



Vehicle Compliance Testing Document

Private Hire Vehicles

INTRODUCTION

This document must be used when carrying out a Compliance Test on a vehicle seeking to be licensed as a Private Hire Vehicle or when the Private Hire Vehicle Licence is due to be renewed.

Where a vehicle is found not to conform with the requirements of the MOT test and/or Compliance Test a Private Hire Vehicle Licence may be refused or suspended until the Council's Authorised Officers are satisfied that the vehicle is fit to be licensed. It must be reported to the Licensing Authority when a vehicle that is currently licensed fails either the MOT or Compliance Test on the day that the test is carried out.

COMPLIANCE TESTING

1. **Approved Compliance Test Stations must not issue certificates for vehicles owned by that test station or associated companies and individuals. Such vehicles must be tested by an independent Compliance Testing Station.**
2. Both MOT and Compliance Tests must be completed at the same time by the same test station. Any retests must be carried out by the same testing station.
3. The vehicle test comprises of an MOT test and all matters listed in the Compliance Test section of this document. In determining whether a vehicle satisfies each point you must have regard to the guidelines in the "Reason to Fail" column.
4. Vehicles are required to pass both the MOT and the Compliance Tests to be licensed as Private Hire Vehicles by Wirral Council.

VEHICLE CONDITION

5. The vehicle must be fitted with at least 4 doors and 4 wheels.
6. The steering wheel must be on the offside of the vehicle.
7. The exterior of the vehicle, the underside of the vehicle, and engine compartment must be in a clean condition to facilitate full inspection of these areas. Inspections of any vehicle presented in a dirty condition will not be carried out. This includes the interior, exterior, and underside of the vehicle.
8. Any vehicle which has been the subject of significant damage rectification repairs, will not be licensed unless such repairs have been carried out.

PRIVATE HIRE VEHICLES

9. A vehicle presented for the grant of a Private Hire Vehicle Licence with Wirral Council must have been compliant with Euro 6 emission standards at the date of first registration.
10. A Private Hire Vehicle that is 8 years of age or more from the date of first registration will be subject to a licence of no more than 6 months and will therefore be required to pass an MOT and Compliance test every 6 months.

Compliance Test

1	THE VEHICLE	REASON TO FAIL	NOTES
1.1	<p>A vehicle with a top tread for the entrance which exceeds 38cm from the ground must be fitted with a step to allow easy access into and egress from the vehicle. Any vehicle that does not have a step fitted must carry a portable step to be available for passengers. Both a fitted and portable step must be robust to carry the weight of a passenger and covered with a non-slip surface. The step height must be no more than 38cm from the ground.</p>	<p>No step provided or the step does not meet the requirements</p>	
1.2	<p>The front windscreen must allow at least 75% of light through, the front side windows must allow at least 70% of light through and the windows rear of the B-pillar must allow a minimum light transmission of 30%. No windows or glass fitted to the vehicle may have been subject to an enhanced film / after-market tinting post manufacture.</p>	<p>Less light passing through window(s) than permitted values.</p>	
1.3	<p>Check operation of all external locks and catches, ensuring all doors can be securely closed, locked and easily opened.</p>	<p>Defective external door catches or locks which prevent a door opening or closing properly.</p>	
1.4	<p>Check reflective strips are on front and rear edges of sliding doors.</p>	<p>Reflective strips not fitted</p>	
1.5	<p>Where hinged doors or sliding doors are fitted check the interior door handles are clearly visible, of a contrasting colour to the interior of the vehicle, and easily accessible to passengers when the door is in the fully open or closed position.</p>	<p>Door handles not of a contrasting colour</p>	
1.6	<p>Where sliding doors are fitted in a hackney carriage vehicle, check that a "Door Open" sign is fitted to the rear of the vehicle which is activated when a door is opened.</p>	<p>"Door Open" sign is not fitted or is inoperative.</p>	
1.7	<p>Where sliding doors are fitted check there is a sign within the passenger compartment, clearly</p>	<p>No sign within the passenger compartment</p>	

	visible to all passengers, giving instructions on the correct operation of the passenger door.		
1.8	Check the operation of all door release catches including motion door and safety locks to ensure that doors can be opened easily from within the vehicle. Check for presence of motion door lock warning lamps and signs and their operations.	Defective interior door release catches. Defective motion locks, motion locks fitted with override. Warning lamps inoperative, warning labels damaged or defaced. Brake safety lock not working.	
1.9	Ensure child-proof locks function correctly, where fitted.	Defective child-proof locks.	
1.10	Check all doors to ensure that they are aligned properly, will open and close easily, and all gaps around doors are reasonably equal. Ensure boot lid opens/closes and locks correctly, and that all hinges and opening mechanisms adequately support the lid when it is in the open position.	Poorly fitting doors to the vehicle. Worn or loose locks, hinges or defective boot opening device.	
1.11	Check to ensure all door hinges are in good condition allowing free movement of door.	Door hinges defective.	
1.12	Check all doors are held in place when opened.	Door fails to hold in place when opened.	Does not apply to Metrocab and Fairway front doors
2	VEHICLE EXTERIOR	REASON TO FAIL	NOTES
2.1	Examine the external body panels and structures, including the underside of the vehicle, for any evidence of corrosion, damage, or unsatisfactory repairs, check for the suitability of replacement panels. Ensure all gaps are reasonably equal around all panels.	Evidence of corrosion, damage, sharp edges, or unsatisfactory repairs.	
2.2	Examine the external body and paint work for damage, which adversely affects the appearance of the vehicle.	Paintwork must be of a high standard and the colour and finish of all panels must match exactly.	All paintwork repairs are to be of a reasonably high standard, no sign of repairs are to be visible.
2.3	Examine rubber seals to doors and windows for damage, looseness or absence affecting performance of seals.	Damaged or missing, or loose door seals which may cause draught, rainwater ingress, unreasonable road noise or a trip hazard.	

2.4	Reversing lights must be operable when fitted.	Reversing lights not operable.	Reverse lights are an MOT item for vehicles first used after 1 September 2009, however for Licensing purposes this applies to all private hire vehicles, regardless of age.
3	BOOT	REASON TO FAIL	NOTES
3.1	Examine the boot interior for evidence of damage, corrosion or water penetration.	Damage to the floor of the boot, inner wing panels or lid.	
3.2	Examine interior of boot to ensure it is clean and free of dirt, dust, grease, litter, etc. Covering to be free of stains. Check boot offers adequate protection to passengers' luggage stored in the boot.	Excessive wear, damage, or staining to the boot floor. Accumulation of litter, dust or rubbish in the boot which could soil or damage luggage stored within.	
3.3	Check boot for the presence of any materials presenting a fire or fume hazard. (e.g. oil, petrol or diesel).	Containers for the storage of petrol, diesel, oil or any corrosive material shall not be carried in the vehicle.	
3.4	Ensure boot rubber seal is not damaged. Ensure it is secure.	Damaged or loose boot seal.	
4	ENGINE COMPARTMENT	REASON TO FAIL	NOTES
4.1	Carry out visual inspection of the engine compartment for signs of fuel, oil or water leaks.	Excessive oil, fuel or water leaks.	
4.2	Examine all plastic/ rubber or metal hoses for signs of deterioration or damage.	Worn or deteriorated hoses or pipes.	
4.3	Check security of radiator and check hoses for leaks.	Leaking or insecure radiator.	
4.4	Fuel cut off switch to be operable and present were known to be fitted as standard.	Switch inoperable or removed.	
5	TYRES AND SPARE WHEELS	REASON TO FAIL	NOTES
5.1	Ensure that method for repairing punctured or damaged tyre is one of the following:	Method for dealing with a wheel or tyre should it become defective not present.	

	<p>full size spare wheel - which must be the same size and type as the four road wheels and be fitted with a tyre of the same size, speed, and load rating as the four road wheels. Proper tools and equipment for changing the wheel must also be carried.</p> <p>space saver spare wheel - which must be the correct size and type for the vehicle and be fitted with a tyre of the correct size, speed, and load rating. The tyre must be correctly inflated in accordance with the manufacturer's specifications. Proper tools and equipment for changing the wheel must also be carried.</p> <p>run-flat tyres - which must be fitted to all four road wheels. Run-flat tyres may only be used if the vehicle is fitted with an appropriate and serviceable tyre pressure monitoring system (TPMS).</p> <p>emergency tyre sealant and compressor/inflator pack – which must be permanently marked with the vehicle registration number.</p>	Method for dealing with a wheel or tyre should it become defective not as per manufacturer's specification.	
5.2	Check to ensure all tyres, including any spare wheel, where applicable, are inflated to the correct pressure for the vehicle and tyre.	Under inflated tyre.	
5.3	Examine the wheel brace and jack provided to ensure they are in good working order.	Failure to provide a suitable jack/wheel brace.	Only relevant if method for replacing punctured or damaged tyre is full size spare or space saver.
5.4	Check to ensure the spare wheel and tools are held securely in position.	Spare wheel and tools not secured properly.	
5.5	Check wheel rims for any signs of distortion or damage.	A seriously damaged or distorted rim, which impairs the ability to hold the tyre.	
5.6	Check that all tyres have a continuous tread depth of at least 1.6mm across the central three quarters of the breadth of the tyre, and visible tread across the remaining breadth of the tyre.	A tyre not having the required tread depth.	

5.7	Check that all tyres are no more than 10 years old.	Tyres more than 10 years old	
6	VEHICLE INTERIOR	REASON TO FAIL	NOTES
6.1	Check that three point seat belts are fitted to driver and all passenger seats.	Three point seat belts not fitted. Seat belt inoperable. Seat belt frayed, cut, or otherwise damaged.	Seatbelts and seatbelt mechanisms must be in good working order and free from frays, cuts, and other damage. If a seatbelt sustains any frays, cuts, or other damage the seatbelt must be replaced - not repaired.
6.2	Examine all floor and upholstery inside the vehicle for any damage, accumulation of dirt, dust, litter, general debris, staining or excessive wear. Examine roof lining for excessive staining and any damage.	A vehicle which is in a dirty condition with accumulations of dirt, dust, litter, debris damage, etc. or staining. Excessive staining or damage to roofing lining.	
6.3	Check for unpleasant odours within the vehicle.	Unpleasant odours present.	
6.4	Remove any mats from floor and examine carpeting for signs of leakage of water into the vehicle.	Evidence of leakage of water into vehicle.	
6.5	Examine carpet and any mats to ensure they are not worn or damaged, or likely to be a trip hazard.	Worn or damaged carpet or mats. Patching is not acceptable.	
6.6	Examine all seats to ensure they are properly secured to the vehicle including fixed seat cushions. Ensure that all seat cushions are in good condition and offer proper support.	Seats which are not adequately secured to the vehicle. Seat cushions or back rests which are in poor condition and/or offer poor support.	Seat covers should be removed in order to carry out full inspection of seats.
6.7	Check operation of interior lights, checking both manual and door operated switches. (Note all doors to have switches fitted if fitted as standard by manufacturer.)	Faulty interior light fitting, faulty interior light switches.	
6.8	Examine rear view mirrors to ensure they are securely fixed.	A loose, cracked damaged or missing mirror, or one that impairs vision.	
6.9	Check operation of the heater and demister to ensure their correct operation.	Defective heater or demisters. Defective passenger compartment switches or switches do not light up.	
6.10	Check operation of rear screen heater to ensure it is functioning correctly.	Defective rear screen heater.	

6.11	Check operation of all window winders ensuring they allow lowering and raising of windows easily, check operation of all window locks and associated fittings.	Window winders that do not allow windows to be lowered/raised easily. Defective window locks or associated fittings.	
6.12	Check a luggage grill or cover is fitted to estate cars.	Luggage grill/cover not fitted.	
6.13	Check condition of all electrical wiring to ensure it is routed correctly and poses no risk or hazard to passengers.	Wiring not routed correctly. Insecure, damaged, poses a hazard or risk to passengers.	
6.14	If CCTV camera(s) or Dashcam are fitted to the vehicle check that there are signs prominently displayed inside and outside of the vehicle advising that CCTV is in operation.	No warning sign.	
6.15	Check gaiter around gear lever is present, securely fitted, and free from damage.	Gaiter missing, insecure, or damaged.	

WHEELCHAIR ACCESSIBLE PRIVATE HIRE VEHICLE

7	WHEELCHAIR FACILITIES	REASON TO FAIL	NOTES
7.1	Check that anchorages are provided for the wheelchair and occupant. These anchorages must be either chassis or floor linked.	Anchorages not present or not in good working order.	
7.2	Check that anchorages are provided for the safe stowage of wheelchairs when not in use, whether folded or otherwise.	Anchorages not present or not in good working order.	
7.3	Check condition and operation of wheelchair restraints and equipment. Restraints for passengers and wheelchairs must be independent of each other.	Wheelchair restraints or equipment excessively worn,damaged, missing or not functioning correctly. Restraints not independent of each other.	
7.4	Check operation and condition of wheelchair user's seatbelt.	Seatbelt excessively worn, frayed, damaged or cut.	
7.5	A ramp with a minimum safe working load (S.W.L.) of 250kg for the loading of a wheelchair and occupant must be available for the safe loading and unloading of passengers.	Ramps not present, or do not have a minimum S.W.L. of 250kg.	

7.6	Check the ramp and any associated tailgate lift operates correctly.	Ramp or tailgate not in good working order.	If ramps stowed in boot these should be removed from the boot and fitted to vehicle for checking.
7.7	Check the edges of the ramp are marked in a high contrast colour scheme.	Ramp edges not marked in a high-contrast colour scheme.	
7.8	Check that the ramp can be securely installed in the boot where applicable.	Ramp not securely fitted in the boot.	
7.9	Examine the ramp for any damage.	Ramp in poor condition, damaged, or sharp edges showing.	
7.10	Check as applicable the non-slip provision and locating dowel pins are free of any damage.	Non-slip provision worn or damaged, locating dowels damaged, worn, or missing.	
7.11	Where a bench seat is fitted to the rear of the vehicle, check the bench seat is at least 48 inches measured in a straight line across the longest part of the seat.	Bench seat does not measure at least 48 inches across the longest part of the seat	