering wheel, hub, spokes, rim and any relative movement between the steering column and the steering wheel.

1. Any relative movement between the steering column shaft and the steering wheel which indicates that there is looseness between the two.
2. Absence of a retaining device on the steering wheel hub.
3. Steering wheel hub fractured.
4. Steering wheel rim fractured.
5. Steering wheel spokes fractured. Or on saloon cars a point on the steering wheel moves more than ½" without the road wheels moving.
6. Steering wheel misaligned.
7. Cracks in the plastic covering of the steering wheel rim likely to injure driver's hands.
8. Steering wheel does not comply with manufacturer's specification.

Steering Column

Method of Inspection

1. Attempt to lift the steering wheel in line with the steering column and note the movement at the centre of the steering wheel.
2. Push the steering wheel away and put it towards the body and note the movement of the steering inner column end float.
3. Examine the universal couplings of the steering column for deterioration whilst the steering wheel is rotated, check the clamp bolts for security and that no coupling or clamp bolt fouls any other part of the vehicle or is likely to foul in service through having insufficient working clearance.

Method of Inspection

1. Excessive movement of the centre of the steering wheel in line with the steering column, (end float).
2. Excessive movement of the top of the steering column radially from the axis of the steering column (side play) indicating a badly worn top bearing, bush or insecure top mounting bracket.
3. A coupling, universal joint or shaft spline which is so worn, insecure or corroded that it is likely to fail or a coupling or clamp bolt fouls any other part of the vehicle or has insufficient working clearance.
4. A coupling clamp bolt loose or missing.

Note: In certain types of steering column there may be a certain amount of movement present which is not due to excessive wear but is a characteristic of the design.

Play at Steering Wheel

With the road wheels in the straight-ahead position, lightly turn the steering wheel to the left and right as far as possible (feeling the resistance due to the steering wheel) without turning the road wheels and note the amount of free play at the steering wheel rim.

Note: This inspection is not applicable when the vehicle is fitted with power steering.

B3 Steering Mechanism

Method of Inspection

1. With the road wheels off the ground and the steering wheel rotated from lock to lock examine the steering for smoothness of operation (see Notes 1 and 2).
2. With the road wheels on the ground and the steering wheel rotated clockwise and anti-clockwise against road resistance:
 - (a) Examine the steering box and steering idler box for wear, security of mounting and for fractures.
 - (b) Check the sector shaft and bushes for excessive wear.
 - (c) Check the steering box and idler box for oil leaks.
3. Check presence and condition of steering joint gaiters.

Reasons for Rejection

5. A retaining or locking device missing or insecure.
Play at Steering Wheel
If a point on the rim of the steering wheel moves more than 2" without the road wheels moving.

Reasons for Rejection

1. Roughness, knocking or undue stiffness in the operation of the steering.
2. The sector shaft cracked or twisted.
3. The sector shaft splines worn.
4. Excessive free play within steering box mechanism.
5. Excessive lift and/or end float of the sector shaft.
6. Oil leaks from the steering box or idler box.
7. Steering box or steering idler housing fractured.

B3 Continued

Method of Inspection

4. Examine the condition of the structure, panelling or chassis for excessive corrosion or fractures in the vicinity of the steering column upper support, steering box, idler box mounting areas.

Note 1: A vehicle fitted with power steering must be inspected with the engine running when the inspection at Item 1 is carried out.

Note 2: Vehicles should be checked with the suspension in the normal laden position (Note 2, B1, steering linkages refers).

Reasons for Rejection

- 8. Steering box or steering idler housing not mounted securely.
- 9. A steering joint gaiter split, damaged or displaced.
- 10. Excessive corrosion, severe distortion, fracture or unapproved repair in a load bearing member of the vehicle structure, panelling or chassis within 30cm, (11/4 ins), of the steering column upper support, steering box or idler box mounting areas.

B4 Power Steering

Method of Inspection

- 1. With the engine running, wheels on the ground and the steering being rocked, check:
 - (a) By feel at the steering wheel, that the system is operating.
 - (b) For leaks from the system.
 - (c) That the feed pipes are of an approved type, are free from damage and are not chafing other parts of the vehicle.
- 2. Check for security of the power steering pump and the condition of its drive system.

Reasons for Rejection

- 1. Power steering malfunctioning or inoperative.
- 2. A cracked or damaged steering box or pump.
- 3. Excessive fluid leak from power steering units.
- 4. A fluid pipe excessively damaged or fouling other parts of the vehicle.
- 5. A fluid pipe leaking.
- 6. Fluid pipes or equipment do not comply with manufacturer's specifications.
- 7. Evidence that power steering assistance has been removed or disconnected from the vehicle and where it is known that power steering is a standard fitment on the vehicle concerned.
- 8. Pump insecure or its drive system missing or defective.
- 9. Power steering that has been installed in a vehicle whose chassis is not designed to accept it.

B5 Stub Axles/King Pin Assemblies/Wheel Bearings

Method of Inspection

1. With the front suspension raised and supported, check for lift/movement on the king pin assembly:
2. Whilst each wheel is rocked:
 - (a) Note the amount of movement on the king pin assembly.
 - (b) Check for smooth action of the swivel joints and the security of the attachment to the stub axle and suspension arms.
3. Examine the visible parts of the stub axles and king pins for cracks and approved locking devices.
4. Examine the king pins/swivel joint retaining devices for security.
5. Examine the lower trunnion fulcrum joints for wear and ensure the retaining and locking devices are present and secure.
6. Examine the upper trunnion pin and rubber bushes for condition and security.
7. Spin each front road wheel in turn and listen for sound indicating roughness in the hub bearings; and gripping the wheel at TDC and BDC rock the wheel to check for play indicating incorrect adjustment for the bearings.

Reasons for Rejection

1. Undue wear or play of king pin and/or bush.
2. Lift between the stub axle and the king pin assembly such that early failure of the thrust bearing is likely.
3. King pin insecure or its pin retaining device missing.
4. Excessive wear/movement in lower trunnion fulcrum joint.
5. Fulcrum joint/cap insecure in a suspension arm.
6. A lower trunnion fulcrum pin insecure in lower eye of king pin.
7. An upper trunnion fulcrum pin is loose or worn or related rubber bushes are worn or perished.
8. The absence or insecurity of an approved retaining or locking device.
9. A cracked or damaged stub axle.
10. Roughness or tightness in the front hub bearings whilst the wheel is rotated indicating likely failure of the bearings.
11. Excessive play or insufficient clearance in the front hub bearings due to maladjustment or wear.

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Section C – Tyres/Wheels

C

C1 Tyres

Method of Inspection

1. With the front and rear wheels supported in the wheel-free position check that all tyres comply with legal requirements, (see Note 4) and note type of structure, e.g. cross-ply or radial-ply (see Notes 2 and 5).
2. Examine each tyre for:
 - (a) Cuts
 - (b) Lumps, bulges or tears
 - (c) Separation of the tread
 - (d) Exposure of ply or cord
 - (e) Incorrect seating on rim
 - (f) Valve condition and alignment and valve caps are fitted.
 - (g) Nails, stones etc embedded in tread.
3. Check the tread pattern over the whole breadth of the complete circumference of the tyre. Check the tread depth by using a tread depth gauge.
4. Check if a tyre fouls any part of the vehicle (for front tyres see B2 para 2(a)).

Reasons for Rejection

- 1.1 Does not comply with legal requirements.
- 1.2 One tyre is of a different structure type from the other on same axle (see note 5).
- 1.3 The vehicle has radial-ply tyres fitted to the front wheels and cross-ply tyres fitted to the rear wheels.
2. A tyre:
 - (a) Having a cut $\frac{1}{2}$ " (12mm) long or more and deep enough to reach the ply or cord.
 - (b) With a lump, bulge or tear caused by separation or partial failure of its structure (this includes cracking between treads or lifting of tread) or the tread pattern worn unevenly so as to cause vibration or noise on journey or cracking of tyre walls through being under inflated.
 - (c) With a valve badly deteriorated or misaligned.
 - (d) With a nail or other sharp object that has penetrated the casing or is likely to cause damage to the ply or cord structure.
3. A tyre is not inflated to manufacturer's specification. (See Note 6).
4. The tread pattern is not at least 1mm in depth throughout the complete circumference and tread breadth of the tyre.
5. A tyre is fouling any part of the vehicle.

Method of Inspection

- Notes:
1. The inspection of tyres fitted to the front axle is carried out concurrently with inspections under section B6.
 2. The spare wheel and tyre is subject to inspection. Where cross-ply and radial-ply tyres are fitted correctly on the same vehicle the spare may be either structure type. The owner or driver must be made aware of its limited use and the checklist will be noted accordingly.
 3. A casing may be remoulded or retreaded once only. Casing to be BS1 approved.
 4. Whilst steel and fabric radial ply tyres are to be regarded as the same structure type it is recommended that they are fitted in matched pairs on the same axle.
 5. An incorrectly inflated tyre could affect the meter reading and the alignment of the headlamps. It may also prevent a brake efficiency test being conducted.

C2 Road Wheels

Method of Inspection

1. With the front and rear wheels supported in the wheel free position examine each for:
 - (a) Damage or distortion (run out)
 - (b) Damage or distortion to bead rim
 - (c) Cracks
 - (d) General condition (see Note 2)
2. Examine wheel mountings for:
 - (a) Security on hub including full complement of retaining nuts.
 - (b) Condition of studs and stud holes.
3. Check condition and fitment of nave plates, wheel trims and reimpbellishers as applicable.

Reasons for Rejection

1.
 - (a) A wheel damaged or distorted so that run out is apparent.
 - (b) A bead rim so damaged as to affect the fitment of the tyre or present a sharp edge.
 - (c) Cracked in any part.
 - (d) Wheels not complying with Note 1 may lead to rejection.
2.
 - (a) Retaining nuts loose, missing or incorrectly fitted.
 - (b) Wheel mounting studs damaged, waited or worn; stud holes elongated.
- 3.1 Any nave plate, wheel trim or reimpbellisher that is missing, buckled, insecure, rusted or with peeling chrome.
- 3.2 Any wheel trim or reimpbellisher which fouls the tyre valve.
4. Spare wheel missing (see Note 3)
5. Wheel fitted which does not comply with manufacturer's specification.

Method of Inspection

- Notes:
1. The inspection of wheels fitted to the front axle is carried out concurrently with inspections under B6.
 2. Wheels must be painted in uniform colour and be free from dirt and other deposits on both sides. Paintwork must be in such condition so as not to detract from the overall appearance of the vehicle.
 3. Road wheels and tyres includes the spare wheel which may be removed from the boot compartment for examination.
 4. Only road wheels supplied by the vehicle manufacturer are approved.

C3 Wheel Bearings

Method of Inspection

1. With the front of the vehicle supported in the wheel free position check the front wheel bearings (see Note).
2. With the rear of the vehicle supported in the wheel free position check the rear wheel bearings by:
 - (a) spinning each wheel in turn and listening for roughness in the bearing.
 - (b) gripping each wheel at TDC and BDC and rocking it to check for play indicating a worn bearing or bearing housing.
 - (c) pulling and pushing on each wheel to check for end float indicating a worn bearing, bearing seating or loose locknut or other restraining device.

Note: This inspection on front wheels is carried out concurrently with inspections under B6.

Reasons for Rejection

1. Refer to B6 para 11.
2. Wheel bearings having:
 - (a) roughness whilst the wheel is rotated indicating likely failure of the bearings or creating noise on road test (see section J3).
 - (b) play due to wear at bearing or bearing housings.
 - (c) end float due to wear at bearing, worn bearing seatings, loose locknut or other retaining device.

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Manual of Inspection Standards
Section D – Chassis and Underparts

D

D1 Condition of Chassis

Method of Inspection

- | | |
|----|--|
| 1. | Examine main and cross members for deformation, cracks – fractures and corrosion. |
| 2. | Examine the welding and/or securing bolts – rivets for soundness and security. |
| 3. | Examine frame/cross member functions for indications of movement. This check is normally carried out during the inspection of steering linkages at B2.1. |

Note 1: The underside of the vehicle must be free from mud, oil and grease to permit a thorough inspection. It should be adequately protected against corrosion.

Reasons for Rejection

- | | |
|------|--|
| 1.1. | A fracture, corrosion or cracking of any main or cross member which would reduce its strength. |
| 1.2. | Deformation of any cross or main member likely to affect control of the vehicle. |
| 1.3. | Main suspension cross member moving on chassis mountings. |
| 2.1 | Any welding breaking away. |
| 2.2 | Any defective welding. |
| 3.1 | Insecurity of flitch plates and/or loose or insecure fastenings between frame and cross members. |

D2 Underpanels, Sills and Body Mountings

Method of Inspection

1. Examine the condition of the following for corrosion, cracks and security:
 - 1.1 Drivers floor and seat mounting panel.
 - 1.2 Luggage compartment floor panel.
 - 1.3 Centre partition lower box section.
 - 1.4 Rear body mounting crossmember.
 - 1.5 Rear passenger seat panel.
 - 1.6 Boot floor panel.
 - 1.7 Security and condition of body support members, body mountings bolts and packings.
 - 1.8 Passenger compartment floor board retainers.
2. Examine the condition of sill panels for corrosion and security.

Reasons for Rejection

- 1.1. Any item listed in (a) to (g) that is corroded, cracked or insecure. (See Note 1).
- 1.2. Broken, loose or missing body mounting bolts or packings.
- 1.3. The passenger compartment floor boards (h) are insecure and/or sealing strips are displaced or missing.
- 2.1. Sill panel corroded and holed.
- 2.2. Securing bolts missing or loose.

Note 1: With the exception of the driver's seat mounting panel, all other repairs in (a) to (g) will be accepted if plated and welded.

Note 2: Repairs to sills will only be accepted if plated and welded.

D3 Exhaust System

Method of Inspection

1. Examine the system for condition – security and leaks.
2. Assess the effectiveness of silencers in reducing as far as is reasonable, the noise or resonance caused by exhaust.
3. Check the system does not foul any part of the vehicle and that it is not likely to contaminate or be a fire hazard.

Reasons for Rejection

- 1.1. Exhaust manifold flange loose, broken and/or nuts missing.
- 1.2. System, or part, insecure and likely to fall from vehicle.
2. Silencer in poor condition so as not to function correctly in reducing noise levels from exhaust.

D3 Continued

Method of Inspection

- | | |
|----|--|
| 4. | Check that the type of exhaust system is compatible to the engine fitted and is positioned and mounted in an approved manner. |
| 5. | Check that the tail pipe is placed at the offside rear of the vehicle in such a position as to prevent fumes from entering the vehicle and does not extend beyond the body to cause a danger to pedestrians. |

Note 1: The exhaust system includes pipe clips, mounting brackets, straps or rubbers, deflectors and extension pipes.

Reasons for Rejection

- | | |
|------|---|
| 3.1. | System leaking or positioned so that fumes may enter the driver's or passengers' compartment. |
| 3.2 | System is so corroded, holed, damaged or incorrectly positioned and likely to create a fire or fume hazard. |
| 3.3 | Undue noise, resonance or vibration noted during the road test. |
| 4. | Exhaust system fitted has not been approved or is incompatible to the type of engine fitted. |
| 5. | Incorrect length or type of tail pipe fitted. |

D4 Engine Underparts

Method of Inspection

- | | |
|----|--|
| 1. | Examine the condition and security of engine mountings and associated bearer brackets. |
| 2. | Check engine for oil leaks. |
| 3. | Check for engine coolant leaks. |
| 4. | Where an alternative engine and/or associated components have been fitted, check and examine that these comply with manufacturer's specifications. |

Reasons for Rejection

- | | |
|------|---|
| 1.1. | Engine mountings and/or bearer brackets perished, incomplete, insecure, oil saturated, misaligned or fractured. |
| 1.2. | Bolts loose or missing. |
| 2. | Engine oil leaks from any part including cracked sump, loose or missing sump bolts etc (see Notes 1 and 2). |
| 3. | Engine coolant leaking from radiator, lower hose connections, core plugs or cracked cylinder block. |
| 4. | Alternative engine and/or associated components fails to comply with manufacturer's specifications. |

See Notes Overleaf

Note 1: Oil must not leak at a rate which will leave a deposit on the roadway when stationary (e.g. when awaiting a hiring).

Note 2: Oil must not leak from the vehicle when in motion at a rate which deposits a coating on the underside of the bodywork, exhaust or braking system as to create fumes or a danger to the vehicle itself.

NB: Notes 1 and 2 equally apply to oil leaks from gearboxes, automatic transmissions and oil coolers, (see D5) power assisted steering (see B5) and rear axles (see D6).

Reasons for Rejection

1.1.	Gearbox/automatic transmission flexible mountings perished, oil saturated, incomplete, insecure or collapsed.
1.2	Bolts loose or missing.
1.3	Insecure, badly deteriorated or fractured mountings or brackets.
1.4	Bearer brackets insecure, fractured or misaligned.
2.	Gearbox/automatic transmission, oil cooler, associated pipes or filter leaking oil or fluid (see Notes to D4).
3.1	Unsuitable pipes fitted which do not comply with manufacturer's specification.
3.2	Pipes incorrectly routed or insecure.

D5 Continued**Method of Inspection**

- | | |
|----|--|
| 5. | Check condition of clutch slave cylinder, flexible hose, pipelines and associated mechanical connections including ball housing, attachment bolts and security of starter motor. |
| 6. | Check and examine alternative gearbox/automatic transmission and associated components for compliance with manufacturer's specification. |

Reasons for Rejection

- | | |
|-----|---|
| 4. | Inhibitor switch or control linkage connections inoperative, loose or maladjusted. |
| 5.1 | Clutch slave cylinder leaking, loose, misaligned. |
| 5.2 | Flexible hose perished, leaking or twisted or steel pipe incorrectly routed, chafed or insecure. |
| 5.3 | Associated mechanical connections worn or loose. |
| 5.4 | Bell housing cracked; bolts loose or missing. |
| 5.5 | Starter motor loose. |
| 6. | Alternative gearbox/automatic transmission and associated components fails to comply with manufacturer's specification. |

D6 Rear Axle**Method of Inspection**

- | | |
|----|---|
| 1. | Examining axle casing for cracks or defective welds. |
| 2. | Examining rear axle assembly for oil leaks (see Notes to D4). |
| 3. | Check pinion flange for condition and security. |
| 4. | Check assembly for security and alignment. |

Reasons for Rejection

- | | |
|------|--|
| 1.1. | Axle casing cracked. |
| 1.2 | Defective or cracked welds at casing or saddle mountings. |
| 1.3 | Axle breather missing or ineffective through congealed dirt. |
| 2. | Oil leak from bearing seals, banjo joint flange. |
| 3. | Pinion flange loose on spline or damaged. |
| 4.1 | Assembly misaligned 'U' bolts loose, broken, or of incorrect type (see D10). |
| 4.2 | Nearside saddle packing not fitted (where applicable). |

D7 Propshaft

Method of Inspection

- | | |
|-----|---|
| 1. | Examine universal couplings for: |
| (a) | Alignment of yokes. |
| (b) | Wear in needle roller bearings. |
| (c) | Loose bearing cups in yoke eyes. |
| (d) | Condition and security of circlips. |
| (e) | Security of coupling flange bolts. |
| 2. | Check sliding spine for wear. |
| 3.1 | Check there is sufficient clearance between the gearbox end casing dust shield and the face of the propshaft nose. |
| 4. | Where an alternative engine and/or gearbox have been fitted, check that the propshaft is compatible and complies with manufacturer's specification. |

Reasons for Rejection

- | | |
|------|--|
| 1.1. | Universal coupling yokes misaligned. |
| 1.2. | Needle roller bearings rusted or worn. |
| 1.3. | Bearing cups loose in yoke eyes. |
| 1.4. | Bearing cup retaining circlips missing, broken or incorrectly located. |
| 1.5 | Coupling flange bolts loose, missing, not locked in an approved manner or flange bolt holes worn. |
| 2. | Sliding joint spline worn to extent where it is likely to cause vibration or fail in service. |
| 3.1 | Centre bearing worn or noisy; mounting bracket cracked, distorted or insecure; bearing rubber mounting deteriorated. |
| 3.2 | Insufficient clearance between the gearbox end casing dust shield and face of propshaft nose. |
| 3.3 | Locking grub screw loose or missing. |
| 4. | Incorrect type propshaft fitted. |

Note 1: Where applicable, grease nipples should be fitted and serviceable.

D8 Fuel Tank and Pipelines

Method of Inspection

1. Examine fuel tank for security of mounting and leaks.
2. Check that a fuel cap which complies to manufacturer's specification is fitted and that the hose connection (see H4) from filler to tank is in good condition and free from leaks and that fuel tank neck grommet is correctly fitted.
3. Check fuel feed and return pipelines for:
 - (a) Leaks
 - (b) Correct routing and security of attachment to chassis.
 - (c) Free from kinks and dents (causing restriction) or wear through chafing.
4. Check condition of wiring to fuel gauge tank unit.
5. Check for any accumulation of spilt fuel through bleeding the system or from past fuel leaks.
6. On petrol engined vehicles check for presence and security of carburettor drip tray and drain tube; assess the effectiveness of the installation to drain any spilt fuel away from adjacent hot parts.

Reasons for Rejection

- 1.1. Fuel tank insecure or leaking.
- 1.2. Fuel tank mounting or supports insecure, fractured and/or securing bolts loose or missing.
 - 2.1 Filter cap does not comply with manufacturer's specifications.
 - 2.2 Fuel filter cap loose or fails to seal.
 - 2.3 Filler neck loose, perished or leaking.
 - 2.4 Fuel Tank filler grommet missing or incorrectly located as to prevent filler cap being securely fitted.
 - 2.5 Breather hose missing or incorrectly fitted.
- 3.1 Fuel leaking from cracked or worn pipelines or from any connecting union.
- 3.2 Pipeline which does not comply to manufacturer's specification, incorrectly routed or not securely clipped to the chassis or is fouled by a moving part of the vehicle.
- 3.3 Any pipeline that is kinked, dented or worn to such an extent that either a restriction could be caused or it could fail in service.
4. Tank unit wiring insulation in poor condition or not adequately protected.
5. Any accumulation of spilt fuel that may generate fumes or present a fire hazard.
6. Carburettor drip tray and/or tube not fitted or tube loose or not fitted flush in the base of tray so as to effectively drain away spilt fuel.

D8 Continued

Method of Inspection

7. Where applicable, check heat shield on exhaust pipe.
8. Check accessibility and operation of emergency fuel cut off device where fitted.
9. Check that the emergency fuel cut off instructions are correctly placed and legible. Fx4 and Metrocabs.

Reasons for Rejection

7. Exhaust pipe heat shield not fitted or in an unserviceable condition.
- 8.1. Emergency fuel cut off device inaccessible, seized leaking or lever/push button broken.
- 8.2. Electrical emergency fuel cut off device fails to operate.
9. Emergency fuel cut off instructions illegible, missing or incorrectly placed. Fx4 and Metrocabs.

D9 Front Suspension

Method of Inspection

1. With the vehicle supported as in Section B2.2 check the correct type of shock absorbers and/or arms are fitted.

Reasons for Rejection

1. Incorrect type of shock absorbers or arms fitted.

D9 Continued

Method of Inspection

Reasons for Rejection

- 2. Check for:
 - 2.1 Leaks
 - 2.2 Absence of end float at cross-shaft
 - 2.3 Security of arms on cross-shaft.
 - 2.4 Security on mounting platform.
 - 2.5 Presence and condition of rubber buffers.
- 3. With the vehicle as in B2.1 check:
 - 3.1 Shock absorber damping action by exerting pressure on each corner and noting the rebound.
 - 3.2 Coil springs for breaks or weakness.
 - 3.3 Coil spring pans for distortion, cracks and security.
- 4. Check lower suspension wishbone arms for: Security; distortion; wear in bush eyes and condition of rubber bushes (See Note 2).
- 5. Check lower suspension wishbone fulcrum shaft for security and distortion.
- 6. Check for presence, security and fitment of any locking or retaining device is fitted to manufacturer's specification.

- 2.1 Leaks
- 2.2 End float at cross-shaft present.
- 2.3 Arms loose on cross-shaft at splines or pinch bolt.
- 2.4 Insecure on mounting platform; lug broken; retaining bolt missing or broken.
- 2.5 Rubber buffers broken or missing.
- 3.1 Shock absorber damping action weak or ineffective.
- 3.2 Coil spring broken or weak.
- 3.3 Coil spring pan distorted, cracked, insecure or bolts incorrectly fitted (see Note 1).
- 4. Lower wishbone arm insecure, distorted, bush eyes worn or inner rubber bushes collapsed or perished.
- 5. Lower suspension wishbone fulcrum shaft insecure, distorted or incorrectly fitted on main cross member.
- 6. The absence of incorrect fitment of any locking or retaining device as specified by the manufacturer.

Note 1: Lower spring pan bolts must have plain washers fitted under bolt heads with nuts uppermost.

Note 2: Lower and upper trunnion bushes are examined at B6.5 and 6 respectively.

D10 Rear Suspension

Method of Inspection

1. Check security and condition of:
 - 1.1 Rear road spring mounting brackets.
 - 1.2 Anti-roll bar and linkages.
 - 1.3 Rear shock absorbers.
2. Check condition of multi-leaf road springs.
3. Examine single leaf composite road spring for:
 - 3.1 Longitudinal and transverse cracks
 - 3.2 Impact damage
 - 3.3 Condition of eye ends and centre area for corrosion.
4. Check condition of spring anchor brackets, shackle, shackle pins and bushes.
5. Check condition of bump rubbers.
6. Check the carriage entry step height does not exceed the required 15" (38cm) above ground level when the vehicle is unladen London type vehicles Fx4 and Metrocab).

Reasons for Rejection

- 1.1 Rear road spring mounting brackets worn or insecure on chassis.
- 1.2 Anti-roll bar broken, distorted or detached. Mounting and/or linkages worn or insecure.
- 1.3 Rear shock absorber loose on chassis, lug broken, linkage broken, detached or unserviceable. End float, lift at shaft, arm loose on shaft or fluid leaking. Damping action weak or ineffective. Incorrect type of shock absorber or linkage fitted. See Note 1.
- 2.1 Incorrect type road springs fitted. See Note 2.
- 2.2 Rear road spring leaf broken, or leaves worn, misaligned or weak.
- 2.3 Rebound clips loose, broken or missing.
- 2.4 'U' bolts or spring centre bolt loose or broken.
- 2.5 Packing piece not fitted at nearside rear spring saddle (where applicable).
- 2.6 Main leaf eye broken or worn.
3. A composite spring leaf that has:
 - 3.1 Cracks of any length along the longitudinal spring axis either in a vertical or horizontal plane or transverse cracks propagating into the body of the spring.
 - 3.2 Localised surface damage extending more than 25% of the spring width and more than 2mm in depth.
 - 3.3 Loose or badly corroded eye ends or centre area.

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Manual of Inspection Standards

Section E – Engine Compartment

E

E1 Cooling System

Method of Inspection

Check the cooling system within the engine compartment to ensure that:

1. The correct type radiator, compatible with the engine, is fitted. See Note.
2. The radiator is securely mounted within its frame; there is sufficient clearance between frame and any steering connection; all joints are sound and free from leaks.
3. A serviceable radiator cap of the correct type is fitted.
4. The expansion tank is securely mounted, free from leaks and serviceable. A filler cap of the correct type is fitted.
5. The expansion tank hoses are serviceable. (where applicable)
6. All engine to radiator hoses and all engine to heater hoses, their connections and clips are in good condition, free from leaks, chafing or fouling any part of the engine or engine compartment.
7. The bulkhead mounted heater unit is free from leaks.
8. The heater control tap is serviceable and free from leaks.
9. The fan cowl is to manufacturer's specification, securely fitted and not fouled by fan blades.
10. The correct type of fan is fitted with all blades intact and free from damage.

Reasons for Rejection

1. Incorrect type of radiator fitted.
2. Radiator frame insecure or cracked; insufficient clearance between frame and moving steering connections; broken or deteriorated joints forming any part of the radiator construction; radiator leaking.
3. Incorrect type radiator cap fitted; cap leaking or unserviceable.
4. Expansion tank insecure or leaking; cap leaking or unserviceable.
5. Expansion tank hose perished or chafed; an overflow hose not fitted or of incorrect length.
6. Water hose connection leaking or is so deteriorated that it is likely to fail in service; any hose incorrectly routed, chafed, perished or fouling any part of the engine or engine compartment.
7. Heater unit leaking.
8. Fan Cowl does not comply with manufacturer's specifications.
9. Unapproved fan cowl fitted, fan cowl insecure or fouled by fan blades.
10. Incorrect type fan fitted, blades damaged or missing.

E1 Continued

Method of Inspection

11. The viscous coupling type fan (where applicable) is operating correctly.
12. Any proprietary cooling fan fitted complies with manufacturer's specification and is fitted in accordance with such specifications.
13. The water pump is free from leaks and the bearings are serviceable.
14. The water pump drive pulley is secure and the drive belt correctly tensioned and in serviceable condition.
15. The thermostat housing is free from leaks; the water temperature sender unit and its wiring are serviceable.

Reasons for Rejection

11. Viscous coupling type fan not operating correctly.
12. Fan fitted which does not comply with manufacturer's specification or fan installed incorrectly.
13. Water pump leaking, bearings noisy or worn.
14. Water pump drive pulley loose or buckled; drive belt slack, worn or split.
15. Thermostat housing leaking; water temperature sender unit inoperative, broken or disconnected; wiring to unit perished, chafed or insecure (see G3).

Note: Where an alternative engine has been installed a modified radiator and hoses may have been fitted.

E2 Drive Belts

Method of Inspection

1. Check that all drive belts are correctly tensioned, all pulleys are secure, correctly aligned, and free from buckle or damage. (See Note).
2. Check crankshaft pulley for security and condition.
3. Check pulley guard or warning notices.

Reasons for Rejection

1. Drive belt that is incorrectly tensioned, split, frayed or worn; pulley that is insecure, incorrectly aligned, buckled or damaged.
2. Crankshaft pulley insecure or buckled, centre boss loose or, where applicable, damper defective.
3. Pulley guard or pulley warning notice missing or incorrectly sited.

Note: For water pump drive (see E1 para 14)
Alternator (see E7 para 4)
Vacuum pump (see A5 para 3)
PAS pump (see B5 para 2)

E3 Fluid Reservoirs

Method of Inspection

- Check the fluid reservoirs, as applicable:
1. Brake and clutch fluid, for condition and level. (See also A5).
 2. Power assisted steering level with engine running. (See also B5).
 3. Check associated pipelines and hoses, paras 1 and 2 above.
 4. Check dip sticks present in automatic transmission and engine.
 5. Check oil filler cap present and serviceable.
 6. Check for engine oil leaks (see D4).
 7. Check security of screen washer reservoir and fluid level.
 8. Check pump and jet pipelines for leaks, routing and security.

Reasons for Rejection

- 1.1 Reservoir cap missing.
- 1.2 Fluid contaminated or insufficient.
2. Reservoir over or under filled, cap or dip stick missing.
- 3.1 Pipeline or flexible hose incorrectly routed, chafed, corroded, damaged, inadequately clipped or otherwise supported.
- 3.2 Pipe or hose, so positioned as to be fouled by moving parts or exposed to excessive heat.
- 3.3 Presence of any leaks.
4. Dip stick missing.
5. Oil filler cap missing or defective.
6. Oil leaking from upper parts of engine.
7. Screen washer reservoir missing, insecure or fluid level low (for operation see G6).
8. Screen washer pipelines incorrectly routed, inadequately clipped or otherwise supported.

E4 Battery

Method of Inspection

Examine battery and leads to ensure that:

1. Battery complies with manufacturer's specification.
2. Terminals are in good condition and securely fitted.
3. Earth lead is not frayed and insulation of live leads is in good condition.
4. Leads are secure and correctly routed.
5. Battery mounting and retaining devices are secure and in good condition.
6. A full complement of battery stoppers is present.
7. The battery is sufficiently charged.

Reasons for Rejection

1. Battery fitted which does not comply with manufacturer's specification.
2. Battery terminals loose or corroded.
3. Earth or live lead in such a condition that it could create a fire hazard or fall in service.
4. Earth or live lead incorrectly routed, inadequately clipped or supported, insulation damaged by clips or chafing on any part of the vehicle.
5. Battery loose, battery mounting or retaining device insecure corroded or missing.
6. Battery stopper(s) missing.
7. Battery discharged sufficiently to prevent operation of starter motor (see Note 2).

Note 2: A batter with insufficient charge will result in the examination being terminated.

E5 Wiring and Fuses

Method of Inspection

Within the engine compartment:

1. Check condition of wiring and associated connections to all electrical components.
2. Check routing and security of loom and all other wiring.

Reasons for Rejection

1. Wiring so deteriorated, perished or contaminated to present a fire hazard or which could fail in service; electrical connection or terminal loose or incorrectly fitted.
2. The loom or other wiring is incorrectly routed, strained, insufficiently clipped or supported, or so positioned as to be fouled by moving parts, chafed, or exposed to excessive heat. (See Note).

E5 Continued

Method of Inspection

- 3. Check security of mounting of all electrical components.
- 4. Check fuse boxes and line fuses for condition of fuse holders and fuse ratings.

Reasons for Rejection

- 3. Components insecure or mounted contrary to manufacturer's specification.
- 4. Fuse holder corroded or weak; fuse of incorrect rating fitted; fuse box cover broken or missing or cover retaining clip missing.

Note: Electrical wiring must be encased in a sleeve or protected so that the insulation is not in direct contact with the fuel lines to manufacturer's specification.

E6 Bonnet Security

Method of Inspection

- 1. Check operation of bonnet release mechanism, main bonnet catch and safety catch.
- 2. Check operation and security of bonnet prop.
- 3. Examine bonnet hinges for wear and security.
- 4. Examine bonnet bracing for security and cracks.
- 5. Check condition of under bonnet insulation.
- 6. Check bonnet panel for alignment, presence of anti-rattle pads along wing channels and rubber buffers on lower adjustment stops.
- 7. Check condition of bonnet panel, grille and grille surround finisher (see Note 4).

Reasons for Rejection

- 1.1 Bonnet fails to release or mechanism jammed (see Note 1).
- 1.2 Exterior release lever or interior release handle broken or missing.
- 1.3 Bonnet fails to hold on main or safety catch.
- 1.4 Any part of the release mechanism, main or safety catch that is worn, missing or fails to operate correctly.
- 2. Bonnet prop:
 - 2.1 Loose on chassis mounting or front panel.
 - 2.2 Retaining device missing or broken.
 - 2.3 Catch (telescopic type) fails to hold.
- 3. Hinges worn, partially seized, insecure or with fixing bolts missing.
- 4. Bracing insecure, cracked or fractured.

E6 Continued

Method of Inspection

8 Any radiator muff fitted must be to manufacturer's specification and in good condition. (See Note 5).

- Notes:
1. Where a bonnet cannot be opened the inspection will be terminated.
 2. Under bonnet insulation must meet fire retardancy requirements to manufacturer's specifications.
 3. Particular attention should be paid to the lower section of the grille surround panel, bonnet catch mechanism and hinge mountings.
 4. For bonnet paintwork refer to section H2.
 5. Cardboard, discarded tip seat advertisements, etc are not acceptable.

Reasons for Rejection

5. Insulation material does not comply with manufacturer's specification. (See Note 2).
6. Bonnet panel misaligned or maladjusted to foul wings or bulkhead panel; bonnet loose on catch, anti-rattle pads missing, adjustment stops loose or missing, stop rubber buffers not fitted.
- 7.1 Bonnet panel cracked or corroded (see Note 3).
- 7.2 Bonnet grille insecure, damaged, broken, heavily tarnished or does not comply with manufacturer's specification.
- 7.3 Grille surround finisher insecure, finisher clips missing or presenting sharp projections.
- 7.4 Badge or motif insecure or broken.
8. Muff fitted does not comply with manufacturer's specification or is defective.

E7 Alternator

Method of Inspection

- Check that:
1. A correct type of alternator is fitted.
 2. The plastic end cover is fitted.
 3. The terminal block spring clip is fitted.
 4. The alternator is secure on its mounting, the drive pulley is secure and correctly aligned and the drive belt correctly tensioned.
 5. The rotor bearings are serviceable.

Method of Inspection

1. Alternator does not comply with manufacturer's specification.
2. Plastic end cover broken or missing.
3. Terminal block spring clip missing.
4. Alternator insecure on mountings, drive pulley insecure, buckled or misaligned, drive belt slack or unserviceable, belt adjustment strap broken or missing (see E2).
5. Rotor bearings worn or noisy.

E8 Injector Pump, Injectors and Carburettors

Method of Inspection

1. Examine the injector pump body.
2. Examine all pipe unions on pump and injectors for fuel leaks.
3. Check injector leak off pipes for leaks.
4. Check condition of heater plugs and associated wiring.
5. Check that the throttle pedal control cable and/or mechanism and, where applicable, the engine stop control cable operates correctly.
6. Check carburettor for security and fuel leaks. (See also D8.6).

Reasons for Rejection

1. Fuel leaking from injector pump body.
2. Fuel leaking from any union at the injector pump or injectors.
3. Fuel leaking at injector leak off pipe connections. Incorrect leak off pipe fitted.
4. Heater plug broken or disconnected, wiring in poor condition. (See E5).
5. Frayed, kinked or incorrectly routed cable which prevents the throttle control mechanism or engine stop control from operating correctly. (See G3).
6. Carburettor insecure or leaking.

E9 Fuel Lift Pump

Method of Inspection

1. Examine fuel lift pump and filter for security and leaks.
2. Check all fuel pipes and unions are free from leaks and correctly routed.

Reasons for Rejection

1. Fuel lift pump and/or filter insecurely mounted or leaking.
2. Fuel pipes incorrectly routed, corroded or leaking.

E10 Fuel Cut Off Devices and Signs

Method of Inspection

1. Check the emergency fuel tap or electronic fuel cut off device to ensure it functions correctly and that the location notice and operating instructions are affixed in the prescribed positions and are legible (see Note below and D8). Where applicable.

Note: An externally located fuel tap, or the control of an electronic fuel cut off device, must be fitted where vehicles have a locking bonnet or are propelled by petrol or LPG.

Reasons for Rejection

- 1.1 No fuel tap or electronic fuel cut off device fitted, is bypassed seized, inoperative or the operating level or button is missing or broken.
- 1.2 Fuel tap, electronic fuel cut off device or pipe union leaking.
- 1.3 Fuel tap or cut off device fitted which does not comply with manufacturer's specification.
- 1.4 The location notice and operating instructions of the fuel tap or electronic fuel cut off device are not affixed in the prescribed position or are illegible.

E11 Air Filter

Method of Inspection

1. An approved type compatible with the engine is fitted.
2. It is clean and securely fitted.
3. The support brackets are secure and sound.
4. The air intake trunking is in good condition, securely clipped and supported.

Reasons for Rejection

1. Air filter fitted complies with manufacturer's specification.
2. Air filter in dirty or unserviceable condition, insecure on inlet manifold or carburettor.
3. Support bracket loose, cracked, broken or missing.
4. Air intake trunking missing, torn or holed; insecure or inadequately supported.

- Notes: 1 All equipment must be well maintained and in good working order and items which fall in disrepair must be replaced or removed.
- 2 Before fitting any additional equipment the advice must be sought before any expense is incurred.

E12 Horn

Method of Inspection

1. Operate the horn.
2. Check the horn for security.

Reasons for Rejection

- 1.1 Horn not fitted, does not function or has insufficient volume.
- 1.2 Horn fitted which does not comply with manufacturer's specification.
2. Horn insecure on mounting, mounting cracked or broken, wiring is in an unsatisfactory condition.

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Section F – Lighting

F

F1 Obligatory Front and Rear Sidelamps and Obligatory Fog Lamp

Method of Inspection

With the front and rear obligatory lamps (sidelamps) switched on, check:

- 1.1 Both front side/head lamp units for condition and security (see also Section 4, para 5).
- 1.2 That both lamps are illuminated and show a white diffused light of equal intensity which must be visible from a reasonable distance from the front of the vehicle.
- 1.3 With the engine running or the ignition switched on, as applicable, that current is being automatically supplied to the dipped filament of both headlamps. (Applies to dim-dipped equipped vehicles only, see Note 1).
- 1.4 That both rear lamps are illuminated and show a red diffused light of equal brilliance which must be visible from a reasonable distance from the rear of the vehicle.
- 1.5 The rear lamp lenses for condition, security, protection from the elements.
- 1.6 That the rear index plate lamp or lamps are illuminated and efficient; examine lamp or lamps condition, security and protection from the elements.
- 1.7 That the lamps do not flicker when tapped lightly by hand.

Reasons for Rejection

- 1.1 Front side/head lamp unit deteriorated or insecure.
- 1.2 Either or both front side lamps inoperative, fail to show a white diffused light of equal intensity or dims through a poor electrical connection.
- 1.3 Either one or both headlamps fail to illuminate in the dim-dipped mode.
- 1.4 Either one or both rear lamps inoperative, fail to show a red diffused light of equal intensity or dims through a poor electrical connection.
- 1.5 A rear lamp lens faded, discoloured, cracked, broken, insecure or missing. A lamp unit or lens not adequately protected from the elements, lens gasket displaced or missing, lenses not a matched pair. (See Note 2).
- 1.6 Rear index plate lamp or lamps inoperative or of insufficient intensity to illuminate the registration mark, lamp lens missing, insecure, displaced, damaged or not adequately sealed for protection from the elements.
- 1.7 A lamp flickers when tapped lightly by hand.

Method of Inspection

- 2. With the headlamps in the dipped mode and the rear fog lamp/s illuminated (see Note 3), check that:
 - 2.1 The fog lamp shows a diffused red light and the 'tell tale' on the switch or instrument panel is illuminated.
 - 2.2 The lamps is/are correctly and securely mounted.
 - 2.3 Lens complies with manufacturer's specification.
 - 2.4 The lamp/s cannot be illuminated by an application of the braking system.
 - 2.5 The lamp/s do not flicker when tapped lightly by hand.

Reasons for Rejection

- 2. Rear fog lamp missing.
 - 2.1 Rear fog lamp is inoperative or operates other than with headlamps in the dipped mode, fails to emit a diffused red light and/or 'tell tale' lamp is inoperative or missing.
 - 2.2 The lamp is not mounted securely in the approved position, i.e. a single lamp must be mounted at the offside.
 - 2.3 A lens which does not comply with manufacturer's specifications.
 - 2.4 A lamp is operated by application of the braking system.
 - 2.5 A lamp flickers when tapped lightly by hand.

Note 1: Vehicles first registered after 31 March 1987 must be equipped with a dim dipped device.

Note 2: These lenses incorporate both rear and stop lamps.

Note 3: Vehicles first used after 1 April 1980 must be fitted with a rear fog lamp at the offside. Where a pair of rear fog lamps are fitted they must be matching and symmetrically mounted.

F2 Obligatory and Additional Stop Lamps

Method of Inspection

With the ignition switched on and the footbrake applied observe:

1. The functioning of the stop lamps. (See Note).
2. The functioning of the stop lamps and rear lamps with the obligatory lamps (side lamps) illuminated.
3. Check that the lamps do not flicker when tapped lightly by hand.

Note 1: Any additional stop lamp must conform to the manufacturer's specification and must function correctly.

Reasons for Rejection

1. One or both obligatory stop lamps:
 - 1.1 Does not illuminate when the footbrake is applied.
 - 1.2 Does not remain steady when the footbrake is applied.
 - 1.3 Remains illuminated after the footbrake has been released.
 - 1.4 Fails to show a red diffused light of equal intensity.
- 2.1 Stop lamp that fails when the side lamps are illuminated.
- 2.2 An illuminated rear lamp that fails together with the stop lamp when the footbrake is applied.
3. Lamp flickers when tapped lightly by hand.

F3 Obligatory and Additional Red Reflectors

Method of Inspection

1. Examine the condition of obligatory red reflectors incorporated in the lamp cluster.
2. Examine the condition and fixing of any additional red reflectors. See notes.

Note 1: Reflective tape is not approved and may not be regarded as a rear reflector.

Note 2: Triangular shaped reflectors must not be fitted.

Reasons for Rejection

1. A reflector that is missing, broken, cracked, faded or not to manufacturer's specifications.
- 2.1 A pair of reflectors that are approved by the manufacturers, and fitted to manufacturer's specification.
- 2.2 Reflective tape affixed.

F4 Obligatory Headlamps

Method of Inspection

1. Switch on headlamps to main beam and observe that blue indicator lamp on instrument panel illuminates.
2. Operate the dip switch and check both headlamps dip to the nearside in unison.
3. Check, by alternately switching from main beam to dipped beam, that the respective filaments of both headlamps illuminate.
4. Check that headlamps, when illuminated, show a white diffused light of equal brilliance and do not flicker when tapped lightly by hand.

Reasons for Rejection

1. Blue indicator lamp fails to operate or lens is missing.
2. One or both headlamps fail to dip to the nearside in unison.
3. Headlamp fails to illuminate in the main or dipped beam position.
4. Headlamps fail to show a white diffused light of equal intensity, dim through a poor electrical connection, or flickers when tapped lightly by hand. (See Note 1).

F4 Continued

Method of Inspection

Reasons for Rejection

5.	Check headlamp for: (a) Condition. (b) Security. (c) Correct mounting. (d) Matching (see Note 2). (e) Protection from the elements. (f) Complies to manufacturer's specification.
6.	Check condition and security of headlamp rims and bezels.
7.	Check headlamp aim on main or dipped beam as necessary (see Note 3) and with the headlamp aim equipment aligned with the longitudinal axis of the vehicle, align the centre of the collecting lens with the centre of light intensity and note the vertical and horizontal degrees of aim.

5.	(a) Headlamp lens is cracked or broken; reflector has deteriorated or is tarnished.
	(b) Headlamp assembly is insecure.
	(c) Headlamp incorrectly located in housing.
	(d) Headlamps not a matched pair.
	(e) Headlamp sealing rings deteriorated or missing.
	(f) A headlamp lens does not comply with manufacturer's specifications.
6.	Any rim or bezel is missing, damaged, insecure, incorrectly fitted, rusted, tarnished or with chrome peeling.
7.	A headlamp fails to meet the aiming requirements. Note 3 and (i) and (ii) of diagrams A and B, see overleaf.

Note 1: Headlamps emitting a yellow light are not approved.

Note 2: Headlamps from different manufacturers having the same performance characteristics may be fitted.

Note 3: The degree of aim for licensed taxicabs is set to compensate for occasions when the full complement of passengers and luggage is carried.

Circular Headlamp – FX4

Check Aim on Main (Driving) Beam

- (i) The centre of the area of maximum intensity must not go above the horizontal line of the aiming screen.
- (ii) The centre of the area of maximum intensity must not be more than 1.2 degrees to the offside of the vertical line of the aiming screen.

Rectangular Headlamp – Metrocab

Check Aim on Dipped (Passing) Beam

- (i) Boundary line between high and low intensity areas to be not less than 1.5 degrees below horizontal line of the aiming screen.
- (ii) Break point not to be to the offside of the vertical line of the aiming screen.

F5 Direction Indicators and Hazard Warning Lights

Method of Inspection

1. With the ignition switched on and the direction indicators operated in turn, check that they are flashing within the required rate of 60 to 120 flashes per minute.
2. Check that the indicators are correctly wired to flash for the direction indicated.
3. While operating the flashing indicators see that the 'tell tale' lamp is recording the correct operation of the indicators.
4. Check all lenses for colour, condition, security, protection from the elements and complies with manufacturer's specification.
5. With the ignition switched off turn on the hazard warning device switch and check that all direction indicators flash in phase together with the closed circuit 'tell tale' flashing lamp on the instrument panel or control switch.

Note 1: In some cases, the rate of flashing of the indicators may be affected by the condition of the vehicle's battery. It may, therefore, be necessary to run the engine whilst checking the indicator flashing rate.

Note 3: Hazard warning devices became obligatory on all new vehicles on 1 April 1986. Any hazard warning device fitted, as manufacturer's original equipment or as additional equipment to vehicles manufactured before 1 April 1986, must be in efficient working order.

Reasons for Rejection

1. A direction indicator lamp or repeater lamp inoperative or has a flashing rate of less than 60 or greater than 120 flashes per minute. (see Note 1).
2. Direction indicator lamp, repeater lamp or switch incorrectly wired to flash direction indicated.
3. Direction indicator 'tell tale' lamp inoperative or missing.
4. Any indicator lens not amber in colour, faded, missing, insecure, cracked broken, not adequately sealed for protection from the elements or does not comply with manufacturer's specifications.
5. Hazard warning device fails to operate or will only operate with the ignition switched on or the engine running; the 'tell tale' lamp fails to illuminate or is missing (see Note 3).

F6 Additional Lamps

Method of Inspection

Reversing lamp/s, where fitted (see Notes 1 and 2 below)

- 1. With the ignition switched on, check:
 - 1.1 The reversing lamp/s emit/s a diffused white light when reverse gear is selected.
 - 1.2 The lamp/s extinguish/es when neutral or a forward gear is selected.
 - 1.3 The lamp/s is/are correctly and securely mounted and complies with manufacturer's specification.
 - 1.4 The lamp/s do not flicker when tapped lightly by hand.

Front fog and long range driving lamps, where fitted (see Note 3)

- 2. Check operation as follows:
 - 2.1 A single fog lamp emitting a white or yellow diffused light should only illuminate when the headlamps are in the dipped mode.
 - 2.2 A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together.
 - 2.3 A pair of long range driving lamps, matched and both emitting a diffused white light should illuminate together.
 - 2.4 Where the fog and long range driving lamps are fitted each must be switched independently to operate only when the headlamps are in the correct mode.

Reasons for Rejection

- 1.
 - 1.1 Reversing lamp/s fail to operate or do/does not emit a white diffused light.
 - 1.2 Lamp/s remain/s on when neutral or forward gear is selected.
 - 1.3 Lamp/s is/are mounted and/or mounted in a position which does not comply with manufacturer's specification.
 - 1.4 Lamp/s flicker when tapped lightly by hand.
- 2.
 - 2.1 Lamp inoperative or operates in other than dipped mode.
 - 2.2 Lamps operate incorrectly.
 - 2.3 Lamps operate incorrectly.
 - 2.4 Lamps operate incorrectly.

Method of Inspection

Reasons for Rejection

	Check that:
2.5	(a) any lamp fitted illuminates.
	(b) any pair of lamps fitted are matched and emit light of equal intensity and colour.
	(c) any lamp fitted is not aimed so as to dazzle other road users.
2.6	Check any lamp lens or body for:
	(a) Condition.
	(b) Security, and
	(c) Comply with manufacturer's specifications.
2.7	Check that the lamps do not flicker when tapped lightly by hand.
2.8	Check any lens cover for advertising logo.

2.5	(a) A lamp fails to illuminate.
	(b) Lamps are not a matched pair or fail to emit light of equal intensity or colour.
	(c) A lamp is so aimed to dazzle other road users.
2.6	(a) Lamp lens cracked or broken or lamp body damaged or deteriorated.
	(b) Lamps are not a matched pair or fail to emit light of equal intensity or colour.
	(c) A lamp is so aimed to dazzle other road users.
2.6	(a) Lamp lens cracked or broken or lamp body damaged or deteriorated.
	(b) Lamp lens or body insecure.
2.7	A lamp flickers when tapped lightly by hand.
2.8	See Note 4.

Note 1: Where a pair of reversing lamps are fitted they must be matching and symmetrically mounted in an approved position. The position for mounting depends on the shape and type of lamp. When fitted, either singly or a pair, to vehicles first used before 1 April 1966, must not exceed 24 watts.

Note 2: Not more than two reversing lamps may be fitted.

Note 3: Only fog and long range driving lamps approved by the manufacturer may be fitted.

Note 4: Lens covers are normally approved with the lamps and are generally plain in colour.

General Note:

The wiring to all lamps, whether obligatory or additional, must be correctly routed, securely clipped and adequately fused. Grommets must be used where wiring passes through panels and all wiring must be properly insulated.

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Section G – Driver's Compartment

G

G1 Driver's Seat Belt

Method of Inspection

- 1.1 Check that the driving seat is provided with a seat belt which complies with manufacturer's specifications.
- 1.2 Pull the seat belt webbing against its anchorages and check they are properly and securely fixed to the vehicle structure.
- 1.3 As far as is practicable without dismantling, check the condition of the vehicle structure in the vicinity of the seat belt anchorage points. The condition of floor mounted anchorage points may best be inspected from underneath the vehicle.
- 1.4 Pull the seat belt fully from the retracting unit and examine the webbing for signs of deterioration.
- 1.5 With the seat belt webbing fully exposed, check that it winds back automatically into the retracting unit upon release.
- 1.6 Check that the seat buckle mechanism cannot be pulled apart when fastened and the release mechanism operates correctly.
- 1.7 Examine the buckle flexible stalk for deterioration.
- 1.8 Grasp the webbing and snatch away from the reel to check that the automatic reel locking mechanism is functioning correctly.

Reasons for Rejection

- 1.1 Seat belt installed does not comply to manufacturer's specification or seat belt missing.
- 1.2 Any seat belt anchorage that is incorrectly or insecurely fixed to the vehicle structure.
- 1.3 Accessible corrosion, serious distortion or a fracture in any load bearing member of the vehicle structure or panelling within 30cm (12") of a seat belt anchorage.
- 1.4 Seat belt webbing is cut, frayed or deteriorated.
- 1.5 The retracting unit mechanism fails to operate or the belt fails to return freely.
- 1.6 The buckle locking and release mechanism does not operate correctly.
- 1.7 Flexible stalk deteriorated.
- 1.8 Automatic reel locking mechanism fails to lock or release correctly.

Note: With certain inertia reel type belts it may be necessary to wear the belt, drive the vehicle slowly forward and then apply the brakes sharply to check operation of the locking mechanism.

G2 Driver's Seat

Method of Inspection

Check:

- 1.1 Security and condition of driver's seat floor panel (See D2).
- 1.2 Drivers seat complies with manufacturer's specification.
- 1.3 Security and condition of seat runners and operation and condition of adjustment and locking mechanism.
- 1.4 Operation of seat height adjustment mechanism.
- 1.5 Condition of seat frame and springs.
- 1.6 Condition of upholstery (see Notes 2 and 3).

Note 2: The material used to re-upholster, repair or pad the seat must meet the requirements of BS5852 Part 1 1979. In respect of fire retardancy or comply with manufacturer's specification.

Note 3: Loose seat covers are not permitted in London type taxis Fx4 and Metrocabs.

Reasons for Rejection

- 1.1 Seat floor panel insecure, bolts missing, panel corroded or cracked.
- 1.2 Seat installed does not conform to manufacturer's specifications.
- 1.3 Seat runner is loose on floor panel or seat frame; any part of the adjustment or locking mechanism is seized, worn, broken or missing.
- 1.4 Any part of the height adjustment mechanism seized, worn, broken or missing.
- 1.5 Seat frame fractured, strained, buckled or damaged or springs weak, broken or missing.
- 1.6 Cushion or backrest upholstery collapsed, holed, split or temporarily repaired. Material dirty, stained or does not comply with manufacturer's specification.

G3 Driver's Controls

Note: Constant design improvements made to controls, instrumentation, switches, warning and 'tell tale' lamps are too numerous to list individually. The general principle to be followed, irrespective of the age of the vehicle is that any item installed within the driver's cabin as manufacturer's original equipment must be maintained in good working order.

Method of Inspection

1. Check steering wheel (see B3).
2. Check footbrake pedal (see A6)
3. Clutch pedal:
 - 3.1 Check the anti-slip provisions on the pedal pad and where applicable, the security of the pad to the stalk and the stalk to the operating arm.
 - 3.2 Move the pedal from side to side and examine the condition of the pedal bearing.
 - 3.3 Depress the pedal fully to check for fouling on parts of the vehicle paying particular attention to brake and fuel lines and their retaining clips.
4. Gear level:
 - 4.1 Manual – when placed in each gear in turn check the lever does not foul any part of, or equipment installed in, the vehicle.
 - 4.2 Automatic – when placed in each indicated drive position with the handbrake fully applied, check the effectiveness of the inhibitor switch by attempting to start the engine.
 - 4.3 Manual and automatic – check the reverses gear stop is effective.
 - 4.4 Manual – check the security of the gear lever pilot.

Reasons for Rejection

1. (See B3)
2. (see A6)
- 3.1 Anti-slip provision on the clutch pedal pad is missing, worn smooth or loose; pedal pad loose on stalk or stalk loose on operating arm.
- 3.2 Excessive side movement of the pedal at right angles to its normal movement indicating a worn pivot. (If this is suspected and cannot be checked from the driver's cabin it must be inspected from underneath the vehicle or in the engine compartment).
- 3.3 The pedal, stalk or operating arm fouls parts of the vehicle to such an extent that the free movement of the pedal is obstructed or the operating arm fouls any pipeline or retaining clip. (See 3.2 above).
- 4.1 The lever fouls any part of, or equipment installed in, the vehicle.
- 4.2 Inhibitor switch ineffective as the engine can be started with forward or reverse gear selected; switch defective as the engine cannot be started when neutral or parked is selected.
- 4.3 The lever over-rides the reverse stop.
- 4.4 Pivot retaining device worn or insecure.

G3 Continued

Method of Inspection

Reasons for Rejection

4.5	Automatic – check the security of selector lever mechanism assembly.
4.6	Gear change knob complies with manufacturer’s specifications.
5.	Throttle pedal
5.1	Check action of throttle pedal control through full range of travel for smooth and free operation in both directions.
5.2	Move the pedal from side to side to check condition of pedal pivot and security of mounting.
6.	Check handbrake level (see A6)
7.	Direction indicator control (see also F5)
7.1	Check to ensure that the self cancelling mechanism operates when returning from left and right turns.
7.2	Check the switch assembly for operation, wear and security, and
7.3	Where applicable, the operation of headlamp flash control.
8.	Switches, warning and ‘tell tale’ lamps.
8.1	Operate each switch and check for security, damage, positive operation, correct function and where appropriate, the illumination of respective warning or ‘tell tale’ lamp.
8.2	Check operation of steering lock, and
8.3	Engine stop control.

4.5	Selector lever mechanism assembly worn or insecure.
4.6	Gear change knob missing or does not comply with manufacturer’s specification.
5.1	Pedal action stiff, fails to operate freely when opened or closed or fails to open or return fully.
5.2	Pedal pivot worn or mounting insecure.
6.	(See A6)
7.1	Self cancelling mechanism fails to operate when returning from either one or both turns.
7.2	Switch fails to hold in direction indicated; switch or mechanism insecure; control arm so worn or loose in switch body it could fail in service.
7.3	Headlamp flash control inoperative.
8.1	Any switch, warning or ‘tell tale’ lamp inoperative, insecure, damaged, broken, not positive in operation or operates a component other than that indicated by logo. Floor mounted dip switch insecure.
8.2	Steering lock inoperative.
8.3	Engine stop control ineffective and, where applicable, fails to lock when ignition key is removed.

G3 Continued

Method of Inspection

- 8.4 With obligatory lamps on, check that the speedometer and other instruments are illuminated, where applicable.
- 8.5 Check brake fluid level indicator (see A5.7)
- 8.6 Brake servo warning indicator (see A6.9)
- 9. Gauges. Check operation of fuel, temperature, oil pressure, charge rate gauges, as applicable, and speedometer.
Note: These items may be checked on road test.
- 10. Heating, demisting and ventilation
 - 10.1 Check the effective operation of all demister/heater and ventilation controls, as appropriate.
 - 10.2 Check independent switch for passenger heater blower.
- 11. Cabin lamp. Check operation and condition of cabin lamp.

Note: Approval may be given to reposition the lamp or fit an additional lamp on application.

Reasons for Rejection

- 8.4 Speedometer or instruments fail to illuminate where applicable, gear selector indicator panel dirty, broken, missing or fails to illuminate.
- 8.5 (See A5.7)
- 8.6 (See A6.9)
- 9. Any gauge that is defective, insecure or broken. Speedometer inoperative, needle wavers or is obviously recording incorrectly. Any gauge or the speedometer does not comply with manufacturer's specification.
- 10.1 Controls inoperative, maladjusted, broken or insecure; blower motor inoperative or ineffective; a vent ineffective or insufficient air flow directed to the front compartment. Side mounted facia ventilators ineffective, inoperative or broken. Fresh air vent hinge seized, broken or operating level missing, where applicable.
- 10.2 Independent blower switch inoperative.
- 11. Cabin lamp inoperative, broken or missing.

G4 Fire Extinguisher

Method of Inspection

- 1.1 Check that a fully charged, approved type fire extinguisher is installed. As per guidelines for test.
- 1.2 Check the condition of the holder and that it is mounted in the approved position, retains the fire extinguisher securely and the retaining clip releases easily.

Reasons for Rejection

- 1.1 Unapproved fire extinguisher installed; extinguisher not fully charged or missing.
- 1.2 Fire extinguisher holder mounted in an unapproved position, insecure, damaged; retaining device ineffective or difficult to release.

G5 Windscreen and Interior Mirror

Method of Inspection

- 1. Check windscreen
 - 1.1 Complies with manufacturer's specification.
 - 1.2 Glass is fitted correctly with the safety zone to the driver's side.
 - 1.3 Is of clear glass free from scratches scores or cracks.
 - 1.4 Check condition of glazing rubber and interior surround for evidence of water leaks.

Reasons for Rejection

- 1.1 Windscreen glass does not comply with manufacturer's specification.
- 1.2 Windscreen glass reversed.
- 1.3 Windscreen glass so scratched, scored or cracked that it could impair the driver's vision under adverse light or weather conditions, or it could fail in service. Tinted glass installed or self adhesive tinting material affixed to any part of the glass.
- 1.4 Glazing rubber split or perished to cause windscreen leak.

Note: Laminated replacement windscreens must be fitted to Metrocab and LTI Fairway vehicles. Toughened glass installed on earlier models may be replaced with laminated glass.

G5 Continued

Method of Inspection

- 2. Check interior mirror
 - 2.1 Is of a type which complies with manufacturer's specification.
 - 2.2 Stalk is secure on mounting and the adjustment pivot holds the mirror securely.

Note: Suction type mirrors or larger clip-on mirrors are not approved. One interior mirror only is permitted.

Reasons for Rejection

- 2.1 Mirror fitted does not comply with manufacturer's specification or mirror missing.
- 2.2 Stalk insecure on mounting; mirror fails to remain in set position under normal driving conditions.

G6 Windscreen Washers and Wipers

Method of Inspection

- 1. Operate the windscreen washer control and check that an adequate supply of liquid is emitted from both jets.
- 2. Check the jets are correctly set to direct liquid on the area of the windscreen swept by the blades.
- 3. With liquid on the windscreen operate the wipers and check they both clear an adequate area of the windscreen.
- 4. Check the wiper arms and blades for condition and correct fitment.

Reasons for Rejection

- 1. Windscreen washer control missing; fails to operate or provide sufficient liquid to clean windscreen.
- 2. Windscreen washer jet missing, ineffective or incorrectly set.
- 3. Wipers inoperative or fail to sweep an adequate area of the windscreen; arms incorrectly set on spindles; a wiper blade deteriorated to such an extent that it fails to clear the windscreen.
- 4. Blade attachment to arm connection worn; blade assembly worn or rubber split to such an extent it could score the glass in service; wiper arm spring weak or hinge pin worn; attachment splines loose or worn; arms incorrectly fitted (see Note) arms or blades do not comply with manufacturer's specification.

Note: LTI FX4 cabs have handed wiper arms.

G7 Radio and Mobile Data Equipment

Method of Inspection

1. Check that any personal radio, radio/cassette player, two-way radio, mobile data terminal or aerial is securely installed.

Reasons for Rejection

- 1.1 Equipment or its associated parts which are insecure. (see Notes).

Notes: Portable radio equipment or any radio/cassette player using one or a pair of headphones is not permitted. Only electrically operated aerials may be installed in the front wings or boot surround panel.

Equipment must be maintained in good working order. Items which have fallen into disrepair or disuse must be removed. (see Section H).

G8 Vehicle Excise Licence and Insurance

Method of Inspection

1. Check that a current Vehicle Excise Licence is displayed in a protective holder in the nearside lower corner of the windscreen.

Reasons for Rejection

1. Licence not current, bears incorrect details, is defaced, illegible or missing. Licence incorrectly affixed to the windscreen. (See also Note 1).

Note 1: A Vehicle Excise Licence may, for security, be contained in a separate holder affixed to the nearside lower part of the windscreen surround panel.

Note 2: A badge the same size as an excise licence may be displaying showing membership of TGWU.

G9 Driver's and Luggage Compartment Trim

Method of Inspection

1. Check condition of headlining.
2. Where applicable, check condition and operation of sun roof panel and that the panel complies with manufacturer's specification.
3. Check condition of sun visor.
4. Check condition of floor coverings and floor panels in the driver's and luggage compartment and that they comply with manufacturer's specifications.
5. Where applicable, check taximeter drive sealing aperture cover.
6. Where applicable, check the condition and security of:
 - 6.1 Driver's/luggage partition panel.
 - 6.2 Centre console.
 - 6.3 Arm rest, map or tidy box.
 - 6.4 Luggage retaining strap, and nearside door pull cord.
 - 6.5 Trim beneath dash panel.

Reasons for Rejection

1. Headlining dirty, stained, torn, sagging, detached at edge or poorly repaired. (See Note). Headlining painted or does not comply with manufacturer's specification.
2. Sun roof panel cracked or broken, panel fails to close fully or can be easily removed. Sliding panel fails to hold on the catch when in open position. Sun roof panel does not comply with manufacturer's specification.
3. Sun visor missing, insecure, damaged or fails to remain in position set. Visor fitted which does not comply with manufacturer's specification.
- 4.1 A floor covering holed, unsuitably painted floor covering does not comply with manufacturer's specification.
- 4.2 Any accumulation of water or dirt beneath floor coverings. Floor panels rusted.
5. Taximeter drive sealing aperture cover is insecure, missing or cannot be readily removed for seal inspection.
- 6.1 Partition panel is insecure or split.
- 6.2 Console insecure, split or taximeter sealing aperture cover (where applicable) missing or cannot be readily removed for seal inspection.
- 6.3 Arm rest, map or tidy box fitted which does not comply with manufacturer's specification is fitted which is insecure broken or deteriorated – arm rest split to expose padding.
- 6.4 Luggage retaining strap or door pull cord detached, missing or does not comply with manufacturer's specification.
- 6.5 Trim material is split, torn, insecure or likely to interfere with the driver's control pedals. Material encroaches into the luggage area.

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Section H – Body/Paintwork

H

H1 Body Condition

Method of Inspection

1. Examine main body shell and all body panels (see Note 1) for corrosion, cracks, distortion, damage, security, correct fitment and alignment (see Note 2).
2. Check, where applicable, condition and security of body mouldings (see Note 4).
3. Check, where applicable:
 - 3.1 Condition and security of mud flaps and,
 - 3.2 Splash guards

Note 1: Body panels include all wings, doors, door reveals, bonnet, boot lid, rear quarter light window frames, wheel arches, outer sills, roof panel and 'Taxi' sign canopy.

Note 2: Gaps between:

- (a) fixed and all hinged panels should be parallel to within 1mm.
- (b) leading edge of front door and wing edge must not exceed 9 mm.
- (c) Trailing edge of rear door and wing edge must not exceed 8 mm.
- (d) Boot lid and all adjacent panels must not exceed 7 mm and the gap difference between left and right hand sides must not exceed 3 mm.
- (e) Bonnet, wing edges and bulkhead must not exceed 10 mm and the gap difference between left and right hand sides must not exceed 3 mm.

Reasons for Rejection

- 1.1 Door hinge pillar, centre pillar, entrance step or body panel corroded, cracked, distorted, damaged, insecure, incorrectly fitted or misaligned. (See Note 3).
- 1.2 Panel fitted which does not comply with manufacturer's specification.
2. A moulding damaged, misaligned, insecure, missing or does not comply with manufacturer's specification.
 - 3.1 Mud flaps not a matched pair, torn, missing, insecure or do not comply with manufacturer's specification. Reflectors affixed.
 - 3.2 Splash guard missing, corroded or insecure.

H1 Continued

Note 3: All repairs must be soundly executed using the correct materials and procedures for the job being undertaken. The finished repair must not detract from the overall appearance of the vehicle.

Where an aerial or an additional lamp has been permanently removed the mounting hole must be suitably sealed from the elements.

Note 4: Where a door advertisement is displayed, the moulding and/or clips must be removed. The moulding must not be refitted over an advertisement.

H2 Paintwork Condition

Method of Inspection

1. Examine the body paintwork for cleanliness, finish and lustre.
2. Where applicable, examine approved vinyl roof covering for cleanliness, condition and security.

Reasons for Rejection

- 1.1 Exterior of vehicle so dirty that the overall finish of the paintwork cannot be assessed.
- 1.2 Paintwork so deteriorated, damaged, rust blistered or stone chipped, that it detracts from the overall appearance of the vehicle.
- 1.3 Renovations to paintwork which produce runs, flat or uneven finish or of non matching colour, i.e. not compatible with adjacent panels. Repairs incomplete in primer or undercoat.
- 1.4 Oversprays on glass or other fittings.
- 1.5 Vinyl roof covering dirty, stained, discoloured, painted (other than with vinyl refurbishment product), torn or becoming detached.
- 2.1 Roof covered in material which does not comply with manufacturer's specification.
- 2.2 Finisher moulding insecure, incorrectly fitted or missing.

H2 Continued

Method of Inspection

3. Where applicable, check condition of coachlines.

Note 2: Where there has been a change of colour the interior parts must match. The DVLC must be notified of the colour change.

Note 3: Permanently painted coachlines are preferred but there is no objection to good quality self adhesive coachlines being affixed. They must only be painted or affixed to the sides of the cab and not exceed two in number. A single coachline must not exceed 10 mm in width, where two lines are painted or affixed their total width must not exceed 16 mm excluding the gap between.

Reasons for Rejection

3.1 Coachline(s) incomplete, not matching both sides of vehicle, becoming detached or do not comply with Note 3.

H3 Door Locks, Hinges, Handles and Trim Panels

Method of Inspection

1. With each door in open position:

1.1 Examine the door hinges and check strap for condition and security.

Reasons for Rejection

1.1 Door hinge or hinges worn, partially seized, sprung, insecure or any fixing screw missing. Check strap is worn, ineffective, insecure, missing, does not comply with manufacturer's specification.

Method of Inspection

Reasons for Rejection

1.2	Check that the doors open within prescribed limits.
1.3	Examine the interior door lock and pull handles or cord, as applicable, for condition and security.
1.4	Examine the door locking mechanism (excluding ADLS) and striker plate for condition and security.
1.5	Check the operation of carriage door warning/courtesy lamps and, where applicable, warning buzzers. Check where applicable, the operation of front door courtesy lamps.
1.6	Examine the condition and security of interior door trim panels.
1.7	Examine the condition and security of door frame and door panel draught excluders.
2.	With each door in the closed position check:
2.1	The outer handle for security and condition and the push release button for operation.

1.2	A rear door which fails to open to a minimum of 21” or fouls the leading edge of the rear wing: <ul style="list-style-type: none"> (a) A nearside rear door of an approved wheelchair facility conversion which fails to open to a minimum angle of 90 degrees. (b) Either rear door of a new make cab, approved from January 1985, which fails to open to a minimum angle of 90 degrees. (c) A front door check strap that permits the door to foul the trailing edge of the front wing. (d) A defect in an approved device fitted to a wheelchair facility conversion that is used to retain the door in the open position or a open door retainer fitted.
1.3	Interior door lock handle, door pull handle or cord missing, insecure, or does not comply with manufacturer’s specification. Door handle is sharp or rough to the touch; an escutcheon or fixing screw is missing. Handle guard missing, broken, insecure or warning decal missing.
1.4	Door lock mechanism, remote control mechanism and/or striker plate worn or insecure. Lack of or excessive lubrication. Any fixing screw, guide or buffer stop missing.
1.5	Any warning/courtesy lamp or buzzer inoperative including driver’s ‘tell tale’ lamps.
1.6	Door trim panel is split, crudely repaired, dirty, stained or discoloured, insecure or retaining clips missing or not properly secured. (See Note 1)
1.7	Draught excluder missing, insecure, too short, perished or unapproved type.
2.1	Outer handle insecure, sharp or rough to the touch, release button loose, stiff or fails to release locking mechanism, key aperture presents a sharp projection.

H3 Continued

Method of Inspection

- 2.2 The main catch holds the door securely. With pressure applied to the door partially operate the push button to ensure, as the door opens, it is held by the safety or secondary catch.
- 2.3 The door opens and closes correctly.
- 2.4 Where applicable, the operation of a central door locking system.

Reasons for Rejection

- 2.2 Door loose or fails to hold on main catch through wear or maladjustment, fails to hold on safely to secondary catch.
- 2.3 Door drops when opened, hinges sprung or defective (see 1.1), door misaligned with striker plate.
- 2.4 Central door locking system inoperative or defective, central locking system installed. (See Note 2)

Note 1: Any repairs to ABS plastic trim panels must be executed on the reverse side.

Note 2: Mortice type locks may be fitted to the front doors. Under no circumstances may they be fitted to the passenger compartment doors.

H4 Boot Lid and Compartment

Method of Inspection

- 1. Boot lid, check:
 - 1.1 The adjustment of the catch.
 - 1.2 The fitment of a lockable handle which complies with manufacturer's specification.
 - 1.3 The condition of support straps.
 - 1.4 The condition of the hinges.

Reasons for Rejection

- 1.1 Boot lid locking mechanism or striker plate loose, worn, maladjusted or difficult to operate.
- 1.2 Handle fitted which does not comply with manufacturer's specification – security lock defective, handle missing.
- 1.3 Support strap(s) missing, broken, frayed, unequal length or of a type which does not comply with manufacturer's specification.
- 1.4 Hinge(s) worn, sprung, partially seized or insecure.

Note: Mortice type locks may be fitted to the boot lid (see also section H1)

H4 Continued

Method of Inspection

2. Boot compartment, check:
- 2.1 The condition and security of weather-strip.
 - 2.2 The security of spare wheel, tools and wheelchair ramps as applicable.
 - 2.3 The condition of the boot floor.
 - 2.4 For any materials presenting a fire or fume hazard.
 - 2.5 the condition of the fuel tank filler.
 - 2.6 The condition and security of electrical wiring and, where applicable, radio or telephone equipment.

Reasons for Rejection

- 2.1 Weather-strip is missing, perished, split or of insufficient length. Evidence of water leaking into boot compartment.
- 2.2 Spare wheel, tools or wheelchair ramps insecure. Spare wheel mounting broken.
- 2.3 Boot floor cracked or corroded. Blanking plates or grommets missing.
- 2.4 Materials or containers presenting a fire or fume hazard.
- 2.5 See Section D8.
- 2.6 Wiring not secured, adequately insulated or so positioned it could be damaged by chafing. Any radio or telephone equipment insecure or installed in an unapproved manner. (See Note).

Note: Radio or telephone equipment must not be installed in the boot of a cab propelled by petrol or LPG.

H5 Window Glass

Method of Inspection

1. Check all windows:
- 1.1 Are of clear glass to manufacturer's specification.
 - 1.2 Are well cleaned and free from chips, scratches, scores or cracks.
 - 1.3 For correct security etching, where applicable. Marking must be legible on all windows, must not impair the strength of the glass.

Reasons for Rejection

- 1.1 Glass fitted which does not comply to manufacturer's specification. Tinted glass installed (see Note 1) or self adhesive tinting material affixed to any part of the glass.
- 1.2 Glass so dirty or stained, over sprayed, scratched, scored or cracked that it could impair the driver's or passengers vision under adverse light or weather conditions. Glass chipped to present a sharp edge.
- 1.3 Etched index mark incorrect or illegible, or depth of etching impairs the strength of the glass (see Note 2).

H5 Continued

Method of Inspection

Reasons for Rejection

- 2. Check glazing rubber of fixed windows for condition, security of glass and evidence of water leaks.
- 3. Where applicable, check:
 - 3.1 Condition and fitment of opening quarter light windows.
 - 3.2 Operation and condition of hinges and catches.
- 4. Check all opening windows for:
 - 4.1 Operation.
 - 4.2 Condition and security of window channels.
 - 4.3 Operation of window locks where applicable.
 - 4.4 Condition and security of window control lift or push/pull handles or knobs and warning decals as applicable.
 - 4.5 Condition and fitment of inner and outer window aperture finishers, where applicable.
- 5. Check interior partition window for:
 - 5.1 Security and operation of opening section.
 - 5.2 Condition and security of sliding window stop and control.
- 6. Check that any notice, sticker or decal affixed to the glass has been approved.

- 2. Glass/glazing rubber insecure within frame, glazing rubber split, perished or not watertight.
- 3.1 Quarter light window frame damaged, misaligned in main aperture or fails to close correctly.
- 3.2 Hinges and/or catches seized, or broken; catches fail to hold or lock.
- 4.1 Window difficult to operate, fails to close or open fully. Electrically operated window operates incorrectly or an unapproved electrically operated window installed.
- 4.2 Window channels insecure, worn, dropped or missing.
- 4.3 Window lock missing, insecure, fails to hold or difficult to operate.
- 4.4 Window control missing, insecure or presents a sharp edge. Warning decal missing or defaced.
- 4.5 Window aperture finisher missing, damaged or insecure. Joint clip missing to expose finisher ends to present sharp projection.
- 5.1 Upper or lower glazing channels insecure or window assembly insecure in main frame. Sliding section loose in channels or stiff in operation. Partition window does not comply with manufacturer's specification.
- 5.2 As applicable, sliding stop missing or too short permitting window to open in excess of 11.5cm. Rubber buffer and/or wooden stop split or missing. Driver or passenger window control damaged, missing or reverse fitted.
- 6. Unapproved advertisement, notice, sticker or decal affixed.

H6 Advertisements

Method of Inspection

1. Check exterior door, interior bulkhead and tip seat base advertisements, as applicable, for condition and security.

Note: All advertisements must be approved and must be affixed only in approved positions.

Reasons for Rejection

- 1.1 An exterior door advertisement torn, blistered, mis-aligned, becoming detached or affixed over defective bodywork.
- 1.2 Any advertisement defaced, damaged, insecure or unapproved. (See Note).

H7 Badges and Motifs

Method of Inspection

1. Check vehicle for condition of badges motifs and decals as applicable.

Note 1: Only one approved badge may be fitted in addition to the vehicle manufacturer's badge or motif. It must be fitted to the front grille and may either be the badge of a motoring organisation offering a 24 hour breakdown or recovery service.

Reasons for Rejection

- 1.1 Unapproved badges, motif or decal affixed. More than one front grille badge fitted. (See Note 1).
- 1.2 Badge, motif or decal damaged, broken, missing or fitted in an unapproved position.

H8 Bumpers and Over-Riders

Method of Inspection

1. Examine front and rear bumper bars, over-riders, mounting brackets and valances, as applicable, for condition, security and alignment.

Note 1: Only approved bumper bars and over-riders may be fitted. FX4 cabs with chrome bumper bars may fit, as an alternative, the later type black bumper bars and over-riders. Those fitted with black bumper bars and over-riders may retro-fit the chrome bumper bars. In either instance both bumper bars must be changed together with their mounting brackets and front valance.

Note 2: Reflective tape or other embellishment must not be affixed to bumper bars or over-riders. (See Section F3).

Reasons for Rejection

- 1.1 Mounting bracket/s insecure on chassis; bumper bar insecure on mounting brackets; over-rider/s insecure on bumper bar.
- 1.2 Bumper bars and/or over-riders not a matched pair. (See Note 1).
- 1.3 Bumper bar or over-rider missing, damaged or presents a sharp edge. Bolt head incorrectly located to present a projection or incorrect type bolts fitted. End capping missing or insecure.
- 1.4 Chrome peeling, rusted or deteriorated. Black finish deteriorated to detract from overall appearance of vehicle.
- 1.5 Bumper bar misaligned or end fouls body panel or wing. Rear mounting brackets foul underside of body.
- 1.6 Front valance damaged, rusted or insecure. Valance mounting brackets insecure, fractured or missing.

H9 Index Plates

Method of Inspection

1. Check both indexed plates:
 - 1.1 Display the number shown on the Vehicle Registration Document.,
 - 1.2 Are marked BS AU 144a and the white and yellow reflective plates are correctly fitted to the front and rear of the vehicle respectively.
 - 1.3 For condition, security and fitment.
 - 1.4 Hackney/Private Hire Carriage Plate screwed to vehicle.

Reasons for Rejection

- 1.1 Incorrect index plate(s) fitted.
- 1.2 Incorrect type index plate(s) fitted. Incorrect reflective colour plate(s) fitted.
- 1.3 Index plate insecure, damaged or dirty. Reflective surface crazed or discoloured. Digits missing, broken or loose. Mounting screw heads not compatible with colour of plate. (See Notes overleaf).
- 1.4 Hackney/Private Hire Plate not affixed by screws.

Notes: Index plate mounting screws or caps must match the colour of the plate. The use of black headed screws to join or alter digits on personalised index plates is not permitted. Digits must conform to Road Vehicles (Registration and Licensing) Regulations 1971.

Personalised index plates will only be accepted where the Vehicle Registration Document has been amended by the DVLC.

Owners changing an index number must produce the Cab Licence, Private Hire Vehicle Licence and the amended Vehicle Registration Document immediately for records to be amended.

H10 External Mirrors

Method of Inspection

1. Check all external mirrors for condition, security.

Reasons for Rejection

- 1.1 Mirror cracked, broken or reflective surface deteriorated. Casing deteriorated mirror missing or mounted in a position not complying with manufacturer's specification.
- 1.2 Mirror insecure on its mounting or fails to remain in set position. Manual adjustment seized or broken. Electrical adjustment inoperative.
- 1.3 Mirror fitted which does not comply with manufacturer's specification.
- 1.4 Mirror arm reinforcing plate inadequate or not fitted. (Applies to Metrocab only – see Note)

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Section I – Carriage Compartment

I

I1 Passenger Seat Belts

Method of Inspection		Reasons for Rejection	
1.	Cabs manufactured from 1 April 1987, must be fitted with seat belts for forward facing passengers. (See Notes 1, 2 and 3).	1.1	Seat belt missing or does not comply with manufacturer's specification.
1.1	Check, where applicable, that the seat belts are fitted and conform to the manufacturer's specification.	1.2	Any seat belt anchorage that is incorrectly or insecurely fixed to the vehicle structure.
1.2	Pull each seat belt's webbing against its anchorages and check they are properly and securely fixed to the vehicle structure.	1.3	Excessive corrosion, serious distortion or a fracture in any load bearing member of the vehicle structure or panelling within 30cm (12") of a seat belt anchorage.
1.3	As far as is practicable without dismantling, check the condition of the vehicle structure in the vicinity of the seat belt anchorage points. (See Note 4).	1.4	Seat belt webbing is cut, frayed, deteriorated or dirty.
1.4	Pull each seat belt fully from the retracting unit and where applicable, expose the centre lap belt. Examine the webbing for signs of deterioration.	1.5	The retracting unit mechanism fails to operate or the belt fails to return freely.
1.5	With the seat belt webbing fully exposed, check that it winds back automatically into the retracting units upon release.	1.6	A buckle locking or release mechanism does not operate correctly.
1.6	Check that each seat belt buckle mechanism cannot be pulled apart when fastened and that the release mechanism operates correctly.	1.7	Automatic reel locking mechanism fails to lock or release correctly.
1.7	Grasp the webbing and snatch away from the reel to check that each automatic reel locking mechanism is functioning correctly.		

Note 1: Cabs licensed to carry 4 persons must be fitted with 2 inertia reel type seat belts. An additional lap type seat belt must be fitted to cabs licensed to carry 5 persons.

Note 2: Cabs manufactured prior to 1 April 1987, may be fitted with seat belts which comply with manufacturer's specification.

Note 3: Where there is provision for a wheelchair passenger, either in a manufacturer's model or in an approved conversion, a seat belt which complies with the manufacturer's specification.

Note 4: The condition of the floor mounted anchorage points may best be inspected from underneath the vehicle and in the boot compartment (FX4) and by removing the rear seat cushion (Metrocab and FX4).

I2 Headlining

Method of Inspection

1. Check condition of carriage headlining.

Reasons for Rejection

- 1.1 Headlining dirty, stained, torn, sagging, detached at edge or poorly repaired (see Note).
- 1.2 Headlining material not to manufacturer's specification.

Note: Up to two repairs, neatly stitched and not exceeding 10cm (4") in length will be accepted. Patches are not permitted.

I3 Interior Fittings

Method of Inspection

1. Check, as applicable, the security and condition of the:
 - 1.1 Door and pillar grab handles.
 - 1.2 Fare table and cover.
 - 1.3 Mounting for the cab licence plates.
 - 1.4 Rear parcel shelf.
 - 1.5 Kick panels and tread plates.
 - 1.6 Floorboards and floor coverings.

Reasons for Rejection

- 1.1 Grab handle missing, insecure, broken, plastic covering cut or split; non matching handle fitted. Escutcheon missing or incorrectly located.
- 1.2 Fare table not current, defaced, or size incompatible with cover (see Note 1). Fare table cover missing, broken, insecure or stained where applicable.
- 1.3 No provision to secure interior licence plate. 'THE NUMBER OF THIS CAB IS' notice missing, broken or insecure. FX4 and Metrocabs.
- 1.4 Shelf insecure, buckled, dirty or stained.
- 1.5 Kick panel or tread plate missing, insecure or deteriorated.
- 1.6 Floorboards insecure or correctly located. Unapproved floor covering fitted, floor covering not secured under entrance tread plate, bulging, holed, worn, smooth or slippery. Painted or treated with other than a recognised renovation product. Floor covering sticky.

I3 Continued

Method of Inspection

Reasons for Rejection

1.7	Arm rests and wheel arch trim panels.
1.8	Ashtrays.
1.9	Carriage lamps and switch.
1.10	Carriage heater and switch.
1.11	Bulkhead and tip seat adverts.
1.12	Passenger telephone.
2.	Check valeting of carriage interior and fittings.

1.7	Arm rest or wheel arch trim insecure, split or poorly renovated (see Note 2).
1.8	Ashtray missing, damaged, rusty or not emptied.
1.9	Lamp, lamp lens or rim missing, broken or insecure; lamp inoperative or lens dirty. Two way switch defective, switch notice missing or defaced.
1.10	Heater inoperative, leaking, defective or noisy in operation. Grill panels missing or damaged. Two-way switch defective, switch notice missing or defaced.
1.11	Advert(s) insecure, broken, stained, defaced or unapproved (see Note 3).
1.12	Telephone installation insecure; door or hinge(s) broken or mounting box door fails to remain closed when telephone is replaced. Unit fitted in an unapproved manner or unapproved telephone installation.
2.	Carriage interior and fittings dirty. Polish or renovation materials not completely removed from upholstery or trim panels. Accumulation of dirt etc under edges of carriage mat. Door reveals not cleaned or paintwork showing rust. Obnoxious odour in carriage.

Note 1: The small size fare tables are solely for early type FX4 cabs and must not be used with the large cover.

Note 2: Any repairs to ABS plastic trim panels must be executed on the reverse side.

Note 3: Any advertisement must be approved. Interior advertisements must be encapsulated in clear non-flammable plastic.

I4 Seats

Method of Inspection

1. Check the condition of all passenger seat cushions and backrests. (See Notes 2 and 3 of Section G2).
2. Check condition and operation of tip seats where fitted.
3. Where applicable, check plinth between tip seats for condition and security.

Reasons for Rejection

1. Cushion or backrest upholstery collapsed, holed, split or temporarily repaired. Material dirty, stained, non-matching or does not comply with manufacturer's instructions.
2. Seat fails to rise automatically, return spring(s) weak or broken, seat fails to maintain horizontal position, when occupied. Cushion retaining screws missing, loose or heads raised to present projection. Bulkhead or cushion framework rusted, sharp or rough to the touch.
3. Plinth insecure, split, torn or covering becoming detached.

I5 Automatic Door Locking System (ADLS)

The functioning of the ADLS must be checked before road test (Section J). Its operation can be observed when the vehicle is driven in or out of the workshop or when raised in the wheel free position.

Method of Inspection

1. Where applicable, (See Note 1) and prior to road test, check the operation of the ADLS.
 - 1.1 With the cab in forward motion, check that the ADLS operates not before 31cm (12" approx) and not more than 46cm (18" approx) distance has been travelled.
 - 1.2 When the cab is stopped, without use of the footbrake, check there is 2 seconds delay before ADLS releases (see Note 2).
 - 1.3 With the cab stationary and held by the footbrake, check that the ADLS is effective and
 - 1.4 Again with the handbrake applied and the footbrake released, check to ensure that the ADLS releases.

Reasons for Rejection

- 1.1 ADLS not fitted, fails to operate, operates too early or too late.
- 1.2 ADLS releases before the delay period has expired. System fails to release or exceeds the delay period.
- 1.3 ADLS ineffective with footbrake applied or
- 1.4 Fails to release when footbrake is released.

I5 Continued

Method of Inspection

- 2. Check operation of driver's ADLS warning lamp and, where applicable, the operation of passenger's ADLS warning lamp(s).
- 3. Check presence and condition of ADLS warning notices.
- 4. Check security of control box and condition of associated wiring and connections.

Note 1: All cabs manufactured on and after 1 March 1983, are fitted with ADLS.

Note 2: Items 1.2 and 1.3 (MOI) are manufacturer's safety features to prevent the doors being opened from the inside when travelling in slow moving, stop/start traffic or waiting at traffic lights etc. The rear doors must, at all times, be able to be opened from the outside whether the cab is in motion or not and the system must be disabled by turning off the ignition or in the event of a wiring failure.

Reasons for Rejection

- 2. Driver's ADLS failure warning lamp missing or inoperative when cab is stationary. Passenger's ADLS warning lamp missing or inoperative when cab is in motion.
- 3. Warning notice missing or defaced.
- 4. Control box insecure; wiring deteriorated or terminal(s) loose or corroded so as to cause the ADLS to fail in service.

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Section J – Taximeter and Road Test

J

J1 Road Test

Note: Whether or not the taximeter is tested prior to presentation, a road test of 1½ to 2 miles should be conducted with a responsible mechanic riding in the passenger compartment. This provides an opportunity to detect any defect which may have been overlooked or manifests itself only when the vehicle is driven. In addition to the items dealt with in this section, attention should be given when on a road tests to those listed below.

A1 Brakes – squeal, judder or grabbing.

B1 Steering – alignment of steering wheel, wandering, free play, over correction.

G3 Indicators – action of self cancelling mechanism, warning and ‘tell tale’ lamps and gauges – check operation as applicable.

I Carriage compartment – check interior as applicable.

Examiners are authorised to drive vehicles presented for inspection if they consider it necessary.

J2 Smoke/Fume Emission

Method of Inspection

- | |
|------------------------------------|
| 1. Road test the vehicle to check: |
| 1.1 Smoke or fume emission. |
| 1.2 Engine performance |

Reasons for Rejection

- | |
|--|
| 1.1 Engine emits excessive smoke and/or fumes when idling, moving off from rest or during a prolonged pull under load. |
| 1.2 Engine performance sluggish, lacks power or unduly noisy. |

J3 Transmission

Method of Inspection

1. Road test the vehicle to check, as applicable:
 - 1.1 Operation of clutch.
 - 1.2 Manual gearbox.
 - 1.3 Automatic transmission.
 - 1.4 Transmission for noise, harshness and vibration.

Note: Where rejection results from noisy transmission, attention should also be paid to the propeller shaft, rear axle differential, hub bearings and tyres as well as the manual gearbox or automatic transmission.

Reasons for Rejection

- 1.1 Clutch slips under load; judders on take off or fails to fully disengage making gear engagement difficult.
- 1.2 Jumps out of any gear under drive or over-run; selection of any gear difficult other than through defective clutch; synchromesh ineffective.
- 1.3 Automatic transmission clonks when engaged; judders, slips or fails to change up and/or down correctly as specified by the manufacturer; kick down control ineffective.
- 1.4 Undue noise, harshness or vibration from transmission or clonk when moving off from the rest (see Note).

J4 Ride/Knocks and Rattles

Method of Inspection

1. Road test the vehicle to check:
 - 1.1 The ride.
 - 1.2 For knocks and/or rattles
 - 1.3 Rattles
 - 1.4 The door security warning lamps.

Note: Passenger doors must fit within their apertures and not gape at the lower edge (See H1).

Reasons for Rejection

- 1.1 Ride affected by weak or defective suspension, vibration or resonance.
- 1.2 Knocks from beneath vehicle, e.g. from loose or defective shock absorbers; loose, defective or collapsed body mounts; defective road springs and/or shackles and pins; misaligned exhaust system or from any other cause.
- 1.3 Rattles from beneath or within the vehicle: e.g. from exhaust system; loose spare wheel or tools in boot compartment; division bulkhead; door loose in aperture or noise from within the door itself, etc. (See Note).
- 1.4 Door warning lamp(s) flicker or remain on when vehicle in motion.

J5 Speedometer

Method of Inspection

1. Road test the vehicle to check operation of speedometer.

Reasons for Rejection

1. Speedometer defective.

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Section K – Wheelchair Facilities

K

K1 Wheelchair Facilities

Method of Inspection

1. Check condition and operation of wheelchair restraints.
2. Check disabled persons seat belt in accordance with Section 1.1.
3. Where moveable centre partition conversion is installed, check that:
 - 3.1 The conversion has been approved, by Breckland Council.
 - 3.2 All pivoted sections operate freely and are free from undue wear.
 - 3.3 The pivoted section retaining locks and floor locating bolts operate freely and hold the partition secure in both normal and forward positions.

Note: A number of converted cabs offering wheelchair facilities have been approved, the general principle to be followed, irrespective of the type of conversion, is that it must be maintained in good working order.

Reasons for Rejection

- 1.1 Wheelchair restraint/s missing, anchorage/s insecure, webbing frayed, electrical or mechanical locking device ineffective.
2. See 1.1.
- 3.1 Conversion unapproved by Breckland Council fitted.
- 3.2 Moveable sections of bulkhead do not pivot freely, rattle or are insecure.
- 3.3 Bulkhead retaining locks and/or floor locating bolts ineffective, missing or seized.

K2 Ramps

Method of Inspection

1. Check that appropriate approved ramps are securely installed in the boot compartment.
2. Examine the ramps for damage, sharp edges or corners.
3. Check, as applicable, the non-slip provision and locating dowel pins.

Reasons for Rejection

1. Unapproved ramps installed; retaining device missing, or ineffective. Ramps missing.
2. Ramps damaged or present a sharp edge or corner.
3. Non-slip provision worn, missing or ineffective. Locating dowel pins damaged, loose or missing.

Appendix B – Table of Taxi Meters

Meter Make	Meter Type
Aquila	AQ2000
Aquila	T2
LTI / CGYNUS	CYGNUS MR200
LTI / CGYNUS	CYGNUS MR300
LTI / CGYNUS	CYGNUS MR320
LTI / CGYNUS	CYGNUS MR400
LTI / CGYNUS	LTI 300
LTI / CGYNUS	LTI 400
Taxitronic	TX28
Taxitronic	TX30
Halda	12
Lucas	1145
Lucas	1150 / 1150.1
HAC	Elite / Classic
Sheriff	Star
Sheriff	Ultima
Sheriff	Wayfarer
Mattig	Drive 2
Digitax	F1
Digitax	F2 (was 806)
Rem	Rem 3
Rem	Rem 4
Global Sheriff	Global Star
Global Sheriff	Global Ulitmar

Appendix C - Convictions Policy

Convictions Policy

Policy as to the relevance of convictions and cautions in relation to the consideration of whether a person is ‘fit and proper’ to hold a hackney carriage or private hire drivers licence

1. Each case shall be decided on its own merits having regard to this policy, the provisions of Rehabilitation of Offenders Acts and amendments and the protection of the public. Hackney Carriage and Private Hire drivers are expected to be persons of trust and therefore the principal considerations of any case will be whether the property or well being of the public may be at risk.
2. Sentences imposed by the Courts reflect the seriousness of an offence and/or a person’s past history; for that reason the Council regards a crime as a **‘serious crime’** where indicated in this Policy as: -

Any offence where the term of sentence passed on conviction is a sentence which is excluded from the Rehabilitation of Offenders Act 1974 by virtue of section 5 of that Act. That is:

- a. A sentence of imprisonment for life;
- b. A sentence of imprisonment, youth custody, detention in a young offender institution or corrective training for a term exceeding 30 months.
- c. A sentence of preventative detention.
- d. A sentence of detention during Her Majesty’s Pleasure or for life under section 90 or 91 or the Powers of Criminal Courts (Sentencing) Act 2000, 205(2) or (3) of the Criminal Procedure (Scotland) Act 1975, or a sentence of detention for a term exceeding 30 months passed under section 91 of the said Act of 2000 (young offenders convicted of grave crimes) or under section 206 of the said Act of 1975 (detention of children convicted on indictment) or a corresponding Court-martial punishment; and
- e. A sentence of custody for life.

A conviction for “serious crime” shall not permanently bar an applicant from obtaining a licence but he/she is expected to have remained free of conviction for any criminal offence, other than minor traffic offences, for three to five years from the end of a served sentence for a “serious crime” .The circumstances of the offence, the sentence imposed by the Court or the fact an offence is an isolated one, may be sufficient in part in allowing discretion when considering the issue of a licence but the overall protection of the public must remain the paramount issue.

Where a person has been sentenced to over 5 years imprisonment at any one time the Council regards a sentence of this length as indicating that the offence was very serious. It is unlikely that a licence will be granted or maintained. It must be for a

Court to decide the outcome if an applicant with such a history wishes to pursue an appeal against refusal of a licence.

In relation to persons whose name appears on the Sex Offenders Register it is unlikely that a licence will be granted or maintained. It must be for a Court to decide the outcome if an applicant with such a history wishes to pursue an appeal.

If an existing licence holder is convicted of any offence and is sentenced to any term of imprisonment, whether suspended or not, or their name is placed on the Sex Offenders Register, then (unless indicated otherwise in "Stances" below) their licence will be suspended immediately pending consideration of their "fit and proper" status.

Stances on specific types of offences;

a. Minor Traffic Offences

An applicant whose ordinary driving licence is endorsed with a minor traffic offence, e.g. obstruction, waiting in a restricted street, speeding, etc., shall not be prevented from proceeding with an application. If sufficient points have been accrued to require a period of disqualification of the applicant's ordinary driving licence then a hackney carriage or private hire licence may be granted after its restoration (subject to statutory requirements), but a warning may be issued as to future conduct.

In relation to existing licence holders an isolated minor traffic offence shall not affect the validity of their licence but more than one such type of offence in a twelve month period may cause their "fit and proper" status to be reviewed.

If an existing licence holder reaches nine points on their licence, they will have to appear before the licensing Committee for their licence to be reviewed.

b. Major Traffic Offences

An applicant, who has an isolated conviction for reckless driving or driving without due care and attention, etc., will normally be warned as to future driving and advice on the standard expected of Hackney Carriage and Private Hire drivers. More than one conviction for this type of offence within the last three years will merit refusal and no further application shall be considered until a period of one to three years free from a conviction of a similar nature has elapsed.'

In relation to existing licence holders any conviction for a major traffic offence shall cause their "fit and proper" status to be reviewed immediately. They will have to appear before the licensing Committee.

The Council will regard any such conviction as indicating that they have fallen below the standards required for licensed drivers.

c. Drunkenness with motor vehicle

A serious view is taken of convictions of driving or being in charge of a vehicle while under the influence of drink. An applicant who has an isolated conviction may not necessarily be debarred from holding a licence but strict warnings may be given as to future behaviour. More than one conviction for

these offences will raise grave doubts as to the applicant's fitness to hold a licence.

At least three years shall elapse (after the restoration of the driving licence) before an applicant is considered for a licence. If there is any suggestion that the applicant is an alcoholic, a special medical examination shall be arranged before the application is entertained. If an applicant is found to be an alcoholic a period of five years shall elapse after treatment is complete before a further licence application is considered.

In relation to existing licence holders any conviction for drunkenness in a motor vehicle shall cause their "fit and proper" status to be reviewed immediately. They will have to appear before the Committee.

The Council will regard any such conviction as indicating that they have seriously fallen below the standards required for licensed drivers.

d. Drunkenness not in motor vehicle

An isolated conviction for drunkenness may not debar an applicant or an existing licence holder from obtaining/continuing to hold a licence. However, a number of convictions for drunkenness could indicate a medical problem necessitating critical examination [see (c) above]. In some cases, a warning may be given and/or their "fit and proper" status may be reviewed as appropriate.

e. Drugs

An applicant with a conviction for any offence where drugs have been used, supplied or stolen shall be required to show a period of at least five years free of conviction following the serving of any sentence imposed by a court before an application is entertained, or seven years after detoxification treatment has been successfully completed if he/she was deemed to be an addict.

The fact that a person has a 'Police Caution' for such an offence shall indicate that although it is to be taken into consideration when deciding the fitness of an applicant for a licence it alone should not debar the issue of a licence.

In relation to existing licence holders any conviction related to drugs shall cause their "fit and proper" status to be reviewed immediately. They will have to appear before the Committee.

The Council will regard any such conviction as indicating that such status is seriously in doubt and a licence(s) may well be suspended immediately pending consideration of this.

f. Further Offences of Indecency

An applicant who has convictions or cautions for offences of Indecent Exposure or any other sexual related offence not previously mentioned shall not automatically be debarred from holding a licence. Each application must be considered in isolation and a guide of 'free from such conviction or caution for at least five years' shall be used. If the conviction relates to an offence against children then the offence shall be considered as if it were a "serious crime".

In relation to existing licence holders any conviction relating to further offences of indecency shall cause their “fit and proper” status to be reviewed immediately. They will have to appear before the licensing Committee.

The Council will regard any such conviction as indicating that such status is seriously in doubt and a licence(s) may well be suspended immediately pending consideration of this.

g. All Other Crimes

All other applications where the applicant has convictions for criminal offences, where sentences of less than those previously mentioned are imposed, or where fines, probation, supervision orders or conditional discharges have been imposed and a significant period of time has elapsed since conviction, should be treated entirely on their own merits.

Any other offence, not previously mentioned, where a ‘Caution’ has been administered, should be treated solely on the circumstances of it.

In relation to existing licence holders if any person receives a conviction or caution for any criminal offence within the category of “all other crime offences” then the revocation or suspension of their licence will be imposed or considered giving due thought to their “fit and proper” status in the light of the offence, sentence and circumstances presented.

Appendix D - Byelaws

Byelaws made under Section 68 of the Town Police Clauses Act, 1847 and Section 171 of the Public Health Act, 1875 by the Breckland District Council with respect to Hackney Carriages in the Breckland District.

Interpretation

1. Throughout these byelaws "the Council" means the Breckland District Council and "the district" means the Breckland district.

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

2.
 - a. The proprietor of a hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside respectively of the carriage, or on plates affixed thereto.
 - b. A proprietor or driver of a hackney carriage shall:-
 - i. not willfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire;
 - ii. not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

Provisions regulating how hackney carriages are to be furnished or provided

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

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

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

5. The driver of a hackney carriage provided with a taximeter shall:-
- a. when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
 - b. before beginning a journey for which a fare is charged for distance and time bring the machinery of the taximeter into action by moving the said key, flag or other device so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring;
 - c. cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act, 1972 and also at any other time at the request of the hirer.

6. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
7. The driver of a hackney carriage shall, when plying for hire in any street and not actually hired
 - a. proceed with reasonable speed to one of the stands fixed by the byelaw in that behalf;
 - b. if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - c. on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction;
 - d. from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
8. A proprietor or driver of a hackney carriage, when standing or plying for hire shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.
9. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
10. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
11. The driver of a hackney carriage when hired to drive to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.
12. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage, any greater number of persons than the number of persons specified on the licence for such carriage issued by the Council.
13. If a badge has been provided by the Council and delivered to the driver of a hackney carriage, he shall when standing, plying or driving for hire wear that badge in such position and manner as to be plainly and distinctly visible.
14. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage
 - a. convey a reasonable quantity of luggage;
 - b. afford reasonable assistance in loading and unloading;

- c. afford reasonable assistance in removing it to or from the entrance of any house, station or place at which he may take up or set down such person.

Provisions fixing the rate of fare to be paid for hackney carriages within the district and securing the due publication of fares

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

Provided always that where a hackney carriage furnished with a taximeter shall be hired by distance the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taximeter save for any extra charges authorised which it may not be possible to record on the face of the taximeter.

- 16. i. The proprietor of a hackney carriage for which any fares are fixed by any byelaw in that behalf shall
 - a. cause a statement of such fares to be painted or marked on the inside of the carriage, or on a plate affixed thereto, in clearly distinguishable letters and figures;
 - b. renew such letters and figures as often as is necessary to keep them clearly visible.
- ii. The proprietor or driver of a hackney carriage bearing a statement of fares in accordance with this byelaw shall not willfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

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

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

Penalties

19. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding one hundred pounds and in the case of a continuing offence to a further fine not exceeding five pounds for each day during which the offence continues after conviction therefore.

Repeal of Byelaws

20. The byelaws relating to hackney carriages in the Breckland District which were made by the Mayor, Aldermen and Burgesses of the Borough of Thetford acting by the Council on the 19th day of February, 1957 and which were confirmed by one of Her Majesty's Principal Secretaries of State on the 12th day of April, 1957 and subsequently amended by:
- i. Amending Byelaws 7, 15 and 16 made by the Council on the 26th day of March, 1968 and confirmed on 13th June, 1968;
 - ii. Amending Byelaws 7 and 15 made by the Council on the 10th day of March 1968 and confirmed on the 12th day of May 1970; and
 - iii. Amending Byelaw 16 made by the Council on the 17th day of November, 1970 and confirmed on the 27th day of July, 1971

are hereby repealed.

Provisions Fixing the Stands of Hackney Carriages

21. Each of the several places specified in the following list shall be a stand for such number of hackney carriages as is specified in the list:

Forecourt on Thetford Railway Station	6
Bridge Street Car Park, Thetford (adjacent to the pedestrian bridge across the Rivers Ouse and Thet)	4
Well Street, Thetford (on the west side of the street to the south of the layby)	5
Pike Lane Car Park (6.00 p.m. - 1.00 a.m. only)	2
Mill Lane Car Park (6.00 p.m. - 1.00 a.m. only)	2
Quebec Street, Dereham	8
Queens Square, Attleborough	1
High Street, Watton	1
Opposite Pedlars Car Park, Swaffham	1

Section 2 – Hackney Carriage Vehicle Licence Conditions

Serving of Notices

Sub-sections (2) to (5) of S23 of the Local Government Act 1972 shall have effect and are incorporated in the conditions for vehicles, operators and drivers in relation to any notices required or authorised by the conditions to be given or served on the licensee by or on behalf of the Council or any authorised officer.

Identification Plate

- a. The white plate which identifies the vehicle as a Hackney Carriage and required to be exhibited on a Licensed Hackney Carriage by virtue of Section 38 Town Police Clauses Act 1847, shall be securely fixed to the rear of the vehicle in a conspicuous position and in such a manner as to be easily removable by an authorised officer of the Council or a Police Constable.
- b. The Hackney Carriage vehicle shall not be used to convey a greater number of passengers than shown on the plate and licence irrespective of the age of the passenger.
- c. The licence plate shall be displayed in a vertical position and firmly fixed to the outside of the vehicle at the rear. Neither Velcro or cable tie fastenings will be permitted. The plate must be prominently displayed as to be readily visible to members of the public and that the figures and numbers endorsed thereon are distinct and legible.
- d. The licence plate is the property of Breckland Council to whom it must be returned within 7 days of demand if the licence is suspended, revoked or not renewed for any reason.

Insurance

- a. During the period of the Hackney Carriage vehicle licence, the proprietor shall keep in force, in relation to the use of the vehicle as a Hackney Carriage, a policy of insurance in respect of public hire and complying with the provisions of Section 145 of Part VIA Road Traffic Act 1988 which covers third party liability both in respect of physical injury or death and in respect of damage to personal belongings. The certificate of insurance shall be produced to an authorised officer of the Council for inspection whenever required.
- b. It shall be the responsibility of the proprietor of a hackney carriage to produce proof of continuous insurance cover in respect of public hire. The insurance proof is to be reviewed by the licensing authority within seven days of the expiry of the preceding certificate or cover note.
- c. If the proprietor fails to produce a certificate of insurance cover on request he shall produce it forthwith or within seven clear days of the request to an authorised officer of the Council. Failure to comply shall result in suspension of the Hackney Carriage Vehicle licence.

Transfer of interest in the vehicle

If a proprietor of a licensed hackney carriage vehicle transfers his interest, in whole or in part, in the vehicle to any other person not specified in the vehicle licence he must notify the Council within 14 days stating the name and address of the person to whom he has transferred his interest in the vehicle. (Section 49 Local Government (Miscellaneous Provisions) Act 1976).

Transfer of a licence to a new vehicle

The proprietor of a licensed hackney carriage wishing to replace a licensed vehicle, must apply for a new vehicle licence. A fee will be paid at the MOT station for the mechanical inspection of the vehicle and the annual fee will be reduced for each unexpired month of the previous licence.

Taxi Meters

Taxi meters must be fitted in compliance with the Council Byelaws for hackney carriages and when the machinery of the taxi meter is in action, there should be recorded in the face of the taxi meter in clearly legible figures, a fare in pursuance of the tariff fixed by the Council.

The actuating device for the taxi meters must operate direct from the 'For Hire' position to 'Hired' and must pass through the 'Stopped' or 'Fare' position before being returned to the 'For Hire' position. It must not be capable of being moved in the reverse direction or being returned in any position other than 'For Hire', 'Hired' or 'Stopped'.

The taxi meter shall be placed so all the letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose, the letters and figures shall be capable of being suitably illuminated during any period of hiring.

When standing or plying for hire no fare shall be recorded on the face of the taxi meter.

The driver of a hackney carriage shall, at the commencement of the journey, activate the meter so that the word 'Hired' is clearly visible and shall keep the meter operating until the termination of the hiring – 'Commencement of the journey' means:

- a. When the hirer enters the vehicle.
- b. When the driver has attended at an appointed place, and has made his presence known to the hirer.
- c. When the driver has presented him/herself at an appointed place at a specified time.

The mechanism of a taxi meter shall not be tampered with or altered without excuse.

If a driver agrees beforehand to carry persons for less than the fare fixed by the Byelaws, he shall not, at the end of the journey, demand more than the agreed sum.

No agreement shall be made to charge more than a properly metered fare. Even if the taxi is being driven on private hire business. It is still an offence to agree to charge more than the properly metered fare.

If a driver carries a hirer to a certain place and the hirer wishes the driver to wait, the driver may ask for his fare for driving there and also ask for a deposit against the waiting time. After accepting such a deposit, the driver shall not drive away without the consent of the hirer.

A driver shall not overcharge.

Once a hackney carriage has been hired, a driver shall not carry anyone else during that hire, without the explicit consent of the first hirer.

Inspection of Vehicle and Taxi Meter

A taxi meter approved to the vehicle may be inspected by an authorised officer of the council or by a Police Officer at all reasonable times.

If the officer or constable inspecting the vehicle is not satisfied as to the fitness of the vehicle or the accuracy of the meter, he may without prejudice to the taxi meter condition, give written notice to the proprietor to make the Hackney Carriage and/or taxi meter available for further inspection and testing at such reasonable time and place as may be specified, and the vehicle licence may be suspended until the officer or constable is satisfied as to the vehicle's fitness or as to the accuracy of the taxi meter.

If the officer or constable is not so satisfied within two months of the initial inspection, the Hackney Carriage Licence shall be deemed revoked.

Luggage Space

At least 90% of the luggage space provided in the vehicle must be available for passenger's luggage.

Roof signs

Roof signs fitted upon a hackney carriage vehicle shall be securely fitted to the vehicle. Roof signs must be the design and shape as approved by Breckland Council.

The sign shall be capable of being illuminated internally and must be illuminated at all times when the vehicle is plying for hire, but not otherwise.

Signs

A sign approved by Breckland Council shall be permanently fixed to and displayed on each rear door of the vehicle.

Vehicle Inspections

A vehicle which fails an inspection/safety check during the currency of a licence will have the fault(s) rectified and the vehicle re-inspected within 2 months of the original inspection – failure to do so will lead to the automatic revocation of the vehicle licence.

A Hackney Carriage may be inspected by an authorised officer of the council or a police officer, at all reasonable times. If the person inspecting the vehicle is not satisfied as to the fitness of the vehicle he may give written notice to the proprietor to make the vehicle available for further inspection and testing at such reasonable time and place as may be specified, and the vehicle licence may be suspended until the officer or police officer is so satisfied.

If the officer or police officer is not so satisfied within 2 months of the initial inspection the Hackney Carriage vehicle licence shall be deemed revoked.

Alteration of Vehicle

During the currency of the Licence, no material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the prior approval of the Council. All vehicles must have four doors with the exception of purpose built vehicles.

Advertising on outside of vehicle

During the currency of the licence advertising will be permitted on licensed vehicles, subject to the following conditions:

- a. The proprietor of a hackney carriage vehicle shall not display or permit to be displayed on the vehicle any sign or advertisement whatsoever unless written permission has been obtained from the Licensing Authority.
- b. Advertising is to be limited to the front door and back door panels of licensed vehicles. Advertising on parts of the vehicle over and above front and back door panels may be permitted but only after prior written approval of the Council has been given.
- c. Proprietors of a hackney carriage shall ensure that any advertisements carried on their vehicles are not disfigured or damaged and shall immediately remove any advertisements that are or become damaged or disfigured.
- d. All advertisements shall comply with the British Code of Advertising Practice and shall be in a form acceptable to the Advertising Standards Authority. The Council reserves the right to withdraw from display any advertisement which may be considered inaccurate, misleading, unlawful, defamatory, in bad taste or of an unacceptable standard.
- e. No advertisement shall relate to or advertise alcohol, nudity, gambling, smoking materials or be of a political nature.
- f. The same advertising must be displayed on the front nearside and offside doors of vehicles.

- g. Any advertising may cover both doors.
- h. Advertising may not be stuck over door trims. Door trims may not be removed to accommodate advertising.
- i. Advertising must not obscure the sign issued by Breckland Council, which is permanently affixed to the vehicle.

Advertising on inside of vehicle

Advertising is permitted on the inside of purpose built hackney vehicles but is limited to the base of the pull down spring seats and shall be subject to the following conditions:

- a. Proprietors of hackney carriages shall ensure that any advertisements carried on their vehicles are not disfigured or damaged and shall immediately remove any advertisements that are or become damaged or disfigured.
- b. All adverts shall comply with the British Code of Advertising Practice and shall be in a form acceptable to the Advertising Standards Authority.
- c. No advertisement shall relate to or advertise alcohol, nudity, gambling, smoking materials or be of a political nature. The council reserves the right to withdraw from display any advertisement which may be considered inaccurate, misleading, unlawful, defamatory, in bad taste or of an unacceptable standard.

Signs which must be displayed

The following signs and notices will be displayed on hackney carriage vehicles during the currency of the licence and shall not be displayed on the windows or windscreen of the vehicle:

- a. Notices issued from time to time by Breckland Council for the information of the traveller.
- b. A copy of the approved table of fares displayed in a clearly visible position. Byelaw 16.
- c. A sign stating 'Seat Belt Regulations – Seat belts must be worn'.
- d. The number of passengers and licence number of the vehicle displayed in a clearly visible position.

Signs, Notices, etc

During the period of the licence no signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever will be displayed on, in or from the vehicle except as may be required by any statutory provision, including byelaws, or permitted by these conditions.

Provided however that this condition shall not apply to any indication on a taxi meter fitted to the vehicle or to a sign which:

- a. is displayed in or from the vehicle while it is stationary; and
- b. contains no words or numbers other than the name and address of an operator of the vehicle or the name under which he carries on his business and in either case, the name of a passenger or passengers to be carried in the vehicle; and
- c. is displayed in pursuance of a prior arrangement made for the carriage of a passenger or passengers named on the sign.

Vehicle Accidents

The proprietor of a hackney carriage vehicle must report to the council as soon as possible, or in any event within 72 hours, any accident which has caused damage to the vehicle (S50(3) Local Government (Miscellaneous Provisions) Act 1976).

LPG Conversions

A hackney carriage proprietor converting their licensed vehicle to run on Liquid Petroleum Gas (LPG) must notify the Council of such change and comply with the following conditions.

- a. That the installation of a LPG tank can be undertaken by an LPG approved installer.
- b. That the proprietor produces a certificate of compliance by an approved LPGA installer.
- c. That the LPG tank fitted must be a multi-valve tank and be fitted with a sealed tank box made from aluminium and vented to the atmosphere.
- d. That the vehicle displays on the front and rear screens, a sticker stating that the vehicle has been fitted with a LPG tank for the purpose of alerting the emergency services in the event of an accident.
- e. A doughnut tank is fitted in the spare wheel well of the boot, the spare wheel must be securely placed in a position not obstructing the entire luggage space.
- f. The proprietor of the vehicle must notify DVLA Swansea of the change in fuel from petrol to both LPG and petrol.
- g. The vehicle must be annually serviced by a person competent in LPG powered vehicles.

First Aid and Fire Equipment

There shall be provided and maintained in a licensed hackney carriage the following equipment:

Fire Extinguisher

To be carried in such a position as to be readily accessible and available in any emergency. The fire extinguisher should be either a 1kg dry powder or a 1 litre AFFF. Both types should have gauges to show the state of charge and should be manufactured to satisfy relevant BSEN accreditation.

First Aid

A standard size and type of first aid equipment which complies with the requirements laid down by the Department of Transport for taxis and minibuses and to contain not less than:

- 10 x medifresh or equivalent
- 1 x 7.5cm bandage
- 2 x triangular bandages
- 24 x assorted plasters
- 3 x large ambulance dressings
- 2 x eye pads and elastic to secure
- 12 x assorted safety pins
- 1 x pair scissors
- 2 x pairs disposable gloves

in a secure and clearly identifiable first aid container.

Passengers

- a. The proprietor or owner of a Licensed Hackney Carriage shall not permit to be conveyed in the vehicle a greater number of persons than prescribed in the licence for the vehicle.
- b. The driver of a Licensed Hackney Carriage shall not allow to be conveyed in the front seat of a Licensed Hackney Carriage, any child below the age of 10 years.
- c. The driver of a Licensed Hackney Carriage shall not, without the consent of the hirer of the vehicle, convey or permit to be conveyed any other person in the vehicle.
- d. A driver shall not refuse to carry fewer persons than the number marked on the plate.

Unattended Taxis

No licensed Hackney Carriage may be left on a taxi rank designated by S65 Local Government (Miscellaneous Provisions) Act 1976 or a Local Traffic Order without a licensed driver in attendance to take care of it.

Change of Address

A licence holder on changing address shall notify the Council of such change within 7 days.

Televisions

If televisions and videos are fitted to vehicles they must comply with the requirements of the Motor Vehicle (Construction and Use) Regulations.

Citizen Band Radios

No citizen band radios may be fitted in any Hackney Carriage during the currency of the licence.

Radio Scanning Devices

No radio scanning devices of whatsoever type or sort may be fitted to, carried in or used in or in the vicinity of any Hackney Carriage during the currency of the licence.

CCTV Cameras

Hackney Carriage properties may, subject to the written approval of the Council, install and use a visible closed circuit TV surveillance camera in their vehicles for the purposes of personal safety and as a deterrent only.

If an approved camera is fitted a sign must be displayed inside the vehicle, visible to passengers, stating 'Closed circuit TV surveillance in operation'. Similar signs shall be displayed outside the vehicle to warn prospective customers of the possible use of the surveillance camera.

Roof and Boot Racks

No roof or boot racks may be fitted to Licensed Hackney Carriages during the currency of the licence.

Deposit of Drivers Licence

Where the proprietor of a Hackney Carriage employs any other person to drive the vehicle he shall, before that person commences to drive the vehicle, cause the driver to deliver to him his Hackney Carriage Drivers Licence for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle which he operates.

Copy of Conditions

The driver of a private hire vehicle shall carry with him/her a copy of these conditions and shall make them available for inspection by the hirer or any other passenger on request.

Trailers

A licensed hackney carriage vehicle will be permitted to tow a trailer subject to the following conditions:-

- a. The proprietor presents the trailer for a compliance inspection at an approved Council testing station for further inspections as an authorised officer may require.
- b. The trailer must only be used on pre-booked journeys when excess luggage is to be carried and not for general use.
- c. The trailer must be maintained in a satisfactory condition and comply with all current road traffic legislation requirements.
- d. The tow bar and fitting should be of a type approved by the manufacturer of the vehicle and fitted by an approved agent.
- e. No advertising will be permitted on any part of the trailer.
- f. The trailer shall carry an appropriate spare wheel and correctly inflated spare tyre at all times that it is in use for hire and reward.
- g. The trailer must be of a design that when close coupled to the prime mover (the vehicle towing it) it does not interfere in any way whatsoever with the operation of any rear door, emergency exits or wheelchair access ramps.
- h. The trailer must be hard bodied and be fitted with securely fastening covers, which can be hard top or canvas tarpaulin type, to prevent the ingress of liquid on to any luggage being carried. The trailer shall be covered at all times whilst in transit.
- i. There must be current insurance which must be produced to an officer on request to prove the vehicle is insured to tow a trailer and that there is adequate cover for the carriage of luggage and/or goods.
- j. Any defect or damage of any kind occurring on the trailer must be reported to the Council as soon as possible or in any case within 72 hours.
- k. A trailer is not permitted on a hackney carriage rank.
- l. When the approved trailer is used with the licensed vehicle, a Breckland Council licence plate should be affixed to the rear of the trailer and made clearly visible.
- m. The kerbside weight of the trailer when fully laden should not exceed that determined by the vehicle manufacturer as being the safe towing weight limit.

Section 3 – Private Hire Vehicle Licence Conditions

Identification Plate

The yellow plate which identifies the vehicle as a Private Hire vehicle and required to be exhibited on a Private Hire Vehicle by virtue of Section 48(6)(a) of the Local Government (Miscellaneous Provisions) Act 1976, shall be securely fixed to the rear of the vehicle in a conspicuous position and in such a manner as to be able to be removed by an authorised officer of the council or a police constable.

The licence plate is the property of Breckland Council to whom it must be returned within 7 days of demand if the vehicle licence is suspended, revoked or not renewed for any reason.

Return of Identification Plate

On suspension, revocation or expiry of a Private Hire Vehicle licence the Council will require the Proprietor to return the identification plates within 7 days and any authorised officer of Breckland Council or any police officer is entitled to remove the plate from the vehicle and retain it.

Insurance

- a. During the period of the Private Hire vehicle licence, the proprietor shall keep in force, in relation to the use of the vehicle as a Private Hire Vehicle, a policy of insurance in respect of public hire and complying with the provisions of Part VI Road Traffic Act 1988 which covers third party liability both in respect of physical injury or death and in respect of damage to personal belongings. The certificate of insurance shall be produced to an authorised officer of the Council for inspection whenever required.
- b. It shall be the responsibility of the proprietor of a Private Hire vehicle to produce proof of continuous insurance cover. The insurance proof is to be reviewed by the licensing authority within seven days of the expiry of the preceding certificate or cover note.
- c. If the proprietor fails to produce a certificate of insurance cover on request he shall produce it forthwith or within seven clear days of the request to an authorised officer of the Council. Failure to comply shall result in suspension of the Private Hire Vehicle licence.

First Aid and Fire Equipment

There shall be provided and maintained in a licensed private hire vehicle carriage the following equipment:

Fire Extinguisher

To be carried as to be readily accessible and available in any emergency. The fire extinguisher should be either a 1kg dry powder or a 1 litre AFFF. Both types should have gauges to show the state of charge and should be manufactured to satisfy relevant BSEN accreditation.

First Aid

A standard size and type of first aid equipment which complies with the requirements laid down by the Department of Transport for taxis and minibuses and to contain not less than:

- 10 x medifresh or equivalent
- 1 x 7.5cm bandage
- 2 x triangular bandages
- 24 x assorted plasters
- 3 x large ambulance dressings
- 2 x eye pads and elastic to secure
- 12 x assorted safety pins
- 1 x pair scissors
- 2 x pairs disposable gloves

in a secure and clearly identifiable first aid container.

Advertising on outside of vehicle

During the currency of the licence advertising will be permitted on licensed vehicles, subject to the following conditions:

- a. The proprietor of a private hire vehicle shall not display or permit to be displayed on the vehicle any sign or advertisement whatsoever unless written permission has been obtained from the Licensing Authority.
- b. Advertising is to be limited to the front door and back door panels of licensed vehicles. Advertising on parts of the vehicle over and above front and back door panels may be permitted but only after prior written approval of the Council has been given.
- c. Proprietors of private hire vehicles shall ensure that any advertisements carried on their vehicles are not disfigured or damaged and shall immediately remove any advertisements that are or become damaged or disfigured.
- d. All advertisements shall comply with the British Code of Advertising Practice and shall be in a form acceptable to the Advertising Standards Authority. The Council reserves the right to withdraw from display any advertisement which may be considered inaccurate, misleading, unlawful, defamatory, in bad taste or of an unacceptable standard.
- e. No advertisement shall relate to or advertise alcohol, nudity, gambling, smoking materials or be of a political nature.
- g. The same advertising must be displayed on the front nearside and offside doors of vehicles.
- h. Any advertising may cover both doors.
- i. Advertising may not be stuck over door trims. Door trims may not be removed to accommodate advertising.

- j. No advertising containing the words "taxi", "cab" or "hire" will be permitted.

Signs which must be displayed

The following signs and notices will be displayed on private hire vehicles during the currency of the licence and shall not be displayed on the windows or windscreen of the vehicle:

- a. Notices issued from time to time by Breckland Council for the information of the traveller.
- b. A sign stating 'Seat Belt Regulations – Seat belts must be worn'.
- c. The number of passengers and licence number of the vehicle displayed in a clearly visible position.

Signs, Notices, etc

During the period of the licence no signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever will be displayed on, in or from the vehicle except as may be required by any statutory provision, including byelaws, or permitted by these conditions.

Provided however that this condition shall not apply to any indication on a taxi meter fitted to the vehicle or to a sign which:

- a. is displayed in or from the vehicle while it is stationary; and
- b. contains no words or numbers other than the name and address of an operator of the vehicle or the name under which he carries on his business and in either case, the name of a passenger or passengers to be carried in the vehicle; and
- c. is displayed in pursuance of a prior arrangement made for the carriage of a passenger or passengers named on the sign.

Vehicle Accidents

The proprietor of a private hire vehicle must report to the council as soon as possible, or in any event within 72 hours, any accident which has caused damage which materially affects the safety, performance or appearance of the vehicle or the comfort or convenience of passengers.

Vehicle Inspections

A vehicle which fails an inspection/safety check during the currency of a licence will have the fault(s) rectified and the vehicle re-inspected within 2 months of the original inspection – failure to do so will lead to the automatic revocation of the vehicle licence.

A Private Hire vehicle may be inspected by an authorised officer of the council or a police officer, at all reasonable times. If the person inspecting the vehicle is not satisfied as to the fitness of the vehicle he may give written notice to the proprietor/operator to make the vehicle available for further inspection and testing at

such reasonable time and place as may be specified, and the vehicle licence may be suspended until the officer or police officer is so satisfied.

If the officer or police officer is not so satisfied within 2 months of the initial inspection the Private Hire vehicle licence shall be deemed revoked.

Maintenance of Vehicle

The proprietor of a Private Hire Vehicle will ensure that the vehicle and all its fittings are at all times when the vehicle is in use or available for hire be kept in a safe, tidy and clean conditions and comply with the relevant statutory requirements including those contained in the Motor Vehicles (Construction and Use) Regulations.

Transfer of licence to new vehicle

The proprietor of a licensed Private Hire Vehicle wishing to replace a licensed vehicle with another vehicle must apply for a new vehicle licence.

Transfer of vehicle

Any proprietor transferring a licensed vehicle to a new proprietor must inform Breckland Council in writing within 14 days of the transfer

Proprietors Responsibility

During the period of a licence, the holder shall be in direct control of the day to day running of the vehicle.

Roof Signs

No roof signs or top lights are permitted on private hire vehicles.

Copy of Conditions

The driver of a private hire vehicle shall carry with him/her a copy of these conditions and shall make them available for inspection by the hirer or any other passenger on request.

Notification of Conviction

The proprietor shall within 7 days disclose to the council in writing details of any conviction imposed on him/her (or, if the proprietor is a company or partnership, on any of the directors or partners) during the period of the licence.

Trailers

A private hire vehicle will be permitted to tow a trailer subject to the following conditions:-

- a. The proprietor presents the trailer for a compliance inspection at an approved Council testing station for further inspections as an authorised officer may require.

- b. The trailer must only be used on pre-booked journeys when excess luggage is to be carried and not for general use.
- c. The trailer must be maintained in a satisfactory condition and comply with all current road traffic legislation requirements.
- d. The tow bar and fitting should be of a type approved by the manufacturer of the vehicle and fitted by an approved agent.
- e. No advertising will be permitted on any part of the trailer.
- f. The trailer shall carry an appropriate spare wheel and correctly inflated spare tyre at all times that it is in use for hire and reward.
- g. The trailer must be of a design that when close coupled to the prime mover (the vehicle towing it) it does not interfere in any way whatsoever with the operation of any rear door, emergency exits or wheelchair access ramps.
- h. The trailer must be hard bodied and be fitted with securely fastening covers, which can be hard top or canvas tarpaulin type, to prevent the ingress of liquid on to any luggage being carried. The trailer shall be covered at all times whilst in transit.
- i. There must be current insurance which must be produced to an officer on request to prove the vehicle is insured to tow a trailer and that there is adequate cover for the carriage of luggage and/or goods.
- j. Any defect or damage of any kind occurring on the trailer must be reported to the Council as soon as possible or in any case within 72 hours.
- k. When the approved trailer is used with the licensed vehicle, a Breckland Council licence plate should be affixed to the rear of the trailer and made clearly visible.
- l. The kerbside weight of the trailer when fully laden should not exceed that determined by the vehicle manufacturer as being the safe towing weight limit.

Televisions

If televisions and videos are fitted to vehicles they must comply with the requirements of the Motor Vehicle (Construction and Use) Regulations.

Alteration of Vehicle

During the currency of the Licence, no material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the prior approval of the Council. All vehicles must have four doors with the exception of purpose built vehicles.

Change of particulars

The proprietor shall notify the Council in writing of any change in the particulars supplied by him in his application for the vehicle licence including his address during the period of the licence and within 7 days of any such change taking place.

Citizen Band Radios

No citizen band radios may be fitted in any Private Hire Vehicles during the currency of the licence.

Radio Scanning Devices

No radio scanning devices of whatsoever type or sort may be fitted to, carried in or used in or in the vicinity of any Private Hire Vehicles during the currency of the licence.

CCTV Cameras

Private Hire proprietors may, subject to the written approval of the Council, install and use a visible closed circuit TV surveillance camera in their vehicles for the purposes of personal safety and as a deterrent only.

If an approved camera is fitted a sign must be displayed inside the vehicle, visible to passengers, stating 'Closed circuit TV surveillance in operation'. Similar signs shall be displayed outside the vehicle to warn prospective customers of the possible use of the surveillance camera.

Roof and Boot Racks

No roof or boot racks may be fitted to Private Hire Vehicles during the currency of the licence.

Deposit of Drivers Licence

Where the proprietor of a Private Hire vehicle employs any other person to drive the vehicle he shall, before that person commences to drive the vehicle, cause the driver to deliver to him his Private Hire Drivers Licence for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle which he operates.

LPG Conversions

A Private Hire vehicle proprietor converting their licensed vehicle to run on Liquid Petroleum Gas (LPG) must notify the Council of such change and comply with the following conditions.

- a. That the installation of a LPG tank can be undertaken by an LPG approved installer.
- b. That the proprietor produces a certificate of compliance by an approved LPGA installer.
- c. That the LPG tank fitted must be a multi-valve tank and be fitted with a sealed tank box made from aluminium and vented to the atmosphere.
- d. That the vehicle displays on the front and rear screens, a sticker stating that the vehicle has been fitted with a LPG tank for the purpose of alerting the emergency services in the event of an accident.

- e. A doughnut tank is fitted in the spare wheel well of the boot, the spare wheel must be securely placed in a position not obstructing the entire luggage space.
- f. The proprietor of the vehicle must notify DVLA Swansea of the change in fuel from petrol to both LPG and petrol.
- g. The vehicle must be annually serviced by a person competent in LPG powered vehicles.

Limousines Conditions

These conditions shall apply in addition to the Councils standard conditions for Private Hire Vehicles.

The vehicle shall be tested every 6 months.

The Vehicle shall comply with the following:

- a. The vehicle shall not be over 10 years old.
- b. Be equipped with a minimum of four road wheels and a full sized spare wheel.
- c. Be equipped with tyres designed and manufactured to support the maximum permitted axle weight for the axle when the vehicle is driven at the maximum speed.
- d. All seats shall be fitted with seat belts which must be fitted in accordance with the current Road Vehicle (Construction and Use) Regulations.
- e. The maximum length of the stretch conversion (measured between the rear edge of the front door and the front edge of the rear door) shall not exceed 3048mm/120".
- f. The vehicle must not be fitted with a two-way radio system.

No person, under the age of 18 years, being conveyed in a stretched limousine shall be allowed to consume alcohol.

Tinted glass shall conform to the legal requirements of the current Road Vehicle (Construction and Use) Regulations.

Children under the age of 16 years shall not be carried in a stretched limousine unless accompanied by the parent or guardian of at least one of the children.

A limousine will not be permitted to tow a trailer.

Section 4 – Drivers Conditions – Hackney Carriage

Byelaws made under Section 68 of the Town Police Clauses Act, 1847 and Section 171 of the Public Health Act, 1875 by the Breckland District Council with respect to Hackney Carriages in the Breckland District.

Interpretation

1. Throughout these byelaws "the Council" means the Breckland District Council and "the district" means the Breckland district..

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

2. a. The proprietor of a hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside respectively of the carriage, or on plates affixed thereto.
- b. A proprietor or driver of a hackney carriage shall:-
 - i. not willfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire;
 - ii. not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

Provisions regulating how hackney carriages are to be furnished or provided

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

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

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

5. The driver of a hackney carriage provided with a taximeter shall:-
 - a. when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
 - b. before beginning a journey for which a fare is charged for distance and time bring the machinery of the taximeter into action by moving the said key, flag or other device so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring;
 - c. cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act, 1972 and also at any other time at the request of the hirer.

6. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
7. The driver of a hackney carriage shall, when plying for hire in any street and not actually hired
 - a. proceed with reasonable speed to one of the stands fixed by the byelaw in that behalf;
 - b. if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - c. on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction;
 - d. from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
8. A proprietor or driver of a hackney carriage, when standing or plying for hire shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.
9. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
10. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
11. The driver of a hackney carriage when hired to drive to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.
12. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage, any greater number of persons than the number of persons specified on the licence for such carriage issued by the Council.
13. If a badge has been provided by the Council and delivered to the driver of a hackney carriage, he shall when standing, plying or driving for hire wear that badge in such position and manner as to be plainly and distinctly visible.
14. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage
 - a. convey a reasonable quantity of luggage;
 - b. afford reasonable assistance in loading and unloading;

- c. afford reasonable assistance in removing it to or from the entrance of any house, station or place at which he may take up or set down such person.

Provisions fixing the rate of fare to be paid for hackney carriages within the district and securing the due publication of fares

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

Provided always that where a hackney carriage furnished with a taximeter shall be hired by distance the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taximeter save for any extra charges authorised which it may not be possible to record on the face of the taximeter.

- 16. i. The proprietor of a hackney carriage for which any fares are fixed by any byelaw in that behalf shall:
 - a. cause a statement of such fares to be painted or marked on the inside of the carriage, or on a plate affixed thereto, in clearly distinguishable letters and figures;
 - b. renew such letters and figures as often as is necessary to keep them clearly visible.
- ii. The proprietor or driver of a hackney carriage bearing a statement of fares in accordance with this byelaw shall not willfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

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

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

Penalties

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

Repeal of Byelaws

20. The byelaws relating to hackney carriages in the Breckland District which were made by the Mayor, Aldermen and Burgesses of the Borough of Thetford acting by the Council on the 19th day of February, 1957 and which were confirmed by one of Her Majesty's Principal Secretaries of State on the 12th day of April, 1957 and subsequently amended by:
- i. Amending Byelaws 7, 15 and 16 made by the Council on the 26th day of March, 1968 and confirmed on 13th June, 1968;
 - ii. Amending Byelaws 7 and 15 made by the Council on the 10th day of March 1968 and confirmed on the 12th day of May 1970; and
 - iii. Amending Byelaw 16 made by the Council on the 17th day of November, 1970 and confirmed on the 27th day of July, 1971

are hereby repealed.

Provisions Fixing the Stands of Hackney Carriages

21. Each of the several places specified in the following list shall be a stand for such number of hackney carriages as is specified in the list:-

Forecourt on Thetford Railway Station	6
Bridge Street Car Park, Thetford (adjacent to the pedestrian bridge across the Rivers Ouse and Thet)	4
Well Street, Thetford (on the west side of the street to the south of the layby)	5
Pike Lane Car Park (6.00 p.m. - 1.00 a.m. only)	2
Mill Lane Car Park (6.00 p.m. - 1.00 a.m. only)	2
Quebec Street, Dereham	8
Queens Square, Attleborough	1
High Street, Watton	1
Opposite Pedlars Car Park, Swaffham	1

Section 5 – Drivers Conditions - Private Hire

In these conditions "authorised officer" means an officer of the Council authorised in writing for the purposes of these conditions.

General Prohibitions Under Licence

1. The licensee shall not assign or in any way part with the benefit of the licence. It is personal to the licensee.
2. The driver of a vehicle while driving or in charge of a vehicle shall not:
 - a. tout or solicit or cause or procure any other person to tout or solicit on a road or other public place any person to hire or to be carried for hire in any vehicle;
 - b. ply for hire by offering a vehicle for immediate hire while they or that vehicle are on a road or other public place;
 - c. accept an offer for the immediate hire of a vehicle while they or that vehicle are on a road or other public place except where the offer is first communicated to the driver in person by telephone or vehicle radio without him / her in any way procuring the offer.

In this condition "road" means any highway and any other road to which the public has access and includes bridges over which a road passes.

3. Only a licensed driver may drive a licensed vehicle at any time. The vehicle must be licensed by Breckland Council.
4. A driver may only accept bookings through a Private Hire Operator licensed by Breckland Council.
5. No driver shall drive a vehicle without the proprietor's consent.
6. When hired to drive to a particular destination, a driver shall (subject to any directions given by the hirer) proceed to that destination by the shortest available route.

Conduct of Driver

7. The driver shall:
 - a. carry a reasonable quantity of luggage when requested by any person hiring or seeking to hire a vehicle, and afford all reasonable assistance in loading and unloading passengers' luggage.
 - b. at all times be clean and respectable in his / her dress and person and behave in a civil and orderly manner.
 - c. take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him / her.
 - d. not without the express consent of the eat or drink in the vehicle.

- e. not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle.
- f. at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he / she is driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle.
- g. when collecting passengers the driver will not beep the vehicle's horn but shall make his / her arrival known in person.
- h. comply with all reasonable requests of hirers or passengers.
- i. not use a non hands free mobile phone whilst driving the vehicle.
- j. not smoke in the vehicle whilst it is under hire.

Copy of Conditions

- 8. The driver shall at all times when driving a vehicle carry a copy of these conditions and shall make it available for inspection by the hirer or any other passenger upon request.

Change of Address

- 9. The driver shall notify Breckland Council in writing of any change of his / her address during the period of the licence within seven days of the change taking place.

Convictions

- 10. The driver shall notify Breckland Council in writing of any conviction, caution or driving offence imposed on him / her during the period of the licence within seven days of the conviction.
- 11. In the event of a disqualification from driving, a driver shall immediately inform Breckland Council and return their badge.

Badges

- 12. The driver shall at all times when under hire or available for hire wear their badge on their person where it is clearly visible.
- 13. A driver shall not damage or deface a driver's badge nor allow any other person to do so.
- 14. The driver shall upon the expiry (without immediate renewal), revocation or suspension of this licence immediately return to Breckland Council the driver's badge issued when granting this licence.

Driving licence

- 15. A driver shall produce their DVLA driving licence for inspection by an authorised officer annually and at any point during the period of the licence (within 7 days of request).

Medical fitness to drive

16. A satisfactory medical will be required on renewal of the licence (every 3 years) up to the age of 65. After the age of 65 has been reached a satisfactory medical will be required annually. Breckland Council will not renew a licence if a satisfactory medical is not produced.
17. A medical may be requested at any time by an authorised officer. If a medical is not produced Breckland Council may consider suspension or revocation of the licence.
18. If there is a change in medical fitness to drive, Breckland Council must be notified on writing within 72 hours of the change occurring. Changes could include an inability to move a limb, impairment of vision and back injuries although this list is not exhaustive.

Prompt Attendance

19. The driver of a vehicle shall, if he / she is aware that the vehicle has been hired to be in attendance at an appointed time and place or he / she has otherwise been instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place (unless delayed or prevented by sufficient cause) punctually attend at that appointed time and place.

Passengers

20. The driver shall not convey or permit to be conveyed in a vehicle a greater number of persons than that prescribed in the licence for the vehicle.
21. The driver shall not allow there to be conveyed in the front of a vehicle:-
 - a. any child below the age of ten years; or
 - b. more than one person above that age.
22. The driver shall not without the consent of the hirer of a vehicle convey or permit to be conveyed any other person in that vehicle.
23. The driver who shall knowingly convey in a vehicle the dead body of any person, shall immediately thereafter notify the fact to the Licensing Team, Breckland Council, Elizabeth House, Walpole Loke, Dereham, NR19 1EE.
24. No driver without reasonable excuse shall refuse to carry or refuse assistance to any person with a disability or refuse to carry an assistance dog (without the appropriate exemption certificate).
25. No extra fee may be charged for carrying an assistance dog or wheelchair.

Lost Property

26. The driver shall immediately after the termination of any hiring of a vehicle or as soon as practicable thereafter carefully search the vehicle for any property which may have been accidentally left there.

27. If any property accidentally left in a vehicle by any person who may have been conveyed therein is found by or handed to the driver, it shall be taken as soon as possible and in any event within twenty-four hours (if not claimed by or on behalf of its owner) to a convenient police station and left in the custody of the officer in charge after obtaining a receipt for it.

Animals

28. The driver shall not convey in a vehicle any animal belonging to or in the custody of himself or the proprietor or operator of the vehicle.
29. The driver shall ensure that any animal belonging to or in the custody of any passenger is conveyed in the rear of the vehicle except that an assistance dog accompanying a disabled person may sit in the front of the vehicle provided that the animal is properly trained to sit in the foot well of the vehicle with the disabled passenger.

Accidents

30. A driver shall report to Breckland Council any accident involving a licensed vehicle as soon as possible and in any event within 72 hours of the accident occurring.

Breakdowns

31. In the event of a breakdown during a hiring, the driver shall ensure that passengers have the means to continue their journey.

Taximeter

32. If a vehicle being driven by the driver is fitted with a taximeter, the driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare (unless credit is to be given).

Trailers

33. A licensed driver will be permitted to tow a trailer whilst driving a licensed vehicle providing that:
- a. The driver holds the appropriate category on his DVLA licence, which must be produced to the Council.
 - b. It is the proprietor's responsibility to ensure that the trailer towed by his vehicle complies with the legislation and licensing conditions.
 - c. It is the proprietor's responsibility to ensure the driver towing the trailer holds the appropriate category DVLA licence.

Fare to be demanded

34. The driver shall not demand from any hirer of a vehicle a fare in excess of any previously agreed for that hiring between the hirer and the operator or, if the vehicle is fitted with a taximeter and there has been no previous agreement as to the fare, the fare shown on the face of the taximeter.

Written Receipts

35. The driver shall if requested by the hirer of a vehicle provide him with a written receipt for the fare paid.

Complaints by hirers

36. Where a hirer has, during the course of a hiring, cause to make a complaint it is required that the hirer be given certain information to enable him/her to identify the driver, vehicle and proprietor if they wish to report the matter to Breckland Council. For this purpose the driver must ensure that there is provided within the vehicle a sufficient supply of clean and legibly printed tickets in the following form, or substantially in this form:

BRECKLAND COUNCIL COMPLAINT RECORD

Driver's No: Driver's Name:
Vehicle Plate No:

Keep this Ticket

In case of complaints please contact the Licensing Team, Breckland Council,
Elizabeth House, Walpole Loke, Dereham, NR19 1EE. Tel: (01362) 656870

Penalties

The Local Government (Miscellaneous Provisions) Act 1976 provides that any person who acts in contravention of the provisions of Part II of the Act shall be guilty of an offence and liable on summary conviction to a fine. In addition such action, whether or not resulting in criminal proceedings being taken, may lead to the suspension or revocation of an existing licence or refusal to renew such a licence.

Section 6 – Private Hire Operators Conditions

In these Conditions "The Council" means Breckland Council and "Authorised Officer" means any officer of the Council authorised in writing for the purposes of these conditions.

1. a. An Operator shall record details of every private hire booking made by him / her. The following information shall be recorded in an easily retrievable method (e.g. computer database or page numbered log) before the commencement of each journey, and shall include the following:
 - i. the date and time of each booking;
 - ii. how the booking was received, i.e. telephone or personal call;
 - iii. the time of pick-up;
 - iv. where journey was from and to;
 - v. the name and address of the hirer;
 - vi. the Private Hire licence plate number of the vehicle allocated the booking;
 - vii. the name of the driver allocated the booking.
- b. The records shall be kept for a period of one year, or such longer period as is required by an Authorised Officer of the Council.
- c. The records shall be produced, on request, to any Police Officer or Authorised Officer of the Council.
2. a. An Operator shall maintain at his premises details of all vehicles operated by him, which shall include the following:
 - i. the Private Hire licence plate number;
 - ii. the vehicle registration number;
 - iii. the name and address of the proprietor of the vehicle;
 - iv. the name(s) and address(es) of the driver(s) of the vehicles(s);
 - v. the badge number(s) of the driver(s).
- b. The above records shall be produced on request to any Authorised Officer of the Council or Police Officer.
3. No operator shall invite or accept a private hire vehicle booking or control or arrange a journey to be undertaken by a private hire vehicle without first making available the charge for the hire of the vehicle to the person making the booking. The charge can be notified in writing or verbally.

4. The operator shall provide a prompt, efficient and reliable service to members of the public at all reasonable times. This includes the following:
 - a. Ensure that when a private hire vehicle has been hired to attend at an appointed time and place, the vehicle shall, unless delayed or prevented by sufficient cause, attend punctually at the appointed time and place.
 - b. Keep clean, adequately heated, ventilated and lit any premises which the operator provides to which the public have access, whether for the purpose of booking or waiting.
 - c. Ensure that any waiting area provided by the operator has adequate seating facilities.
 - d. Ensure that any telephone facilities and radio equipment provided are maintained in a sound condition and that any defects are repaired promptly.
 - e. The operator shall not permit any person who is drunk, or is behaving in a disorderly manner to remain upon the premises in respect of which the operator's licence is in force.
5. An Operator shall undertake to ensure that all drivers and vehicles owned, controlled or operated by them shall be licensed and comply with all the conditions of their driver's licence and / or Private Hire Vehicle licence.

6. Bookings by and for disabled people accompanied by assistance dogs

The Disability Discrimination Act 1995 makes it an offence for a private hire operator to fail or refuse to take a booking for a private hire vehicle;

- a. if the booking is requested by or on behalf of a disabled person, or a person who wishes a disabled person to accompany him; and
- b. the reason for the failure or refusal is that the disabled person will be accompanied by his assistance dog.

This is subject to medical exemption certificates.

It is also an offence for the operator to make any additional charge as a result of the need to carry an assistance dog.

7. **Change of Address**

The operator shall notify the Council in writing of any change of his address (including any address from which he operates or otherwise conducts his business as an operator) during the period of the licence within seven days of such change taking place.

8. **Convictions**

The operator shall within seven days disclose to the Council in writing details of any conviction imposed on him (or if the operator is a company or partnership, on any of the directors or partners) during the period of the licence.

9. **Penalties**

The Local Government (Miscellaneous Provisions) Act 1976 provides that any person who acts in contravention of the provisions of Part II of the Act shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale (currently £1,000). In addition such action, whether or not resulting in criminal proceedings being taken, may lead to the suspension or revocation of an existing licence or refusal to renew such a licence.