

**LICENSING AND SAFETY COMMITTEE  
4 OCTOBER 2007**

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**MANUAL OF INSPECTION STANDARDS  
(Director of Environment & Leisure)**

**1 INTRODUCTION**

- 1.1 At present Taxis and Private Hire vehicles licensed by the Council are inspected for both mechanical and general condition at regular periods by the workshop at the Depot. From the New Year it is expected that due to changes within that work area it will no longer be possible for such inspections to be carried out at the site.
- 1.2 The purpose of this report is to advise members of actions being taken to provide new testing facilities and to ask members to consider and approve the testing criteria that will be applied.

**2 RECOMMENDATION**

**That the Committee**

- i) **notes the proposals for the provision of new testing facilities and**
- ii) **considers and approves the Manual of Standards document as an appropriate standard for the testing of such vehicles.**

**3 ADVICE RECEIVED FROM**

Borough Solicitor

- 3.1 The legal implications are including within the report.

Borough Treasurer

- 3.2 The proposals should be cost neutral for the Council as highlighted in the report.

Impact Assessment

- 3.3 Not applicable.

Strategic Risk Management Issues

- 3.4 There are no issues identified.

**4 SUPPORTING INFORMATION**

- 4.1 The Licensing Section has been advised that it is unlikely that the Depot Workshop will be able to continue with the testing of vehicles beyond December 2007. The authority therefore has to consider other arrangements to ensure that it can satisfy

itself that the condition of the vehicle is both fit and suitable for its use as a means of public transport.

- 4.2 To measure the mechanical condition of the vehicle it is suggested that the MOT is the appropriate test to apply. Given the use to which a licensed vehicle is put through, other tests including paintwork and interior condition alongside standard tests on fire extinguishers, restraining fixtures for wheelchairs, steps for aiding entry and the taxi meter used for calculating the fare should also be included.
- 4.3 The vehicle workshop is not registered as an MOT station and therefore the taxi owner must in addition to the Council test, submit the vehicle for an MOT test. This means that they will pay £51.00 for an MOT and £58.95 for the Council test. Sometimes these tests can be within weeks of each other.
- 4.4 It is intended to combine these tests and thereby reduce the financial burden upon taxi owners. This will be achieved by the appointment of a MOT registered station to carry out both tests
- 4.5 Presently the taxi owner is required to pay a fee for the test and book an appointment through the Reception at Time Square. Internal re-charging arrangements are in place to charge the Licensing Section for the work carried out by the vehicle workshop at an agreed rate. It is proposed that the Council enter into a Service Level Agreement with one or more suppliers which will set out those tests to be carried out in addition to the MOT together with reasons for failure. These will be set out in the Manual of Standards attached to the report as Annex A.
- 4.6 It is proposed that as part of the Service Level Agreement, the successful supplier will be required to make arrangements for the booking of appointments, collection of fees and forwarding of information to the Licensing Section on the results of testing. These arrangements should streamline the process for the taxi owner, reduce their costs and the administrative burden for the Council.
- 4.7 The outsourcing of this work will be budget neutral for the Licensing Section as the service will be charged by an outside provider rather than the vehicle workshop for the service provided.

### Background Papers

#### Contact for further information

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## BRACKNELL FOREST BOROUGH COUNCIL

## HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE

## Manual of Inspection Standards



Method Of Inspection		Reason For Rejection	
<b>Section A - Bodywork and Paintwork</b>			
1	Examine the bodywork for faults	1.1	Hazard caused by loose areas
		1.2	Hazard caused by damaged areas
		1.3	Missing bodywork
		1.4	Non repaired accident damage other than minor cosmetic
2	Examine paintwork for condition	2.1	Exterior of vehicle so dirty that assessment not possible
		2.2	Poor appearance due to chipping, rust blisters, or damage
<b>Section B - Interior Appearance</b>			
1	Examine the interior for condition	1.1	Obnoxious odour apparent
		1.2	Dangerous or badly damaged fittings or upholstery
		1.3	Excessively dirty condition
<b>Section C - Fire Extinguisher</b>			
1	Check fully charged approved type fire extinguisher present	1.1	Extinguisher not BSEN3 European Standard type, not fully charged, missing
<b>Section D - First Aid Kit</b>			
1	Check First Aid kit contents	1.1	Out of date
		1.2	Does not contain minimum contents specified in Bracknell Forest Borough Council Guidance Book
		1.3	No First Aid kit
<b>Section E - Identification</b>			
1	Check plates and stickers	1.1	Rear plate not in place or backing plate not securely fixed to vehicle
		1.2	If no rear plate required, dispensation certificate not in vehicle
		1.3	Windscreen stickers not displayed
2	'TAXI' Sign (Hackney Carriage only)	2.1	Not available or does not illuminate
<b>Section F - Accessibility Hackney Carriages</b>			
1	Swivel seat operation	1.1	Does not rotate 90 degrees and lock into position
		1.2	Insecurely mounted
2	Wheelchair access	2.1	Ramp/s missing or unusable. Lift does not operate
		2.2	Straps for 4 point lock down of wheelchairs missing or damaged
3	Access assistance	3.1	Assistance handles loose or damaged
		3.2	Step does not operate or is damaged