



TAXI & PRIVATE HIRE VEHICLE LICENSING INSPECTION MANUAL

MAYOR OF LONDON

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- Section - 1.1 Proof of ownership information
- Section - 1.2 PHV first licencing information
- Section - 1.4 Road fund licence disc removal
- Section - 1.5 (4) VIN numbers verification(MOT certificate)
- Section - 1.6 (1) PHV Hire & Reward insurance & information
- Section - 2.1 (5) Consistency of identification numbers & information
- Section - 3.2 (6) Card payment devices
- Section - 3.6 (6) Interior signage & information
- Section - 5.1 (4) VIN verification & information
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- Section - 1.5 MOT certificate information
- Section - 1.6 Insurance certificate information
- Section - 3.4 (19) Seat belts

- Section - 3.5 (b) Passenger compartment lamps defective
- Section - 3.6(1b) Unauthorised signage
- Section - 6.1 Bodywork guidance
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- Section - 1.2 (a) Emissions standards for PHV

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London Taxi and Private Hire Vehicle Inspection Manual

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

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

NOTE: In accordance with the Road Traffic Act (RTA), **taxis** are required to obtain an MoT when the vehicle reaches 1 year old.

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

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

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

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

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

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

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

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

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

PLEASE NOTE:

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

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

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

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

Abbreviations used throughout this manual.

Act	Private Hire Vehicles (London) Act 1998	DVSA	Driver and Vehicle Standards Agency (formally VOSA and DSA)
CE	European Conformity	VPM	Vehicle Policy Manager
C&U	Road Vehicles (Construction and Use) Regulations 1986	VRC	Vehicle Registration Document/Certificate (v5) or (V5C)
CoF	Conditions of Fitness	VRM	Vehicle Registration Mark
DVLA	Driver and Vehicle Licensing Agency	MIB	Motor Insurance Bureau
EWVTA	European Whole Vehicle Type Approval Directive 2007/46/EC	PHV	Private Hire Vehicles (London) Act 1998
IVA	Individual Vehicle Approval	PNC	Police National Computer
LA	Licensing Authority	RTA	Road Traffic Act 1988
LOLER	Lifting operations and Lifting Equipment Regulations 1998	SVA	Single Vehicle Approval
LCO	London Cab Order	TfL	Transport for London
LTPH	London Taxi and Private Hire	VEL	Vehicle Excise Licence and Registration Act
MOT	Roadworthiness Certificate issued by VOSA (VT20)	VIN	Vehicle Identification Number
MPV	Multi Purpose Vehicle	VIR	Vehicle Inspection Report

Legislative and Other Requirements

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

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

Taxi and private hire vehicle licensing inspections must be carried out at authorised sites agreed by TfL, allowing access to all equipment required to complete the inspection appropriately, including the ability to carry out an underside vehicle inspection if necessary. Full vehicle inspections should not be conducted outside of the workshop.

Section 1 Documents

1.1 Vehicle Registration Document

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Compare the details within the V5 or V5C to ensure they relate to the vehicle in question.</p> <p>Check the authenticity of the document, and check for evidence of tampering or forgery.</p> <p>If V5 document states vehicle owner as the leasing company, ensure leasing company terms & conditions allow vehicle to be used as PHV - NOTE: Motobility vehicle leasing rules DO NOT permit PHV useage.</p> <p>The "vehicle Category" is shown as M1, if not, appropriate recertification must be produced. Please refer to the TPH vehicle policy team in the first instance prior to inspection.</p> <p>Where the change of ownership slip is presented without a copy of the V5, use other documents to confirm the identity of the vehicle. (This process does not change for fleet vehicles where the V5 has been suppressed)</p> <p>Note: The new keeper supplement is only valid for two months after the transfer of ownership</p> <p align="right">Cont'd</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle road wheels on a level surface</p> <p>Examination</p> <p>Check that:-</p> <p>The DVLA (V5 or V5c) document has:-</p> <ol style="list-style-type: none"> 1. Been submitted for inspection 2. The owner's details agree with LTPH records 3. The vehicle VRM matches the details printed on the V5 or V5c 4. The VIN matches the manufacturer's stamped in body number, statutory plate (VIN plate), stamped in chassis number and all other documents - see section 14.1 "information" re LTC 2nd VIN plate requirement. <p align="right">Cont'd</p>	<p align="center">T/P</p> <p align="center">1</p> <p align="center">T/P</p> <p align="center">2</p> <p align="center">T/P</p> <p align="center">3</p> <p align="center">T/P</p> <p align="center">4</p> <p align="center">T/P</p>	<p align="center">Reason for Refusal</p> <ol style="list-style-type: none"> a. The DVLA (V5 or V5c) document has not been submitted for inspection or the fleet V5 printout is more than 14 days old a. The owner's details do not agree with LTPH records a. The Vehicle VRM does not match the number printed on the V5 or V5c a. The VIN fails to match the manufacturer's stamped in body number, statutory plate (VIN plate), and stamped in chassis number or fails to match any of the other documents <p align="right">Cont'd</p>	<p align="center">Advisory Notice</p> <p align="right">Cont'd</p>

Section 1 Documents

1.1 Vehicle Registration Document

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>If the vehicle has been purchased from a dealership, it would be acceptable to use .GOV document to verify ownership which is supplied by the dealership. This should be scanned into TOLA for future reference.</p>	<p>5. the change of ownership (new keeper supplement) slip and/or printed DVLA confirmation of ownership has been completed and presented for inspection (where applicable)</p>	T/P	<p>5 a. The change of ownership slip has not been completed or has not been presented for inspection.</p>	
<p>Where reference is made to the vehicle having been salvaged because of structural damage, within the special notes section on page 1 of the V5C document, the vehicle should be referred to the Vehicle Policy Team for review.</p>	<p>6. the vehicle details agree with LTPH records</p>	T/P	<p>6 a. The vehicle details do not agree with LTPH records</p>	
	<p>7. there is no evidence of tampering with any of the information on the document</p>	T/P	<p>7 a. There is evidence of tampering with the information on the document</p>	
	<p>8. there is no evidence of the document being a forgery</p>	T/P	<p>8 a. There is evidence that the document is a forgery</p>	
	<p>9. the V5 or V5c is an original document or good quality photocopy</p>	T/P	<p>9 a. The V5 or V5c is not an original document or the quality of the photocopy is poor</p>	
	<p>10. there is no evidence the vehicle has been salvaged on the V5C or V5 document</p>	T/P	<p>10 there is evidence the vehicle has been salvaged on the V5C or V5 document</p>	
Cont'd	Cont'd		Cont'd	Cont'd

Section 1 Documents

1.2 Vehicle Age Limits

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Age of vehicle will normally be taken from the date on which the vehicle was first registered under the Vehicle and Excise Registration Act 1994 (first registered with the DVLA or country of origin if imported).</p> <p>Applications and inspections for re-licensing or to renew a taxi or PHV licence would need to take place within 24 months (exemption criteria see TPH notice 09/11) of the licence expiring, any application thereafter will be treated as a new application and the relevant age limits and Euro standards for first licensing criteria will apply.</p> <p>PHVs Vehicle presented for first licensing in London must not be older than 10 years from date of first registration. Commencing 1 January 2020 PHVs presented for licensing for the first time, that are under 18 months old must meet ZEC requirement as defined in TPH notice (01/16) PHVs over 18 months old must meet, as a minimum, euro 6 emission standards for ICE petrol or diesel vehicles.</p> <p>TAXI Commencing 1 January 2018 Taxi vehicles presented for licensing for the first time in London must be zero emission capable (ZEC) as defined in TPH notice 01/16 Commencing 1 November 2019 no taxi will be licensed to operate over its maximum relevant age limit. The maximum age for euro 3, 4 and 5 taxis are shown on page 14</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle road wheels on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. Vehicle is within the age limits and/or has an approved exemption 2. New or new to licensing vehicle complies with the relevant emission standards and does not exceed age limit 3. Exemption to the age limits is approved 4. Ensure that the previous licence plates have been surrendered 5. Ensure any previously issued PHV licence has been surrendered 6. Ensure exemption in place for vehicles returning after break in vehicle licence (excess of 3 months - see information) 	<p>T/P</p> <p>T/P</p> <p>T/P</p> <p>T</p> <p>P</p> <p>T/P</p>	<ol style="list-style-type: none"> 1 a. Vehicle is not within the age limits and does not have an approved exemption 2 a. New or new to licensing vehicle does not comply with the relevant emission standards and/or exceeds age limit 3 a. Exemption to the age limits is not approved 4 a. previous licence plates have not been surrendered 5 a. Previous PHV licence has not been surrendered 6 a. Vehicle exemption for break in licensing not in place - see information. 	<p>Cont'd</p> <p>Cont'd</p> <p>Cont'd</p> <p>Cont'd</p>

Section 1 Documents

1.2 Vehicle Age Limits

Information	Method of Inspection		Reason for Refusal	Advisory Notice										
<p>All taxi ages are taken from the first registered date stated on the V5C document.</p> <p>All taxis must not exceed the maximum relevant age for the duration of the whole licence period granted (1 year).</p> <table border="1"> <thead> <tr> <th>Date effective</th> <th>Maximum age limit</th> </tr> </thead> <tbody> <tr> <td>01.11.2019</td> <td>15 Years</td> </tr> <tr> <td>01.11.2020</td> <td>14 Years</td> </tr> <tr> <td>01.11.2021</td> <td>13 Years</td> </tr> <tr> <td>01.11.2022</td> <td>12 Years</td> </tr> </tbody> </table> <p>LPG, Euro 6 and ZEC taxis are exempt and are permitted to be licensed until 15 years of age (see TPH notice 05/19).</p> <p>Age limit exemptions may apply to the following categories of vehicle:</p> <ul style="list-style-type: none"> Alternative fuel conversions (taxi and PHVs) Historic and classic/niche vehicles PHVs used for specialist needs PHVs affected by the Low Emission Zone (LEZ) Wheelchair accessible PHVs Disabled drivers (taxis and PHVs): where substantial adaptations have been made to accommodate their needs Specialist adaptations to PHVs: e.g. adaptations required to vehicles used for music touring or other specialist uses 	Date effective	Maximum age limit	01.11.2019	15 Years	01.11.2020	14 Years	01.11.2021	13 Years	01.11.2022	12 Years	<p>7. Ensure taxi age does not exceed the maximum relevant age as per V5C document (see table in information)</p>	<p>T</p>	<p>7 (a) Age of taxi exceeds maximum relevant age as per V5C document</p> <p>(b) Age of taxi will exceed maximum relevant age during the duration of the licence if granted.</p>	
Date effective	Maximum age limit													
01.11.2019	15 Years													
01.11.2020	14 Years													
01.11.2021	13 Years													
01.11.2022	12 Years													
Cont'd	Cont'd	T/P P P P P	T/P P	Cont'd										
				Cont'd										

Section 1 Documents

1.4 Tax Disc

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Visually check all details</p> <p><u>First Registered Vehicles</u></p> <p>Where a new first registered vehicle is presented documentary evidence of road fund duty must be presented with the vehicle to show duty has been paid.</p> <p>The DVLA <u>Confirmation of Registration Details</u> document will be deemed as sufficient evidence to show the vehicle manufacturer/dealer/registered keeper has paid the appropriate amount of duty for a valid tax disc.</p> <p>The following information must be shown on the <u>Confirmation of Registration Details</u> document:-</p> <p>Registration Mark Date of Registration Make/Model Keeper/Owner Details VIN Manufacturer/Dealership Stamp Signature/Date Duty Paid</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle road wheels on a level surface</p> <p>Examination</p> <p>Check that:-</p> <p>1. Appropriate documentation is presented to confirm duty has been paid. This may include electronic validation/evidence.</p> <p>a. Copy of receipt for tax purchased online showing VRM</p> <p>b. Entry displayed on the DVLA online vehicle tax portal.</p> <p>c. Copy of counter receipt issued by the post office showing the vehicle VRM.</p> <p>d. Copy of direct debit mandate issued by the DVLA for duty paid showing VRM and keeper details.</p>		<p>1 Appropriate documentation is not presented confirming duty has been paid.</p> <p>a. Online receipt not presented</p> <p>b. No current entry on vehicle tax portal</p> <p>c. Post Office receipt not presented or does not contain VRM</p> <p>d. Copy of direct debit mandate issued by the DVLA for duty paid showing VRM and deeper details not produced.</p>	
Cont'd	Cont'd		Cont'd	Cont'd

Section 1 Documents

1.5 MOT Certificate

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

Section 1 Documents

1.5 MOT Certificate

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Although a minor defect or advisory notice may not be deemed an MOT failure, they could be considered a licensing inspection failure. Therefore, note any minor defects and/or advisories stated on MOT certificate to aid the vehicles licensing inspection.</p> <p>Minor defects, as defined and recommended by DVSA, should be repaired as soon as possible. Therefore, unrectified MOT minor defects should be failed under section 14 (14.1)</p> <p>Unrectified advisory notices may be failed under section 14 (14.1) depending on item.</p> <p>Any defect present on a vehicle that could constitute an MOT failure or bring the vehicles road worthiness into question should be failed under section 14 (14.1)</p> <p align="right">Cont'd</p>	<p>6. The MOT certificate has been issued no more than fourteen days prior to the date of the inspection.</p> <p>7. The MOT tester has signed and printed his/her name on the certificate.</p> <p>8. Vehicle mileage is recorded on the certificate</p> <p>9. There is no evidence of tampering or alteration to any of the information on the document.</p> <p>10. The MOT is an original document.</p> <p>11. Certificate date of issue and date of expiry format is incorrect.</p> <p align="right">Cont'd</p>	<p>T/P</p> <p>T/P</p> <p>T/P</p> <p>T/P</p> <p>T/P</p> <p>T/P</p>	<p>6</p> <p>a. The MOT certificate was issued more than fourteen days before the date of the inspection.</p> <p>7</p> <p>a. The MOT tester has not signed and printed his/her name on the certificate.</p> <p>8</p> <p>a. Vehicle mileage not recorded on certificate</p> <p>9</p> <p>a. There is evidence of tampering or alteration to the information on the document.</p> <p>10</p> <p>a. The MOT certificate is not an original document.</p> <p>11</p> <p>a. Certificate date of issue or date of expiry format is incorrect.</p> <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 1 Documents

1.6 Insurance Certificate

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Certificate of Insurance or Cover note</p> <p>Compare the details of all documents presented to ensure they relate to the vehicle in question.</p> <p>Check for evidence of tampering, forgery and authenticity. Pay particular attention to font irregularities and/or inconsistencies.</p> <p>Note start and end dates.</p> <p>Note that the VRM may not always be included on a block insurance certificate. Where the vehicle is covered as part of a block insurance policy ensure that the insurance policy is in the name of the registered keeper.</p> <p>PHV insurance complies with 7(2)(b) of the 1998 Act and covering the use of the vehicle to carry passengers for hire and reward at point of inspection and while in use as a PHV. Acceptable means of verification of correct insurance is in place will be (i) a valid, legible copy of a current certificate of motor insurance relating to the PHV, i.e. (ii) details displayed within the vehicle in an authorised position in clear view from the vehicle exterior.</p> <p>Insurance details that are displayed must not be hand written.</p> <p align="right">Cont'd</p>	<p align="center">Inspection</p> <p>Inspection conducted with the vehicle road wheels on a level surface</p> <p align="center">Examination</p> <p>Check that:-</p> <p>1. Current hire and reward insurance, the vehicle insurance certificate, cover note or bond certificate has been presented for inspection</p> <p>2. No alterations have been made to the document</p> <p>3. Where applicable the VRM matches all other documents</p> <p>4. The insurance certificate, cover note or bond certificate is current</p> <p>5. The insurance certificate, cover note or bond certificate is signed on behalf of the insurer</p> <p>6. The certificate/cover note or bond certificate is an original document</p> <p align="right">Cont'd</p>	<p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p>	<p align="center">1</p> <p>a. Current hire and reward insurance, the vehicle insurance certificate, cover note or bond certificate has not been presented</p> <p align="center">2</p> <p>a. the document has been altered or defaced.</p> <p align="center">3</p> <p>a. The VRM does not match the other documents</p> <p align="center">4</p> <p>a. The insurance certificate, cover note or bond certificate has expired</p> <p align="center">5</p> <p>a. The insurance certificate, cover note or bond certificate has not been signed on behalf of the insurer</p> <p align="center">6</p> <p>a. The certificate/cover note or bond certificate is not an original document.</p>	<p align="right">Cont'd</p>

Section 1 Documents

1.6 Insurance Certificate

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Authorised positions not specified at this time, however must:</p> <ul style="list-style-type: none"> ➤ if displayed, be the details of, or copy of, the current valid authorised certificate and should be in clear view within the interior of the motor vehicle. It must not obscure driver or passenger vision from the vehicle or interfere with vehicle safety systems (such as air bags etc) and must comply with Road Vehicle (Construction & Use) Regulations 1986 <p>It is not acceptable to present a copy electronically for example via a smart phone or tablet device</p> <p><u>Taxi Hire & Reward Insurance</u>: complies with the requirements of section 8 of the London Cab Order 1934 is displayed in the approved position and that the certificate is current, valid and details relate to the vehicle/registered keeper.</p> <p align="right">Cont'd</p>	<p>7. Bond certificate or block insurance certificate is in the name of the registered keeper.</p> <p>8. The insurance schedule document lists all VRMs covered under block insurance cover.</p> <p>9. Insurance details are displayed in authorised position in clear view.</p> <p>10. Insurance details displayed does not obscure driver or passenger vision from the vehicle or interfere with vehicle safety systems (such as air bags)</p> <p>11. Insurance details displayed are not hand written.</p> <p align="right">Cont'd</p>	<p>T/P</p> <p>T/P</p> <p>T/P</p> <p>P</p> <p>P</p>	<p>7 a. Bond certificate or block insurance certificate is not in the name of the registered keeper.</p> <p>8 a. Insurance schedule document does not list all VRMs.</p> <p>9 a. Insurance details are displayed in an unauthorised position and/or not in clear view.</p> <p>10 a. Insurance details obscure driver/passenger vision from the vehicle and/or interfere with vehicle safety system(s)</p> <p>11 a. Insurance details displayed are hand written.</p> <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 2 European Whole Vehicle Type Approval

2.1 Conformance

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Check to ensure:- PHVs satisfies the 2004 Regulations conformance requirements, in that the vehicle must satisfy European Directive 2007/46/EC Whole Vehicle Type Approval Category M1 as amended.</p> <p>Any other category (N1 & M2 etc.), presented for licensing for the first time must be referred to the TPH Contracts team for assessment in the first instance prior to inspection.</p> <p>Taxi satisfies European Directive 2007/46/EC Whole Vehicle Type Approval Category M1 as amended and Construction and Licensing of Motor Taxis for Use in London Conditions of Fitness (2007) as amended.</p> <p>Re-certification will apply to the following type of vehicles:-</p> <p>Limousines, adapted/modified vehicles, special purpose vehicles, wheelchair accessible vehicles (WAVs), imported vehicles issued by recognised converters.</p> <p>The use of 2nd hand chassis as a means of repair is not approved by TfL.</p> <p>The VIN displayed (statutory plate, Stamped in chassis and body number) must all be consistent and reflect that shown on all documentation.</p> <p align="right">Cont'd</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle road wheels on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The vehicle is fitted with a minimum of four road wheel. 2. The vehicle must comply at all times with the relevant sections of the Road Traffic Act, Construction and Use Regulations and Road Vehicles Lighting Regulations that may apply. 3. The vehicle satisfies Motor Vehicle Type Approval Regulations, or European Whole Vehicle Type Approval Regulations, or a Minister's Approval Certificate is in force for the vehicle or the vehicle is an historic vehicle. 4. The vehicle passenger seating capacity including wheelchair positions does not exceed 8 passengers <p align="right">Cont'd</p>	<p>T/P</p> <p>T/P</p> <p>T/P</p> <p>P</p>	<p>1 a. The vehicle is fitted with fewer than four road wheels</p> <p>2 a. The vehicle fails to comply with either, the Road Traffic Act, Construction and Use Regulations or Road Vehicles Lighting Regulations.</p> <p>3 a. The vehicle fails to satisfy either Motor Vehicle Type Approval Regulations, or European Whole Vehicle Type Approval Regulations, or there is no evidence that a Minister's Approval certificate is in force and the vehicle is not an historic vehicle.</p> <p>4 a. The vehicle seating capacity exceeds 8 passengers</p>	<p align="right">Cont'd</p>

Section 2 European Whole Vehicle Type Approval

2.1 Conformance

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Examination items 2 & 3 are to be applied within the context and standards of this inspection manual. This includes the inspection process, vehicle components, approved modifications, adaption's, systems and standards as defined in this inspection manual.</p> <p>Acceptable certification would be the following:-</p> <ul style="list-style-type: none"> • Voluntary Single Vehicle approval confirmation of compliance (VSVA) • Voluntary Individual Vehicle Approval Confirmation of Compliance (VIVA) • Certificate of Initial Fitness (COIF) • Minister Approval Certificate (MAC) • European Whole Vehicle Type Approval Certificate (EWWTA) • Vehicle Certification Agency (VCA) Low Volume National Type Approval Certificate • Where vehicle converters have had independent testing carried out by an authorised authority (VCA) on specific areas of the adaption, for example, seats, seatbelts and anchorages to comply with M1 standards, evidence of such certification will be acceptable for licensing purposes. <p>In all cases the V5 must show that the vehicle is registered with the DVLA</p> <p align="right">Cont'd</p>	<p>5. Where the vehicle has been adapted/modified/converted, including stretched limousines, ensure that the conversion is certified (see notes)</p> <p>6. The steering wheel is on the right hand side/offside of the vehicle.</p> <p>7. Any modification or conversion to the vehicle's braking system, steering, engine, transmission, fuel system, suspension or lighting is supported by certification from an appropriate agency.</p> <p>8. The vehicle is not of such design that it could lend any person to believe it was or is a London taxi. If there is any doubt as to the design of the vehicle an examination of the following documents(s) relating to the vehicle must be carried out to confirm the vehicle is not type approved as a taxi:</p> <ul style="list-style-type: none"> • A copy of the original Whole Vehicle Type Approval document • A copy of the V5 vehicle registration document <p>9. Check all three VIN numbers are present and consistent with statutory plate (2nd VIN plate if applicable), body number and stamped in chassis number</p> <p align="right">Cont'd</p>	<p>P</p> <p>T/P</p> <p>T/P</p> <p>P</p> <p>T/P</p>	<p>5 a. A conversion is not supported by an appropriate certificate and an exemption has not been granted by the Licensing Authority.</p> <p>6 a. The steering wheel is not on the right hand side or offside of the vehicle and an exemption has not been granted by the Licensing Authority.</p> <p>7 a. A modification or conversion to the vehicle's braking system, steering, engine, transmission, fuel system, suspension or lighting is not supported by a certificate from an appropriate agency and an exemption has not been granted by the Licensing Authority.</p> <p>8 a. The vehicle is of such design that it could lead a person to believe it was or is a London Taxi and:</p> <ul style="list-style-type: none"> • the Whole Vehicle Type Approval document states taxi; and/or • the V5 registration document model or body type states taxi <p>9 a. One or more of the VIN numbers present does not match.</p> <p>b. Evidence of 2nd hand chassis fitted.</p> <p>c. 2nd LTC VIN plate not fitted.</p> <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 3 Interior Compartment

3.1 Driver Controls

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

Section 3 Interior Compartment

3.2 Driver / Passenger

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Visually inspect the condition of fixtures and fittings</p> <p>Commencing 1st January 2017 all licenced London taxis must be fitted with a fully operational approved card payment device (CPD) in the rear passenger compartment which should include the capability of providing the passenger with a printed receipt on demand.</p> <p>Check Tech memos issued for each authorised CPD showing correct installation criteria</p> <p align="right">Cont'd</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. the driver/front passenger and compartment is clean and accessible 2. the upholstery, headlining, carpets and door trims are not damaged or soiled 3. the devices for opening/closing the driver/front passenger windows operate correctly 4. the driver's seat adjustment mechanism is in good working condition 5. the driver's seat is in a good condition, not soiled, stained or dirty and the inner fibre is not exposed 6. there is an approved card payment device fitted & operating within the rear passenger compartment. <p align="right">Cont'd</p>	<p>T/P</p> <p>T/P</p> <p>T/P</p> <p>T/P/M</p> <p>T/P</p> <p>T</p>	<ol style="list-style-type: none"> 1 a. The driver/front passenger compartment is not clean or accessible 2 a. The upholstery, headlining, carpets, door trims are damaged, insecure and/or soiled 3 a. The devices for opening/closing the driver/front passenger windows fail to operate correctly 4 a. The driver's seat adjustment mechanism is defective or inoperative 5 a. The driver's seat is in a poor condition, soiled, stained, dirty or the inner fibre is exposed. 6 a. Card payment device not fitted. b. Unapproved card payment device fitted. c. Card payment system inoperative, defective, incorrectly fitted or insecure. <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 3 Interior Compartment

3.3 Passenger Windows/Doors

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

Section 3 Interior Compartment

3.4 Passenger Seats

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

Section 3 Interior Compartment

3.4 Passenger Seats

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

Section 3 Interior Passenger Compartment

3.4 Passenger Seats

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Acceptable documentary evidence of appropriate re-certification:-</p> <ul style="list-style-type: none"> • Voluntary Single Vehicle approval confirmation of compliance (VSVA) • Voluntary Individual Vehicle Approval Confirmation of Compliance (VIVA) • Certificate of Initial fitness (COIF) • Minister Approval Certificate (MAC) • European Whole Vehicle Type Approval Certificate (EWWTA) • Vehicle Certification Agency (VCA) Low Volume National Type Approval Certificate <p>Where vehicle converters have had independent testing carried out by an authorised authority (VCA) on specific areas of the adaption, for example, seats, seatbelts and anchorages to comply with M1 standards, evidence of such certification will be acceptable for licensing</p> <p align="right">Cont'd</p>	<p>13. Where seats have been removed all anchor points (bolt holes) have been permanently sealed</p> <p>14. Where seats have been removed no trip hazards are present</p> <p>15. All mechanisms designed to release the passenger seat, which enables access to another seat, is in good working order</p> <p>16. All passenger doors allow safe access and egress for the number of passengers</p> <p>17. All passenger grab handles for condition and security</p> <p>18. Where appropriate colour contrasting covering for vehicle approved on or after January 2004</p> <p>19. Seat belts, including stalks, are in good working condition</p> <p align="right">Cont'd</p>	<p align="center">P</p> <p align="center">P</p> <p align="center">P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T</p> <p align="center">T/P</p>	<p>13 a. Anchor points (bolt holes have not been permanently sealed</p> <p>14 a. Trip hazard(s) present</p> <p>15 a. The passenger seat mechanism does not release to enable access to another passenger seat</p> <p>16 a. There is insufficient space to allow safe access and egress for the number of passengers</p> <p>17 a. Grab handle missing, insecure or broken</p> <p>18 a. Incorrectly colour coded (where applicable)</p> <p>19 a. Seat belts do not function correctly b. Seat belts are in poor condition c. Seat belt stalks do not function correctly d. Seat belt stalks are in poor condition</p> <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 3 Interior Passenger Compartment

3.5 Lighting / Heating / Ventilation

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p align="center">Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p align="center">Examination</p> <p>Check:-</p> <ol style="list-style-type: none"> 1. The condition of the rear parcel shelf 2. The security, accessibility and operation of passenger compartment lamps and switches 3. The security, accessibility and operation of passenger compartment heater and switch 4. The condition and cleanliness of passenger compartment interior and fittings <p align="right">Cont'd</p>	<p align="center">Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p align="center">Examination</p> <p>Check:-</p> <ol style="list-style-type: none"> 1. The condition of the rear parcel shelf 2. The security, accessibility and operation of passenger compartment lamps and switches 3. The security, accessibility and operation of passenger compartment heater and switch 4. The condition and cleanliness of passenger compartment interior and fittings <p align="right">Cont'd</p>	<p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p>	<ol style="list-style-type: none"> 1 a. rear parcel shelf insecure, buckled, dirty, stained or missing 2 a. Passenger compartment lamp switches defective b. Passenger compartment lamp(s) defective 3 a. Passenger compartment heating defective, leaking or noisy in operation and/or switch defective 4 a. Passenger compartment and or fittings unclean or interior has been poorly renovated <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 3 Interior Passenger Compartment

3.6 Interior Signage / Advertising

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Visually check identifiers, signage and advertising for position, security and condition</p> <p>Signage information:</p> <p>Signage displaying card payment information must be the approved signage issued by TfL and fitted to designated positions :-</p> <p>Top of NS & OS passenger door windows NS lower corner of front windscreen Partition screen various positions depending on taxi model</p> <p><i>Please see website guidance detailing acceptable placing of card payment signage according to taxi model design type: http://content.tfl.gov.uk/taxi-payment-signage.pdf</i></p> <p>No Smoking Signage is a legal requirement and must be attached to the designated area in a licensed taxi and for PHV attached in a visibly prominent place but must not obscure the driver or passengers visibility from the windows or be attached to any airbag systems. The no smoking sign must be at least 70mm diameter. Please refer to PCO notice 17/07</p> <p>No signs or advertising materials shall be displayed on or from a private hire vehicle.</p> <p align="right">Cont'd</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <p>1. All Transport for London mandatory signage/identifiers are attached in approved position, in good condition, secure and legible</p> <p>2. The condition and presence of the fare table and cover</p> <p>3. The position for mounting the internal cab licence plate</p> <p>4. Check the security and condition of bulkhead/tip seat adverts</p> <p>5. Mandatory CCTV signage is displayed in a prominent position and data controller contact details are completed and legible.</p> <p>6. No signs or advertising materials are displayed on or from the private hire vehicle other than those allowed/exempted as detailed in TfL guidelines.</p> <p align="right">Cont'd</p>	<p>T/P</p> <p>T</p> <p>T</p> <p>T</p> <p>T/P</p> <p>P</p>	<p>1 a. All Transport for London mandatory signage/identifiers are not attached in approved position, in good condition, secure and legible b. unauthorised signage/information fitted</p> <p>2 a. Fare table out of date, defaced, incorrect size, cover missing, broken, insecure, illegible or stained</p> <p>3 a. No provision for mounting internal cab licence plate</p> <p>4 a. Advert(s) insecure, broken stained, defaced or unapproved</p> <p>5 a. Mandatory CCTV signage not displayed in a prominent position and/or data controller contact details not completed or not legible</p> <p>6 a. Signs or advertising materials are displayed on or from the private hire vehicle.</p> <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 3 Interior Passenger Compartment

3.7 Luggage / Boot Compartment

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

Section 3 Interior Passenger Compartment

3.8 Intercom System

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>An intercom system is required for all vehicles approved after January 2004</p> <p align="right">Cont'd</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The intercom is fitted and of an approved type 2. The intercom can be switched on and off from the passenger compartment 3. The operational warning lamp is functioning correctly 4. A clearly worded notice, indicating that the driver can overhear any conversation when the light is illuminated is affixed in clear view of the passenger <p align="right">Cont'd</p>	<p align="center">T</p> <p align="center">T</p> <p align="center">T</p> <p align="center">T</p>	<ol style="list-style-type: none"> 1 a. Intercom not fitted and/or not of an approved type 2 a. Passenger intercom switch not fitted or inoperative 3 a. Warning lamp missing or inoperative 4 a. Warning notice missing or defaced <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 4 Obligatory Lamps / Lenses

4.1 Front Lamps, Rear Lamps, Repeater Lamps & Reflectors

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Obligatory lamps and reflectors:-</p> <p>Front</p> <p>Headlamps Side Lamps Day Running Lamps (where applicable) Directional Indicators Hazard Warning Lamps Lamp Lenses (security, adequate repair)</p> <p>Rear</p> <p>Stop Lamps Side Lamps Fog Lamps Directional Indicators Hazard Warning Lamps Number Plate Lamps Reverse Lamp(s) Reflectors Lamp Lenses (security, adequate repair, showing white light)</p> <p align="right">Cont'd</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>1. Check all obligatory lamps and reflectors are:-</p> <p style="padding-left: 40px;">(a) Present (b) Secure (c) Operate Correctly</p> <p>2. Check all obligatory lamp and reflector lenses are:-</p> <p style="padding-left: 40px;">(a) Present (b) Secure (c) Adequately repaired</p> <p>3. Not showing white light to the rear</p> <p>4. Any additional lighting is secure</p> <p align="right">Cont'd</p>	<p>T/P/M</p> <p>T/P/M</p> <p>T/P/M</p> <p>T/P/M</p>	<p>1 Obligatory lamp(s) not</p> <p style="padding-left: 20px;">a. Present b. Secure c. Operating correctly</p> <p>2 Lamp and/or reflector lens</p> <p style="padding-left: 20px;">a. Present b. Secure c. Inadequately repaired</p> <p>3 a. Lamp showing white light to the rear</p> <p>4 a. Additional lighting insecure</p> <p align="right">Cont'd</p>	<p>1. Record on vehicle file and advise vehicle presenter of findings</p> <p style="padding-left: 40px;">Where a lamp is not operating correctly - bulb not illuminating</p> <p>2. Record on vehicle file and advise vehicle presenter of findings</p> <p style="padding-left: 40px;">Where a lamp lens has an inadequate repair</p> <p align="right">Cont'd</p>

Section 5 Engine Compartment

5.1 Vehicle Identification Number

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Visually check for any obvious signs or defects</p> <p>Ensure the Vehicle Identification Numbers (VIN) last 6 digits are consistent with those shown on the stamped in body number (TX range of Taxis only), the chassis stamped in number and that shown on the statutory plate</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Engine Compartment</p> <p>check that:-</p> <ol style="list-style-type: none"> 1. The VIN plate is accessible 2. The VIN plate is fitted to the vehicle (including 2nd LTC VIN plate in cases where a new manufacturer's chassis has been fitted) 3. The VIN plate has not been tampered with 4. The VIN is consistent with, statutory plate, body number, stamped in chassis number and all other documents 	<p>T/P/M</p> <p>T/P/M</p> <p>T/P/M</p> <p>T/P</p>	<ol style="list-style-type: none"> 1 a. The VIN plate is not accessible 2 a. The VIN plate is not fitted to the vehicle b. 2nd VIN plate required is not fitted 3 a. The VIN plate has been tampered with 4 a. The VIN plate is not consistent with all stamped in numbers and other documents 	
Cont'd	Cont'd		Cont'd	Cont'd

Section 6 Condition of Bodywork and Paintwork

6.1 Topside Body Condition / Glass Section

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Examine the body thoroughly for security, corrosion, poor repair, poor paint match/condition or sharp edges that are likely to cause injury</p> <p>Vehicles should be presented in a clean and tidy condition internally and externally</p> <p>Significant means:</p> <p>One or more body panels having sustained disproportionate amount of damage and/or poses a potential risk to the passengers, driver or other road users. Visual inspection of all body panels</p> <p>Satisfactory appearance means:</p> <p>No panel should show the base primer, should not show signs of body filler</p> <p>Do not attempt to make holes in the body work or enlarge any hole that already exists</p> <p>Door handles and locks:</p> <p>Panel damage around the immediate area of door handles and locks should be given further consideration to ensure the locking/latching mechanisms operate correctly</p> <p align="right">Cont'd</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Topside body examination</p> <p>Check that:-</p> <p>1. There is no evidence of significant damage to the external body panels</p> <p align="right">Cont'd</p>	<p align="center">T/P/M</p>	<p>1 a. There is evidence of significant damage to the external body panel(s)</p> <p>b. Insecure, damaged or missing body trim or accessory</p> <p>c. Insecure, heavy scuffing, abrasions or deformation to front and/or rear bumper</p> <p>d. More than 8 stone chips visible on bonnet/grill that has not penetrated to the metal or more than 4 stone chips that have penetrated to the metal</p> <p>e. More than 4 stone chips on any panel where the base coat has been penetrated to the metal</p> <p>f. A single dent of more than 80mm in diameter, or more than 3 dents of not more than 20mm in diameter in any one panel</p> <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 6 Condition of Bodywork and Paintwork

6.1 Topside Body Condition / Glass Section

<p align="right">Cont'd</p>	<p>2. Ensure that where there is only one passenger door that door is on the nearside (kerbside) of the vehicle.</p> <p>3. There is no evidence of crudely repaired or insecure body panels (visual examination)</p> <p>4. That there is no evidence of significant rusting or corrosion resulting in sharp protruding edges</p> <p align="right">Cont'd</p>	<p>P</p> <p>2</p> <p>T/P/M</p> <p>3</p> <p>T/P/M</p> <p>4</p>	<p>g. More than 4 scratches and/or abrasions of more than 50mm in length in any one panel</p> <p>h. Damage to more than one panel, that combined, detracts from the overall appearance of the vehicle</p> <p>i. Exterior dirty as to obscure condition of paintwork or dirty it detracts from the overall appearance of the vehicle</p> <p>j. Body panels show signs of body filler and/or prime paint is visible</p> <p>k. Door locking mechanisms/handles do not operate correctly</p> <p>a. Single passenger door is not on the nearside of the vehicle</p> <p>a. There is evidence of crudely repaired or insecure body panels including paint runs and overspray to adjoining panels and/or trim that detracts from the overall appearance</p> <p>a. There is evidence of significant rusting or corrosion with sharp protruding edges</p>	<p align="right">Cont'd</p> <p align="right">Cont'd</p>
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Section 6 Condition of Bodywork and Paintwork

6.1 Topside Body Condition / Glass Section

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Ensure that the licence discs can be mounted in accordance with the PHV licensing regulations and that affixing the licence discs will not cover any safety notice such as airbag warnings etc.</p>	<p>5. The paintwork is finished and presents a satisfactory appearance (visual examination).</p>	<p>T/P</p>	<p>5 a. Paintwork is poor and presents an unsatisfactory appearance. Dull faded paintwork, not as manufacturer intended, which detracts from the overall appearance, ie lacks lustre, making the vehicle unsuitable for use as a taxi or PHV</p>	
<p>Ensure that there are no clear plastic films or other such materials preventing the licence discs being affixed directly to the vehicle screens. Provisions should be made to enable clear view of vehicle licence disc</p>	<p>6. Any exterior alteration or modification has been approved.</p>	<p>T/P</p>	<p>6 a. The exterior alteration or modification is not approved and/or presents a safety hazard</p>	
<p>Note</p>	<p>7. All windows are clean, undamaged and free from unapproved sign/advertising medium.</p>	<p>T/P/M</p>	<p>7 a. The windows are soiled, damaged or littered with unapproved signage/advertising</p>	
<p>This section may be amended to reflect any proposals for the introduction of a front licence disc and rear plate for PHV's</p>	<p>8. There is sufficient space to affix the licence identifiers to the front and rear windscreens and that there is no material present that would prevent the discs being affixed directly to the screens.</p>	<p>T/P</p>	<p>8 a. There is insufficient space for fixing the LTPH licence discs to the vehicle and/or there is material preventing the licence discs being affixed directly to the screen</p>	
	<p>9. Vehicle is presented in a clean and tidy condition</p>	<p>T/P</p>	<p>9 Vehicle presented in an unclean and untidy condition</p>	
<p align="right">Cont'd</p>	<p align="right">Cont'd</p>		<p align="right">Cont'd</p>	<p align="right">Cont'd</p>


Section 6 Condition of Bodywork and Paintwork

6.2 External Signage / Advertising

Information	Method of Inspection		Reason for Refusal	Advisory Notice
Check that any external signage/advertising complies with LTPH guidelines	Inspection Inspection conducted with the vehicle standing on a level surface			
Check that the PHV signage is of an appropriate size and is displayed in an approved place	Examination			
PHVs are not permitted to display advertising material on the vehicle	Check that:-			
Check that the taxi signage/advertising is displayed in an approved place	1. the content of any external signage complies with PHV regulations and/or LTPH guidelines	T/P	1 a. The content of any external signage does not comply with PHV regulations and/or LTPH guidelines	
Note:- In some instances signage/advertising may be subject to exemption from the advertising/signage guideline specification document by the Licensing Authority. In such cases a letter of exemption from the Licensing Authority must be presented at the point of licensing	2. any signage is displayed in an approved place	T/P	2 a. Signage is displayed in an unapproved place	
	3. any signage/advertising graphics, images do not obscure any obligatory lamps i.e. brake, directional indicator lamps or door hire lamps (TX models)	T/P	3 a. Signage/advertising material obscures obligatory lamps	
	4. any signage/advertising graphics, images do not obscure any obligatory TfL signage, stickers	T/P	4 a. Signage/advertising material obscures obligatory signage, stickers	
	5. Signage/advertising material is attached securely	T/P	5 a. Signage/advertising material insecure	
	6. Signage/advertising is affixed to undamaged body panels	T/P	6 a. Signage/advertising material affixed to damaged or rusty body panels	
Cont'd	Cont'd		Cont'd	Cont'd

Section 7 Road Tyres & Wheels

7.1 Tyres & Wheels Condition

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Visually inspect the tyres and security of wheels fitted to the vehicle</p> <p>Taxi tyres must be of the designated size, speed and weight rating for that make and model of vehicle as prescribed by the vehicle manufacturer. If a tyre is remanufactured the sidewall must also display BS AU144e or ECE109/ECE108</p> <p>The tyre wear bar indicator provides a visual aid to assist in determining the amount of tyre tread pattern wear. The wear bar indicators are positioned around the circumference of the tyre. If the tread pattern has worn level to the wear bar indicator(s) the tyre tread depth pattern is considered to have reached its legal limit and must be replaced.</p> <p>Tread depth minimum legal requirement is 1.6 across the centre 75% of tyre breath over the complete circumference. The outer edge of the tyre can be devoid of tread pattern</p>  <p align="right">Cont'd</p>	<p align="center">Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>The visual check of the items below may require a further detailed inspection should a safety critical defect be found</p> <p align="center">Examination</p> <p>Visually check that:-</p> <ol style="list-style-type: none"> 1. The tyres meet the manufacturer size, speed and weight rating specifications 2. The tyre tread pattern is visible above the wear bar indicator(s) across the centre three quarters of the tyre around the entire circumference 3. No cuts/splits more than an inch long with ply or cord visible 4. No ply or cord is visible and free from lumps, bulges and tears 5. No excessive or uneven tyre wear is visible 6. Any damage to the wheel rim will not interfere with the tyre seating/sealing <p align="right">Cont'd</p>	<p align="center">T</p> <p align="center">T/P/M</p> <p align="center">T/P/M</p> <p align="center">T/P/M</p> <p align="center">T/P/M</p> <p align="center">T/P/M</p>	<ol style="list-style-type: none"> 1 a. The tyres do not meet the manufacturer size, speed and weight rating specifications 2 a. The tyre tread pattern is not clearly visible above or level with the wear bar indicator(s) across the centre three quarters of the tyre around the entire circumference 3 a. Cuts/splits exceed an inch with ply or cord visible 4 a. Ply cord exposed. Lump, bulge or tear visible 5 a. Excessive or uneven tyre wear is visible 6 a. Damage to the wheel rim will interfere with the tyre seating/sealing <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 8 Underside Inspection

8.1 Fluid Leaks / Component Security

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

Section 8 Underside Inspection

8.2 Abatement Systems & Alternative Fuel Systems

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Aftermarket approved abatement systems should previously be recorded in TPH records</p> <p>Alternative fuel systems must be TPH approved</p> <p>All LPG/CNG gas conversions must be registered with the UK/LPG Association and the vehicle registration details must appear on their electronic data base</p> <p>All emission abatement systems and technologies must meet the original manufacturers design specification and euro standard</p> <p align="right">Cont'd</p>	<p>1. Abatement system is approved identification mark is consistent with recorded information</p> <p>2. Alternative fuel system is approved and model type identification mark is consistent with recorded information</p> <p>3. Any additional fuel cut off or electrical power isolating switches are correctly fitted and identified</p> <p align="right">Cont'd</p>	<p>T/P</p> <p>T/P</p> <p>T/P</p>	<p>1 a. Abatement system not approved</p> <p>2 a. Alternative fuel system not approved</p> <p>3 a. Additional fuel cut off or electrical power isolating switches are not fitted or fitted incorrectly</p> <p>b. Additional fuel cut off or electrical power isolating switches are not clearly identified</p> <p align="right">Cont'd</p>	<p></p> <p align="right">Cont'd</p>

Section 9 Taximeter and Associated Fittings

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

Information	Method of Inspection		Reason for Refusal	Advisory Notice
1. A Nominated Body is authorised to carry out testing and sealing of taximeters 2. Taximeter includes the lamp box 3. Nominated Body seals are embossed with an identification mark and bear a month and year colour coding and are valid for 12 months 4. The colour coded tariff identification mark will be changed at the time of the tariff change 5. Taximeters, transducers, splitter boxes must be fitted with the correct type of screw to allow fitting of the PCO seal 6. With the taximeter in the "for hire" mode the taxi roof sign must be illuminated 7. The mounting position of the transducer or splitter box will vary with the mark/model of the vehicle/taximeter 8. Providing the nominated body seal in the transducer or splitter box are legible and secure they may remain in situ irrespective of the date shown <p align="right">Cont'd</p>	<p>Inspection 1</p> Inspection conducted with the vehicle on a level surface <p>Examination</p> Check that:- 1. An approved type of taximeter with current nominated body seals has been correctly installed (<i>see note 1</i>) 2. The original installation and calibration certificates has been presented 3. Taximeter installation certificate issued by an LTPH approved taximeter installer within 30 days <i>prior</i> to date of inspection 4. The taximeter has been fitted in accordance with the taximeter regulations/guidelines 5. Taximeter is programmed with the current tariff (<i>see note 2</i>) 6. There is provision for the PCO seal (<i>see note 3</i>) <p align="right">Cont'd</p>	<p>T</p> <p>A</p> <p>X</p> <p>I</p>	1 a. Unapproved type of taximeter fitted 2 a. Original taximeter installation/calibration certificate has not been presented 3 a. Taximeter installation certificate not presented, or not issued by an approved installer within 30 days prior to the inspection 4 a. Taximeter has not been fitted in accordance with the taximeter regulations/guidelines b. Taximeter does not bear current nominated body seals or is insecurely fitted 5 a. Taximeter tariff programme incorrect or out of date 6 a. No provision for fitting the PCO seal <p align="right">Cont'd</p>	<p>Cont'd</p>

Section 9 Taximeter and Associated Fittings

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

Information	Method of Inspection		Reason for Refusal	Advisory Notice	
<p>7. Taximeter displays the correct time to within 3 minutes</p> <p>8. With the taximeter set in test mode, check that all the fare and extra digits illuminate and are complete</p> <p>9. With the taximeter set in the "for hire" mode ensure that the appropriate section of the independently mounted lamp box is illuminated and the roof mounted lamp box is illuminated and the work "taxi" is clearly legible (<i>see note 4</i>)</p> <p>10. With the taximeter set in the "hired mode" ensure that the appropriate section of the independently mounted lamp box is illuminated and that the roof mounted taxi lamp has extinguished</p> <p>11. Examine the taximeter drive line and ensure, where applicable, that the taximeter transducer and/or splitter box is/are sealed with the appropriate nominated body seal (where applicable)</p> <p>12. Ensure that any transducer or splitter box is correctly and securely fitted</p> <p align="right">Cont'd</p>	<p>7. Taximeter displays the correct time to within 3 minutes</p> <p>8. With the taximeter set in test mode, check that all the fare and extra digits illuminate and are complete</p> <p>9. With the taximeter set in the "for hire" mode ensure that the appropriate section of the independently mounted lamp box is illuminated and the roof mounted lamp box is illuminated and the work "taxi" is clearly legible (<i>see note 4</i>)</p> <p>10. With the taximeter set in the "hired mode" ensure that the appropriate section of the independently mounted lamp box is illuminated and that the roof mounted taxi lamp has extinguished</p> <p>11. Examine the taximeter drive line and ensure, where applicable, that the taximeter transducer and/or splitter box is/are sealed with the appropriate nominated body seal (where applicable)</p> <p>12. Ensure that any transducer or splitter box is correctly and securely fitted</p> <p align="right">Cont'd</p>	<p align="center">T</p>	<p>7 a. Taximeter displaying incorrect time more than 3 minutes</p> <p>8 a. Meter fails to operate in the test mode or digits incomplete or fail to illuminate</p>		
					<p align="center">A</p>
		<p align="center">X</p>	<p>11 a. Transducer and or splitter box not nominated body sealed or seals defaced or insecure</p>		
				<p align="center">I</p>	

Section 9 Taximeter and Associated Fittings

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

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

Section 9 Taximeter and Associated Fittings

9.2 Taximeter Receipt Printers

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Important Notice</p> <p>With effect from 1 January 2013 taxis will no longer be required to have electronic taxi meter receipt printers installed as a condition of the cab licence</p> <p>However, where fares are paid for by credit or debit card transactions it is still a regulatory requirement that a printed receipt is provided to the passenger</p> <p>* Minimum prescribed details to be included on any receipt should be:</p> <ul style="list-style-type: none"> • merchant details • date of issue • time of issue • metered fare • metered extras • total fare <p>Additional information may be permitted by the Licensing Authority, such information may include:</p> <ul style="list-style-type: none"> • start time of the journey • time taken for the journey • distance travelled • tariff code <p>Time printed on receipts must be within 3 minutes of the time displayed on the taximeter</p> <p align="right">Cont'd</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. An approved printer has been installed 2. The condition, security and location of the printer 3. Any associated cable/wiring is in good condition, is correctly routed and supported and does not foul any other part of the vehicle 4. The printer receipt includes the minimum prescribed details * <p align="right">Cont'd</p>	<p>T</p> <p>A</p> <p>X</p> <p>I</p>	<ol style="list-style-type: none"> 1 a. unapproved printer installed 2 a. printer in a poor condition, is insecure or is mounted in an unapproved position 3 a. Wiring or cables are in poor condition or is incorrectly routed or fouls/chaffs against another part of the vehicle 4 a. Printer receipts does not include some of all of the required details <p align="right">Cont'd</p>	<p align="center">Cont'd</p>

Section 10 Wheelchair Access, Securing Equipment

10.1 Safety Belts

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

Section 10 Wheelchair Access, Securing Equipment

10.2 Floor Tracking Systems

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p align="center">Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p align="center">Examination</p> <p>Check that:-</p> <p>1. Floor tracking securing bolts are all present and secured</p> <p>2. Floor tracking is free from obvious cracks and/or separation</p> <p>3. Any floor covering does not impede free access and positioning of wheelchairs</p> <p align="right">Cont'd</p>	<p align="center">Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p align="center">Examination</p> <p>Check that:-</p> <p>1. Floor tracking securing bolts are all present and secured</p> <p>2. Floor tracking is free from obvious cracks and/or separation</p> <p>3. Any floor covering does not impede free access and positioning of wheelchairs</p> <p align="right">Cont'd</p>	<p align="center">1</p> <p align="center">P</p> <p align="center">2</p> <p align="center">P</p> <p align="center">3</p> <p align="center">T/P</p>	<p align="center">a. Floor tracking bolts not present and/or insecure</p> <p align="center">a. Floor tracking is cracked and/or separated</p> <p align="center">a. Floor covering restricting free movement of wheelchair</p> <p align="right">Cont'd</p>	<p align="center">Advisory Notice</p> <p align="right">Cont'd</p>

Section 10 Wheelchair Access, Securing Equipment

10.3 Ramps/Hoist/Winch

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

Section 10 Wheelchair Access, Securing Equipment

10.4 Integral Ramp

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p align="center">Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p align="center">Examination</p> <p>Check that:-</p> <p>1. Intermediate step is securely stowed as recommended by manufacturer</p> <p>2. Ramp release tool/door stay (orange key) is present</p> <p>3. The ramp sections are free from damage, sharp edges or corners</p> <p>4. Hinges are secure and free operation</p> <p>5. Extension step guides for position are serviceable and free from damage</p> <p>6. As applicable, the non-slip provision</p> <p align="right">Cont'd</p>	<p align="center">Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p align="center">Examination</p> <p>Check that:-</p> <p>1. Intermediate step is securely stowed as recommended by manufacturer</p> <p>2. Ramp release tool/door stay (orange key) is present</p> <p>3. The ramp sections are free from damage, sharp edges or corners</p> <p>4. Hinges are secure and free operation</p> <p>5. Extension step guides for position are serviceable and free from damage</p> <p>6. As applicable, the non-slip provision</p> <p align="right">Cont'd</p>	<p align="center">T/P</p> <p align="center">T</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T</p> <p align="center">T/P</p>	<p align="center">1 a. Intermediate step insecure or missing</p> <p align="center">2 a. Ramp tool/door stay (orange key) missing</p> <p align="center">3 a. Ramp section damaged or unserviceable</p> <p align="center">4 a. Ramp insecure or hinges seized</p> <p align="center">5 a. Step guides missing, loose, damaged or misaligned</p> <p align="center">6 a. Non-slip provision worn, missing or ineffective</p> <p align="right">Cont'd</p>	<p align="center">Advisory Notice</p> <p align="right">Cont'd</p>

Section 10 Wheelchair Access, Securing Equipment

10.5 Powered Step Operation

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Mercedes Vito taxi powered steps safety systems</p> <p>The electric steps are operated from the driver control button on the centre console</p> <p><u>The powered steps incorporate a safety design feature</u></p> <p>The step should retract from the deployed position automatically (i) when the parking brake is released (ii) when the vehicle moves from the stationary position</p> <p>Taxi Conditions of Fitness 2007 specification requirements for automatic or power steps</p> <p>Section 15.6 (f)</p> <p>If automatic or powered, be fitted with a safety device which stops the motion of the step if the step is subjected to a reactive force not exceeding 150N in any direction and if that motion could cause injury to the passenger</p> <p>During the testing of this safety device a judgement should be made as to whether the reactive force required to stop the step is such that it may cause injury to a passenger</p> <p align="right">Cont'd</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. The deployment and retract operation of both off side and near side steps operate correctly 2. The function of the steps reactive force safety device operates (see notes) 3. The step safety systems function correctly <p align="right">Cont'd</p>	<p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p>	<p align="center">1 a. Automatic or powered steps fails to deploy or retract</p> <p align="center">2 a. Step safety device fails to stop the steps operation when subjected to a reactive force</p> <p align="center">3 a. step safety systems are not functioning</p> <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 11 Automatic Door Locking System (ADLS)

11.1 ADLS Operation

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>** Note - With the engine running, the ADLS should engage when the vehicle has been moved forward more than 31cms and before a distance of 46cms has been covered</p> <p>After the vehicle has been stopped moving ensure that there is a two second delay before the ADLS releases</p> <p>Rear doors should be capable of being opened from the outside irrespective of whether the ADLS is engaged (<i>model specific</i>)</p> <p>Vito Taxi - With the engine running and the ADLS engaged the external door handles remain locked (<i>In the event of a collision all door locking is disabled</i>)</p>	<p>Inspection</p> <p>The function of the ADLS can be observed when the vehicle is driven in or out of the inspection area or when the vehicle is raised in a "wheel free" position</p>	T		
	<p>Examination</p> <p>Check that:-</p>			
	1. The ADLS is fitted	A	1 a. ADLS not fitted	
	2. The ADLS works within prescribed tolerances**		2 a. ADLS fails to operate within prescribed tolerance	
	3. The vehicle stationary, engine running and foot brake applied check that the ADLS has engaged		3 a. ADLS fails to engage	
	4. Apply the handbrake, release the foot brake and ensure that the ADLS has released	X	4 a. ADLS fails to release	
	5. The operation of the driver's tell tale/warning lamp, and where applicable, the operation of the passenger compartment ADLS warning lamps(s)		5 a. Driver/passenger tell tale/warning lamp or lamps fail to operate	
6. Check that the appropriate warning notices are fitted	I	6 a. Warning notice or notices not fitted		
7. ADLS operating equipment are as per taxi approval		7 a. Unapproved additional equipment/switch(s) has been fitted not as per taxi approval		
Cont'd	Cont'd		Cont'd	Cont'd

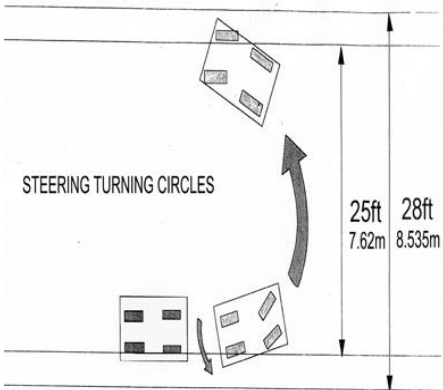
Section 11 Automatic Door Locking System (ADLS)

11.1 ADLS Operation

Information	Method of Inspection		Reason for Refusal	Advisory Notice
	7. Check the condition of the ADLS warning notices	T	7 a. Warning notice or notices are damaged or defaced	
	8. Check the condition and security of the control box and ensure any associated wiring is safe and secure	A	8 a. control box insecure, damaged or associated wiring is insecure or unsafe	
		X		
Cont'd	Cont'd	I	Cont'd	Cont'd

Section 12 Steering

12.1 Steering Manoeuvrability

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>A 10% dip sample of taxi manoeuvrability requirement testing to check for conformity shall be conducted across each of the inspection centres</p> <p>Diagrammatic example below of turning circle requirement</p>  <p>All taxis must meet the manoeuvrability requirement and the functionality of the front and/or rear wheel steering should be tested at all licensing inspections.</p> <p align="right">Cont'd</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle road wheels on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> To manoeuvre the vehicle on either lock to ensure that the wheel turning circle, kerb to kerb, must not be less than 25ft (7.62m) To manoeuvre the vehicle on either lock so as to proceed in the opposite direction without reversing within two vertical parallel planes not more than 28ft (8.535m) Steering mechanism operates correctly in both directions <p align="right">Cont'd</p>	<p align="center">T</p> <p align="center">A</p> <p align="center">X</p> <p align="center">I</p>	<p align="center">Reason for Refusal</p> <ol style="list-style-type: none"> <ol style="list-style-type: none"> The vehicle turning circle on either lock is less than 25ft (7.62m) <ol style="list-style-type: none"> The vehicle fails to turn on either lock within the prescribed body sweep of not more than 28ft (8.535m) <ol style="list-style-type: none"> Rear wheel steer mechanism does not operate correctly in both directions Front steering mechanism does not operate correctly in both directions <p align="right">Cont'd</p>	<p align="center">Advisory Notice</p> <p align="right">Cont'd</p>

Section 13 Aftermarket Equipment Fixture and Fittings

13.1 Safety Partition Screens

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Where an aftermarket driver safety partition screen is fitted the seat belts must be deployed from the seating position and operated normally to check no part of the seat belt or stalk makes contact with any part of the shield</p> <p>Correct operation of safety systems including seatbelts, head restraints, airbag deployment and all additional supplementary safety systems</p> <p>Where an aftermarket driver safety partition screen is fitted the declaration form (appendix two of the guidelines) must be completed and signed</p> <p align="right">Cont'd</p>	<p>Inspection</p> <p>Inspection conducted with the vehicle standing on a level surface</p> <p>Examination</p> <p>Check that:-</p> <ol style="list-style-type: none"> 1. Any aftermarket driver safety partition screen is fitted safely and securely 2. The partition screen does not interfere with any of the driver and/or passenger safety systems 3. The safety partition screen is maintained in clear/clean condition and free from scratches, clouding and stickers 4. The declaration form is completed and signed <p align="right">Cont'd</p>	<p align="center">P</p> <p align="center">1</p> <p align="center">H</p> <p align="center">2</p> <p align="center">3</p> <p align="center">V</p> <p align="center">4</p>	<p align="center">Reason for Refusal</p> <ol style="list-style-type: none"> a. The partition screen is not fitted safely or securely a. The partition screen interferes with the driver/passenger safety system a. The partition screen is cloudy, in poor condition and/or not clear of free of scratches/stickers a. The declaration form is not completed and/or signed <p align="right">Cont'd</p>	<p align="center">Advisory Notice</p> <p align="right">Cont'd</p>

Section 13 Aftermarket Equipment Fixture and Fittings

13.2 Electronic Sub Assemblies (ESA)

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>Check that any aftermarket electronic device and/or equipment is installed correctly, safely and securely as recommended by the equipment manufacturer</p> <p>The equipment does not adversely encroach into the passenger area, and any visible wiring is safe, permanent and does not present a hazard to the passenger or driver</p> <p>The device and/or equipment should not be installed in such a way as to obscure the drivers' all round visibility or interfere with any driver controls</p> <p>Ensure that the device and/or equipment has not been installed so that it is <u>directly</u> in front of the passenger seat</p> <p>Where displaying passenger information signage is mandatory for example, CCTV systems and electronic payment systems, please ensure they are attached in the approved position, see section 3.6</p> <p align="right">Cont'd</p>	<p>Inspection Inspection conducted with the vehicle standing on a level surface</p> <p>Examination Check that:-</p> <ol style="list-style-type: none"> 1. Any aftermarket electronic device and/or equipment installed correctly, safe and the installation is secure 2. Any aftermarket electronic device and/or equipment installed is in good operational condition and free from damage 3. The device and/or equipment (including any associated wiring) does not encroach into the driver or passenger areas 4. A declaration form has been issued, completed and signed 5. Additional lifting equipment operates correctly 6. Ensure that any modification has been approved by the Licensing Authority <p align="right">Cont'd</p>	<p align="center">T/P</p> <p align="center">T/P</p> <p align="center">T/P</p> <p align="center">P</p> <p align="center">P</p> <p align="center">T/P</p>	<ol style="list-style-type: none"> 1 a. The aftermarket electronic device and/or equipment installed have not been fitted correctly, safely or securely 2 a. The aftermarket electronic device and/or equipment installed is in poor condition and/or damaged 3 a. The device and/or equipment/wiring encroaches into the driver or passenger area 4 a. The declaration form is not completed and/or signed 5 a. Additional lifting equipment is inoperative 6 a. Unapproved modification fitted <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 13 Aftermarket Equipment Fixture and Fittings

13.2 Electronic Sub Assemblies (ESA)

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>The following items may constitute an approved ESA:</p> <ul style="list-style-type: none"> • data despatch system • satellite navigation equipment • two-way radio • hand free mobile phone equipment • additional lighting • sound system • electronic advertising • intercom system • CCTV systems • passenger compartment electronic display screens • electronic payment systems • Wi-Fi systems • any other non-standard, aftermarket interior fixture or fitting <p>From 1 January 2017 ALL licensed taxis MUST be fitted with an approved card payment system fitted in the rear passenger compartment. This must be an approved system and be securely mounted in accordance with the relevant system Tech memo.</p> <p>Only one fixed device per vehicle is permissible fitted in the passenger compartment. Hand held units <u>are not</u> approved devices.</p> <p align="right">Cont'd</p>	<p>7. there is an approved card payment system fitted within the rear passenger compartment.</p> <p align="right">Cont'd</p>	<p align="center">T 7</p>	<p>a. Card payment system not fitted.</p> <p>b. Unapproved card payment system fitted.</p> <p>c. Card payment system is defective or inoperative.</p> <p>d. Unable to provide printed receipt.</p> <p>e. Card payment device insecure.</p> <p>f. More than one fixed device is fitted within the taxi.</p> <p align="right">Cont'd</p>	<p align="right">Cont'd</p>

Section 13 Aftermarket Equipment Fixture and Fittings

13.3 Disabled Driver Controls/Adaption's

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

Section 14 Other Defects

14.1 Construction & Use / Conditions of Fitness Compliance

Information	Method of Inspection		Reason for Refusal	Advisory Notice
<p>The vehicle mechanical components and system, body appearance and fixture and fittings must be maintained in good condition at all times. Any safety critical/MOT defect item should be noted under 14.1.1 with explanatory note identifying item of concern.</p> <p>Vehicles must meet the standards as defined within this inspection manual, the Road Vehicle (Construction and Use) Regulations 1986 as amended, Road Vehicle Lighting Regulations 1989 as amended, the Conditions of Fitness 2007 as amended and the 1934 Cab Order as amended</p> <p>Any vehicle defects and/or non compliance identified during special inspections, on-street inspections or any other authorised inspection may be issued with a Reason for Refusal, Advisory Notice or Unfit Notice as appropriate</p> <p>The Vehicle Identification Number (VIN) shown on the statutory plate MUST match the stamped in body and chassis number. This number must also be the same as entered on all documentation i.e MOT and V5 etc.</p> <p>Where a new manufacturers chassis has been fitted, an LTC VIN plate should be fitted adjacent to the original statutory VIN plate with the new DVLA VIN stamped on it. The V5 document and MOT certificate should correspond with the 2nd VIN plate. Note: Body number should match original manufacturers statutory plate</p> <p align="right">Cont'd</p>	<p>Other defects</p> <p>1. The vehicle appears to be in a roadworthy condition (see information)</p> <p>2. The vehicle complies with the Conditions of Fitness specification</p> <p>3. The vehicle complies with the 1934 Cab Order as amended</p> <p>4. All three (3) Vehicle identification numbers (VIN, body number and stamped in Chassis number) must be inspected and compared to V5 and MOT.</p> <p>5. The vehicles exhaust emissions appear to be in a roadworthy condition</p> <p align="right">Cont'd</p>	<p>T/P/M</p> <p>T/P</p> <p>T</p> <p>T/P</p> <p>T/P/M</p>	<p>1 a. Mechanical defect has been noted b. An outstanding DVSA safety recall has been noted</p> <p>2 a. Conditions of Fitness defect/non compliance has been noted</p> <p>3 a. 1934 Cab Order defect/non compliance has been noted</p> <p>4 a. One or more of the three (3) vehicle identity numbers do not match with the VIN displayed on the statutory plate and/or the vehicles V5 or MOT.</p> <p>5 a. Exhaust emits dense blue or clearly visible black smoke</p> <p align="right">Cont'd</p>	<p>1.b. An outstanding DVSA safety recall has been noted. Evidence to be provided:</p> <p>(i) from the main dealer the vehicle has attended for rectification work within the past 2 / 3 weeks (to take into account the time delay with websites updating).</p> <p>(ii) from the main dealer the vehicle has an appointment for the rectification work to be carried out.</p> <p>(iii) from the main dealer a remedy has not yet been released for the recall item.</p> <p>(iv) from TPH recall item concerned is not a failure criteria.</p> <p align="right">Cont'd</p>

Section 15 Special Inspection

15.1 Pre Licensing

Method of Inspection

Taxis and PHVs

Definition

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

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

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

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

Licensing Inspection

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

Section 15 Special Inspection

15.1 Post Licensing

Method of Inspection

Taxis and PHVs

Definition

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

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

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

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

Inspection

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