



Appendix A

Vehicle Specifications and Conditions of Licence for Hackney Carriage Vehicles

The Specification

1 General

- 1.1 All vehicles shall have an appropriate "type approval" which is either a European Community Whole Vehicle Type Approval (ECWVTA) or UK Low Volume Type Approval (UKLVTA). Vehicles shall not have been altered since that approval was granted.
- 1.2 All vehicles shall have separate driver and passenger compartments.
- 1.3 All vehicles shall be so constructed as to facilitate the carriage of disabled persons and be capable of accommodating a disabled person in a wheelchair in the passenger compartment, provided that the wheelchair fits within the dimensions specified in the relevant paragraphs below. Rear loading type disabled access vehicles are not permitted unless fitted with a hydraulic lifting platform.
- 1.4 Vehicles presented for approval, and while in use, shall comply with the Road Vehicles (Construction and Use) Regulations 1986 and any subsequent amendment or re-enactment thereof.
- 1.5 No fittings, other than those approved, shall be attached to, or carried on, the inside or outside of the vehicle.



- 1.6 Vehicles other than Fairways, London International TX range and Metrocabs shall be coloured black.
- 1.7 To aid identification of hackney carriage vehicles by the public, licensed vehicles, which are not those listed in paragraph 1.6 shall display, on both sides of the vehicle the word "taxi". The word "taxi" shall be permanently marked; in a colour contrasting with the colour scheme of the vehicle in letters not less than 100 mm high. The wording shall be located in such a position that it is easily seen and may be repeated along the side of the vehicle.

2 Dimensions

Maximum dimensions:

Width:	2 metres
Height:	2 metres
Length:	5 metres
Weight:	3000 kgs

3 Body

- 3.1 The vehicle shall have no signs of previous significant accident damage.
- 3.2 The paint work shall be of a professional finish and be one consistent colour over the whole of the vehicle's bodywork.
- 3.3 The bodywork shall have no significant signs of corrosion. Corrosion includes visible rust and signs of rust by virtue of the paintwork being blistered.
- 3.4 Running boards shall only be permitted where they are fitted by manufacturers. The board shall be a minimum 125mm in width, all of which shall be available as a step.
- 3.5 Where the top tread of the entrance to the vehicle exceeds 460 mm and the vehicle is not fitted with approved running boards as described in paragraph 3.4, a moveable intermediate step shall be provided at the left hand side entrance into the passenger compartment. The intermediate step shall be encased beneath the vehicle and be electrically or manually operated to extend outwards. When not in use and whenever the vehicle is in motion, the step shall not extend outwards beyond the vertical line of the bodywork.



- 3.6 Electrically operated steps, if fitted, shall be operated from within the driver's compartment and shall have a failsafe device linked to the handbrake mechanism to prevent the possibility of the vehicle being driven while the step is extended.
- 3.7 The step shall be covered with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the vehicle.

4 Steering

- 4.1 All vehicles shall be right-hand drive and shall have been so since date of first registration



5 Driver's compartment

- 5.1 The driver's compartment shall be separated from the passenger compartment by a partition and screen, capable of having fixed to it approved notices for the benefit of passengers.
- 5.2 The driver's compartment shall be so designed that the driver has adequate room, can easily reach, and quickly operate, the controls and give hand signals on the offside of the vehicle.
- 5.3 Controls shall be so placed as to allow reasonable access to the driver's seat and, when centrally placed, shall be properly protected from contact with luggage.
- 5.4 A serviceable device for demisting the windscreen shall be fitted.
- 5.5 A fixed partition with an opening to allow for payments shall be provided.

6 Passenger compartment

- 6.1 The vertical distance between the highest part of the floor and the roof shall not less than 1300 mm.
- 6.2 Suitable provision shall be made for the seating of not less than 4 and not more than 8 passengers. The carrying capacity of all vehicles shall be at the discretion of the Authority having regard to manufacturer's specifications and compliance with dimensions referred to in this document.
- 6.3 There shall be no steps within the passenger compartment.
- 6.4 The clear height of the doorway shall not be less than 1200 mm.
- 6.5 The nearside door and doorway shall be constructed so as to permit an unrestricted opening across the centre of the doorway of at least 740 mm.
- 6.6 Grab handles shall be placed at door entrances, to aid passenger ingress to and egress from the vehicle. These should be of a high visibility colour different from the interior colour scheme of the vehicle.
- 6.7 The outer edge of the floor at each entrance shall be fitted with non-slip treads.
- 6.8 The top tread for any entrance shall be at floor level of the passenger compartment and (except as detailed in 3.5 above) shall not exceed 460 mm above ground level when the vehicle is un-laden.
- 6.9 The minimum angle of the door when opened shall be 90 degrees.
- 6.10 The interior door handle shall be clearly visible and easily accessible to passengers when the door is in the fully open position.
- 6.11 There shall be approved reflective strips on both the front and rear edges of the door.
- 6.12 The floor of the passenger compartment shall be covered with non-slip material, which can easily be cleaned.
- 6.13 Where a vehicle has sliding doors, a sign shall be positioned at the rear of the vehicle which can be visible by following traffic. This sign shall bear the words "Doors Open" which shall be automatically illuminated when a sliding door is opening.
- 6.14 All parts of the passenger compartment shall be clean and free of any damage, which may affect its suitability for the carriage of passengers.



7 Seats

- 7.1 Occasional seats shall be at least 400 mm. in width and the minimum distance from the back of the upholstery to the front edge of the seat shall be 355 mm.
- 7.2 Occasional seats shall be so arranged as to rise automatically when not in use.
- 7.3 Occasional and fixed seats when not in use shall not obstruct doorways.
- 7.4 Where the rear seat is of the bench type the overall width of the seat shall not be less than 1190 mm.
- 7.5 Suitable means shall be provided to assist persons to rise from the rear seat with particular attention to the needs of elderly and disabled passengers.
- 7.6 Where seat covers are used they shall be properly affixed to the seat so as not to become loose during use. They shall be clean and devoid of damage of any kind.
- 7.7 All seats shall be fitted with fully operational seat belts, compliant with British Standards except where the law specifically provides an exemption.

8 Wheelchair Carrying Facilities

- 8.1 Approved anchorages shall be provided for the wheelchair and wheelchair disabled passengers. These anchorages shall be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and passenger shall be independent of each other. Anchorages shall also be provided for the safe storage of a wheelchair without a passenger, whether folded or otherwise, if carried within the passenger compartment. All anchorages and restraints shall be so designed that they do not cause any danger to other passengers.
- 8.2 A ramp, or ramps, for the loading of a wheelchair and passenger shall be available at all times for use at the nearside rear passenger door. An adequate locking device shall be fitted to ensure that the ramp(s) do not slip or tilt when in use. Provision shall be made for the ramps to be stored safely in the vehicle when not in use.
- 8.3 The vehicle shall be equipped with a manufacturer's user manual/guide on the safe loading and unloading and security of wheelchair and disabled passengers.



- 8.4 Any lifting equipment which lifts persons must be thoroughly examined every 6 months after its initial installation or refit following a road traffic accident or incident and as directed by the competent person. The thorough examination is not maintenance covered by the MoT or compliance certificate but a separate inspection of the working parts of the lifting equipment and includes attachments which lift or support weight including chains or slings.
- 8.5 Examiners of lifting equipment will provide a report to the licence holder who must act on the reports' findings. Any potentially serious faults must be rectified immediately.

9. Heating and ventilation

- 9.1 An adequate heating and ventilation system shall be provided for the driver and the passengers, and means provided for independent control by the driver and the passengers.

10 Windows

- 10.1 A window on either side of the passenger compartment shall be capable of being opened easily by passengers when seated. The control for opening a window shall be clearly marked.
- 10.2 The minimum light transmission for glass in front of, and to the side of, the driver is 70%. Vehicles may be manufactured with glass that is darker than this fitted to windows rearward of the driver.
- 10.3 No vehicle shall be fitted with any form of additional film to darken or tint the glass on any part of the vehicle.



11 Interior lighting

- 11.1 Adequate illumination shall be provided for the driver and passengers. Separate lighting controls for both passenger and driver shall be provided. In the case of the passenger compartment, an illuminated control switch shall be fitted, marked and in such a position that it is clearly visible to the passengers and is not easily confused with any other control.

12 Door Fittings

- 12.1 An approved type of automatic door locking device shall be fitted to passenger doors. When the vehicle is stationary the passenger doors shall be capable of being readily opened from the inside and from the outside of the vehicle by one operation of the latch mechanism. The interior door handle shall be clearly identified, to prevent it being mistaken for any other control.

13 Fuel systems

- 13.1 A device shall be provided whereby the supply of fuel to the engine may be immediately cut off. A manually operated device shall have its location together with the means of operation and "off" position, clearly marked on the outside of the vehicle. In the case of a vehicle fitted with an automatic inertia fuel cut off switch, no external switch or markings are required.
- 13.2 All vehicles which are powered by Liquid Petroleum Gas (LPG) or Compressed Natural Gas (CNG) shall comply with all the relevant legislation set out in the Road Vehicles (Construction and Use) Regulations 1986' (as amended).
- 13.3 LPG conversions shall also comply with LP Gas Associations, Autogas Installations Code of Practice 11 and any later version of the COP. (Conversion shall still comply with Road Vehicles (Construction and Use) Regulations 1986.
- 13.4 Compressed Natural Gas (CNG) vehicles shall comply with the Natural Gas Vehicle Design and Installation of Vehicle Fuel System Component Guidelines. (Conversion shall still comply with Road Vehicle (Construction and Use Regulations 1986) and certain additional safety features as required by the Council.
- 13.5 The Authority can consider allowing LPG / CNG vehicles to not carry a spare wheel. This would be subject to individual application and the provision that the driver of such a vehicle subscribes to a tyre repair /replacement or vehicle breakdown organisation.



14 Tyres

- 14.1 The licensed vehicle must be fitted with either all radial or all cross-ply tyres, including the spare wheel. All tyres must be suitable for use on the vehicle and conform to the requirements of the Original Manufacturers' Specification.
- 14.2 Many new vehicles are now being manufactured without spare wheels, instead being supplied with a space-saver tyre or puncture repair kit or vehicles are being manufactured with run flat tyres. Vehicles fitted with run flat tyres have a specially tuned suspension to compensate for the increased tyre rigidity that is a feature of run flat tyres.
- 14.3 Alternative types of tyres and repair kits that comply with British Standards are permitted for emergencies only and must be used only in order to complete a journey and get the vehicle to the nearest repair site. The licence holder must comply precisely with the manufacturers' recommendations.
- 14.5 All other licensed vehicles must carry a spare wheel matching those fitted to the vehicle and an appropriate means of changing the wheel.

15 Electrical equipment

- 15.1 Any additional electrical installation to the original equipment shall be adequately insulated and be protected by suitable fuses.

Hackney Carriage Conditions of Licence

16 Examination and Test

16.1 Before a licence is granted for the use of a vehicle as a hackney carriage, the vehicle shall be examined and tested by an Authority approved vehicle testing station to ensure that it is mechanically sound, safe and comfortable.

17 Licence Identification Plates

17.1 The proprietor shall ensure that the licence identification plate is fixed to the front and rear exterior of the hackney carriage vehicle either immediately above or immediately below the bumper in such a position as the vehicle registration plate is not obscured, with the particulars thereon facing outwards so that the licence is clearly visible by daylight from the highway at the rear of the vehicle. It shall be fixed on a platform kit supplied by the Authority in such a manner as to be easily removed by an authorised officer or a police constable. The platform kit shall be fixed by bolts or screws or other similar means.

17.2 The proprietor shall ensure that an approved holder displaying the hackney carriage driver badge of the driver in charge of the vehicle and a vehicle licence identification card for that vehicle as supplied by the Authority is displayed on the passenger compartment internal screen, in a position for passengers to clearly see.

17.3 The proprietor shall ensure that no licence identification plate be displayed other than the plates issued by the Authority, and the said plates shall be displayed only on the vehicle to which it relates.

18 Taximeters

18.1 The taximeter shall be calendar controlled and its fittings shall be fixed to the vehicle with seals or other appliances, so as not to be practicable for any person to tamper with them by breaking, damaging or permanently displacing the seals or other appliances.

18.2 The taximeter shall be positioned so that all letters and figures on its face shall be at all times illuminated and plainly visible to any passenger.

18.3 The taximeter when standing at a rank or plying for hire shall be kept locked in a position in which no fare is recorded on its face.

18.4 When the taximeter is operating there shall be recorded on the face of the meter in clearly legible figures a fare not exceeding the maximum fare that shall be charged for a journey.

18.5 If the taximeter has been altered for whatever reason, the proprietor of the vehicle shall forthwith make arrangements for resetting and resealing with the approved meter agent.



18.6 The vehicle taximeter shall be brought into operation at the commencement of **all** hires and the fare demanded by the driver shall not be greater than that shown on the meter and fixed by this Authority. In the event of a hire ending outside the city boundary there may be charged for the journey such fare or rate of fare, if any, as was agreed before the hiring was effected. If no such agreement was made at the start of the journey then the fare to be charged should be no greater than that that would have been shown on the taximeter.

19 Table of fares

19.1 The proprietor shall ensure that the current table of fares fixed by the Authority is on display inside the vehicle at all times and is not concealed from view or rendered illegible.

20 Receipt book

20.1 The proprietor shall ensure that a carbonated receipt book is available in the vehicle at all times. A receipt shall be given on request and each receipt shall show as a minimum the following particulars:-

- Date of journey
- Badge number of driver
- Amount paid

21 Luggage

21.1 The proprietor shall at all times, provide facilities for the conveyance of luggage safely and protected from inclement weather.

22 Taxi signs

22.1 The proprietor shall ensure that a roof sign of the approved type shall be illuminated at all times when (and only when) the vehicle is available for hire.

23 Furnishing and maintenance of vehicle

23.1 The proprietor shall ensure that the vehicle and all its fittings and equipment at all times when the vehicle is in use or available for hire shall be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements including in particular those contained in the Motor Vehicles (Construction and Use) Regulations shall be fully complied with.

23.2 The proprietor shall ensure that:-

- (i) the vehicle is inspected every week for such matters as prescribed by the Council;
- (ii) a written record of such weekly inspections and any additional inspections or service on the vehicle is made at the time on the form prescribed by the Council; and
- (iii) such written records are retained for three months and kept in the vehicle at all times and made available for immediate production to an authorised officer of the Council or Police Officer on request.

24 Signs, notices and advertisements

24.1 Vehicles shall not be allowed to display any printed, written or other material on the windows of the vehicle except in respect of the following:-

- No eating or drinking;
- Public health and safety campaigns;
- Permits for private ranks;
- Trade organisation membership;
- No smoking; and
- Vehicle Excise Licence

24.2 Vehicle proprietors shall not display or allow to be displayed in or on their vehicle any signs, notices, advertisements, video or audio display etc either for the purpose of advertising or by way of identifying or personalising marks. However, the Authority will consider waiving this prohibition on application from vehicle licence holders in accordance with the following terms and conditions.

24.3 Applications for approval of advertisements must be made in writing on the approved form to the Authority. The form must be accompanied by a copy of the proposed advertisement in full colour.

24.4 All advertisements must comply with the British Code of Advertising Practice issued by the Advertising Standards Authority and must be legal, decent, honest and truthful. Each application will be considered on its own merits but advertisements will not be approved if they contain political, ethnic, religious, sexual or controversial texts; advertise tobacco products; display nude or semi nude figures; are likely to offend public taste; depict men or women as sex objects; depict direct and immediate violence to anyone shown in the advertisement or anyone looking at it; advertise any racist group or organisation which intends to promote the group/organisation and/or any of its activities.

24.5 If the Authority is not satisfied as to the non-contentious nature or placement of an advertisement then any such application may be submitted to the Taxi and Miscellaneous Sub-Committee.

24.6 Permitted advertisements may be displayed in the interior of vehicles on the underside of tip-up seats and these must be encapsulated in clear non-flammable plastic or be manufactured of rigid plastic.

25 Communication Devices

- 25.1 Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus shall be fixed in the passenger compartment or in the rear boot compartment if LPG or CNG tanks or equipment are in use. It shall be of a type currently approved by the Radio Communications Agency.
- 25.2 Any radio apparatus shall be so positioned and properly secured so as not to interfere with the safe operation of the vehicle.
- 25.3 No other radio equipment, either in the driver or the passenger compartment, is permitted without the prior approval of the Authority.

26 Auxiliary equipment

- 26.1 Any auxiliary equipment that is fitted to a vehicle shall not impede the driver in any way, or hinder his/her view, or impede, or cause hazard to passengers or other road users.

27 Convictions

- 27.1 Proprietors shall within 14 days disclose to the Authority, in writing, details of any convictions, police cautions or motoring offences received during the period of licence.

28 Change of Address

- 28.1 The proprietor shall notify the Authority, in writing, of any change in name and address within 14 days of such a change taking place.



Appendix B

Vehicle Specifications and Conditions of Licence for Private Hire Vehicles