

**Version 11**

Revised 04/10/2021

Significant changes from version  
10 are highlighted.

**COVENTRY CITY COUNCIL  
HACKNEY CARRIAGE & PRIVATE HIRE  
VEHICLE INSPECTION MANUAL 021**

**BEST PRACTICE GUIDE FOR THE INSPECTION OF  
VEHICLES LICENSED OR FOR LICENSING AS  
HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES**

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# INTRODUCTION, PREPARATION & VEHICLE STANDARDS

## This Manual

This Inspection Manual sets out the procedures and standards for those who carry out inspections of vehicles licensed as or to be licensed as hackney carriages (HCs) or private hire vehicles (PHVs). This Manual is freely available to HC & PHV proprietors, drivers and people/companies who service/maintain/repair HC's & PHVs, who may find it useful as it details the standards that vehicles are subjected to. The Manual also explains the reasons why, a vehicle presented for inspection, has not been issued with a pass. In order to address issues promptly and to maintain/raise standards the updating of this manual has been delegated to officers of the Taxi Licensing Office (TLO) Coventry. If you have any comments on this manual please send them in writing to Coventry City Council, Taxi Licensing Office, Whitley Depot, 259 London Road, Coventry. CV3 4AR. [taxi.licensing@coventry.gov.uk](mailto:taxi.licensing@coventry.gov.uk)

## Acknowledgement

This Inspection manual builds on the minimum standards set out in the 'Best Practice Guide for the Inspection of Hackney Carriage and Private Hire Vehicles' produced by the Hackney Carriage and Private Hire Inspection Technical Officer Group, Public Authority Transport Network/Freight Transport Association.

## Safety

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

## Scope of the Guidance

This Manual provides additional testing/inspection requirements to those in the MOT Inspection Manual. Therefore, it should be used in conjunction with the DVSA MOT Inspection Manual.

## The Inspection

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

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

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

HC & PHV proprietors failing to maintain their vehicles in a safe and roadworthy condition may have their HC or PHV licence suspended or revoked.

The chart below lists different aspects of the inspection

Aspects of Coventry City Council's Vehicle Inspection (incorporating a MOT test)	Result if fault is found	
	MOT test	Council part of the inspection
1 All MOT testable items, to the standard set for the MOT test.	Fail	Fail
2 All MOT testable items, to a higher standard than set for the MOT test, based on the fact that most licensed vehicles are likely to travel more than 5 times the average distance covered by a private car.	N/A	Fail
3 Aspects of vehicle reliability. i.e. a fault that could affect the reliability of the vehicle. e.g. water/oil leaks.	N/A	Fail
4 General condition. e.g. Interior and exterior trim, body, paint and cleanliness.	N/A	Fail
5 Equipment. e.g. Fire extinguisher, first aid kit, wheelchair equipment (wheelchair equipment for HC only).	N/A	Fail
6 Changes to the vehicle i.e. Coventry licensed vehicles should not have been modified or had accessories fitted (should be as manufactured unless a specific exemption has been granted).	N/A	Fail

# IDENTIFICATION OF THE VEHICLE INSPECTION STANDARDS - GENERAL

## Section Contents:

Sub-section	Subject
0.1	Vehicle preparation
0.2	All MOT testable items + ADDITIONAL
0.3	MOT Minor & Advisory categories + ADDITIONAL
0.4	Licensing requirements (general)

### 0.1 Vehicle preparation.

Information	Method of Inspection	Reason for Rejection
It is advised that the vehicle to be inspected should be presented 10 minutes before the appointment time at Whitley Depot, 259 London Road, Transport Services, Fleet & Workshops and be parked in the parking bays reserved for Inspections/MOTs.	1. The vehicle must be presented no later than 5 minutes after the appointment time.	1. The vehicle has been presented later than 5 minutes after the appointment time.  <u>NOTE for tester:</u> If the vehicle has not been presented, or presented late, and therefore not inspected the tester should inform the TLO immediately.
<p>The vehicle should be prepared and presented in a condition ready to pass the inspection.</p> <p>A lack of preparation may result in the inspection not being completed and therefore not all faults being found/listed.</p> <p>In this case, an additional full inspection will be necessary. However, listed faults should be rectified and the vehicle full prepared before the additional full inspection.</p>	2. As set out in this manual.	2. Because of lack of preparation: <ol style="list-style-type: none"> <li>a. there has been insufficient time to inspect all items and complete the inspection/administration within the allotted time.</li> <li>b. there are parts of the inspection that cannot be undertaken (e.g. body/paint condition). However, some consideration should be given to the weather conditions at the time.</li> </ol> See NOTE below.
	3. As set out in this manual.	3. In the opinion of the tester: <ol style="list-style-type: none"> <li>a parts of the vehicle are dangerous to check,</li> <li>b because of a fault other parts of the vehicle would be dangerous to check,</li> <li>c items cannot be reliably checked because of lack of maintenance e.g. oil level too high or low, insufficient engine cooling, excessive underseal, dirt or oil contamination.</li> </ol> See NOTE below.
<p><b>NOTE:</b> In the case of 2 &amp; 3 above, the tester will continue to test items, which can be checked effectively and safely, then fail the vehicle as "<b>Inspection not completed</b>" and list the inspected items which have failed and the reason for not completing the inspection. In this case not all items will have been checked and therefore those items may fail at the next inspection. An additional full inspection will be necessary.</p>		

## 0.2 All MOT testable items

Information	Method of Inspection	Reason for Rejection
<p>As 'MOT testing manual' noting the following.</p> <p>An MOT item which would likely be serviceable for 12 months on a vehicle doing 12,000 miles a year may only be serviceable for 3 months on a HC/PH public transport vehicle doing 50,000 miles a year.</p>	<p>As 'MOT testing manual' with the addition of the following.</p> <p>When assessing an MOT item on a HC/PH vehicle, the tester should consider if that item would remain serviceable for 50,000 miles if the next inspection is due in 12 months time or 25,000 miles if the next inspection is due in 6 months time.</p> <p style="text-align: center;">NOTE</p> <p><b>Where a currently licensed vehicle fails as a Dangerous or Major Defect Category on one or more MOT item under the MOT criteria or is considered dangerous the licence should be suspended by the tester unless they are one of the following;</b></p> <ul style="list-style-type: none"> <li>• Vehicle Registration Plates;</li> <li>• VIN Plates;</li> <li>• Lamps, reflectors &amp; electrical equipment;</li> <li>• Spare Wheel Carrier (if fitted);</li> <li>• Coupling Mechanisms &amp; Towing Equipment</li> </ul>	<p>Item is unlikely to remain serviceable for 50,000 miles if the next inspection is due in 12 months time.</p> <p>Item is unlikely to remain serviceable for 25,000 miles if the next inspection is due in 6 months time.</p> <p><b>Note:</b> For items with a normal service life of less than the above the MOT standards should be applied unless a higher standard is specified in this manual e.g. brake pads/shoes, tyres etc.</p>

## 0.3 MOT Minor & Advisory Categories.

Information	Method of Inspection	Reason for Rejection
<p><b>Note:</b> In assessing the condition of a vehicle it is more likely an item, which would ordinarily pass an MOT test but with an advisory should fail the inspection.</p>	<p>As 'MOT testing manual'</p>	<p>Any item listed on the</p> <ul style="list-style-type: none"> <li>• Refusal of an MOT Test Certificate VT30 or</li> <li>• MOT Test Certificate VT20</li> </ul> <p>should normally be listed and result in the vehicle failing the inspection.</p>

#### 0.4 Licensing requirements (general).

Information	Method of Inspection	Reason for Rejection
<p><b>Note:</b> Vehicles should be maintained to the same specification as when manufactured unless written authorisation by the TLO for the modification/addition is presented by or on behalf of the vehicle proprietor.</p>	<p>Assess if the vehicle has been modified or has additions (apart from the installation of a meter, communication and navigation equipment unless unsafe)</p>	<ul style="list-style-type: none"> <li>The vehicle has been modified or has additions, which have not been authorised by the TLO.</li> <li>Authorised modifications/additions are considered unsafe.</li> </ul> <p><i>Consult with the TLO if necessary.</i></p>
<p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>If the vehicle fails on one or more MOT testable item under the MOT criteria the inspection must be marked "Failed" and no MOT certificate issued. Also, if the vehicle has a current licence the licence should be suspended by the tester.</li> <li>If the vehicle passes on all MOT testable items under the MOT criteria but fails on one or more MOT testable item under City Council's criteria the MOT certificate should be issued, but the inspection must be marked "Failed".</li> <li>If the vehicle fails on one or more Licensing item but passes the MOT the inspection must be marked "Failed", but an MOT certificate should be issued.</li> <li>If a hackney carriage/prospective hackney carriage vehicle is over 10 years old or a private hire/prospective private hire vehicle is over 6 years old and fails on one or more MOT items the Taxi Licensing Office should be informed and if necessary the vehicle assessed against the Council's age policy. In order to avoid delaying the next inspection the vehicle can be relocated where the Taxi Licensing Office can assess the vehicle.</li> </ul>		

Information	Method of Inspection	Reason for Rejection
<p>All of the items in the sub-sections below must be tested. Additional requirements/items to be tested, which may not be included in the MOT testing manual, are listed below.</p>	<p>As stipulated in the 'MOT testing manual'.</p>	<p>As 'MOT testing manual' and by applying the requirements in Section "INTRO".</p>

## SECTION 0 – IDENTIFICATION OF THE VEHICLE

### Section Contents:

Sub-section	Subject
0.1	Registration plates
0.2	Vehicle identification number (VIN)

## SECTION 1 – BRAKES

### Section Contents:

Sub-section	Subject
1.1	Condition & operation
1.A	ADDITIONAL – Brake lining pads
1.2	Service brake performance and efficiency
1.3	Secondary brake performance and efficiency
1.4	Parking brake performance and efficiency
1.5	Additional braking device (retarder) performance
1.6	Anti-lock braking system (ABS)
1.7	Electronic braking system (EBS)

All Sub-sections above

Information	Method of Inspection	Reason for Rejection
<p><u>ADDITIONAL to MOT manual</u>                      Brake lining must be a minimum of 2mm not 1.5mm.</p>	<p>Check the mechanical brake components for excessive wear of brake linings/pads.</p>	<p>A brake lining or pad less than 2mm thick at any point.</p>

## SECTION 2 - STEERING

Section Contents:

Sub-section	Subject
2.1	Mechanical Condition
2.2	Steering wheel and column or handlebar, forks and yokes
2.3	Steering play
2.4	Not in use
2.5	Not in use
2.6	Electronic Power Steering (EPS)

All Sub-sections above

Information	Method of Inspection	Reason for Rejection
<p><u>ADDITIONAL to MOT manual</u>                      The Mercedes Vito 111 CDI Taxi (Euro 4 Emission) hackney carriage vehicle <b>must have the 180 degree turning circle disabled.</b></p> <p>If there are problems with the Mercedes Vito 113 (Euro 5 Emission) and Mercedes Vito 114 (Euro 6 Emission) CDI Taxis 180 degree turning circle then this mechanism <b>must be disabled.</b></p>	<p>Ensure that the turning circle is disabled and safe in the Mercedes Vito 111 CDI Taxi.</p> <p>If the turning circle is operational in Mercedes Vito 113 &amp; 114 CDI Taxis, ensure that it is safe. If not then the turning circle must be disabled.</p> <p>If the turning circle has been disabled in Mercedes Vito 113 &amp; 114 CDI Taxis, ensure that it is safe</p>	<p>Mercedes Vito 111 CDI Taxi hackney carriage vehicle turning circle has not been disabled or altered.</p> <p>Mercedes Vito 113 &amp; 114 CDI Taxis turning circle are found to be faulty.</p>
<p><b>N.B. Any Decommissioning of the turning system (Low Speed Manoeuvrability System) must be undertaken by an approved agent of Mercedes Benz, to return the vehicle back to its original steering design.</b></p>		



## SECTION 3 – VISIBILITY

### Section Contents:

Sub-section	Subject
3.1	Field of vision
3.2	Condition of glass
3.3	View to rear
3.4	Windscreen wipers
3.5	Windscreen washers
3.A	ADDITIONAL – Window Glass or other Transparent Material

### All Sub-sections above

#### 3.A Window Glass or other Transparent Material

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u>	a. Visually check the condition of all <ul style="list-style-type: none"> <li>• windscreens,</li> <li>• side, rear, roof and door windows</li> <li>• internal screens [also see section 6.1b(g)],</li> <li>• window wind deflectors (if fitted to 1 or more windows)</li> </ul> for cracks, damage and discolouration.	a. A crack, damage or discoloration in glass or other transparent material that: <ul style="list-style-type: none"> <li>• Impairs the driver's front, side, or rear view of the road, or;</li> <li>• Presents a danger to any person.</li> </ul>
	b. Check presence and security of all windscreens, side, roof, or rear windows, or internal screens or partitions.	b. A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure.
	c. Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows.	c. Any external window or windscreen is obviously leaking.
	d. Check for tinted windscreens, side windows and rear windows.	d. A tint that fails to allow a light transmittance: <ul style="list-style-type: none"> <li>• for HCV of at least 75% for the windscreen, side and rear windows.</li> <li>• for PHV of at least 75% for the windscreen, at least 70% for side windows and at least 40% for the rear/any other window.</li> </ul>

## SECTION 4 – Lamps, reflectors and electrical equipment

### Section Contents:

Sub-section	Subject
4.1	Headlamps
4.2	Front and rear position lamps, side marker lamps and end-outline marker lamps

- 4.3 Stop lamps - ADDITIONAL
- 4.4 Direction indicators and hazard warning lamps
- 4.5 Front and rear fog lamps
- 4.6 Reversing lamps
- 4.7 Rear registration plate lamps
- 4.8 Rear reflectors
- 4.9 "Tell-tales" mandatory for lighting equipment
- 4.10 Trailer electrical socket
- 4.11 Electrical wiring - ADDITIONAL
- 4.12 Not in use
- 4.13 Battery(ies)
- 4.A ADDITIONAL – Hackney Carriage "For Hire" Roof Signs

**All Sub-sections above**

**4.3 Stop Lamps**

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> <u>Supplementary stop lamps</u> Any supplementary stop lamps fitted must be tested.	1. Check the high level stop lamp where fitted:	1. High level stop lamp
	a Is not obscured, and is not obviously incorrectly positioned.	a Obscured or obviously incorrectly positioned.
	b At least 75% of the lamp must be visible from the rear.	b Less than 75% of the lamp not working or obscured

**4.5 Front and rear fog lamps (for vehicles pre 01/03/2018, as post 01/03/2018 it is an MOT requirement)**

Information	Method of Inspection	Reason for Rejection
	1. Front Fog/Driving Lamps If fitted check that:	2. Front Fog/Driving Lamps
	a A single front fog lamp emitting a white or yellow diffused light is operative	a Lamp inoperative
	b A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together	b Lamps operate incorrectly
	c A pair of matched, long-range driving lamps, both emitting a white diffused light should illuminate together.	c Lamps operate incorrectly

**4.6 Reversing Lamps (for vehicles pre 01/09/2009, as post 01/09/2009 it is an MOT requirement)**

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u>	With the ignition switched on check:	
	1. Reversing lamps	1. A reversing lamp:
	a The reversing lamps emit a diffused white light when	a That fails to operate or does not emit a white diffused

	reverse gear is selected.	light
	b The lamps extinguish when neutral gear is selected	b Fails to extinguish when neutral or forward gear is selected
	c The lamps are in good working order and are secure.	c Are not in good working order or insecure.

#### 4.11 Electrical Wiring - ADDITIONAL

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle.	1. Check all switches controlling all obligatory lights	1. Insecurity or malfunction of a switch controlling an obligatory light

#### 4.A ADDITIONAL – Hackney Carriage “For Hire” Roof Signs

HC only	1. ‘For Hire’ Roof Signs (and nearside front window sign if fitted) Check that:	3. ‘For Hire’ Signs
	a Correct style and type of sign fitted.	a Incorrect colour or details shown on sign.
	b Ensure the sign is securely fastened to the vehicle	b Insecure sign
	c Check condition and security of wiring	c Wiring is not in good condition and is loose or chuffed
	d Functional test of signs for illumination	d Illumination not consistent across the sign, i.e. all light bulb(s) LED(s) illuminated when switched on.

## SECTION 5 – Axles, wheels, tyres and suspension

### Section Contents:

Sub-section	Subject
5.1	Axles
5.2	Wheels and tyres & ADDITIONAL
5.3	Suspension
5.A	Spare wheel/tyre inflation kit - ADDITIONAL

### All Sub-sections above

#### 5.2 Wheels and Tyres

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> Tread depth must be a minimum of 2mm not 1.6mm on all tyres <u>including the spare wheel</u> .*	Check tread pattern, breadth and depth	The grooves of the tread pattern are not at least 2mm throughout a continuous band comprising <ul style="list-style-type: none"> <li>the central three-quarters of the breadth of tread, and</li> </ul>

		<ul style="list-style-type: none"> <li>round the entire outer circumference of the tyre.</li> </ul> <p><b>Note:</b> Each side of the central band of the tyre can be devoid of tread (i.e. 'bald') and still meet the pass standard.</p>
All tyres/remoulds including spare* must be the same size, specification and speed rating as specified by the manufacturer of the vehicle.	Check all tyres including spare*.	Any tyre/remould not the same size, specification or speed rating as specified by the manufacture of the vehicle.
* If the vehicle is intended to carry a spare wheel		
<u>ADDITIONAL to MOT manual</u> To include the spare wheel*.	As stipulated in the 'MOT testing manual'.	As 'MOT testing manual' and by applying the requirements in Section "Intro".
All the wheel rims, including spare wheel* must be to the same size and specification as fitted at manufacture.	Check all wheel rims, including spare wheel*.	Not to the same specification as fitted at manufacture.
	Check all wheel trims for <ul style="list-style-type: none"> <li>appropriateness</li> <li>uniformity (NSF &amp; NSR should match. OSF &amp; OSR should match).</li> <li>condition</li> </ul>	Wheel trim(s) <ul style="list-style-type: none"> <li>not manufacturers' or appropriate alternative</li> <li>missing</li> <li>on the NSF &amp; NSR wheels do not match</li> <li>on the OSF &amp; OSR wheels do not match.</li> <li>is/are heavily scuffed</li> <li>has/have jagged edges, cracks, splits or projections, which may cause injury to persons near the vehicle.</li> </ul>
* If the vehicle is intended to carry a spare wheel		

## SECTION 6 – BODY, STRUCTURE AND ATTACHMENTS

### Section Contents:

Sub-section	Subject
6.1	Structure and attachments
6.2	Body and interior

### All Sub-sections above

#### 6.1 Structure and attachments

Information	Method of Inspection	Reason for Rejection
<b>Exterior</b> <u>ADDITIONAL to MOT manual</u>	1. Examine the bumper bars and check:	a. A bumper bar secured by wire or other temporary

Note: Any vehicle presented in a dirty, untidy condition will not be tested.	a. The mountings are secure to the vehicle.	means is regarded as insecure and must be rejected.
	b. There is no evidence of damage	b. Paint miss match or fading which is significantly different to that of the rest of the paintwork.
	2. Examine the body thoroughly for security, corrosion, damage, poor repair/paint match, damaged/incomplete advertisements or sharp edges that are likely to cause injury.	a. An insecure or missing body panel, trim, step or accessory.
		b. Any sharp edge whatsoever which may cause injury.
		c. Obvious scuffing, abrasions or deformation to front and rear bumper.
		d. Overall vehicle appearance detracted by e.g. Chips/rust/paint damage/scratches/abrasions/dull & faded paintwork/mismatched panels/poor repairs or paint finish including runs & overspray/rust/corrosion covered by advertisements which render the advertisement unsightly

## 6.2 Body and Interior

Information	Method of Inspection	Reason for Rejection
<b>Interior</b> <u>ADDITIONAL to MOT manual</u> Note: Any vehicle presented in a dirty, untidy condition will not be tested.	a. Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories.	a. Insecure and loose fixtures, fittings or accessories.
	b. Dirty, missing and worn trim, carpets, seat belts, mats, headlining, boot area and inclusion of prescribed items. Remove mats to inspect carpets underneath for cleanliness and wear.	b. Missing, dirty, soiled, stained worn or insecure trim, carpets, headlining, and mats.
	c. Examine interior lights, motion door locks and warning lights.	c. An inoperative interior light (all lights must illuminate if they are part of the manufacturer's standard equipment). Missing or defective motion switch/lock

		or warning lamp not illuminated.
	d. Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted(includes electric front and rear screen demisters)	d. A system(s), which does not function correctly, or any part is missing including vents, controls and switches.
	e. Examine all windows ensuring they allow lowering and rising easily.	e. An opening window that is inoperative or difficult to open and or close mechanism broken/missing.
	f. Examine interior door locks, grab handles/rails safety covers	f. Missing, defective or loose door locks, child locks, protective covers grab handles and rails. Grab handles/rails, which are rigid to aid the blind and partially sighted, and are worn to excess.
	g. Examine the glazing between the driver and passenger compartments and check it <ul style="list-style-type: none"> <li>• is complete</li> <li>• has no additional metal grille</li> <li>• for condition/security.</li> </ul>	g. The glazing <ul style="list-style-type: none"> <li>• is missing,</li> <li>• is supplemented by a metal grille or other addition,</li> <li>• has sharp edges which may cause injury to passengers or driver</li> <li>• is insecure,</li> <li>• has one or more cracks over 50mm in length.</li> </ul>
	h. Examine electrical wiring for condition, security, including intercom systems.	h. Frayed, chaffing wiring, non-shielded terminals and cables so routed that they cause a trip hazard, cables that can be easily disconnected. Intercom system defective, warning light inoperative and signs illegible/missing
	i. Examine the boot for contents, cleanliness, and water ingress.	i. Unable to lock boot lid, failure of boot lid support mechanism, defective seals/evidence of water ingress, dirty boot and or carpets, loose items stored in boot (i.e. spare wheel tools and equipment etc).
<b>ADDITIONAL to MOT manual</b> <b>Doors</b>	Examine the condition of all doors. Check door locks, striker plates, handles, hinges and check straps for security, wear and missing and damaged trim/cover plates.	a. A door does not latch securely in the closed position. b. A door cannot be easily opened or closed from both the inside and outside of the vehicle. c. Missing, loose or worn handle, lock, striker plate or check strap. d. Missing, loose or damaged trim/cover plate

<p><b>Seats</b></p> <p><b>Note:</b> For seat covers see section Z.14</p>	<p>Check that seats are secure, clean and not unduly worn/damaged.</p>	<p>a. Seat insecure or does not provide adequate support at base or backrest.</p> <p>b. A seat cushion with one or more tear/slash over 15mm in length.</p> <p>c. A seat cushion with one or more hole(s) over 8mm in diameter.</p> <p>d. A seat cushion with a stain.</p> <p>e. A seat cushion generally worn.</p>
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## SECTION 7 – OTHER EQUIPMENT

### Section Contents:

Sub-section	Subject
7.1	Seatbelts and supplementary restraint systems + ADDITIONAL
7.2	Not in use
7.3	Anti-theft device
7.4	Not in use
7.5	Not in use
7.6	Not in use
7.7	Audible warning (horn)
7.8	Speedometer + ADDITIONAL
7.9	Not in use
7.10	Speed limiter (if required)
7.11	Not in use
7.12	Electronic stability control (ESC)

### All Sub-sections above

### All Sub-sections above

### 7.1 Seat Belt Requirements

Information	Method of Inspection	Reason for Rejection
<p><u>ADDITIONAL to MOT manual</u> Vehicles designated wheelchair accessible must be equipped with appropriate belts for securing a wheelchair and seat belts for a wheelchair passenger</p>	<p>Examine belts installed/available in the vehicle.</p>	<p>Missing belts.</p>
<p><u>ADDITIONAL to MOT manual</u> For vehicles designated wheelchair accessible wheelchair belts and seat belts for a wheelchair passenger must be checked for condition.</p>	<p>As stipulated in the 'MOT testing manual' and are clean (for belts in contact with passenger).</p>	<p>a. As 'MOT testing manual' and by applying the requirements in Section 0.</p> <p>b. Dirty belts (for belts in contact with passenger)</p>

### 7.8 Speedometer

Information	Method of Inspection	Reason for Rejection
<p><u>ADDITIONAL to MOT manual</u></p>	<p>a. Check the condition of the speedometer.</p>	<p>a. Speedometer not complete or dial glass broken or missing.</p> <p><b>Note:</b> It is not a Reason for</p>

		Rejection if the dial glass is cracked, providing: <ul style="list-style-type: none"> <li>• there is no possibility of misreading the speedometer or</li> <li>• there is no possibility fouling of the indicator needle or the cracked glass does not create a safety hazard</li> </ul>
	b. Check that the speedometer can be illuminated.	<ul style="list-style-type: none"> <li>• b. The speedometer cannot be illuminated.</li> </ul>

## SECTION 8 – NUISANCE

- 8.1 Noise
- 8.2 Exhaust emissions
- 8.3 Not in use
- 8.4 Other environmental items
- 8.A ADDITIONAL - Exhaust System & Fuel System (pipes and tanks)

All Sub-sections above

### 8.A ADDITIONAL - Exhaust System & Fuel System (pipes and tanks)

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u>	a. Check the fitting and security of the exhaust system.	a. Exhaust incorrectly fitted or fouling, (or with the potential to foul) bodywork or other parts of the vehicle .
	b. Examine pipes to see they are securely clipped to prevent damage by chafing and cracking, and are not in a position where they will be fouled by moving parts	b. Damaged, chafed or pipes so positioned that there is a danger of them fouling moving parts
<u>ADDITIONAL to MOT manual</u>	c. Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system	c. A fuel pipe immediately to or in direct contact with electrical wiring or exhaust system

## SECTION Z – ADDITIONAL REQUIREMENTS

Section Contents:

Sub-section	Subject
Z.1	Transmission
Z.2	Engine & Transmission Mountings
Z.3	Oil & Water Leaks
Z.4	Luggage/Load Space
Z.5	Tow bars
Z.6	Wheelchair Restraint & Access Equipment
Z.7	Fire Extinguisher
Z.8	Emergency First Aid Kit
Z.9	Plate, Stickers, Signs and Advertisements etc – (Hackney Carriage)
Z.10	Plate, Stickers, Signs and Advertisements etc – (Private Hire)
Z.11	Air-conditioning
Z.12	Accident Data Recording Device (ADRD)
Z.13	Warning Lights and Gauges



All Sub-sections above

Z.1 Transmission

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u>	1. Examine transmission, check for:	
	a. Cracked or insecure flanges	a. A flange cracked, or loose on the transmission shaft
	b. Cracks or fractures in bearing housings	b. A cracked or fractured bearing housing
	c. Wear in universal joints	c. Excessive wear in a universal joint
	d. Deterioration of flexible couplings	d. Deterioration of a transmission shaft flexible coupling
	e. Distorted, damaged shafts	e. A damaged, cracked or bent shaft
	f. Deterioration of bearing housing flexible mountings	f. Deterioration of a flexible mounting of a bearing housing
	g. Clearance between transmission shafts and adjacent components	g. Evidence of fouling between any transmission shaft and an adjacent component
	2. Front Wheel Drive Check the drive shaft inner and outer universal joint couplings and constant velocity joints for:	
	a. Wear and security	a. Drive shaft constant velocity or universal joint coupling worn or insecure
	b. Damage to flexible rubber or fabric universal joints	b. A flexible rubber or fabric universal coupling unit damaged by severe cracking or breaking up
<b>Note:</b> This section will be reviewed following the introduction of proposed changes in the MOT test requirements.	c. Security and oil contamination of flexible rubber or fabric universal joints	c. A flexible rubber or fabric universal coupling unit excessively softened by oil contamination or insecure

Z.2 Engine & Transmission Mountings

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u>	a. Examine condition of: <ul style="list-style-type: none"> <li>• Mountings</li> <li>• Sub-frames</li> </ul> and b. The security to chassis and check for : <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Looseness</li> <li>• Deterioration</li> </ul>	Any mounting or sub-frame - inappropriate repair

### Z.3 Oil & Water Leaks

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> <b>Note:</b> If necessary, the engine can be run at <u>idle speed</u> to confirm the existence of an oil or water leak.	Check vehicle for oil and water leaks from any assembly or component.	a. An oil or water leak, from any assembly, which deposits (or has the potential to deposit) fluids underneath the vehicle whilst stationary.
		b. Leaks which, when the vehicle is moving, could be deposited upon the surrounding bodywork, exhaust or brake system so that it could contaminate and potentially cause a health, safety or fire risk.

### Z.4 Luggage/Load Space

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> <b>Note for a &amp; b:</b> A limited amount of luggage space can be used for non-passenger items e.g. first aid kit, fire extinguisher, emergency equipment, driver's small personal bag, for which there is no other storage area. However, this must not substantially limit the luggage/load space.	a. Hackney Carriages. Check the luggage/load compartment at the nearside front of the vehicle is available for luggage.	a. Luggage/load compartment is not available for use (see note). The boot in HCV is not regarded as luggage/load space.
	b. Private Hire Vehicles. Check the boot/tailgate is available for luggage.	b. Boot/tailgate is not available for use (see note).

### Z.5 Wheelchair Restraint & Access Equipment

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> <b>Note:</b> Only applicable for wheelchair accessible vehicles.	1. Wheelchair Restraint	
	a. Check condition and operation of wheelchair restraint system, belts, shackles, clamps etc.	a. A wheelchair restraint is defective, worn or missing.
	2. Ramp(s)	
	a. Check the ramp(s) is securely installed in the designated storage area.	a. Ramp(s) <ul style="list-style-type: none"> <li>• is missing,</li> <li>• extension is missing,</li> <li>• is insecurely stored,</li> <li>• integral ramp screw, missing or unsecured.</li> </ul>
	b. Examine ramp(s) by unscrewing and unfolding the integral ramp or un-stowing separate ramps and check for condition and operation. Please ensure ramp(s) is re-stowed safely.	b. Ramp(s) <ul style="list-style-type: none"> <li>• damaged/deformed</li> <li>• difficult to unfold/extend</li> <li>• anti-slip covering in poor condition or missing</li> <li>• has sharp edges</li> <li>• location fixing is insecure</li> </ul>

### Z.6 Fire Extinguisher

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u>	a. Check the fire extinguisher <ul style="list-style-type: none"> <li>• for presence,</li> </ul>	a. A fire extinguisher <ul style="list-style-type: none"> <li>• is missing,</li> </ul>

	<ul style="list-style-type: none"> <li>• expiry date,</li> <li>• seal,</li> <li>• type,</li> <li>• size,</li> <li>• for mark BS EN3 (or BS5423),</li> <li>• for the vehicle's registration number.</li> </ul>	<ul style="list-style-type: none"> <li>• is out of date,</li> <li>• has a broken or missing seal,</li> <li>• is not Powder or Foam</li> <li>• is not between 0.9 and 2 Kgs or Ltrs,</li> <li>• has no BS EN3 or BS5423 marking visible.</li> <li>• is not marked with the registration number of the vehicle.</li> </ul>
<p><b>Note:</b> A fire extinguisher should be secured/restrained i.e. not able to move/slide around to an extent that could cause injury to the vehicle's occupants or damage to the fire extinguisher.</p>	<p>b. The fire extinguisher must be secured/restrained, but remain accessible. The extinguisher may be carried out of view of passengers, e.g. in an unlocked glove compartment or unlocked boot provided there is an appropriate sign visible to passengers indicating a fire extinguisher is in the vehicle.</p>	<p>b. Fire extinguisher not secured/restrained in an accessible position or if out of view of passengers, an appropriate sign is not displayed.</p> <p><b>Note:</b> A sign/notice should be of an appropriate size and printed i.e. not hand written.</p>

## Z.7 Emergency First Aid Kit

Information	Method of Inspection	Reason for Rejection
<p><u>ADDITIONAL to MOT manual</u></p> <p>An emergency first aid kit must be carried and typically contain:</p> <p>10 Cleaning wipes; 1 Conforming bandage (7.5cm); 2 Triangular bandages; 24 Sterile plasters; 3 No. 2 ambulance dressings; 2 Sterile eye pads with bandage; 12 Safety pins; 1 Pair of scissors/shears.</p> <p>If the kit is less than 0.5kg in weight or 1.5ltr in volume (e.g. 210 x 150 x 50mm/8"x6"x2") it is unlikely to have the required contents.</p> <p>It is advisable to purchase a first aid kit that is CE, HSE, BSI, BS or DIN compliant.</p>	<p>a. Check the emergency first aid kit:</p> <ul style="list-style-type: none"> <li>• for presence</li> <li>• for size</li> <li>• expiry date (if marked)</li> </ul> <p>b. The emergency first aid kit must be located in an accessible position. The first aid kit may be carried out of view of passengers, e.g. in an unlocked glove compartment or unlocked boot provided there is an appropriate sign visible to passengers stating a first aid kit is available in the vehicle.</p>	<p>a. An emergency first aid kit is:</p> <ul style="list-style-type: none"> <li>• missing,</li> <li>• too small (see note),</li> <li>• out of date (if marked),</li> </ul> <p>b. Emergency first aid kit not located in an accessible position or if out of view of passengers, an appropriate sign is not displayed.</p> <p><b>Note:</b> A sign/notice should be of an appropriate size and printed i.e. not hand written.</p>


## Z.8 Plate, Stickers, Signs and Advertisements etc – (Hackney Carriage)

Information	Method of Inspection	Reason for Rejection
<p><u>ADDITIONAL to MOT manual</u></p> <p><b>Note:</b> See illustration below (colours are not necessarily representative).</p>	<p>1. Check the external licence plate/location.</p>	<p><u>Licensed</u> The licence plate is</p> <ul style="list-style-type: none"> <li>• missing or not located on the rear of the vehicle</li> <li>• located on/in the rear window.</li> <li>• dirty, in bad condition or not easy to read from the</li> </ul>

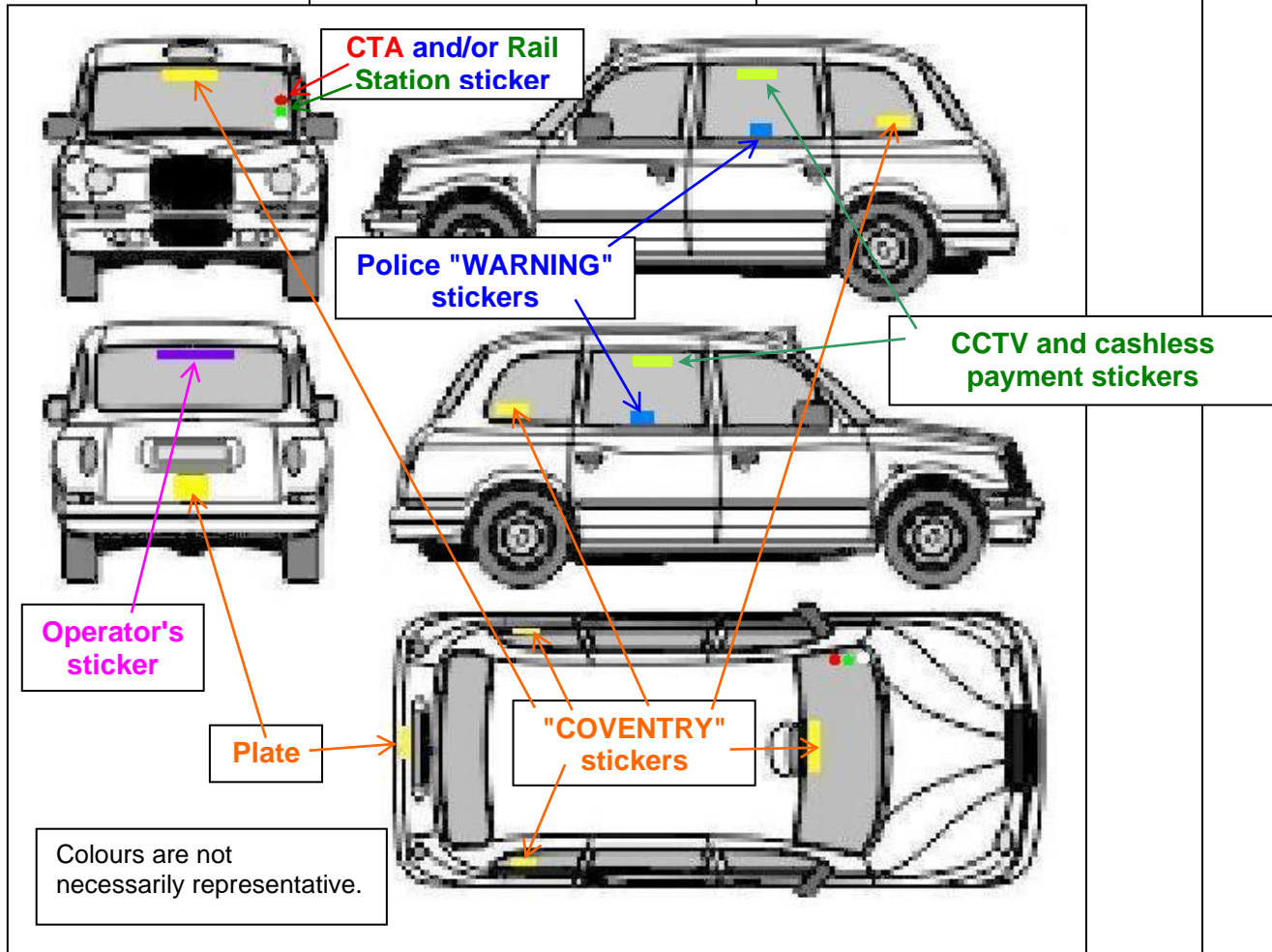
		<p>rear of the vehicle.</p> <ul style="list-style-type: none"> <li>• not secure or not mechanically fixed</li> <li>• easy to remove without the use of tools.</li> <li>• a none-Coventry plate.</li> <li>• inappropriately obscuring the number plate</li> <li>• expired and attached to the vehicle (see below).</li> </ul> <p><u>Not licensed</u></p> <ul style="list-style-type: none"> <li>• A licence plate is fitted.</li> </ul> <p><i>Rather than failing the inspection on <u>only</u> this item the person may remove the plate if time and safety allows.</i></p>
	<p>2. Check the following external "COVENTRY" stickers</p> <ul style="list-style-type: none"> <li>• are correctly located and secure.</li> <li>• are in good condition and able to be read from outside the vehicle.</li> <li>• do not impair the driver's front or side view of the road.</li> </ul> <p>a. One located at the top of the windscreen – anywhere across the width.</p> <p>c. One to the nearside quarterlight and one to the offside quarterlight.</p>	<p><u>Licensed</u></p> <p>A "COVENTRY" sticker</p> <ul style="list-style-type: none"> <li>• is missing, insecure or incorrectly located.</li> <li>• not the same number as the Plate.</li> <li>• is dirty, in bad condition or not easy to read from the outside of the vehicle.</li> <li>• impairs the driver's front or side view of the road.</li> <li>• is more than the stated number.</li> <li>• is attached and the vehicle licence has expired (see below).</li> </ul> <p><u>Not licensed</u></p> <ul style="list-style-type: none"> <li>• Coventry sticker(s) fitted.</li> </ul> <p><i>Rather than failing the inspection on <u>only</u> this item the person may remove the sticker(s) if time and safety allows.</i></p>
	<p>3. Check the Coventry Taxi Association (CTA) sticker, <u>if fitted</u>, for condition and validity.</p>	<p>The CTA sticker is</p> <ul style="list-style-type: none"> <li>• dirty, in bad condition or not easy to read*.</li> <li>• not valid*.</li> </ul> <p><i>* Rather than failing the inspection on <u>only</u> this item the person may remove the sticker if time and safety allows.</i></p>
	<p>4. Check the Rail Station sticker, <u>if fitted</u>, for condition and validity.</p>	<p>The Rail Station sticker is</p> <ul style="list-style-type: none"> <li>• dirty, in bad condition or not easy to read*.</li> </ul>

		<ul style="list-style-type: none"> <li>• not valid*.</li> </ul> <p><i>* Rather than failing the inspection on <u>only</u> this item the person may remove the sticker if time and safety allows.</i></p>
	<p>5. Check the internal Licence Number sticker for location, condition and validity.</p>	<p><u>Licensed</u> The Licence Number sticker is</p> <ul style="list-style-type: none"> <li>• not a Coventry sticker.</li> <li>• not the same number as the Licence Plate.</li> <li>• not located on the partition glazing and/or in a position that can be easily seen by a passenger.</li> <li>• dirty, in bad condition or not easy to read.</li> <li>• is attached and the vehicle licence has expired (see below)*</li> </ul> <p><u>Not licensed</u></p> <ul style="list-style-type: none"> <li>• Sticker fitted*.</li> </ul> <p><i>* Rather than failing the inspection on <u>only</u> this item the person may remove the sticker if time and safety allows.</i></p>
	<p>6. Check the Fare Chart for location, condition and validity.</p>	<p><u>Licensed</u> The Fare Chart is</p> <ul style="list-style-type: none"> <li>• missing</li> <li>• not a Coventry fare chart.</li> <li>• not current (Sept 2014).</li> <li>• not correctly located in the provided location.</li> <li>• dirty, in bad condition or not easy to read.</li> </ul> <p><u>Not licensed</u></p> <ul style="list-style-type: none"> <li>• if fitted apply the above.</li> </ul>
	<p>7. Check the Fare Guide for location, condition and validity.</p>	<p><u>Licensed</u> The Fare Guide is</p> <ul style="list-style-type: none"> <li>• missing</li> <li>• not a Coventry fare guide.</li> <li>• not current (Sept 2014).</li> <li>• not located on the partition glazing and/or in a position that can be easily seen by a passenger.</li> <li>• dirty, in bad condition or not easy to read.</li> </ul> <p><u>Not licensed</u></p> <ul style="list-style-type: none"> <li>• if fitted apply the above.</li> </ul>

	<p>8. Check the Passenger Information and Seatbelt sticker for location, condition and validity.</p>	<p><u>Licensed</u> The Passenger Information and/or Seatbelt sticker is</p> <ul style="list-style-type: none"> <li>• not a Coventry sticker.</li> <li>• not located on the partition glazing and/or not in a position that can be easily seen by a passenger.</li> <li>• dirty, in bad condition or not easy to read.</li> </ul> <p><u>Not licensed</u></p> <ul style="list-style-type: none"> <li>• if fitted apply the above.</li> </ul>
<p><b>Note:</b> Different "No Smoking" signs are acceptable. However, signs must have an image of a crossed out cigarette and may also have the words "No Smoking" or similar wording.</p>	<p>9. Check the following "NO SMOKING" stickers</p> <ul style="list-style-type: none"> <li>• are correctly located and secure.</li> <li>• are in good condition and able to be read from inside the vehicle.</li> <li>• do not impair the driver's front, side or rear view of the road.</li> <li>• One or two located in the passenger compartment</li> <li>• One located in the driver's compartment</li> </ul>	<p><u>Licensed</u> A "NO SMOKING" sticker</p> <ul style="list-style-type: none"> <li>• is missing, insecure or incorrectly located.</li> <li>• is dirty, in bad condition or not easy to read from the inside of the vehicle.</li> <li>• impairs the driver's front, side or rear view of the road.</li> <li>• is more than the stated number*.</li> </ul> <p><u>Not licensed</u></p> <ul style="list-style-type: none"> <li>• if fitted apply the above.</li> </ul> <p><i>* Rather than failing the inspection on only this matter the person may remove the additional sticker(s) if time and safety allows.</i></p>
<p><b>Note:</b> A fire extinguisher sign is only required if the fire extinguisher is located out of view of passengers. The sign should indicate that a fire extinguisher is available in the vehicle and be approximately 80mm x 80mm</p>	<p>10. Check the Police WARNING sticker(s), <u>if fitted</u>:</p> <ul style="list-style-type: none"> <li>• are located in the rear door window(s)</li> <li>• are in good condition and able to be read.</li> </ul>	<p>A Police WARNING sticker</p> <ul style="list-style-type: none"> <li>• is located where it substantially impairs the passengers' view out of the rear door window(s) e.g. in the centre of the window</li> <li>• is dirty, in bad condition or not easy to read.</li> </ul>
<p><b>Note:</b> A first aid kit sign is only required if the first aid kit is located out of view of passengers. The sign should</p>	<p>11. Check the fire extinguisher sign only if the fire extinguisher is located out of view of passengers.</p>	<p>A fire extinguisher sign (if required)</p> <ul style="list-style-type: none"> <li>• is missing or inappropriate</li> <li>• is dirty, in bad condition or not easy to read.</li> </ul>
	<p>12. Check the first aid kit sign only if the first aid kit is located out of view of passengers.</p>	<p>A first aid kit sign (if required)</p> <ul style="list-style-type: none"> <li>• is missing or inappropriate</li> <li>• is dirty, in bad condition</li> </ul>

<p>indicate that a first aid kit is available in the vehicle and be approximately 80mm x 80mm</p>	<p>13. Check the Operator's sticker if <u>fitted</u> for size, content, location and condition.</p>	<p>or not easy to read.</p> <p>The Operator's sticker</p> <ul style="list-style-type: none"> <li>• is larger than 450mm/17.7" wide X 80mm/3.1" deep</li> <li>• contains more than the Operator's name and telephone number.</li> <li>• is dirty, in bad condition or not easy to read.</li> <li>• is not located at the top of the rear window*.</li> </ul> <p><b>*Note:</b> The location may be adjusted or sticker split in order to avoid obstructing a high level brake light.</p>
<p><b>Note:</b> Example CCTV signage below.</p> 	<p>14 Check the CCTV notices</p> <ul style="list-style-type: none"> <li>• are displayed on a vehicle with a CCTV system fitted,</li> <li>• are located correctly,</li> <li>• for condition,</li> <li>• validity.</li> </ul> <p>Check that the Cashless payment stickers are always displayed and located correctly</p>	<p>a. A CCTV notice</p> <ul style="list-style-type: none"> <li>• is displayed on a vehicle where no CCTV system is fitted</li> </ul> <p>b. Where a CCTV system is fitted a CCTV notice</p> <ul style="list-style-type: none"> <li>• is not displayed at the top or bottom of both the OSR &amp; NSR door windows,</li> <li>• is dirty, in bad condition or not easy to read,</li> <li>• is not the same of similar to the examples shown,</li> <li>• has the 'contact' and/or 'controlled by' information missing (this cannot be CCC or the TLO).</li> <li>• Where no Cashless Payment stickers are displayed or damaged so as not easy to read</li> </ul>
<p><b>NOTE</b> Advertisements on HCVs is allowed as follows:</p> <ul style="list-style-type: none"> <li>• Part or full livery</li> <li>• On flip up seats</li> <li>• On the rear window (dot matrix)</li> </ul> <p>Authorization is via the TLO.</p> <p>Concern over the content or method of display of an advertisement should be referred to the TLO.</p>	<p>15. Check advertisement(s)</p> <ul style="list-style-type: none"> <li>• for missing sections</li> <li>• for damage</li> <li>• on the rear window are on dot matrix material and no higher than 200mm/7.9" and no wider than 1200mm/47.2"</li> </ul> <p>16. Unauthorized stickers, signs, notices etc.</p>	<p>Advertisements</p> <ul style="list-style-type: none"> <li>• have missing sections</li> <li>• are damaged to an extent that detracts from the advertisement</li> <li>• are not on the correct material</li> <li>• are no higher than 200mm and no wider than 1200mm</li> </ul> <p>Repairs are acceptable if discreet and colour/finish/content matches.</p> <p>14. Unauthorized stickers, signs, notices etc are attached to the HCV/prospective HCV*.</p> <p><i>* Rather than failing the inspection on only this matter the person may remove the</i></p>

unauthorized item(s) if time and safety allows.



### Z.9 Plate, Stickers, Signs and Advertisements etc – Private Hire

Information	Method of Inspection	Reason for Rejection
<p><u>ADDITIONAL to MOT manual</u>  <b>Note:</b></p> <ul style="list-style-type: none"> <li>See illustration below (colours are not necessarily representative).</li> <li>An exception from displaying the plate and door stickers can be given in writing by the TLO for vehicles only working as executive hire.</li> </ul>	<p>1. Check the external licence plate/location.</p>	<p><u>Licensed</u>            The licence plate is</p> <ul style="list-style-type: none"> <li>missing or not located on the rear of the vehicle</li> <li>located on/in the rear window.</li> <li>dirty, in bad condition or not easy to read from the rear of the vehicle.</li> <li>not secure or not mechanically fixed</li> <li>easy to remove without the use of tools.</li> <li>a none-Coventry plate.</li> <li>inappropriately obscuring the number plate</li> <li>expired and attached to the vehicle (see below)*</li> </ul> <p><u>Not licensed</u></p> <ul style="list-style-type: none"> <li>A licence plate is fitted*.</li> </ul> <p>* Rather than failing the</p>



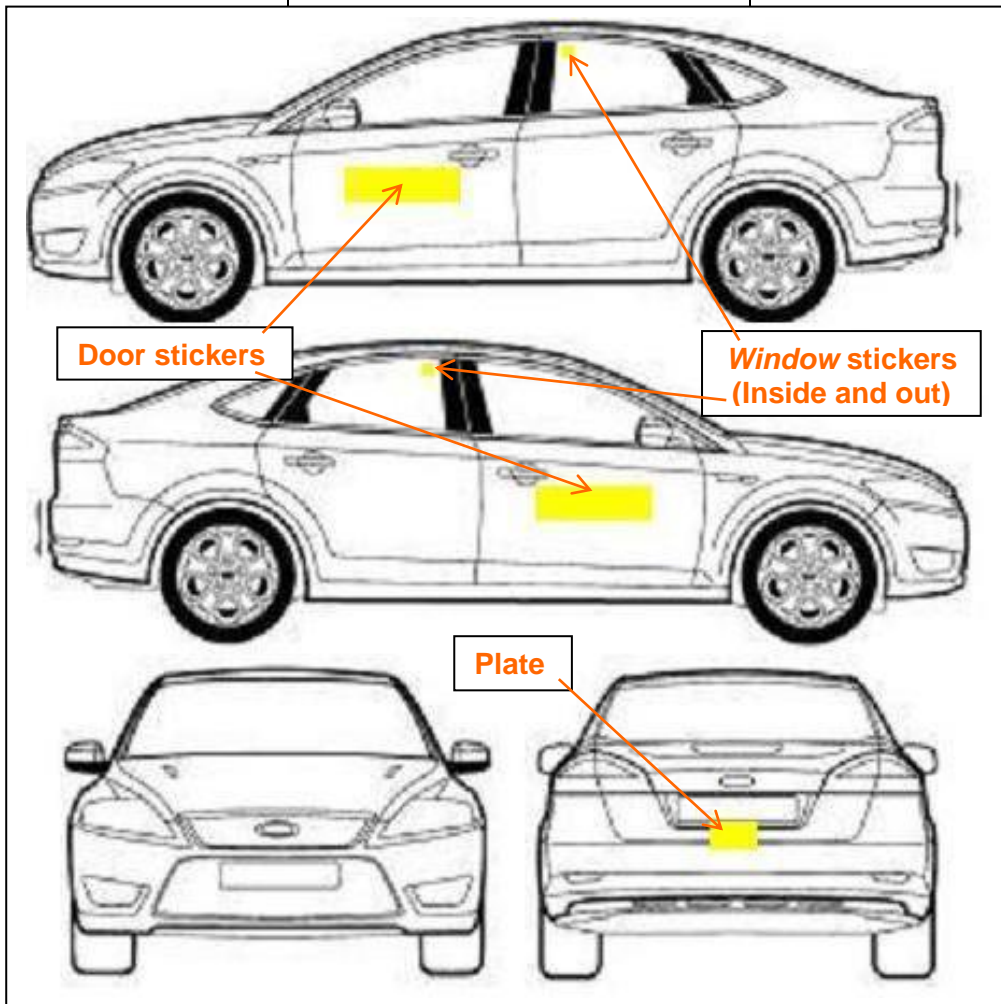
		<p><i>inspection on <u>only</u> this item the person may remove the plate if time and safety allows.</i></p> <p><u>Licensed as Executive Hire</u></p> <ul style="list-style-type: none"> <li>• Driver/proprietor cannot produce a letter from the TLO granting exception to display the plate.</li> <li>• Plate not retained in the vehicle.</li> </ul>
	<p>2. Check the external nearside and offside front door "PRIVATE HIRE" stickers/locations.</p> <ul style="list-style-type: none"> <li>• One large sticker (approx 200mmx340mm) attached to the nearside front door panel.</li> <li>• One large sticker (approx 200mmx340mm) attached to the offside front door panel.</li> </ul>	<p><u>Licensed</u> A sticker</p> <ul style="list-style-type: none"> <li>• is missing, insecure or incorrectly located.</li> <li>• is a none-Coventry sticker.</li> <li>• is attached using a magnetic system.</li> <li>• is dirty, in bad condition or not easy to read.</li> </ul> <p><u>Not licensed</u></p> <ul style="list-style-type: none"> <li>• if fitted apply the above.</li> </ul> <p><u>Licensed as Executive Hire</u></p> <ul style="list-style-type: none"> <li>• Driver/proprietor cannot produce a letter from the TLO granting exception to display the door stickers.</li> </ul>

Information	Method of Inspection	Reason for Rejection
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• An exception from displaying the window stickers can be given in writing by the TLO for vehicles only working as executive hire.</li> </ul>	<p>3. Check the following window stickers/locations</p> <ul style="list-style-type: none"> <li>• One small sticker (approx 70mmx85mm) attached to the nearside rear door window, located in the top left corner when viewed from outside and readable from outside the vehicle. Also, an identical sticker attached back to back with this sticker readable from inside the vehicle.</li> <li>• One small sticker (approx 70mmx85mm) attached to the offside rear door window, located in the top right corner when viewed from outside and readable from outside the vehicle. Also, an identical sticker attached back to</li> </ul>	<p><u>Licensed</u> A sticker</p> <ul style="list-style-type: none"> <li>• is missing, insecure or incorrectly located.</li> <li>• is a none-Coventry sticker.</li> <li>• is dirty, in bad condition or not easy to read.</li> </ul> <p><u>Not licensed</u></p> <ul style="list-style-type: none"> <li>• A sticker is fitted*.</li> </ul> <p><i>* Rather than failing the inspection on <u>only</u> this item the person may remove the plate if time and safety allows.</i></p> <p><u>Licensed as Executive Hire</u></p> <ul style="list-style-type: none"> <li>• Driver/proprietor cannot produce a letter from the TLO granting exception to display the window stickers.</li> </ul>

	back with this sticker readable from inside the vehicle.	
	<p>4. Check the following "NO SMOKING" signs</p> <ul style="list-style-type: none"> <li>• are correctly located and secure.</li> <li>• are in good condition and able to be read from inside the vehicle.</li> <li>• do not impair the driver's front, side or rear view of the road.</li> <li>• One or two located in the vehicle</li> </ul>	<p><u>Licensed</u> A "NO SMOKING" sticker</p> <ul style="list-style-type: none"> <li>• is missing, insecure or incorrectly located.</li> <li>• is dirty, in bad condition or not easy to read from the inside of the vehicle.</li> <li>• impairs the driver's front, side or rear view of the road.</li> <li>• is more than the stated number*.</li> </ul> <p><u>Not licensed</u></p> <ul style="list-style-type: none"> <li>• if fitted apply the above.</li> </ul> <p><i>* Rather than failing the inspection on only this matter the person may remove the additional sticker(s) if time and safety allows.</i></p>
	5. Advertisements on/in PHVs are not allowed.	<p>An advertisement is attached to the PHV/prospective PHV*.</p> <p><i>* Rather than failing the inspection on only this matter the person may remove the advertisement(s) if time and safety allows.</i></p>
	6. Check that Cashless Payment stickers are displayed at the top of the passenger windows	<ul style="list-style-type: none"> <li>• If the sticker is missing or unreadable</li> </ul>

Information	Method of Inspection	Reason for Rejection
<p><b>Note:</b> A fire extinguisher sign is only required if the fire extinguisher is located out of view of passengers. The sign should indicate that a fire extinguisher is available in the vehicle and be approximately 80mm x 80mm</p> <p><b>Note:</b> A first aid kit sign is only required if the first aid kit is located out of view of passengers. The sign should indicate that a first aid kit is available in the vehicle and be approximately 80mm x 80mm</p>	<p>6. Check the fire extinguisher sign only if the fire extinguisher is located out of view of passengers.</p>	<p>A fire extinguisher sign (if required)</p> <ul style="list-style-type: none"> <li>• is missing or inappropriate</li> <li>• is dirty, in bad condition or not easy to read.</li> </ul>
	<p>7. Check the first aid kit sign only if the first aid kit is located out of view of passengers.</p>	<p>A first aid kit sign (if required)</p> <ul style="list-style-type: none"> <li>• is missing or inappropriate</li> <li>• is dirty, in bad condition or not easy to read.</li> </ul>
	8. Unauthorized stickers, signs, notices etc.	<p>Unauthorized stickers, signs, notices etc are attached to the PHV/prospective PHV*.</p> <p><i>* Rather than failing the inspection on only this matter the</i></p>

person may remove the unauthorized item(s) if time and safety allows.



### Z.11 Air-conditioning

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> <b>Note:</b> Air-conditioning is currently not a testable item.	a. n/a.	a. n/a.

### Z.12 Accident Data Recording Device (ADR)

Information	Method of Inspection	Reason for Rejection
<u>ADDITIONAL to MOT manual</u> <b>Note:</b> Only applicable if an ADRD is fitted.	1. Where a ADRD is fitted:	1. VJR
	a Check that the driver/proprietor has a letter from the TLO giving permission for the vehicle to have an ADRD fitted.	a Driver/proprietor cannot produce a letter from the TLO giving permission for the vehicle to have an ADRD fitted.
	b Check the condition and security of the ADRD.	b ADRD is not in good condition or is insecure.
	c Check the location of the ADRD.	c ADRD is located so as to obstruct the driver's view of the road.

### Z.13 Close Circuit Television (CCTV)

Information	Method of Inspection	Reason for Rejection
<p><u>ADDITIONAL to MOT manual</u></p> <p><b>Note:</b></p> <p>For window stickers see Z8</p>	1. Note markings on CCTV equipment	1. CCTV equipment not e-marked or CE marked

#### Z.14 Warning Lights and Gauges)

Information	Method of Inspection	Reason for Rejection
<p><u>ADDITIONAL to MOT manual</u></p> <p><b>Note:</b> Warning Lights (e.g. engine management, oil, water etc). Does not include information/notification lights/messages.</p>	1. Warning Lights:	
	<p>a Check all warning lights in test mode (ignition on and engine stopped).</p> <p>b Check all warning lights with the engine running</p>	<p>a A warning light is not operational in test mode.</p> <p>b A warning light is "warning" when the engine is running.</p>
<p><b>Note:</b> Gauges (e.g. fuel, temperature etc).</p>	2. Gauges:	
	<p>a Check all gauges in test mode (ignition on and engine stopped).</p> <p>b Check all gauges with the engine running</p>	<p>a A gauge is not operational in test mode.</p> <p>b A gauge is not operational when the engine is running.</p>

#### Z.15 Seat Covers

Information	Method of Inspection	Reason for Rejection
<p><b>Seat covers (Covers)</b></p> <p><b>Notes:</b></p> <p>This section has been revised to negate the need for seat covers to be authorised by the TLO by letter.</p> <p>Seats reupholstered or over-upholstered to the same or similar specification as when manufactured is acceptable</p> <p>Text, logos or advertisements are not allowed on seat covers.</p>	Check seats covers are suitable and correctly/appropriately fitted.	<p>a. Covers do not replicate the yellow seat edging of the original seat upholstery (hackneys only).</p> <p>b. Covers are not correctly fitted or are a bad fit.</p> <p>c. Covers obstruct the seat belts.</p> <p>d. Covers obstruct the lifting/adjustment/movement of the seats.</p> <p>e. It is apparent that a seat cover is covering damage which can be seen/felt through the cover or which affects the integrity of the seat.</p> <p>f. Covers are damaged, stained, dirty or damp/wet.</p> <p>g. Covers have text, logos or advertisements displayed on them.</p>