



Craven District Council

Requirements for Vehicle Examination

SECTION 1 – Vehicle Conformance to Standards Set by Craven District Council		
Testable Items	Additional Information	Reason for Failure
<p>Ensure that:</p> <p>1 The vehicle is fitted with a minimum of 4 road wheels and 4 doors (excluding boot doors). Unless the vehicle is to be licensed for less than 4 passengers where the number of doors maybe less.</p> <p><b>VEHICLES WITH THIRD ROW OF SEATS</b></p> <p>a. All passengers must have access to at least two side doors, one of which must be on the nearside of the vehicle.</p> <p>b. In cases where there is no door adjacent to a row of seats, no passenger must have to pass through a gap of less than 300mm at the narrowest point in order to exit the vehicle via the rear side doors.</p> <p>c. The middle row of seats must have more than one seat capable of fully tilting and which meet the necessary exit</p>	<p>Check to ensure that the vehicle satisfies detailed conformance requirements.</p> <p>Acceptable certification will include certificates issued by recognised converters.</p> <p>Items not detailed within the MOT testing manual, but required for licensing standards fitness reasons are listed in this document or the main policy document.</p> <p>The V5 must show that the vehicle is registered with the DVLA or a Single Vehicle Approval Certificate or Minister's Approval Certificate is presented if required for this purpose.</p>	<p>1 <i>The vehicle is fitted with fewer than 4 road wheels and 4 doors (excluding boot doors).</i></p>

dimension of 300mm at both of the exit points.

d. All vehicles with a row of passenger seats without adjacent side doors must provide 'means of operation signs' and low level lighting that illuminates when the side lights of the vehicle are activated.

- 2 The vehicle must comply at all times with the relevant sections of the Road Traffic Act, Construction and Use Regulations and Road Vehicles Lighting Regulations that may apply.
- 3 The vehicle satisfies Motor Vehicle Type Approval Regulations or European Whole Vehicle Type Regulations or a Minister's Approval Certificate is in force for the vehicle or the vehicle is a historical vehicle.
- 4 The vehicle will be tested in accordance with the applicable parts of the DVSA (formerly VOSA) MOT Testing Manual for Class 3, 4, 5 and 7 vehicles. The vehicle must meet or exceed the standards detailed in the manual.
- 5 The vehicle will also be examined to verify that it meets the additional requirements set out within this document are met (as applicable).

2 The vehicle **fails** to comply with the Road Traffic Act, Construction and Use Regulations or Road Vehicles Lighting Regulations.

3 The vehicle **fails** to satisfy Motor Vehicle Type Approval Regulations, or European Whole Vehicle Type Approval Regulations, or there is no evidence that a Minister's Approval Certificate is in force and the vehicle is not a historic vehicle.

4 The vehicle **fails** to satisfy the applicable standards as detailed in the MOT Testing Manual.

5 The vehicle **fails** to meet any of the applicable requirements as detailed in this document.

<p>6 Where the vehicle has been converted, including stretched limousines ensure that the conversion is certified.</p> <p>7 Any modification or conversion to the vehicle's braking system, steering, engine, transmission, fuel system (inc LPG), suspension or lighting is supported by certification from an appropriate agency.</p> <p>8 The vehicle complies with all vehicle specifications laid out in the Specification of Vehicle Types Document.</p> <p>9 All tyres fitted to the vehicle must be fit for purpose, inflated to the correct pressure and have a tread depth of at least 2.0mm throughout a continuous band in the centre <math>\frac{3}{4}</math> of the tread and around the entire circumference of the tyre.</p> <p>10 If the vehicle is fitted with a fully operational taxi camera system that is approved by the Council it is appropriately installed in accordance with the manufacturer's instructions.</p>		<p><i>6 A conversion is not supported by an appropriate certificate and an exemption has not been granted by the Licensing Authority.</i></p> <p><i>7 A modification or conversion to the vehicle's braking system, steering, engine, transmission, fuel system, suspension or lighting is not supported by a certificate from an appropriate agency or by written exemption granted by the Licensing Authority.</i></p> <p><i>8 The vehicle fails to comply with the vehicle specifications set out by the Council.</i></p> <p><i>9 The tyres fail to conform to the standard set by the Council.</i></p> <p><i>10 If a taxi camera is fitted it is not installed/functioning as required by the manufacturer or Council</i></p>
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## SECTION 2 – Vehicle Identification Number (VIN)

Testable Items	Additional Information	Reason for Failure
<p>Ensure that:</p> <ol style="list-style-type: none"> <li>1 The VIN plate is accessible.</li> <li>2 The VIN plate is fitted to the vehicle.</li> <li>3 The VIN plate has not been tampered with.</li> <li>4 The VIN plate is consistent with any other documentation presented.</li> <li>5 All information and vehicle details are clear and legible.</li> </ol>	<p>Visually check for any obvious sign of defect, damage, replacement or alteration.</p> <p>Report any suspicious VIN identification to the appropriate authority (i.e. Police, DVSA).</p> <p>Note: VIN plates may be located in engine compartments, dashboards or other locations depending on vehicle manufacturers.</p> <p>Visually check all excise licence details.</p>	<ol style="list-style-type: none"> <li>1 The VIN plate is not accessible as appropriate to the vehicle type.</li> <li>2 The VIN plate is not fitted to the vehicle.</li> <li>3 The VIN plate has been tampered with.</li> <li>4 The VIN plate is not consistent with any other documentation presented.</li> <li>5 Information and vehicle details are not clear and/or not legible.</li> </ol>

### SECTION 3 – Top Side/External Body Inspection

Testable Items	Additional Information	Reason for Failure
<p>Ensure that:</p> <ol style="list-style-type: none"> <li>1 There is no evidence of significant damage to the external body panels.</li> <li>2 Ensure that where there is only one passenger door that door is on the nearside (kerbside) of the vehicle.</li> <li>3 There is no evidence of crudely repaired or, insecure body panels (visual examination).</li> <li>4 That there is no evidence of significant rusting and/or corrosion.</li> <li>5 The paintwork is finished and presents a satisfactory appearance (visual examination).</li> <li>6 Any additional lighting is secure and complies with lighting regulations.</li> <li>7 Any exterior alteration or modification has been approved.</li> <li>8 All windows are clean, undamaged and free from unapproved advertising medium.</li> <li>9 There is sufficient space to affix the licence identifiers to the front and rear windscreens and that there is no material present that would prevent the discs being</li> </ol>	<p><b>Significant means:</b></p> <p>One or more body panels having sustained disproportionate amount of damage and/or poses a potential risk to the passengers, driver or other road users.</p> <p>Visual inspection of all body panels.</p> <p><b>Satisfactory appearance means:</b></p> <p>No panel should show the base primer, should not show signs of body filler and should not be dull in appearance i.e. there must be a reasonable sheen.</p> <p>Do not attempt to make holes in the bodywork or enlarge any hole that already exists.</p> <p>Ensure that the discs can be mounted in accordance with the conditions attached to the licence and that affixing the discs will not cover any safety notice such as airbag warnings etc.</p> <p>Ensure that there are no clear plastic films, waxes or other such materials preventing the discs being affixed directly to the vehicle screens.</p>	<ol style="list-style-type: none"> <li>1 There is evidence of significant damage to the external body panels.</li> <li>2 Single passenger door is not on the nearside (roadside) of the vehicle.</li> <li>3 There is evidence of crudely repaired or insecure body panels.</li> <li>4 There is evidence of significant rusting and/or corrosion.</li> <li>5 Paintwork is poor and presents an unsatisfactory appearance making the vehicle unsuitable for use.</li> <li>6 Additional lighting does not comply with lighting regulations.</li> <li>7 The exterior alteration or modification is not approved and/or presents a safety hazard.</li> <li>8 The windows are soiled/dirty, damaged contain unapproved advertising.</li> <li>9 There is insufficient space to affix the licence identifiers (Craven District Council discs) to the front windscreens and/or there is material present that would prevent the discs being affixed directly to the screens.</li> </ol>

<p>affixed directly to those screens.</p> <p>10 In the case of private hire vehicles, the vehicle is not of such design that it could lead any person to believe it was a Craven District Hackney Carriage.</p>	<p><b>Note:</b> No signs or advertising material shall be displayed on the vehicle, except badges or emblems on the radiator or windscreen issued by an organisation (a) providing vehicle repair or recovery service; or (b) required by law.</p>	<p>The disc is not fitted or readable.</p> <p>10 The vehicle is of such design that it is inappropriate to be a hackney carriage or private hire vehicle or the vehicle could lead any person to believe it was a hackney carriage vehicle when it was licensed for private hire purposes.</p>
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### SECTION 4 – Underside Inspection

Testable Items	Additional Information	Reason for Failure
<p>Ensure that:</p> <ol style="list-style-type: none"><li>1 There are no signs of water or fluid leaks from under the vehicle.</li><li>2 There are no signs of oil leaks from under the vehicle.</li><li>3 The exhaust pipe is secure.</li><li>4 The towing assembly is fully secured to the vehicle (if applicable).</li></ol>	<p>Visually inspect the underside of the vehicle for any fluid leaks.</p>	<ol style="list-style-type: none"><li>1 There is evidence of water or fluid leaks from under the vehicle.</li><li>2 There are signs of oil leaks from under the vehicle.</li><li>3 The exhaust pipe not fully secure to the vehicle.</li><li>4 The towing assembly is not fully secured to the vehicle (if applicable).</li></ol>

## SECTION 5 – Passenger Compartment

Testable Items	Additional Information	Reason for Failure
<p>Ensure that:</p> <ol style="list-style-type: none"> <li>1 All tinted windows comply with the relevant RTA and/or C &amp; U Regulations as well as the conditions attached by Craven District Council.</li> <li>2 The upholstery, headlining carpets and door trims are not damaged or soiled.</li> <li>3 The devices designed for opening any passenger windows are in place and operate correctly.</li> <li>4 All passenger doors can be opened from inside and outside the vehicle.</li> <li>5 All passenger doors close securely.</li> <li>6 Passenger courtesy lights operate correctly.</li> <li>7 All passenger seat adjustment mechanisms are in good working condition.</li> <li>8 All passenger seats are fitted with seat belts.</li> <li>9 The passenger seats are in good condition and the inner fibre is not exposed.</li> <li>10 The passenger seat frame is secured.</li> <li>11 The child locks can be engaged and disengaged.</li> </ol>	<p>Visual Inspection to ensure window glass complies with RTA and/or C &amp; U Regulations as well as the conditions attached by Craven District Council.</p> <p><b>Note:</b></p> <p>If there is any doubt about the level of tint applied to any of the windows, carryout measurement using a correctly calibrated TINTMASTER.</p> <p>For the purpose of this section, all passenger doors must open and close from both inside and outside of the vehicle.</p> <p>Check that all child locks are disengaged, and operate freely.</p> <p><b>Note:</b></p> <p>That centre doors fitted to stretch limousines are not required to be fitted with child locks.</p>	<ol style="list-style-type: none"> <li>1 Any tinted window does not comply with the RTA and/or C&amp;U Regulations as well as the conditions attached by Craven District Council.</li> <li>2 The upholstery, headlining, carpets and door trims are damaged or soiled.</li> <li>3 Passenger windows are not in place and/or fail to operate correctly.</li> <li>4 Any passenger door, or doors, cannot be opened from inside and/or outside the vehicle.</li> <li>5 Any passenger door, or doors, fail to close securely.</li> <li>6 Passenger courtesy lights are inoperative.</li> <li>7 Any passenger seat adjustment mechanism is not in good working condition.</li> <li>8 Passenger seatbelts are not fitted and/or are missing.</li> <li>9 The passenger seats are not in good condition or the inner fibre is exposed.</li> <li>10 Passenger seat frame not secure.</li> <li>11 The child locks do not operate correctly.</li> </ol>

<p>12 All fixtures and fittings are approved by the Licensing Authority.</p> <p>13 All mechanisms designed to release the passenger seat which enable access to another seat are in good working order.</p> <p>14 All passenger doors allow safe access and egress for the number of passengers</p>		<p>12 There are unapproved fixtures and fittings.</p> <p>13The passenger seat mechanism does not release to enable access to another seat.</p> <p>14 There is insufficient space to allow safe access and egress for the number of passengers</p>
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## SECTION 6 – Driver Front/Passenger Compartment

Testable Items	Additional Information	Reason for Failure
<p>Ensure that:</p> <p>1 The driver/front passenger compartment is clean and accessible.</p> <p>2 Any fixtures such as taxi radio, satellite navigation or taxi camera equipment are fitted safely and securely and do not adversely encroach the passenger's area and do not impact on the safety of the driver, passengers or other road users.</p> <p>3 The devices for opening/closing the driver or front passenger windows operate correctly.</p> <p>4 The driver's seat adjustment mechanisms are in good working condition.</p> <p>5 The driver's seat is in good condition and the inner fibre is not exposed.</p> <p>6 The driver's seat frame is fully secured to the vehicle.</p> <p>7 The taxi meter has been fitted to the vehicle – Hackney Carriages compulsory – optional for private hire vehicles</p> <p>8 There are no signs of damage to the airbag housing that prevents deployment.</p>	<p>Visually inspect the position and condition of fixtures and fittings.</p> <p><b>Safety enhancement features:</b></p> <p>Visually/aurally check that the safety enhancement equipment such as airbags, seatbelt tensioners, warning lights appear to be in order.</p>	<p>1 The driver/front passenger compartment is not clean and/or not accessible.</p> <p>2 Additional fixtures are so fitted as to encroach adversely the passenger area or will impact on the safety of the driver, passengers or other road users.</p> <p>3 The devices for opening/closing the driver or front passenger window fail to operate correctly.</p> <p>4 The driver's seat adjustment mechanisms are defective or inoperative.</p> <p>5 The driver's seat is in poor condition and/or the inner fibre is exposed to an area greater than 1cm square.</p> <p>6 The driver's seat frame is not fully secured to the vehicle.</p> <p>7 A taxi meter is not fitted to the vehicle (Hackney Carriages only)</p> <p>8 There are signs of damage to the airbag housing that will prevent deployment.</p>

<p>9The driver/passenger headrest has not been removed and is fitted securely.</p> <p>10 Any safety warning device designed to alert the driver of a fault with any of the vehicles safety features is not disabled or malfunctioning.</p>		<p>9 The driver/passenger headrest has been removed and/or is insecure.</p> <p>10 There is evidence to show a safety warning device in respect of vehicles safety features is deliberately disabled or malfunctioning.</p>
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**SECTION 7 – Luggage/Boot Compartment**

<b>Testable Items</b>	<b>Additional Information</b>	<b>Reason for Failure</b>
Ensure that:  1 The luggage area is uncluttered, is suitable for use and is capable of carrying the amount of luggage for which the vehicle is designed.	Visual check for adequate luggage/boot space.	1 The luggage area is cluttered and/or is unsuitable for use; and/or is not capable of carrying the amount of luggage for which the vehicle is designed.

## SECTION 8 – External Signage

Testable Items	Additional Information	Reason for Failure
<p>Ensure that:</p> <ol style="list-style-type: none"> <li>1 The content of any external signage complies with Private Hire Vehicle or Hackney Carriage Conditions and any other guidelines issued by Craven District Council.</li> <li>2 The content of any external signage has been approved by Craven District Council.</li> <li>3 Signage is of an appropriate size.</li> <li>4 Any signage is displayed in an appropriate or approved place.</li> </ol>	<p>Check that any external signage complies with Craven District Guidelines and that the Licensing Authority has approved the content.</p> <p>Check that the signage is of an appropriate size and is displayed in an approved place.</p>	<ol style="list-style-type: none"> <li>1 The content of any external signage does not comply with Private Hire Vehicle or Hackney Carriage conditions and/or any other guidelines issued by Craven District Council.</li> <li>2 The content of any external signage has not been approved by the Licensing Authority.</li> <li>3 The signage is of an incorrect size.</li> <li>4 Signage is displayed in an unapproved or inappropriate place.</li> </ol>

## SECTION 9 – Additional Items

Testable Items	Additional Information	Reason for Failure
<p>Ensure that:</p> <p>1 Any wheelchair restraints are in good condition and operate correctly (where applicable).</p> <p>2 Wheelchair restraints are BSI or CE approved (where applicable).</p> <p>3 A valid test certificate for the lifting or winching equipment is available for inspection.</p> <p>4 Any additional fuels cut-off switches are correctly identified (where available).</p> <p>5 A valid fuel conversion installation certificate or safety report is presented for inspection.</p> <p>6 Any two way radio has been installed correctly and safely.</p> <p>7 Any satellite navigation equipment has been installed correctly and safely.</p> <p>8 Any data dispatch equipment has been installed correctly or safely.</p> <p>9 Any hands free mobile phone equipment has been installed correctly or safely.</p> <p>10 Any additional lighting has</p>	<p>Check all certificate dates of expiry if available.</p> <p>Check for evidence of tampering, forgery and authenticity.</p> <p>Where additional lighting has been fitted as an after-market product ensure that the installation complies with RTA, C&amp;U and/or Lighting Regulations.</p> <p>Note: No additional lights are permitted on the exterior of the vehicle.</p> <p>Check that the radio is fitted safely and securely, does not adversely encroach into the passenger area, and any visible wiring is safe, permanent and does not present a hazard to the passenger or driver.</p> <p>Where the equipment has been installed as an after-market product the criteria for a radio installation applies.</p> <p>Ensure that the mobile phone equipment has not been installed so that it is directly in front of the passenger seat.</p> <p>Ensure that the installation is</p>	<p>1 Wheelchair restraints are in poor condition and/or operate incorrectly or are inoperative.</p> <p>2 Wheelchair restraints are not BSI or CE approved.</p> <p>3 A valid test certificate for the lifting or winching equipment is not presented.</p> <p>4 Any additional fuels cut-off switches are not correctly or safely.</p> <p>5 A valid fuel conversion installation certificate or safety report has not been or can be presented for inspection.</p> <p>6 Any two way radio has not been installed correctly or safely.</p> <p>7 Any satellite navigation equipment has not been installed correctly or safely.</p> <p>8 Any data dispatch equipment has not been installed correctly or safely.</p> <p>9 Any hands free mobile phone equipment has not been installed correctly or safely.</p> <p>10 Any additional lighting has not</p>

<p>been installed correctly or safely.</p> <p>11 Any additional lifting equipment is fully and correctly operative.</p> <p>12 Ensure that any modification has been approved by the Licensing Authority.</p> <p>13 A suitable fire extinguisher must be installed in the vehicle which has the Registration Number of the vehicle marked in permanent ink on the extinguisher.</p> <p>14 A suitable first aid kit must be stored within the vehicle which has the Registration Number of the vehicle marked in permanent ink on the kit.</p>	<p>fitted safely and securely, does not adversely encroach the passenger area and that any wiring is permanent and does not present a hazard to the passenger or driver.</p> <p>Fire extinguisher and first aid kit requirements are detailed in the Craven District Council conditions of licence.</p>	<p>been installed correctly or safely.</p> <p>11 Any additional lifting equipment is inoperative.</p> <p>12 Unapproved modifications fitted or approved modification fitted in a dangerous manner.</p> <p>13 Fire extinguisher not present, of correct type or in serviceable condition.</p> <p>14 First Aid Kit not present, of correct type or in serviceable condition.</p>
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**SECTION 10 – Other defects**

<b>Testable Items</b>	<b>Additional Information</b>	<b>Reason for Failure</b>
<p>Ensure that:</p> <ol style="list-style-type: none"><li>1 The vehicle appears to be in a roadworthy condition.</li><li>2. The vehicle is of a suitable type and capable of carrying the amount of persons for which the vehicle is designed and purpose it is to be licensed for by the authority.</li></ol>	<p>During the inspection a mechanical defect is noted that would result in the vehicle failing the standard MOT test.</p> <p>During the inspection a defect or damage of other type is noted that may affect its 'fitness' to be a licensed vehicle.</p>	<ol style="list-style-type: none"><li>1 The vehicle has a mechanical defect/is not in a roadworthy condition.</li><li>2 The vehicle is not of a suitable type and/or capable of carrying the amount of persons for which the vehicle is designed and/or is not fit for the purpose it is to be licensed by the authority.</li></ol>

**SECTION 11 – General Information**

<b>PASSES</b>	<b>FAILURES</b>	<b>Additional Information</b>
<p><b>If the vehicle <u>passes</u> the licensing inspection the vehicle inspector will:</b></p> <p>1 Update documentation and/or database (as appropriate).</p> <p>2 Issue the inspection pass certificate/documentation to the vehicle proprietor/driver.</p> <p>3 Advise the proprietor/driver they must return the 'pass' certificates to the Licensing Office immediately.</p>	<p><b>If the vehicle <u>fails</u> the licensing inspection, the vehicle inspector will:</b></p> <p>1 Update documentation and/or database (as appropriate)</p> <p>2 Issue a VIR and any other appropriate documents indicating why a licence has been refused.</p> <p>3 Advise the proprietor/driver they have failed to present a vehicle in a suitable condition and must return for a retest on all failed items to obtain a 'pass' certificate and/or appropriate documentation.</p> <p>5 Advise the proprietor/driver the vehicle was not in a condition under which any test could be conducted and the test stopped. Advise the proprietor/driver they must contact the Licensing Office to book a full retest</p>	<p>If the applicant wishes to appeal against the failure decision:</p> <p>The vehicle inspector will:</p> <p>1 Inform the vehicle owner of their rights of appeal</p>