

Licensing Committee

Mon 25th Jan
2010
7.00 pm

Committee Room 2
Town Hall
Redditch



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- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
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Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

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If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on Walter Stranz Square.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
- The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)

and

- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



Licensing Committee

25th January 2010

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs:	M Braley (Chair)	W Hartnett
	K Banks (Vice-Chair)	N Hicks
	M Chalk	D Hunt
	A Clayton	W King
	J Cookson	J Pearce
	D Enderby	D Smith
	J Field	D Thomas
	A Fry	

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<p>3. Minutes (Pages 1 - 8)</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on (Minutes attached)</p>
<p>4. Vehicle Safety Inspections / In-House Inspections (Pages 9 - 92) Head of Environment</p>	<p>To consider changes to the way that vehicle safety inspections are carried out. (Report attached) (No Specific Ward Relevance)</p>
<p>5. Additional Taxi Ranks - Evesham Road (Pages 93 - 102) Head of Environment</p>	<p>To consider proposals to provide additional and alternative permanent Hackney Carriage Ranks on Evesham Road. (Report attached) (Various Wards)</p>
<p>6. Scheme of Delegation to Officers - Taxis Head of Environment</p>	<p>To consider proposals to amend the Scheme of Delegation to Officers relating to Hackney Carriage and Private Hire licensing. (Report to follow) (No Specific Ward Relevance)</p>

Licensing

Committee

25th January 2010

<p>7. Scheme of Delegation to Officers - Licensing Act 2003</p> <p>Head of Environment</p>	<p>To consider minor variations to the Scheme of Delegation to Officers relating to the Licensing Act 2003.</p> <p>(Report to follow)</p> <p>(No Specific Ward Relevance)</p>
<p>8. Committee Work Programme 2009/11</p> <p>(Pages 103 - 104)</p> <p>Chief Executive</p>	<p>To consider the Committee Work Programme 2009/11.</p> <p>(Programme attached)</p> <p>(No Specific Ward Relevance)</p>
<p>9. Exclusion of the Public</p>	<p>It may be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to the following items of business on the grounds that exempt information is likely to be divulged. It may be necessary, therefore, to move the following resolution:</p> <p>“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information (Variation) Order 2006, the public may be excluded from the meeting for the following matters(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act, as amended.”</p>



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Licensing Committee

14th December 2009

MINUTES

Present:

Councillor Michael Braley (Chair), Councillor Kath Banks (Vice-Chair) and Councillors A Clayton, D Enderby, J Field, W Hartnett, D Hunt and J Pearce

Also Present:

Inspector Ian Joseph (West Mercia Police) and Simon Wilkes (Worcestershire County Council – Trading Standards)

Officers:

J Cooper, C Flanagan, S Garratt and G Revans

Committee Officers:

Denise Sunman

12. APOLOGIES

Apologies were received on behalf of Councillors Cookson, W King, Smith and Thomas.

13. DECLARATIONS OF INTEREST

There were no declarations of interest.

14. MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 2nd November 2009 be confirmed as a correct record and signed by the Chair.

15. PETITION - HACKNEY CARRIAGE FARE TARIFF

Mr Martin Meadows, representing the signatories of a petition (previously received) regarding the Hackney Carriage Fare Tariff for 2010 was invited to outline the issues raised in the petition.

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Chair

RESOLVED that

- 1) **Mr Meadows comments be noted; and**
- 2) **a meeting be arranged with the Portfolio Holder, Officers and Mr Meadows to discuss issues raised in the petition.**

16. LICENSING ACT - ANNUAL REPORT

The Licensing Manager presented her annual update report, which gave an overall view on the functions carried out by the Council under the Licensing Act 2003.

Members were informed that the Licensing Team had developed, and would continue to develop, working practices and procedures in partnership with the Responsible Authorities and Community Safety to ensure that the licence trade contribute to a safe and successful night time economy.

The Licensing Manager reported the following:

- 1) 22 complaints had been made to environmental health regarding noise issues from licensed premises. Some had been resolved quickly through mediations, letter or advice provided by Environmental Health Officers and Licensing Officers working together to address the issues. Others had been prolonged and had required evidence gathering.
- 2) 198 visits had been made to premises to ensure their compliance with legislation to control all smoking in enclosed public spaces, and workplaces (including shops, pubs, restaurants and public vehicles).
2 complaints had been investigated for smoking on licensed premises.
- 3) 1 complaint regarding Breach of Licensing Conditions together with 1 complaint regarding irresponsible drinks promotions had been investigated jointly by West Mercia Police and the Council.
- 4) 40 Temporary Event Notices had been served on the Council. No counter notices had been received from the Police. No premises had used their quota of temporary events and no advice had been required regarding the need for a Premises Licence and no problems with using the system had been reported to the Council.

Licensing

Committee

14th December 2009

- 5) Work had been carried out to integrate the Licensing Policy with other strategies adopted by the Council. Conditions attached to Premises Licences had reflected local crime prevention strategies, whenever possible and the Licensing Manager had regularly attended meetings of the Crime and Disorder Reduction Partnership.
- 6) Comment had been made on various Central Government transport strategies including consultation on Improving Access to Taxis.
- 7) A member of the Licensing Team had attended regular Pubwatch meetings and would continue to do so to discuss and keep under review matters relating to licensing.
- 8) The Statement of Licensing Policy would be reviewed and protocols would be established in partnership with the Responsible Authorities to enable more robust enforcement.
- 9) A Licensing Forum had been established to discuss the wider issues of licensing with the Responsible Authorities on a quarterly basis. A Sub Group had also been set up to target problem premises and co-ordinate enforcement action between the Responsible Authorities.
- 10) Out of Hours and Daytime Inspections had been carried out in partnership with the Police.
- 11) The Council's Community Safety Team, the Police and Trading Standards had carried out a joint risk assessment of a number of high risk premises. From this work a selection of premises were targeted through the Home Office funded 'Due Diligence Audit' programme.
- 12) An early intervention programme was commenced to address complaints or concerns at premises where there had been a failure of general management.
- 13) Following endorsement by this Committee on 2nd November to carry out inspections on behalf of the Security Industry Authority (SIA) a date has been agreed for the first inspection.
- 14) The Licensing Manager, currently Chair, has attended the County Licensing Officers Working Group to share information on services and assist in drafting common Licence Application Forms and Policy and Guidance Notes.

- 15) A handbook, which included a copy of the Licensing Act 2003, guidance under Section 182, a jargon buster, Lacors guidance on the role of elected Members and the Council's Statement of Licensing Policy had been distributed to Members in August.

RESOLVED that

the report be noted.

(The Licensing Manager was asked to provide Councillors Braley and Hartnett with more detail on complaints received regarding Smoking on Licensed Premises, Breach of Licensing Conditions and irresponsible drinks promotions.)

17. WEST MERCIA POLICE

Members received a verbal report on policing activity during 2009 from Inspector Ian Joseph on behalf of West Mercia Police.

He reported that 2009 had proved to be challenging for the Police as new performance measures had been introduced relating to public confidence and satisfaction. Compliance with the Policing Pledge and closer attention to customer satisfaction levels arising from the Victim Code had required officers and staff to adjust to new methods of working.

This included, in addition to daily crime recording and providing value for money:

- 1) the ability to offer appointments to members of the public on request;
- 2) regular and appropriate updates are made to victims of crime;
- 3) that all enquiries be conducted in a timely manner;
- 4) higher visibility policing, and
- 5) that the community could identify and contact local policing teams, when required.

He reported that the loss of a dedicated Licensing Officer for Redditch had not detracted from effectiveness but through combined activities with the Bromsgrove Licensing Team had led to scrutiny of pub chains and door staff firms across both districts.

The Committee was informed that violent crime, much of which had been alcohol related continued to cause concern in the night time economy. However, better lighting on Unicorn Hill and Church Green West together with strategically placed planters, which had helped to break up larger groups congregating outside late night food outlets, had led to revellers feeling safer and more secure. Ongoing scrutiny of the management of local licensed premises together with interventions by local licensing agencies, working in partnership to address issues, had led to no reviews being required during 2009.

Inspector Joseph highlighted two examples where partners working together had addressed problems:

- a) school holiday teenage disco nights; and
- b) door staff violence.

Other agencies, as well as Redditch Borough Council, who had been involved in partnership working included Worcestershire County Council's Trading Standards Team and Customs and Excise.

Work for the coming year was outlined and included:

- i) drink banning orders;
- ii) Operation Staysafe – working with agencies such as Health and Social Services to address concerns regarding under-age drinking.

Inspector Joseph expressed concern regarding the availability of low cost alcohol and the adverse impact through increasing levels of alcohol abuse which can lead to health, crime and social issues. He highlighted recent discussions about fixing minimum prices for alcohol and suggested that tackling excessive alcohol consumption could be blamed for many social ills and would need to be addressed in the longer term to safeguard future generations from similar problems.

The Chair thanked Inspector Joseph for his report.

RESOLVED that

the report be noted.

18. WORCESTERSHIRE COUNTY COUNCIL - TRADING STANDARDS

Members received a verbal report from Simon Wilkes, Trading Standards Manager for Worcestershire County Council (WCC).

He reported that Trading Standards had carried out alcohol related work in Redditch over the last year.

This had included:

- 1) a project run in partnership with WCC's Youth Services to target areas of the town where there was relatively high levels of alcohol related youth disorder. Youth services had provided additional resources in Matchborough and Winyates to engage young people and attempt to divert them from drinking in public places. Trading Standards worked with local off-licenses to ensure that adequate preventative measures were in place to stop sales to underage customers.
- 2) Home Office funding had been received by the Community Safety Partnership to engage local businesses. Consultants were engaged to assess the performance of a number of pubs and off-licences in areas where alcohol related disorder was high. Several visits were made to premises to assess performance and produce an action plan to address any problem areas.
- 3) None of the premises tested during a exercise carried out during January 2009 sold to underage volunteers. However when the exercise was repeated in June 2009 it resulted in 2 sales being made. Fixed Penalty Notices were issued to the sellers and written warnings were given as there were improvements which could be made to their systems. The premises will be retested before the end of March 2010.
- 4) Five pubs were tested underage sales in July 2009 resulting in 1 which sold to the tester.
- 5) The Licensing Forum has proved a useful avenue for the Responsible Authorities to share intelligence and plan activities. Guidance notes have been prepared for those agencies involved in the prevention of underage sales. This will ensure that the business community is given a consistent message from all parties.
- 6) The Licensing Manager at Redditch has been compiling a booklet of advice and guidance for all premise licence holders and new applicants.

RESOLVED that

the report be noted.

19. PREMISES LICENSING - UPDATE

Members considered a report that provided an update on progress made in implementing recommendations made by Redditch Community Safety Partnership in the "Cardiff Report" to this Committee in December 2007.

Officers reported that progress had been made in the following areas:

- 1) a review of the Licensing Service had been carried out with new roles having been defined that included a dedicated member of staff for enforcement.
- 2) the Responsible Authorities had strengthened their enforcement practices, which had led premises to take action to reduce the risk their activities posed to licensing objectives.
- 3) a number of initiatives targeting Officer and Member knowledge of licensing law and review procedures had been delivered with others already being planned.
- 4) Discussion had been ongoing between Redditch Community Safety Partnership (RCSP), Worcestershire Drug and Alcohol Action Team (DAAT) and Worcestershire Acute Hospitals Trust to introduce a procedure to allow data collection from patients attending the Accident and Emergency Department who have been assaulted. This data would assist RCSP in identifying patterns of disorder and other unreported incidents. The Police had introduced a policy which allows them to collect information on where offenders under the influence of alcohol had been drinking.
- 5) Risk assessment procedures had been used to assist in premises engagement particularly on premises associated with high numbers of incidents and offences.
- 6) Formal risk assessments had been used to select venues to participate in the first licensed premises audit and award scheme in Redditch.
- 7) A multi-agency licensing monitoring forum had been operating since May 2008 to assist in the co-ordination of risk assessment, engagement and enforcement activity.

Licensing Committee

14th December 2009

RESOLVED that

the report be noted.

(Legal Services Manager to provide advice on the advisability of Members of Licensing Committee visiting premises on an ad hoc basis.)

20. WORK PROGRAMME 2009 - 2011

Members received an update on the Committee's work programme for 2009/11.

RESOLVED that

- 1) the report be noted.**
- 2) that the following reports be added to the programme:**
 - i) 25th January 2010 – Taxi Rank Report;**
 - ii) 26th April 2010 – Cardiff Report; and**
 - iii) 19th July 2010 – Half Yearly update on Licensing Act 2003 from RBC Licensing, West Mercia Police and Worcestershire County Council (Trading Standards)**

The Meeting commenced at 7pm
and closed at 8.55pm

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Chair

LICENSING

No Specific Ward Relevance

Committee

25th January 2010

VEHICLE SAFETY INSPECTIONS /IN-HOUSE INSPECTIONS

(Report of the Head of Environment)

1. Summary of Proposals

It is recommended that vehicle safety inspections are conducted in-house on a 6 monthly basis; irrespective of the age of the vehicle. A new post of vehicle tester be created with authorised powers to suspend vehicles if necessary in consultation with the designated licensing officer of the service, in addition the National Standards for the testing of vehicles should be adopted to provide vehicle testers with clear and set inspection guidelines; incorporating the minor changes to meet local concerns as proposed by officers.

2. Recommendations

The Committee is asked to **RECOMMEND** that

- 1) **Vehicle testing to be carried out at 6 monthly intervals.**
- 2) **Hackney Carriage and Private Hire Vehicle Inspection testing be brought back in house to ensure vehicle standards.**
- 3) **A new post of Vehicle Inspection Engineer be created to sit within the Licensing Team, stationed at Crossgates Depot to carry out vehicle inspection tests, checks on accident damaged vehicles and other inspection duties as necessary.**
- 4) **Introduction of Hackney Carriage and Private Hire Vehicle Inspection test fee of £50.00; which will be looked at annually as part of fees and charges.**
- 5) **National Inspection standards for Hackney Carriage and Private Hire Vehicles be adopted.**
- 6) **All Vehicle Engineers at Crossgates be authorised to suspend Hackney Carriage and Private Hire Vehicles in consultation with the designated Officer in Licensing those vehicles found to be not up to MOT/Vehicle testing standards.**

- 7) **Vehicle conversions be refused without SVA/IVA type approval from VOSA as from 1st April 2010.**

3. **Financial, Legal, Policy Risk and Sustainability Implications**

Financial

- 3.1 The cost of re-introducing in house 6 monthly vehicle inspection testing for Hackney Carriage and Private Hire Vehicles would be met entirely by revenue received from licence fees. Adopting this method would place no financial burden on the Council.
- 3.2 Table of proposed charges:

Vehicle Inspection test	£50.00
MOT	£54.00
Vehicle Inspection test + MOT	£64.00

Legal

- 3.3 The Local Government (Miscellaneous Provisions) Act 1976 enables District Councils to make conditions in respect of Hackney Carriages Section 47 (1) and Private Hire Vehicles Section 48 (2). The Council's conditions require vehicles to undergo an inspection by an authorised garage.
- 3.4 The Local Authority has powers under Section 50 of the Local Government (Miscellaneous Provisions) Act 1976 to require Vehicle Inspections on up to three occasions per year.

Policy

- 3.5 The Council has a duty to ensure the safety of the travelling public and do it all it can to ensure that any Hackney Carriage and Private Hire Vehicles licensed by the Authority are fit for the purpose of carrying passengers for hire and reward.

Risk

- 3.6 Public safety is the primary objective in the regulation and licensing of Hackney Carriage and Private Hire vehicles and vehicle examinations should be unbiased and sufficiently rigorous so as to ensure that vehicles are operated and maintained to a high standard.

Sustainability / Environmental

3.7 None.

Report**4. Background**

4.1 Following a Best Value Inspection and report in 2003 which recommended that vehicle inspections should be subject to external provision. Two garages applied and were subsequently authorised to conduct the inspections in 2003. The amount of authorised garages has not changed since this date and the two current garages are Hogan Brothers and Abacus Auto Services. It is understood that 99% of the Hackney Carriage and Private Hire Vehicle Fleet are using one of the garages only.

4.2 In March 2006 a report was put before the Overview and Scrutiny Committee regarding guidelines being available to garages seeking authorisation to conduct Hackney Carriage and Private Hire Vehicle Inspections. These guidelines were specifically for what the testing stations needed to provide and not related to vehicle standards.

4.3 The Local Authority has powers under Section 50 of the Local Government (Miscellaneous Provisions) Act 1976 to require Vehicle inspections on up to three occasions per year.

5. Key Issues

5.1 The review of the vehicle inspection tests and the authorised garages has raised a possible conflict of interest in that garages doing the vehicle inspection tests and MOT's are also servicing those vehicles to enable them to get through the test.

5.2 The Licensing Team with engineers from Crossgates have conducted routine spot check inspections of vehicles licensed by the Borough. The results show that vehicle standards have dropped dramatically since vehicle inspections were outsourced.

5.3 The results from these inspections have raised serious issues of concern regarding public safety, and clearly indicate that the majority of drivers are not maintaining their vehicles to an acceptable standard throughout the current 12 month test period. (results of spot check inspections see appendix 1)

5.4 The introduction of 6 monthly testing (recommendation 1) of vehicles would make a positive contribution to ensuring that all vehicles licensed by Redditch Borough Council are maintained to

Licensing

Committee

25th January 2010

an efficient road safety standard, ensure continuous improvement and will help ensure that vehicle owners and drivers to maintain their vehicles to the appropriate standards.

- 5.5 Many of these vehicles are on the road for most of the day and night everyday of the year. It is common for the annual mileage to be up to 100,000 miles per year which is the equivalent to 10 years mileage for the average car user. For this reason and because Redditch Borough Council needs to ensure that its taxi fleet is well maintained and fit for purpose it is recommended that all vehicles regardless of age, are tested every 6 months.
- 5.6 The Local Authority has powers under Section 50 of the Local Government (Miscellaneous Provisions) Act 1976 to require Vehicle inspections on up to three occasions per year, which is a general requirement of a number of other Authorities, including Worcester.
- 5.7 Licence fees will be continued to be paid annually with Vehicle plates only issued for a 6 month period. The additional test fee, estimated to be £50.00 will be an additional cost paid by the vehicle proprietor and is believed to be fair additional charge as it relates to the Health and Safety. In addition, it has been set to recover costs and not make a profit.
- 5.8 To ensure that these tests are conducted to the required standards and to maintain consistency and continuity, all vehicles will be tested in house at Crossgates Garage (recommendation 2).
- 5.9 Officers recognise that this will be a significant increase in workload at Crossgates Depot and could not be undertaken without an additional post of Vehicle Inspection Engineer being created (recommendation 3). The post holder should be trained to VOSA Class IV standards to work alongside other Crossgates staff to ensure continuity of testing during emergencies and staff absences.
- 5.10 The postholder would be responsible for all vehicle inspections, spot checks and accident damage re-tests and any other like duties. In agreement with The Transport and Supplies Manager at Crossgates the postholder would be responsible to Licensing but be stationed at Crossgates Depot. There is available office space at Crossgates Depot the use of which has been agreed between Management for the additional post.
- 5.11 The cost of this additional post will be entirely met from vehicle testing fees. For cost analysis please see appendix 2
- 5.12 It is recommended by Officers that Redditch Borough Council adopts the National Inspection Standards (appendix 3 and

Licensing

Committee

25th January 2010

recommendation 4); incorporating the minor changes suggested by Officers (appendix 4 refers) for Hackney Carriage and Private Hire Vehicles; which has been written by the Technical Officer Group in conjunction with the Public Authority Transport Network, the Freight Transport Association and endorsed by VOSA.

- 5.13 This document will give vehicle inspection engineers clear and set guidelines for the testing of Hackney Carriage and Private Hire Vehicles. It sets down what constitutes a failure and with the amendments made by Officers when Engineers can give 14 days to the vehicle owner to correct a fault. E.g. not carrying a fire extinguisher.
- 5.14 Following the adoption of the National Standards for vehicle inspections it is recommended that Vehicle testing engineers at Crossgates Depot be authorised to suspend vehicles (recommendation 5) in consultation with the designated Officer or Head of Service any vehicle which fails the vehicle inspection test.
- 5.15 The functions of the new post will be covered by the mechanics at Crossgates Depot during emergencies and staff absences such as leave or sickness. The mechanics will also be authorised to suspend vehicles in consultation with designated Licensing Officers or responsible Manager of Service.
- 5.16 The current regime for testing vehicles does not encompass this ability and it is recognised that some vehicles that are tested prior to their licence expiry could and do fail the inspection test; but because their licence has not expired owners continue to work these vehicles whilst awaiting vehicle parts for instance. This is considered by officers to be a dangerous practice. This new system of authorised vehicle engineers should ensure this does not happen in future.
- 5.17 Vehicles which have been converted to carry passengers or had their seating capacity reduced in order to get a licence for Private Hire must have an SVA/IVA (Single Vehicle Approval/Individual Vehicle Approval) test carried out (recommendation 6). This safety test includes checks on the load impact during accident, any tracking fitted to the floor to enable vehicles to carry extra seats or wheelchairs and seatbelts.
- 5.18 Redditch Taxi Association has been consulted during the preparation of this report between 1st October 2009 and 31st December 2009. See appendix 5 for their comments.

Licensing

Committee

25th January 2010

6. Other Implications

- Asset Management - Additional post holder to be housed at Crossgates in available office space.
- Community Safety - Vehicle inspection standards have a direct impact of the safety of the travelling public.
- Human Resources - Additional post to be created to carry out vehicle inspection tests and spot checks.
- Social Exclusion - Taxis are often used by people who do not have their own vehicles or who are vulnerable e.g. are elderly or have a disability and Redditch Borough Council has a duty to ensure that they are safe.

7. Lessons Learnt

- 7.1 The safety of the travelling public is paramount and ensuring vehicle standards are maintained is crucial to that role. The outsourcing of vehicle inspection tests to authorised garages whilst giving vehicle proprietors a choice of garages has led to a differing in the interpretation of the standards set by the Council. No written guidance has previously been given to garages and vehicle testers needed to be able to decide the vehicles ability to remain safe for the foreseen licence period (12 months).
- 7.2 Redditch Borough Council has 368 licensed Hackney Carriage and Private Hire Vehicles at the moment. Vehicle spot check operations have been conducted between 26th June 2009 and 9th December 2009. A total of 103 vehicles have been examined, and 30 of those vehicles had faults so serious that the vehicles were immediately suspended. This evidence along side two VOSA evenings, one with poor results in February 2009 and a 2nd evening in early September 2009 which had much better results; are a major concern, and suggest a poor standard of vehicle maintenance and the need for the continual monitoring of these standards.

8. Background Papers

Overview and Scrutiny Committee Report 2006
 Background papers to spot checks
 SVA/IVA on line information by VOSA
 National Inspection Standards
 Financial Analysis of post to be created

9. Consultation

- 9.1 This report has been prepared in consultation with relevant Borough Council Officers.
- 9.2 Other consultees were the Redditch Taxi Association, its members and West Mercia Police.

10. Author of Report

The author of this report is Sue Garratt (Licensing Manager) who can be contacted on extension 3032 (email: sue.garratt@redditchbc.gov.uk) for more information.

11. Appendices

- Appendix 1 - Spot Check Analysis
- Appendix 2 - Cost Analysis of post to be created
- Appendix 3 - National Inspection Standards
- Appendix 4 - Minor changes to National Standards suggested by Officers
- Appendix 5 - Redditch Taxi Association Response

SPOT CHECK OPERATIONS
OP 1 24/6/09

NUMBER OF VEHICLES REQUESTED	-	28
NUMBER MAKING CONTACT WITH VALID REASON FOR NON-ATTENDANCE	-	7
NUMBER OF FAILURE TO ATTEND	-	0
TOTAL NUMBER OF VEHICLES EXAMINED	-	21
NUMBER OF VEHICLES WITH FAULTS	-	20
NUMBER OF VEHICLES WITH NO FAULTS	-	1
NUMBER OF SUSPENSIONS FOLLOWING ENGINEERS ADVICE	-	2
NUMBER OF PLATES SURRENDERED	-	0

OP 2 8/7/09

NUMBER OF VEHICLES REQUESTED	-	24
NUMBER MAKING CONTACT WITH VALID REASON FOR NON-ATTENDANCE	-	5
NUMBER OF FAILURE TO ATTEND	-	1
TOTAL NUMBER OF VEHICLES EXAMINED	-	15
NUMBER OF VEHICLES WITH FAULTS	-	11

Licensing Committee

Appendix 1

25th January 2010

NUMBER OF VEHICLES WITH NO FAULTS	-	4
NUMBER OF SUSPENSIONS FOLLOWING ENGINEERS ADVICE	-	2
NUMBER OF PLATES SURRENDERED	-	3

OP 3 22 /7/09

NUMBER OF VEHICLES REQUESTED	-	24
NUMBER MAKING CONTACT WITH VALID REASON FOR NON-ATTENDANCE	-	5
NUMBER OF FAILURE TO ATTEND	-	2
TOTAL NUMBER OF VEHICLES EXAMINED	-	15
NUMBER OF VEHICLES WITH FAULTS	-	13
NUMBER OF VEHICLES WITH NO FAULTS	-	2
NUMBER OF SUSPENSIONS FOLLOWING ENGINEERS ADVICE	-	8
NUMBER OF PLATES SURRENDERED	-	2

OP 4 19/8/09

NUMBER OF VEHICLES REQUESTED	-	20
NUMBER MAKING CONTACT WITH VALID REASON FOR NON-ATTENDANCE	-	3
NUMBER OF FAILURE TO ATTEND	-	6
TOTAL NUMBER OF VEHICLES EXAMINED	-	10
NUMBER OF VEHICLES WITH FAULTS	-	9

Licensing Committee

Appendix 1

25th January 2010

NUMBER OF VEHICLES WITH NO FAULTS	-	1
NUMBER OF SUSPENSIONS FOLLOWING ENGINEERS ADVICE	-	2
NUMBER OF PLATES SURRENDERED	-	1

OP 5 26/8/09

Cancelled due to adverse weather conditions, although 1 further plate surrendered following appointment letter being sent out.

NUMBER OF PLATES SURRENDERED	-	1
------------------------------	---	---

OP 6 14/10/09

NUMBER OF VEHICLES REQUESTED	-	24
NUMBER MAKING CONTACT WITH VALID REASON FOR NON-ATTENDANCE	-	7
NUMBER OF FAILURE TO ATTEND	-	6
TOTAL NUMBER OF VEHICLES EXAMINED	-	11
NUMBER OF VEHICLES WITH FAULTS	-	8
NUMBER OF VEHICLES WITH NO FAULTS	-	3
NUMBER OF SUSPENSIONS FOLLOWING ENGINEERS ADVICE	-	5
NUMBER OF PLATES SURRENDERED	-	0

OP 7 18/11/09

NUMBER OF VEHICLES REQUESTED	-	25
NUMBER MAKING CONTACT WITH VALID REASON FOR NON-ATTENDANCE	-	2
NUMBER OF FAILURE TO ATTEND	-	8
TOTAL NUMBER OF VEHICLES EXAMINED	-	14
NUMBER OF VEHICLES WITH FAULTS	-	9
NUMBER OF VEHICLES WITH NO FAULTS	-	5
NUMBER OF SUSPENSIONS FOLLOWING ENGINEERS ADVICE	-	5
NUMBER OF PLATES SURRENDERED	-	1

OP 8 9/12/09

NUMBER OF VEHICLES REQUESTED	-	26
NUMBER MAKING CONTACT WITH VALID REASON FOR NON-ATTENDANCE	-	3
NUMBER OF FAILURE TO ATTEND	-	5
TOTAL NUMBER OF VEHICLES EXAMINED	-	17
NUMBER OF VEHICLES WITH FAULTS	-	16
NUMBER OF VEHICLES WITH NO FAULTS	-	1
NUMBER OF SUSPENSIONS FOLLOWING ENGINEERS ADVICE	-	6
NUMBER OF PLATES SURRENDERED	-	1

TOTALS TO DATE

NUMBER OF VEHICLES REQUESTED	-	171
NUMBER MAKING CONTACT WITH VALID REASON FOR NON-ATTENDANCE	-	32
NUMBER OF FAILURE TO ATTEND	-	28
TOTAL NUMBER OF VEHICLES EXAMINED	-	103
NUMBER OF VEHICLES WITH FAULTS	-	86
NUMBER OF VEHICLES WITH NO FAULTS	-	17
NUMBER OF SUSPENSIONS FOLLOWING ENGINEERS ADVICE	-	30
NUMBER OF PLATES SURRENDERED	-	8

**VEHICLE ENGINEER
NEW POST COSTINGS**

New post created, based at Crossgate's depot but managed by the Licensing Manager. The post holder would be responsible for 6 monthly testing of the Hackney Carriage and Private Hire Vehicle fleet; this would also include re-tests and accident damage tests.

Vehicle Engineer Salary scale 6 £31,342.00 per annum
(this figures includes salary on costs e.g. national insurance contributions)

To be funded through vehicle testing fees:

370 vehicles x 2: £50.00 per test = £37,000.00

90 vehicles (re-test) £50.00 per test = £4,500.00
(Estimated figure of an eighth of vehicle tests completed)

37 accident damage tests £50.00 per test = £1,850.00
(Estimated figure 10% of vehicle fleet)

Total - £43,350.00

All income over and above £31,342.00 would be used to pay for office consumables, materials used in the course of business, e.g. computer licenses and support, central support costs, office space, protection clothing, mobile telephone and other miscellaneous items).

Hackney Carriage and Private Hire Vehicle

NATIONAL INSPECTION STANDARDS



A best practice guide produced by the Hackney Carriage and Private Hire Inspection Technical Officer Group



Foreword

There are numerous bodies inspecting hackney carriage and private hire vehicles, VOSA is supportive of the Public Authority Transport Network (PATN) initiative to develop and share best practice. A common standard applied consistently across the country will no doubt benefit all involved in the industry.

VOSA hopes that local authorities consider the guide when setting inspection standards and actively participate in its future development.

Philip Bailey

SVA and IVA Policy Engineer (Light Vehicles)
Vehicle & Operator Services Agency
Roadworthiness & Testing Policy Group



FREIGHT TRANSPORT ASSOCIATION

BEST PRACTICE GUIDE FOR THE INSPECTION OF HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES

PART 1

INTRODUCTION

This best practice guide sets out the procedures and standards for those who carry out inspections of hackney carriage & private hire vehicles. It is recommended that the guide is also made freely available to owners, proprietors, operators and drivers of hackney carriage & private hire vehicles, who may find it useful as it details the standards that vehicles are subjected to. The guide also explains the reasons why, a vehicle presented for inspection, has not been issued with a pass certificate.

INTRODUCTION

1.1 BEST PRACTICE GUIDE

This Best Practice Guide has been prepared by the Technical Officer Group (TOG) to assist Hackney Carriage (HC) and Private Hire Vehicle (PHV) operators, vehicle presenters, licensing authorities and vehicle inspectors

It is intended that this Best Practice Guide will endorse a *minimum* national vehicle inspection standard. It will be appreciated that it is for individual local licensing authorities to reach their own decisions, both on overall policies and on individual inspection standards, in the light of their own operational needs and geographical circumstances.

Various interested parties, including the Department for Transport (DfT), Vehicle & Operator Services Agency (VOSA), Disabled Persons Transport Advisory Committee (DPTAC) and the Institute of Licensing, have been consulted on this Best Practice Guide.

The Technical Officer Group commends the *DfT* for the production of the Taxi and Private Hire Vehicle Licensing: Best Practice Guidance. Vehicle operators, local licensing authorities and vehicle inspectors are strongly advised to refer to the *DfT* guide in conjunction with this Best Practice Guide. More information can be obtained on the *DfT* web site at:

www.dft.gov.uk

1.2 APPLICATION TO DEVOLVED ADMINISTRATIONS

The Department for Transport (DfT) has responsibility for HC and PHV legislation in England and Wales and, accordingly, the guidance that has been published will be directed at local authorities in England and Wales. Responsibility for HC and PHV licensing in Scotland and Northern Ireland is devolved, but the respective Administrations have been involved in the preparation of the Licensing Guidance and will decide for themselves the extent to which they wish to make use of or adapt to suit their own purposes.

1.3 TECHNICAL SAFETY ISSUES

The aim of a local licensing authority is to protect the public. Local licensing authorities will be aware that the public should have reasonable access to safe and well maintained HC and PHVs. For example, it is clearly important that somebody using a HC or PHV should be confident that the vehicle is safe.

To this end, this best practice guide will detail specific vehicle safety issues based on expert technical knowledge and experience of the Technical Officer Group (TOG). This guide will focus therefore on technical safety issues and make recommendations towards safe working practices. For example, the TOG supports the *DfT* recommendation that there is no upper age limit for HC and PHVs provided there is documentary evidence to support a routine maintenance regime.

Local licensing authorities will want to ensure that each of their various licensing requirements is properly justified by the risk it aims to address. This is not to propose that a detailed, over-zealous inspection regime creates difficulties for the HC and PHV trades but primarily to promote vehicle safety for the protection of passengers and not for the benefit of operators.

1.4 SCOPE OF THE GUIDANCE

This guidance deliberately seeks to embrace safety aspects of vehicle inspections using, as a basic inspection standard, those laid down in The MOT Inspection Manual for Car & Light Commercial Vehicle Testing issued by VOSA. This Best Practice Guide provides additional testing requirements to those in the MOT Inspection Manual. It is advised that local licensing authorities use the Best Practice Guide in conjunction with the VOSA MOT Inspection Manual as an advocate to public safety.

This Best Practice Guide has been developed to provide all local licensing authorities with a benchmark with regard to vehicle inspections and safety.

1.5 SPECIFICATION OF VEHICLE TYPES THAT MAY BE LICENSED

The legislation gives local authorities a wide range of discretion over the types of vehicle that they can license as HC or PHVs. Some authorities specify conditions that in practice can only be met by purpose-built vehicles but the majority license a range of vehicles.

Normally, best practice is for local licensing authorities to adopt the principle of specifying as many different types of vehicles as possible. Indeed, local licensing authorities might usefully specify only general criteria, (such as vehicles with four doors as HC) leaving it open to the HC and PHV trades to put forward vehicles of their own choice which can be shown to meet those criteria. In that way, there can be flexibility for new vehicle types to be readily taken into account.

It is suggested that local licensing authorities should be particularly cautious about specifying only purpose-built HC, with the strict constraint on supply that this implies. (There are at present only two designs of purpose-built HC.) However, purpose-built vehicles are amongst those that a local licensing authority could be expected to license.

1.6 ACCESSIBILITY

In addition to their general conditions, local licensing authorities will want to consider the accessibility for disabled people (including - but not only - people who need to travel in a wheelchair) of the vehicles they license as Hackney Carriage. For more details, see Section 2 – Accessibility.

Licensing authorities will be aware that it remains the Department for Transport's intention to make accessibility regulations for Hackney Carriage vehicles under the Disability Discrimination Act 1995. In the meantime, licensing authorities are encouraged to introduce HC accessibility policies for their areas.

1.7 TYPE APPROVAL

It may be that from time to time a local licensing authority will be asked to license, as a HC or PHV, a vehicle that has been imported independently (that is, by somebody other than the manufacturer). Such a vehicle might meet the local licensing authority's criteria for licensing, but may nonetheless be uncertain about the wider rules for foreign vehicles being used in the UK. Such vehicles will be subject to the 'type approval' rules. For passenger cars up to 10 years old at the time of first GB registration, this means meeting the technical standards of either:

- European Whole Vehicle Type approval;
- British National Type approval; or
- British Single Vehicle Approval (before 29 April 2009) or:
- Individual Vehicle Approval (from 29 April 2009)

Most registration certificates issued since late 1998 should indicate the approval status of the vehicle. Further information about these requirements and the procedures for licensing and registering imported vehicles can be seen at:

www.dft.gov.uk

It is important for local licensing authorities to insist that at least one of the above 'type approvals' is produced prior to any imported vehicle being licensed as a Hackney Carriage or Private Hire Vehicle.

Voluntary Inspections

Vehicles that are already registered for use in the UK are not eligible for a Single Vehicle Approval, however, there are situations where evidence of compliance with the approval standard would be beneficial or be a requirement. An example would be a local licensing authority that may require evidence of compliance for a vehicle that has been modified since original registration, or where evidence of compliance is being used as part of a contractual agreement on a modified vehicle. To facilitate this requirement a non-statutory "Voluntary SVA" or "Voluntary IVA" test is available. The test criteria applied will be dependant on the vehicle category/class nominated on the application form VSVA 1. The fees are the same as those appropriate to the particular class of vehicle/test required other than VAT is payable. If the vehicle is found to meet the requirements a letter of compliance with the technical standards will be issued and not a Minister's Approval certificate. The letter of compliance is not acceptable for First Licensing/Registration purposes.

1.8 VEHICLE TESTING

There is considerable variation between local licensing authorities on vehicle testing. This best practice guide provides local licensing authorities with a *minimum* standard for vehicle inspections. All HC and PHV must be maintained to no less than the standards set out in the VOSA publication 'MOT Inspection Manual - Car and Light Commercial', ISBN 0-9549239-0-1.

As the term implies, hackney carriage and private hire vehicles are vehicles used for hire and reward purposes and as such are subject to much higher annual mileages and more arduous driving than normal private vehicles. Therefore, in the interests of passenger and other road user's safety, a more stringent maintenance and testing regime is required.

The purpose of the HC & PHV test is to confirm vehicles meet these more stringent standards. Vehicles must be submitted fully prepared for the test. It is not intended that the test be used in lieu of a regular preventative maintenance programme. If in the opinion of the vehicle examiner the vehicle has not been fully prepared, the test will be terminated and a further full test could be required.

It is an offence under the road traffic regulations to use an unroadworthy vehicle on the public highway.

HC & PHV operators failing to maintain their vehicles in a safe and roadworthy condition may have their licence suspended, curtailed or revoked by the Local Licensing Authority.

This Best Practice Guide should be read in conjunction with Vehicle & Operator Services Agency (VOSA) publication 'MOT Inspection Manual - Car and Light Commercial Vehicle Testing', ISBN 0-9549239-0-1 or as amended. This best practice guide provides a working document for those who inspect, maintain and prepare vehicles for inspection prior to being issued with a hackney carriage or private hire licence. Although detailed in its content the best practice guide is not exhaustive.

However, in assessing the mechanical condition of a vehicle, it is more likely an item which would ordinarily pass an MOT test with an advisory note, could fail the HC & PHV test.

2 NOVELTY VEHICLES (STRETCHED LIMOUSINES)

This section of the best practice guide offers advice to local licensing authorities on the requirements for licensing novelty vehicles. The standard of the test for novelty vehicles will be at the same standard as for other private hire vehicles. That is; as a basic inspection standard, those laid down in The MOT Inspection Manual for Car & Light Commercial Vehicle Testing issued by VOSA and this best practice guide. *(For the purpose of clarity, novelty vehicles in this guide will refer to stretch limousines only until such times as further guidance is obtained on any other such vehicle, i.e. fire tenders etc).*

A novelty vehicle shall only be registered as a private hire vehicle if it complies with the following conditions:

- Vehicles with no more than 8 passenger seats as indicated on the V5C. The V5C will state the number of seats and **must be produced to the local licensing authority prior to the vehicle being licensed or inspected**. If the number of seats differs to what is indicated on the V5C, then contact VOSA and your local area Traffic Commissioner immediately. Failure to produce a valid and current V5C for the vehicle to be tested could result in refusal to inspect the vehicle.
- Evidence of either European Community Whole Vehicle Type Approval (ECWVTA) or Single Vehicle Approval (SVA) or Individual Vehicle Approval (IVA) being presented for inspection.
- Local licensing authorities may consider, as novelty vehicles are not factory produced, that a recommended vehicle maintenance inspection be applied every 10 weeks. The frequency of maintenance inspections is recommended by Traffic Commissioners, VOSA and the National Limousine and Chauffeur Association (NLCA).
- The inspection standards to be applied to novelty vehicles are the same standards as those applied to other hackney carriage and private hire vehicles with the following additions:
 - Any additional item previously mentioned in this paragraph with regard to seating capacity, the production of the relevant documents and frequency of vehicle inspections.
 - See Section 4 – Tyres and roadwheels. Reference in this section is made to tyre rating to be applied to novelty vehicles.
 - See Section 12 - Vehicle Identification Number (VIN). VIN markings should be checked to ensure compliance, seating capacities and undue stresses.

Local licensing authorities are strongly advised to obtain a declaration, from the operator of a licensed novelty vehicle, that the vehicles with side facing seats will never be used to carry passengers under 16 years of age, **regardless of whether the vehicle is fitted with or without seatbelts.**

It is strongly advised that notices forbidding children to be carried in side facing seats are displayed in prominent positions, i.e. on entry to the passenger compartment and on either side of the passenger compartment. Local licensing authorities may also require additional outward facing signs adjacent to all entrance/exit doors to the passenger compartment.

3 GENERAL INFORMATION

Only vehicles complying with the following conditions will generally be considered for licensing as private hire vehicles: -

- Cars fitted with at least four doors and four wheels.
- Right-hand drive vehicles - with the exception of stretch limousines (where applicable).
- Vehicles with adequate space for luggage.
- Vehicles must be capable of carrying at least four and not more than eight passengers in addition to the driver.
- With the exception of stretch limousines, vehicles will not be accepted with blacked out windows. Passengers being carried in the vehicle must be visible from the outside. In *exceptional circumstances*, tinted windows may be acceptable.
- To allow a thorough examination of a vehicle or any part thereof, it must be presented for test in a clean condition. The vehicle presented, will fail the test if, in the opinion of the vehicle examiner, the vehicle is so dirty that it would be unreasonable for the test to be carried out.
- A test will not be carried out unless the License fee/Examination Fee has been paid in advance.

Statement of Undertakings and Declaration:

In the interests of road and passenger safety, the licenced operator undertakes to make proper arrangements so that vehicles are kept in a roadworthy condition at all times.

ACKNOWLEDGEMENTS

Name	Organisation	Position
Don Allison	Luton BC	Transport Manager
Phil Clifford	St. Edmundsbury BC	Fleet & Technical Manager
Chris Ruane	Freight Transport Association	Sector Head Public Authorities, Waste, Utilities, Construction & Plant
Andy Mair	Freight Transport Association	Head of Engineering Policy
Barry Pearson	Staffordshire County Council	Technical Officer
Simon Smith	Luton BC	Fleet Manager
Derek Rooker	Barnsley MBC	Fleet Engineer
Dave Moyle	Vale of Glamorgan	Workshops Supervisor
Barry Richards	Bath & North East Somerset Council	Service Team Manager – Fleet Management
Kevin Spiers	Oxford City Council	Transport Workshop Coordinator
Ken Stone	Liverpool City Council	Principal Licensing Officer
Dave Colligan	Liverpool City Council	Principal Enforcement Officer
Marten Pleaden	Walsall Council	Vehicle Examiner
Martin Hamer	City of Bradford MDC	Principal Licensing Officer
Paul Dibb	City of Bradford MDC	Workshop Manager
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Brendan McNamara	City of Wakefield MDC	Transport Operations Manager
Rod Darton	Chichester DC	Assistant Director Contact Services
John Hoole	Chichester DC	Transport Manager
Dave Pike	Vale of Glamorgan	Workshop Foreman
Keith Miller	Milton Keynes Council	Fleet Manager
Kevin Lewis	Neath & Port Talbot CBC	Fleet Technical Supervisor
Jim Sullivan	Neath & Port Talbot CBC	Licensing Manager
John Webb	Salisbury DC	Licensing Officer
Paul Stretford	Wiltshire CC	Fleet Group
Mike Tonks	Salisbury DC	Transport Manager
Rob Armev	Wiltshire County Council	Fleet Inspector

BEST PRACTICE GUIDE FOR THE INSPECTION OF HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES

PART 2 PROCEDURES & STANDARDS OF INSPECTION

This best practice guide sets out the procedures and standards for those who carry out inspections of hackney carriage & private hire vehicles.

It is recommended that the guide is also made freely available to owners, proprietors, operators and drivers of hackney carriage & private hire vehicles, who may find it useful as it details the standards that vehicles are subjected to. The guide also explains the reasons why, a vehicle presented for inspection, has not been issued with a pass certificate.

CONTENTS

Section	Subject	Page Number
1	Lighting and signalling equipment: 1.3 Stop Lamps – High Level Stop Lamps 1.8 Electrical Wiring and Equipment 1.9 Additional Lamps	13 14 15 16
2	Steering: 2.1 Steering Control – Steering Wheel 2.1 Steering Control – Steering Column 2.4 Suspension Spring Units & Linkage	18 19 20 21
3	Brakes: No additional inspection requirements	22
4	Tyres & Roadwheels: 4.1 Tyres - Condition	23 24
5	Seat Belts: No additional inspection requirements	25
6	Body & Structure: 6.1 Vehicle Body and Condition – (Exterior) 6.1 Vehicle Body, Security and Condition – (Interior) 6.2 Doors and Seats 6.5 Bumper Bars	26 27 28 30 32
7	Fuel & Emissions: 7.1 Exhaust System 7.2 Fuel System – Pipes & Tanks	33 34 35

8	<p>Drivers View of the Road:</p> <ul style="list-style-type: none"> 8.1 Mirrors 8.3 Windscreen – View top the Front 8.5 Window Glass or Other Transparent Material 	<p>36 37 38 39</p>
9	<p>Tricycles & Quadricycles</p> <p>No additional inspection requirements</p>	<p>40</p>
10	<p>Additional Requirements:</p> <ul style="list-style-type: none"> 10.1 Speedometer 10.2 Transmission 10.3 Engine & Transmission Mountings 10.4 Oil & Water Leaks 10.5 Luggage/Load Space 10.6 Trailers & Towbars 	<p>41 42 43 45 46 47 48</p>
11	<p>Ancillary Equipment:</p> <ul style="list-style-type: none"> 11.1 Wheelchair Restraint & Access Equipment 11.2 Fire Extinguisher 11.3 First Aid Kit 	<p>49 50 52 53</p>
12	<p>Novelty Vehicles:</p> <ul style="list-style-type: none"> 12.1 Vehicle Identification Number (VIN) 12.2 Seating Capacity 12.3 Undue Stresses 12.4 Passenger Notices 	<p>54 55 56 57 58</p>
APPENDIX 'A'	<p>Hackney Carriage & Private Hire - Trailer Inspection Sheet</p>	<p>59</p>
APPENDIX 'B'	<p>Definition of Motor Vehicles</p>	<p>60</p>

SECTION 1 - LIGHTING AND SIGNALLING EQUIPMENT

Section Contents:

Sub-section	Subject
1.3	Stop Lamps – High Level Stop Lamps
1.8	Electrical Wiring and Equipment
1.9	Additional Lamps <ul style="list-style-type: none">• Reversing Lamps• Front Fog/Driving Lamps• For Hire and Roof Signs

1.3. STOP LAMPS - HIGH LEVEL STOP LAMPS

<p>Method of Inspection</p> <p>Any additional stop lamps fitted and connected must be tested. Where high level stop lamps are fitted and there is doubt as to whether they are connected, the benefit of this doubt should be given to the presenter.</p> <p>Check the high level stop lamp where fitted:</p> <ul style="list-style-type: none"> a. Is not obscured, and is not obviously incorrectly positioned. b. At least 50% of the lamp must be visible from the rear. 	<p>Reason for Rejection</p> <p>High level stop lamp</p> <ul style="list-style-type: none"> a. Obscured or obviously incorrectly positioned. b. Less than 50% of the lamp not working or obscured
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1.8. ELECTRICAL WIRING AND EQUIPMENT

Method of Inspection	Reason for Rejection
<p>This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle.</p> <ul style="list-style-type: none"> a. Check all electrical wiring for: <ul style="list-style-type: none"> o Condition o Security o Position o Signs of overheating o Heavy oil contamination b. Battery and carrier for: <ul style="list-style-type: none"> o Security o Battery for leaks c. Check all switches controlling all obligatory lights 	<ul style="list-style-type: none"> a. Wiring <ul style="list-style-type: none"> o Not adequately insulated o Not adequately secured o Positioned so that it is chafing or clipped to a fuel line or likely to be damaged by heat so that insulation will become ineffective o With clear evidence of overheating o Heavily contaminated with oil b. Battery and carrier: <ul style="list-style-type: none"> o A battery and /or carrier not secure and likely to become displaced o Battery leaking c. Insecurity or malfunction of a switch controlling an obligatory light

1.9. ADDITIONAL LAMPS

Method of Inspection	Reason for Rejection
<p>With the ignition switched on check:</p> <p>Reversing lamps</p> <ul style="list-style-type: none"> a. The reversing lamps emit a diffused white light when reverse gear is selected. b. The lamps extinguish when neutral gear is selected c. The lamps are in good working order and are secure. d. The lamps do not flicker when lightly tapped by hand. <p>Front Fog/Driving Lamps</p> <p>Check that:</p> <ul style="list-style-type: none"> e. A single front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected f. A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together g. A pair of matched, long-range driving lamps, both emitting a white diffused light should illuminate together. 	<p>A reversing lamp:</p> <ul style="list-style-type: none"> a. That fails to operate or does not emit a white diffused light b. Fails to extinguish when neutral or forward gear is selected c. Are not in good working order or insecure. d. Lamps flicker when tapped lightly by hand. <p>Front Fog/Driving Lamps</p> <ul style="list-style-type: none"> e. Lamp inoperative or operates other than in dipped beam mode f. Lamps operate incorrectly g. Lamps operate incorrectly

Additional Lamps (continued) Method of Inspection	Reason for Rejection
<p>'For Hire' and Roof Signs</p> <p>Check that:</p> <ul style="list-style-type: none">a. Correct style and type of sign fitted.b. Ensure the sign is securely fastened to the vehiclec. Check condition and security of wiringd. Functional test of signs for illumination	<p>'For Hire' and Roof Signs</p> <ul style="list-style-type: none">a. Incorrect colour or details shown on sign, i.e. registration number, vehicle number etc.b. Insecure signc. Wiring is not in good condition and is loose or chaffedd. Illumination not consistent across the sign, i.e. all light bulb(s) LED(s) illuminated when switched on.

SECTION 2 - STEERING

Section Contents:	
Sub-section	Subject
2.1	Steering Control – Steering Wheel
2.1	Steering Control – Steering Column
2.4	Suspension Spring Units and Linkages

2.1 STEERING CONTROL - STEERING WHEEL

<p>Method of Inspection</p> <p>With both hands rock the steering wheel from side to side at right angles to steering column and apply slight downward and upward pressure to the steering wheel rim (in line with column). Note:</p> <ul style="list-style-type: none"> a. Fractures in steering wheel hub. b. Fractures in steering wheel rim. c. Steering wheel spokes loose or fractured. d. Jagged edges on steering wheel rim. e. If possible, check the retaining device on steering wheel is fitted. 	<p>Reason for Rejection</p> <ul style="list-style-type: none"> a. Steering wheel hub fractured. b. Steering wheel rim fractured. c. A steering wheel spoke loose or fractured. d. Jagged edges on steering wheel rim likely to injure the driver. e. A steering wheel hub-retaining device not fitted.
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2.1 STEERING CONTROL - STEERING COLUMN

Method of Inspection	Reason for Rejection
<p>a. Try to lift the steering in line with the steering column and note the movement at centre of steering wheel.</p> <p>b. Push steering wheel away and then pull it towards you. Note any side play.</p> <p>c. While steering wheel is rotated, check for deterioration in any flexible coupling or universal joint of steering column.</p> <p>d. Where practical, check any clamp bolts for presence and security of locking devices. (These may be located in the engine compartment or under chassis).</p>	<p>a. Excessive movement of centre of steering wheel in line with steering column (end float).</p> <p>Note: Certain types of steering column might show some movement not due to excessive wear, e.g. those fitted with universal joints or flexible couplings</p> <p>b. Excessive side play indicating worn top bearings or insecure top mounting bracket.</p> <p>c. A flexible coupling or universal joint deteriorated, worn or insecure.</p> <p>d. A coupling clamp bolt or locking device loose or missing.</p>

2.4 SUSPENSION SPRING UNITS AND LINKAGES

Method of Inspection	Reason for Rejection
Coil Springs a. Welding repairs	a. Repaired by welding

SECTION 3 - BRAKES

Section Contents:

Sub-section Subject

No additional inspection requirements

SECTION 4 – TYRES & ROADWHEELS

Section Contents:

Sub-section	Subject
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4.1	Tyres – Condition
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4.1 TYRES

Method of Inspection	Reason for Rejection
<p>Condition of Tyres</p> <p>On all the tyres, including spare wheel - where fitted, examine each tyre meets all the requirements laid down in the MOT Inspection Manual for Car & Light Commercial Vehicles (ISBN 0-9549239-0-1)</p> <p>Note 1 Where a doughnut tank is fitted in the boot for LPG, the spare wheel if still carried in the boot must be properly secured. Alternatively, a spare wheel cage installed to manufacturers and British Standards may be fitted to the underside of the vehicle.</p> <p>SPECIAL NOTICE – STRETCHED LIMOUSINES: In the case of American imported stretched limousines, vehicle inspectors will need to be vigilant when inspecting tyres for suitability. Most converted stretched limousines are converted from Ford Lincoln Town Cars with a number of Cadillac variants also. In approved ‘stretch’ limousine conversions, the maximum weight is approximately 7,100lbs (3.2tonnes) and care should be exercised when determining suitable tyre ratings. Generally speaking a Ford Lincoln or Cadillac would require a tyre rating index of at least 107 T, which gives a load rating of 2,149 lbs (975 kgs) with a maximum speed of 118 miles per hour.</p>	<p>In accordance with the MOT Inspection Manual for Car & Light Commercial Vehicles (ISBN 0-9549239-0-1)</p> <p>Note 2 Space saver tyres should only be approved with the support of a method statement highlighting driver responsibilities with regard to the maximum permitted speed and that space savers are a temporary ‘get-you-home tyre’.</p> <p>STRETCHED LIMOUSINES More information, guidance and the procurement of suitable tyres can be obtained from: North Hants Tyres & Wheels, Henry John House 2 Ivy Road, Aldershot GU12 4TX Telephone: 01252 318666 OR National Limousine & Chauffeur Association on: www.nlca.co.uk</p>

SECTION 5 – SEAT BELTS

Section Contents:

Sub-section Subject

No additional inspection requirements

SECTION 6 – BODY AND STRUCTURE

Section Contents:

Sub-section	Subject
6.1	Vehicle Body and Condition – (Exterior)
6.1	Vehicle Body, Security and Condition – (Interior)
6.2	Doors and Seats
6.4	Bumper Bars

6.1 VEHICLE BODY AND CONDITION – (EXTERIOR)

<p>Method of Inspection</p> <p>Body Condition (Exterior) Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.</p>	<p>Reason For Rejection</p> <p>Body Condition (Exterior)</p> <ul style="list-style-type: none"> a. An insecure or missing body panel, trim, step or accessory. b. Any sharp edge whatsoever which may cause injury. c. Heavy scuffing, abrasions or deformation to front and rear bumper. d. More than 8 stone chips visible on a bonnet/grill that has not penetrated to the metal or more than 4 stone chips that have penetrated to the metal. e. More than 8 stone chips on any panel including door edges, provided the base coat has not been penetrated. f. More than 4 stone chips on any panel where the base coat has been penetrated to the metal and is untreated. g. A single dent of more than 80mm, or more than 3 dents of not more than 20mm in any one panel h. More than 4 scratches and or abrasions of more than 50mm in length in any one panel provided that the base coat has not been penetrated. i. Dull, faded paintwork which has lost its gloss finish or paint miss match to a panel(s) to such an extent that it detracts from the overall appearance of the vehicle. j. Evidence of poor repairs and or paint finish to a repaired panel(s) including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle. k. Obvious signs of rust/corrosion of any size particularly those that are covered by advertising signs. l. Lack of clearly displayed or omission of 'No Smoking' signs.
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6.1 VEHICLE BODY, SECURITY AND CONDITION – (INTERIOR)

Method of Inspection	Reasons For Rejection
<p>Body Condition (Interior)</p> <ul style="list-style-type: none"> a. Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories. b. Dirty, missing and worn trim, carpets, seat belts, mats, headlining, boot area and inclusion of prescribed items. Remove mats to inspect carpets underneath for cleanliness and wear. c. Examine interior lights, motion door locks and warning lights. d. Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters) e. Examine all windows ensuring they allow lowering and rising easily. f. Examine interior door locks, grab handles/rails safety covers g. Examine grills/partitions for security and condition h. Examine electrical wiring for condition, security, including intercom systems. 	<ul style="list-style-type: none"> a. Insecure and loose fixtures, fittings or accessories. b. Missing, dirty, soiled, stained worn or insecure trim, carpets, headlining, and mats. c. An inoperative interior light (all lights must illuminate if they are part of the manufacturer's standard equipment). Missing or defective motion switch/lock or warning lamp not illuminated d. A system(s), which does not function correctly, or any part is missing including vents, controls and switches. e. An opening window that is inoperative or difficult to open and or close mechanism broken/missing. f. Missing, defective or loose door locks, child locks, protective covers grab handles and rails. Grab handles/rails, which are rigid to aid the blind and partially sighted, and are worn to excess. g. A grill/partition which is insecure or has sharp edge which may cause injury to passengers or driver. h. Frayed, chaffing wiring, non-shielded terminals and cables so routed that they cause a trip hazard, cables that can be easily disconnected. Intercom system defective, warning light inoperative and signs illegible/missing.

<p>Method of Inspection</p> <p>Body Condition (Interior) (continued)</p> <p>i. Examine the boot for access, contents, cleanliness, and water ingress.</p> <p>Additional items to be inspected in limousines and novelty vehicles:</p> <p>j. All fixtures and fittings i.e. mirror balls, drinks cabinets, televisions etc must be stored securely and not hinder the ingress or egress from the passenger compartment.</p> <p>k. A notice identifying the maximum seating capacity to be displayed in the passenger compartment and clearly visible to all passengers. It may be necessary to display more than one sign indicating the maximum seating capacity.</p> <p>Note: <u>Any vehicle presented in a dirty, untidy condition will not be tested</u></p>	<p>Reason for Rejection</p> <p>i. Unable to open, close and or lock boot lid, failure of boot lid support mechanism, defective seals/evidence of water ingress, dirty boot and or carpets, loose items stored in boot (i.e. spare wheel tools and equipment etc).</p> <p>j. Any fixture or fitting, that is loose or insecure or where walkways are blocked that prevents ease of ingress or egress from the passenger compartment.</p> <p>k. No maximum seating capacity sign or signs displayed. A sign or signs not clearly visible to all passengers</p>
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6.2 DOORS and SEATS

Method of Inspection	Reason for Rejection
<p>Doors and Emergency Exits</p> <p>Examine the condition of all doors and emergency exits. Check door locks, striker plates, handles and hinges for security, wear and missing and damaged trim/cover plates.</p> <p>Check markings describing the presence and method of opening emergency exit(s) are readily visible on or adjacent to the exit and are legible.</p> <p>Check that seats are secure, clean and not unduly worn.</p> <p>IMPORTANT NOTE: With the exception of 'novelty vehicles' only vehicles with forward and rear facing seats will be accepted.</p> <p>For more information on seating for novelty vehicles see Section 12.2</p>	<p>Doors and Emergency Exits</p> <ol style="list-style-type: none"> a. A door or emergency exit does not latch securely in the closed position. b. A door or emergency exit cannot be opened from both the inside and outside the vehicle from the relevant control in each case. c. Missing, loose or worn handles, lock or striker plate. d. Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect. e. Missing, loose or damaged trim/cover plate. f. Seat cushion(s) stained, torn, holed, worn or insecure. A seat that does not provide adequate support at base or backrest. Torn, slashed or badly stained seats are not acceptable.

6.2 DOORS and SEATS (continued)

Method of Inspection	Reason for Rejection
<p>Accessibility: Wheelchair Vehicles</p> <p>Door Configurations for wheelchair accessible vehicles:</p> <ul style="list-style-type: none"> a. Single rear door – must open to a minimum of 90 degrees and be capable of locking in place. b. Twin rear doors – both must open to a minimum of 180 degrees and be capable of being locked in place. This is to enable an attendant (driver or guide) to assist the wheelchair passenger if required. 	<ul style="list-style-type: none"> a. Door does not open to a full 90 degrees and cannot be secured in the open position b. Twin doors do not open to a full 180 degrees and cannot be secured in the open position

6.4 BUMPER BARS

Method of Inspection	Reason for Rejection
<p>Examine the bumper bars and check:</p> <ul style="list-style-type: none">a. They are secure to their mountings.b. The mountings are secure to the vehicle.c. There is no evidence of damage.	<ul style="list-style-type: none">a. A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs.b. A fractured mounting bracket. Mounting bolts so worn or elongated that the bumper bar is likely to detach partially or completely from the vehicle when in use. A bumper bar secured by wire or other temporary means is regarded as insecure and must be rejected.c. Bumper bars which have jagged edges, cracks, splits or projections, which may cause injury to persons near the vehicle. Paint miss match or fading which is significantly different to that of the rest of the paintwork.

SECTION 7 – FUEL & EMISSIONS

Section Contents:

Sub-section	Subject
7.1	Exhaust System
7.2	Fuel System – Pipes & Tanks

7.1 EXHAUST SYSTEM

Method of Inspection	Reason for Rejection
Where applicable, check for presence, security and adequacy of grease shields to hot exhausts.	A heat shield missing, insecure or inadequate

7.2 FUEL SYSTEM - PIPES & TANKS

Method of Inspection	Reason for Rejection
<p>a. Examine fuel tank(s) for security and leaks</p> <p>b. Check that fuel tank filler caps are:</p> <ul style="list-style-type: none"> ○ Present ○ Of the correct type ○ Secure and seated properly to ensure correct function of sealing <p>c. Examine pipes to see they are securely clipped to prevent damage by chafing and cracking, and are not in a position where they will be fouled by moving parts</p> <p>d. Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system</p>	<p>a. Fuel tank insecure or leaking</p> <p>b. A filler cap missing or unsuitable or in such condition that it would not prevent fuel leaking or spilling</p> <p>Note: Temporary/emergency fuel caps are not permitted.</p> <p>c. Damaged, chafed, insecure pipes, or pipes so positioned that there is a danger of them fouling moving parts</p> <p>d. A fuel pipe immediately to or in direct contact with electrical wiring or exhaust system</p>

SECTION 8 – DRIVERS VIEW OF THE ROAD

Section Contents:

Sub-section	Subject
8.1	Mirrors
8.3	Windscreen – View to the Front
8.5	Window Glass or Other Transparent Material

8.1 MIRRORS

Method of Inspection	Reason for Rejection
<p>The number and position of all obligatory mirrors must be checked:</p> <ol style="list-style-type: none">a. Check the condition of each mirror reflecting surface and whether a person sitting in the drivers seat can see clearly to the rear	<p>Note: A defective additional external mirror is not a reason for rejection.</p> <ol style="list-style-type: none">a. Mirror condition<ul style="list-style-type: none">• A mirror reflecting surface deteriorated or broken.• In such a position that a person sitting in the driver's seat cannot see clearly to the rear.

8.3 WINDSCREEN - VIEW TO THE FRONT

<p>Method of Inspection</p>	<p>Reason for Rejection</p>
<p>Sit in the driver's seat and check that there is reasonable view of the road ahead, bearing in mind the original design of the vehicle.</p> <p>a. For all air operated wipers examine:</p> <ul style="list-style-type: none"> o The condition of any visible piping o The function of the operating mechanism, and o The function of necessary valves to protect the braking system <p>Note: Equipment or objects not originally fitted to the vehicle as part of the original design must not obstruct the designed forward view of the driver. In particular, objects such as (but not limited to) pennants, cab decorations and external stone guards/visors should not interrupt the view through the swept area by the windscreen wipers.</p>	<p>The position or size of any object restricts the driver's view of the road ahead, bearing in mind the original design of the vehicle.</p> <p>a. Air operated wipers</p> <ul style="list-style-type: none"> o Pipes inadequately clipped or supported o Incorrect function of the wipers or leaking components o Incorrect operation of protection valves

8.5 WINDOW GLASS OR OTHER TRANSPARENT MATERIAL

Method of Inspection	Reason for Rejection
<p>a Visually check the condition of all windscreens, internal screens, partitions, side, rear, roof and door windows for cracks, surface damage and discolouration.</p> <p>b Check presence and security of all windscreens, side, roof, or rear windows, or internal screens or partitions.</p> <p>c Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows.</p> <p>d Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions</p> <p>e For all vehicles first used before 1 January 1959. As far as is practicable, check that glass fitted to windscreens and outside windows facing to the front is safety glass, except glass fitted to the upper deck of a double deck bus.</p> <p>f For all vehicles used on or after 1 January 1959, as far as is practicable, check that glass used for windscreens and all outside windows is safety glass, or safety glazing.</p> <p>g Vehicles first used on or after 1 June 1978, check that windscreens and other windows, wholly or partly, on either side of the drivers' seat are made from safety glass displaying an acceptable safety mark.</p> <p>Note: Marking is not required for safety glass used on vehicles first used before 1 June 1978.</p>	<p>a A crack, surface damage or discoloration in glass or other transparent material that:</p> <ul style="list-style-type: none"> o Impairs the driver's front, side, or rear view of the road, or; o Presents a danger to any person in the vehicle. <p>b A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure.</p> <p>c Any external window or windscreen is obviously leaking.</p> <p>d A guard-rail or barrier at a window, internal screen or partition missing, insecure or damaged.</p> <p>e The windscreen and/or any outside window facing to the front of a vehicle obviously not safety glass fitted to a vehicle first used before 1 January 1959.</p> <p>f Glass used for a windscreen or an outside window is obviously not safety glass.</p> <p>g For vehicles first used on or after 1 June 1978, that windscreens and/or other windows wholly or partly on either side of the drivers seat that are not made from safety glass display an acceptable safety mark.</p>

SECTION 9 – Tricycles & Quadricycles

Section Contents:

Sub-section Subject

No additional inspection requirements

SECTION 10 – ADDITIONAL REQUIREMENTS

Section Contents:

Sub-section	Subject
10.1	Speedometer
10.2	Transmission
10.3	Engine & Transmission Mountings
10.4	Oil & Water Leaks
10.5	Luggage/Load Space
10.6	Trailers & Towbars

10.1 SPEEDOMETER

Method of Inspection	Reason for Rejection
<ul style="list-style-type: none">a. Check that a speedometer is fitted.b. Check the condition of the speedometer.c. Check that the speedometer can be illuminated.	<ul style="list-style-type: none">a. Speedometer not fitted.b. Speedometer not complete or clearly inoperative, or dial glass broken or missing.c. The speedometer cannot be illuminated.

10.2 TRANSMISSION

Method of Inspection	Reason for Rejection
<p>Examine transmission, check for:</p> <ul style="list-style-type: none"> a. Missing or loose flange bolts b. Cracked or insecure flanges c. Wear in shaft and/or wheel bearings d. Security of bearing housings e. Cracks or fractures in bearing housings f. Wear in universal joints g. Deterioration of flexible couplings h. Distorted, damaged shafts i. Deterioration of bearing housing flexible mountings j. Clearance between transmission shafts and adjacent components 	<ul style="list-style-type: none"> a. A loose or missing flange bolt(s) b. A flange cracked, or loose on the transmission shaft c. Excessive wear in shaft bearing d. A bearing housing insecure to its fixing e. A cracked or fractured bearing housing f. Excessive wear in a universal joint g. Deterioration of a transmission shaft flexible coupling h. A damaged, cracked or bent shaft i. Deterioration of a flexible mounting of a bearing housing j. Evidence of fouling between any transmission shaft and an adjacent component

10.2 TRANSMISSION (cont'd)

Method of Inspection	Reason for Rejection
<p>Front Wheel Drive</p> <p>a. Check the drive shaft inner and outer universal joint couplings and constant velocity joints for:</p> <ul style="list-style-type: none"> ○ Wear and security ○ Damage to flexible rubber or fabric universal joints ○ Security and oil contamination of flexible rubber or fabric universal joints ○ Condition, presence and security of constant velocity joint gaiters 	<ul style="list-style-type: none"> ○ Drive shaft constant velocity or universal joint coupling worn or insecure ○ A flexible rubber or fabric universal coupling unit damaged by severe cracking or breaking up ○ A flexible rubber or fabric universal coupling unit excessively softened by oil contamination or insecure ○ A drive shaft constant velocity joint gaiter split, missing or insecurely mounted

10.3 ENGINE AND TRANSMISSION MOUNTINGS

Method of Inspection	Reason for Rejection
<p>a. Examine condition of:</p> <ul style="list-style-type: none"> ○ mountings ○ sub-frames <p>And</p> <p>b. The security to chassis and check for:</p> <ul style="list-style-type: none"> ○ fractures ○ looseness ○ Deterioration 	<p>} } } } } } } } } } } }</p> <p>Any mounting or sub-frame</p> <ul style="list-style-type: none"> - loose - fractured - deteriorated - inappropriate repair

10.4 OIL AND WATER LEAKS

Method of Inspection	Reason for Rejection
<p>a. Check vehicle for oil and water leaks from any assembly or component to the ground.</p> <p>b. And/or which could be deposited on surrounding bodywork or onto the exhaust system.</p> <p>Note: If necessary, the engine can be run at <u>idle speed</u> to confirm the existence of an oil leak.</p>	<p>a. An oil or water leak, from any assembly, which deposits fluids underneath the vehicle whilst stationary.</p> <p>b. Leaks which, when the vehicle is moving, could be deposited upon the surrounding bodywork, exhaust and brake system so that it would:</p> <ul style="list-style-type: none"> o Contaminate areas o Could potentially cause a health, safety or fire risk

10.5 LUGGAGE/LOAD SPACE

Method of Inspection	Reason for Rejection
<p>Physical separation is not so much an issue as is the safety of passengers in the event of an accident. The luggage should therefore be secure and prevented from becoming dislodged in an accident in such a manner as may cause injury. Such security can be by means of a sheet or net, which could be anchored to the floor of the luggage area. Clearly if the luggage compartment is not physically separated from the passenger compartment then care will need to be taken so as not to carry any hazardous items such as fuel cans, detergents or other loose items that could leak if they become damaged.</p>	<ul style="list-style-type: none">○ Load restraint system, if required, not present at time of test.○ Load restraint system faulty or unserviceable.

10.6 TRAILERS & TOWBARS

Method of Inspection	Reason for Rejection
<p>TRAILERS</p> <p>a. Where a local licensing authority permits the use of trailers for the carriage of luggage, then the trailer needs to be presented for test along with the vehicle that will be authorised to tow it. The trailer will also need to display the appropriate registration plate and a licence plate.</p> <p>Note:</p> <p>Trailers presented for inspection should be built by an approved or recognised trailer manufacturer.</p> <p>An example of a typical trailer inspection sheet can be found at Appendix 'A'.</p> <p>TOW-BARS</p> <p>b. Where tow bars are fitted checks must be made on the condition and security to the towing vehicle.</p>	<p>a. Rejections as indicated on the trailer inspection sheet shown at Appendix 'A'</p> <p>b. Rejections as indicated on the trailer inspection sheet shown at Appendix 'A'</p>

SECTION 11 – ANCILLARY EQUIPMENT


Section Contents:

Sub-section	Subject
11.1	Wheelchair Restraint & Access Equipment
11.2	Fire Extinguisher
11.3	First Aid Kit

11.1 WHEELCHAIR RESTRAINT & ACCESS EQUIPMENT

Method of Inspection	Reason For Rejection
<p>WHEELCHAIR RESTRAINT</p> <p>a. Where applicable check condition and operation of wheelchair restraint.</p> <p>b. A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces.</p> <p>WHEELCHAIR ACCESS & EQUIPMENT</p> <p>A vehicle shall be fitted with either of the following forms of wheelchair access equipment:</p> <p><u>Ramps</u></p> <p>c. Check that appropriate ramps fitted are securely installed in the designated storage area. Examine for damage, deformity, sharp edges etc. and provision of anti-slip covering.</p> <p><u>Wheelchair lift</u></p> <p>d. A purpose designed wheelchair lift shall conform to the LOLER 98 Regulations. A report, confirming that the lifting equipment is safe to use, shall be presented at the time of the vehicle inspection. Vehicles presented for inspection with a wheel chair lift will require a LOLER certificate that is valid for a period of six months from the date of issue.</p> <p>Note: Passenger lifting equipment will need to be thoroughly examined by a competent person, in use, at least once every six months.</p>	<p>a. A wheelchair restraint is defective, worn or missing.</p> <p>b. Wheelchair anchorage systems and devices does not conform to European Directive 76/115 EEC (as amended by 90/629 EEC). See Appendix 'B'.</p> <p>c. Ramps missing, insecurely stored, damaged/deformed, anti-slip covering in poor condition or missing.</p> <p>d. Vehicle not presented with a valid or current LOLER certificate.</p>

11.1 WHEELCHAIR RESTRAINT & ACCESS EQUIPMENT (Continued)

Method of Inspection	Reason for Rejection
<p>e. Any purpose designed wheelchair access ramp that is carried must be lightweight and easy to deploy. The installed ramp shall have visible reference to safe working load of 250 kgs and certified to BS 6109.</p> <p>f. Wheelchair access equipment shall be fitted either into the rear or side access door of the vehicle. Where it is fitted to a side door this shall be the door situated on the near side of the vehicle, i.e. kerbside when stopped in a normal road.</p> <p>g. The aperture of the door into which the access equipment is fitted shall have minimum clear headroom in its central third of 48 inches (1,220mm). The measurement shall be taken from the upper centre of the aperture to a point directly below on either, the upper face of the fully raised lift platform, or the upper face of the ramp fully deployed on level ground.</p> <p>h. A locking mechanism shall be fitted that holds the access door in the open position whilst in use.</p> <p>i. All wheelchair tracking must be fit for purpose and structurally sound.</p> <p><i>Further information on disabled people's transport is available from the Disabled Persons Transport Advisory Committee (DPTAC) website opposite </i></p>	<p>e. The installed ramp does not have any visible reference to a maximum safe working load or certification to BS 6109.</p> <p>f. Wheelchair access equipment is fitted to the off- side access door of the vehicle.</p> <p>g. There is not clear headroom in the aperture within the central third of 48 inches (1,220mm).</p> <p>h. No evidence of a suitable locking mechanism to hold the door open.</p> <p>i. Damaged or insecure tracking or detritus deposits within the tracking rails</p> <p>www.dptac.gov.uk</p>

11.2 FIRE EXTINGUISHER

Method of Inspection	Reason For Rejection
<p>a. Check the fire extinguisher for presence:</p> <ul style="list-style-type: none"> • the expiry date • Seal. • Type – water, CO₂ or foam or dry powder • Approved mark - BS5423 or EN3 <p>b. The fire extinguisher must be kept in an accessible position inside the vehicle. The extinguisher may be carried out of view, i.e. in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location.</p>	<p>a. A fire extinguisher is missing or:</p> <ul style="list-style-type: none"> • out of date • broken or missing seal. • No approved marking visible or other non-approved marking shown <p>b. Not fitted in an accessible position or its position is not clearly marked.</p>

11.3 FIRST AID KIT

Method of Inspection	Reason For Rejection
<p>a. Check the first aid kit for presence, the expiry date and the seal is intact.</p> <p>b. The first aid kit must be kept in an accessible position inside the vehicle. The first aid kit may be carried out of view, i.e. in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location.</p>	<p>a. A first aid kit is missing, out of date, broken or the seal has been broken.</p> <p>b. The first aid kit is not fitted in an accessible position or its position is not clearly marked.</p>

SECTION 12 – NOVELTY VEHICLES (STRETCH LIMOUSINES):

Section Contents:

Sub-section	Subject
12.1	Vehicle Identification Number (VIN)
12.2	Seating Capacity
12.3	Undue Stresses
12.4	Passenger Notices

12.1 Vehicle Identification Number (VIN)

Method of Inspection	Reason For Rejection
<p>Vehicle Identification Number (VIN), should be checked to ensure it complies with the guidance as follows:</p> <ul style="list-style-type: none">• For vehicles constructed from 1998 onwards the VIN should begin with ILI;• Pre 1998 vehicles (not recommended for licensing as private hire vehicles) VIN should begin with ILM;• If a VIN begins with ILN or anything other, then this is likely to be a non approved ('cut-and-shut) modification.	<p>a. Inappropriate VIN markings displayed or no VIN markings present.</p>

12.2 Seating Capacity

Method of Inspection	Reason For Rejection
<p>It is strongly recommended that prior to the inspection of a novelty vehicle the inspector checks the seating capacity on the V5C to ensure it does not exceed 8 passenger seats.</p>	<p>If the V5C states more than 8 passengers, then this vehicle MUST NOT be tested or licensed as a Private Hire Vehicle. The vehicle should be referred to VOSA for licensing as a passenger carrying vehicle (PCV).</p>

12.3 Undue Stresses

Method of Inspection	Reason For Rejection
<p>Vehicle inspectors should be aware of undue stresses caused to the steering, brakes and tyres due to the additional weight imposed on the vehicle at the modification process.</p>	<p>Tolerances and wear should be as defined in the VOSA Car & Light Commercial Vehicle Testing Manual as follows:</p> <ul style="list-style-type: none">• Steering - Section 2• Brakes - Section 3• Tyres - Section 4

12.4 Passenger Notices

Driver Declaration

Local licensing authorities are strongly advised to obtain a declaration, from the operator of a licensed novelty vehicle, that vehicles with side facing seats will never be used to carry passengers under 16 years of age, **regardless of whether the vehicle is fitted with or without seatbelts.**

Passenger Notices

- i. In addition, notices forbidding children to be carried in side facing seats must be displayed in prominent positions, i.e. on entry to the passenger compartment and on the inside of the vehicle on either side of the passenger compartment. In addition, local licensing authorities may require outward facing signs adjacent to all entrance/exit doors to the passenger compartment.
- ii. Further notices should be displayed inside the vehicle, where all passenger can clearly read the notice, advising passengers of the maximum carrying capacity of the vehicle and a warning to passengers that should the capacity be exceeded then the vehicle will not be insured.

HACKNEY CARRIAGE & PRIVATE HIRE**TRAILER INSPECTION SHEET**

Plate Number of towing vehicle:

Registration number of towing vehicle:

Registered owner of vehicle:

Manufacturers plate showing chassis number:

Manufacturers plate showing maximum weight:

Inspection area	Description	Pass (✓)	Fail (x)
Licence plate	Contains details & complies with local licensing authorities format		
Licence plate	Clearly displayed, legible, and securely fixed		
Licence plate	Serviceable – not damaged or defaced		
Trailer couplings	Check condition & operation and presence of a safety <i>breakaway</i> cable.		
Tow bar mounting brackets	Check condition and security		
Trailer body	Check condition of side and rear tailboards		
Trailer chassis	Check condition		
Suspension	Check condition and operation		
Wheel bearings	Check for excessive free play or roughness in bearings		
Tonneau cover & fittings	Check for condition		
Wheels and tyres	Check security, condition and wear		
Braking system	Operates satisfactorily		
Lighting	All obligatory lights work		
Indicators	All indicators work		
Reflective triangle	Check presence and condition		
Number plate	Check condition, security of fitting and displayed clearly		
Speed restriction notice	Check condition and displayed clearly		

I hereby certify that the above trailer has been inspected and has/has not* been found to be roadworthy and suitable to be used as a hackney carriage/private hire* trailer at the time of inspection.

Examined by (name)

Signature Date.....

* Delete as appropriate

DEFINITION OF MOTOR VEHICLES

Appendix 'B'

Category	Definition
M	A motor vehicle with at least four wheels designed and constructed for the carriage of passengers.
M₁	Vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the drivers seat.
M₂	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the drivers seat, and having a maximum mass not exceeding five tonnes
M₃	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the drivers seat, and having a maximum mass exceeding five tonnes

Appendix 4

25th January 2010

National Inspection Standards A Best Practice Guide Minor Changes

Consultation took place between 1st October 2009 and January 2010.

Consultee	Page Number	Issue	Change	Officers Comments
Paul Mills/Junior Braithwaite and Sue Garratt	Pg 17	Reason for rejection: a) to fail vehicle on roof sign – to harsh	Add "14 days to correct"	
	Pg 17	Reason for rejection: d) to fail vehicle on roof sign not being illuminated – to harsh	Add "14 days to correct"	
	Pg 27	Reason for Rejection: c) Heavy scuffing, abrasions or deformation to front and rear bumper	Add "14 days to correct"	
	Pg 27	Reason for rejection d) More than 8 stone chips visible on a bonnet/grill that has not penetrated to the metal or more than 4 stone chips that have penetrated to the metal – too harsh	Remove from list	
		Reason for rejection: e) More than 8 stone chips on any panel including door edges, provided the base coat has not been penetrated. – too harsh	Remove from list	

Licensing Committee

Appendix 4

25th January 2010

Consultee	Page Number	Issue	Change	Officers Comments
	Pg 27	Reason for Rejection f) More than 4 stone chips on any panel where the base coat has been penetrated to the metal and is untreated – too harsh	Remove from list	
	Pg 27	Reason for Rejection: g) A single dent of more than 80mm, or more than 3 dents of not more than 20mm in any one panel – too harsh	Add “will be considered for rectification”.	
	Pg 27	Reason for Rejection: h) More than 4 scratches and or abrasions of more than 50mm in length in any one panel provided that the base coat has not been penetrated. – too harsh	Add “will be considered for rectification”.	
	Pg 27	Reason for Rejection: i) Dull, faded paintwork which has lost its gloss finish or paint miss match to a panel(s) to such an extent that it detracts from the overall appearance of the vehicle. – too harsh	Add “will be considered for rectification”.	
	Pg 27	Reason for Rejection: j) Evidence of poor repairs and or paint finish to a repaired panel(s) including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle. – too harsh	Add “will be considered for rectification”.	

Licensing

Committee

Appendix 4

25th January 2010

Consultee	Page Number	Issue	Change	Officers Comments
	Pg 28	Reason for Rejection: b) missing, dirty, soiled, stained, worn or insecure trim, carpets, headlining and mats. – too harsh	Add “will be considered for rectification”.	
	Pg 52	Reason for Rejection: a) fire extinguisher is missing or out of date, broken or missing seal, no approved marking visible or other non-approved marking shown. – too harsh	Add “14 days to correct”	
	Pg 53	Reason for Rejection a) A first aid kit is missing, out of date, broken or the seal has been broken. – to harsh	Add “14 days to correct”	
	Pg 55	Vehicle Identification Number VIN	Add: b) produce all documents to prove legalities (IVA/SVA) Approval	

Redditch Taxi Association
89 Feckanham Rd,
Headless Cross
Redditch
B97 5AH

2nd November 2009

Taxi Licensing Dept.
Redditch Borough Council,
Town Hall
Alcester St,
Redditch,
B98 8AH

Regards: Taxi forum Meeting

Dear Susan Garrett,

In connection with our meeting on the 21st October 2009, we would like to make it know to Redditch taxi licensing department that our drivers are strongly against the idea of two vehicle test per year. The key reasons for this are as follows:

- We believe that two test would not increase the safety of the public.
- We believe that the current system of targeted council spot checks is improving vehicle condition.
- It is unfair to put an additional cost on to drivers who look after there vehicle

If the council really feel that they want two test per year, we believe that we should adopt the Bromsgrove system. Where cars newer that seven years have one test and any cars older have two test but there is no age restriction, other then ten years.

Your sincerely



LICENSING Committee

Various Ward Relevance

25th January 2010

ADDITIONAL TAXI RANKS – EVESHAM ROAD

(Report of the Head of Environment)

1. Summary of Proposals

To consider proposals to provide additional and alternative permanent Hackney Carriage Ranks on Evesham Road, Headless Cross.

The area of Evesham Road is mostly residential but has a vibrant night time economy with a number of licensed premises which are very popular. The current provision of 3 rank spaces has proved to be inadequate and Hackney Carriages ranking up illegally has added to the existing congestion problems. The proposals within this report change the current arrangements adding more rank spaces in safer positions to help reduce those issues, which are enforceable by relevant agencies.

2. Recommendations

The Committee is asked to **RESOLVE** that

- 1) **the new and alternative taxi ranks, as detailed on the Map at appendix 1 of this report, following consultation with the Redditch Taxi Association, the West Mercia Police and Highways Department be approved and advertised as required under the Local Government (Miscellaneous Provisions) Act 1976:**
 - a) **re-siting of the rank on the pavement outside the White Hart on Evesham Road to on the road opposite the White Hart.**
 - b) **a new rank on Evesham Road outside Steps Night Club.**

subject to which,

2) **EITHER**

- a) **authority be delegated to the Director of Environment and Planning Services, in consultation with the Chair of the Licensing Committee, to finalise the Order where there are no objections;**

OR;

- b) **any objections received following public advertisement be reported back to the Licensing Committee for consideration.**

3. **Financial, Legal, Policy, Risk and Climate Change / Carbon Management Implications**

Financial

- 3.1 The cost of installing new ranks by the County Council Highways Department, to include any necessary signs, road markings and road works is:-
- 3.2 £1500 – This cost is an estimate by the County Council and has not been included in the current year's budget, however, in consultation with finance the money can be found from the existing budget.

Legal

- 3.3 Under Section 63 of the Local Government (Miscellaneous Provisions) Act 1976, the Borough Council may from time to time appoint stands (ranks) for Hackney Carriage for the whole or any part of a day in any highway in the district which is maintainable at the public expense and, with the consent of the owner, on any land in the district which does not form part of a highway so maintainable and may from time to time vary the number of Hackney Carriages permitted to be at each stand.
- 3.4 Before appointing any stand or varying the numbers to be at each stand, the Council is required to notify the Police for the areas in which the stands will be situated.
- 3.5 The Council is required to give public notice of the proposals by advertising in at least one local newspaper and take into consideration any objections or representations in respect of such proposals which may be made to them in writing within 28 days of the first publication of the notice.
- 3.6 A District Council may not appoint a stand:
- a) so as unreasonably to prevent access to any premises;
- b) so as to impeded the use of bus stops, or in such a position to interfere with access to any station or depot of any passenger road transport operations, except with the consent of those operators;

c) on any highway except with the consent of the Highways Authority.

3.7 It is necessary for ranks to be signed and the road marked out accordingly.

Policy

3.8 See legal implications:

Risk

3.9 The current provision of rank space on Evesham Road is for three spaces. This rank is situated on a pavement close to a licensed premise "The White Hart". There is some doubt as to the legalities of this rank; the problem of encouragement by the Local Authorities of Hackney Carriages parking on the narrow pavement and issues around enforcement for both the Local Authority and West Mercia Police.

3.10 There is also major traffic congestion on Evesham Road especially during the evening with Hackney Carriages and privately owned vehicles parking both sides of the road. This new proposal will help legalise Hackney Carriages ranking up on Evesham Road and enable responsible authorities to enforce the new order, discourage Hackney Carriages parking on pavements and reduce the risk of accidents and road blockages.

Climate Change / Carbon Management

3.11 The regular maintenance of the Hackney Carriage and Private Hire vehicle fleet will ensure that the vehicles are fit for purpose and will work towards keeping exhaust emissions to a minimum.

Report

4. Background

4.1 The Hackney Carriage rank currently sited on Evesham Road is on the pavement outside the licensed premises "The White Hart".

4.2 There is known severe congestion on Evesham Road; on one occasion an Ambulance could not get through because of residential parking and the number of Hackney Carriages that were ranked up.

4.3 Complaints have been received from residents of Evesham Road regarding the traffic problems and other related issues.

5. Key Issues

- 5.1 The licensed premises on Evesham Road have a thriving night time economy and the lack of rank spaces has been a problem and has helped to create congestion issues which are un-enforceable under the current rank arrangements.
- 5.2 A site visit was undertaken with the Leader of the Council, West Mercia Police and the Licensing Manager to discuss the issues and try to find a solution to the problems.
- 5.3 The allocation of a proper rank outside Steps night club and the moving of the rank off the pavement and onto the road opposite the White Hart where the bus stop is situated were felt to be a part solution to the problems.
- 5.4 The siting of the new ranks will be in opposite directions and at bus stops which are not used between the hours of 7pm and 7am.
- 5.5 The Highways Authority will cover the cost of any required amendments to the Traffic Regulation Orders (TRO's).
- 5.6 The Highways Authority have to apply to the Department for Transport for special authorisation to have bus/taxi & taxi/loading facilities sharing the same carriageway space, as these are non standard arrangements. This shouldn't pose a problem but the Highways Authority needs to do this before the start of formal consultation on the Traffic Regulation Orders (TRO's) from their side.
- 5.7 When the Highways Authority have resolved this issue they will forward the relevant information to the Local Authority to enable the advertisement of the new ranks. This is expected to be early in this new year.
- 5.8 It is expected that there will be 6/7 rank spaces available outside steps night club and 3 spaces opposite the White Hart. This will be an increase of 6 to 7 spaces on the current arrangements.
- 5.9 West Mercia Police alongside Civil Parking Enforcement Officers and Licensing Officers can then enforce the appropriate legislation which in turn may help the heavily congested areas.
- 5.10 The Redditch Taxi Association, Highways Agency, West Mercia Traffic Police and West Mercia Police Officers (beat officer) have been consulted on this proposal between 1st October 2009 and 31st December 2009 and are in agreement with the suggestions.

6. Other Implications

- | | | |
|------------------------------|---|--|
| Asset Management | - | None |
| Community Safety | - | Provision of the new ranks will improve the safety of residents and users of the licensed premises. Reducing to a minimum the walking distance of those enjoying the night time economy of Evesham Road whilst also having a reduction impact on the congestion within the area. |
| Human Resources | - | None. |
| Social Exclusion | - | Provision of the new ranks will improve the service to those using the licensed premises including local residents by reducing other related issues such as congestion, noise and litter etc; by getting visitors to the area away quickly. |
| Environment / Sustainability | - | None. |

7. Lessons Learnt

- 7.1 The area of Evesham Road has a vibrant night time economy and is densely populated. There are a number of licensed premises in the area which are very popular. The current provision of 3 rank spaces has proved to be inadequate for the area and has had an adverse impact; Hackney Carriages, when the rank is full are currently parking half on and half off the pavements, u – turning in the street and generally adding to the already heavily congested areas. At the closing time of these licensed premises the area becomes extremely busy and it is essential to get these visitors away from the area safely and as quickly as possible to help reduce any noise, litter and other related issues.
- 7.2 The provision of two ranks each facing opposite directions will cut down on u-turns; provide adequate transport for visitors leaving the area and help ease the congestion problems.

8. Background Papers

Details of previous rank allocation on Evesham Road.
Email from Redditch Taxi Association

9. Consultation

- 9.1 This report has been prepared in consultation with relevant Borough Council Officers.
- 9.2 Other consultees were Redditch Taxi Association; West Mercia Traffic Police, West Mercia local beat officers, the Leader of the Council and the Highways Agency.

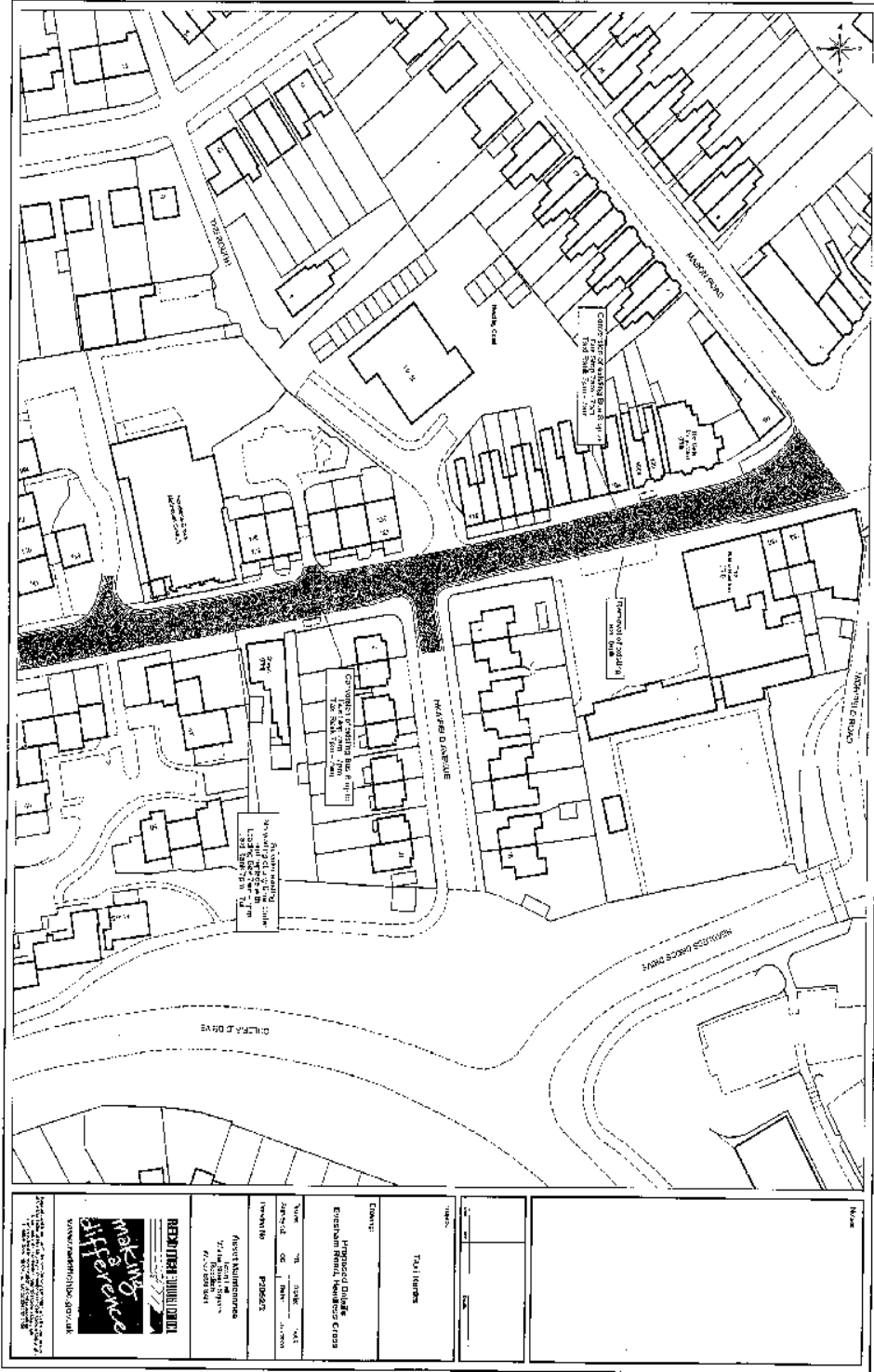
10. Author of Report

The author of this report is Sue Garratt (Licensing Manager), who can be contacted on extension 3032 or (e-mail: sue.garratt@redditchbc.gov.uk) for more information.

11. Appendices

Appendix 1 – Map of Evesham Road showing proposed new ranks.

APPENDIX 1 Additional Taxi Rank



<p>MAKING DIFFERENCE</p> <p>COMMUNITY DEVELOPMENT GROUP</p>	
<p>PROJECT INFORMATION</p> <p>Project Name: Additional Taxi Rank</p> <p>Client: Local Council</p> <p>Address: 100 Hayfield Avenue, Hayfield, Staffordshire, ST20 9JL</p>	
<p>PROPOSED TAXI RANK</p> <p>Location: Hayfield Avenue</p> <p>Area: Approx. 100m x 50m</p>	
<p>CONTRACTOR TO BE DETERMINED</p> <p>Design: Proposed Double</p> <p>Construction: Proposed</p>	
<p>Notes:</p> <p>1. The proposed taxi rank is located on the east side of Hayfield Avenue, adjacent to the existing taxi rank.</p> <p>2. The proposed taxi rank is to be a double rank, with two bays on each side.</p> <p>3. The proposed taxi rank is to be constructed to the same standards as the existing taxi rank.</p>	

Notes:

Drawn:	PTL	Scale:	1:500
Surveyed:	OS	Date:	Jun 2009
Drawing No:	P2092/2		
Project:	Taxi Ranks		
Drawing:	Proposed Details Evesham Road, Headless Cross		
<p>Asset Maintenance Town Hall Walter Stranz Square Redditch Worcs B98 8AH</p>			
<p>www.redditchbc.gov.uk</p>			

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LICENSING COMMITTEE WORK PROGRAMME 2009/11**28th September 2009**

- Hackney Carriage Fares

2nd November 2009

- Gambling Act
- SIA Authorisation
- Licensing Standards

14th December 2009

- Licensing Act – Annual Report
- Cardiff Report – Update (James Cooper)

25th January 2010

- Taxi Inspection Testing
- Scheme of Delegation
- Taxi Rank Report

26th April 2010

- Cardiff Report Update

19th July 2010

Licensing Act – 6 Monthly Report

11th October 2010

- Hackney Carriage Fares
- Review of Statement of Licensing Policy for the Licensing Act 2003

17th January 2011

- Licensing Act – Annual Report

11th April 2011

To Be Allocated To Suitable Available Dates, Dependent On Agenda

