

Appendix F

SHEFFIELD CITY COUNCIL

**Hackney Carriage Vehicle Licence
Policy**

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Frequently Used Terms

The following terms are used frequently throughout this policy document.

‘LGMPA’	Refers to the Local Government (Miscellaneous Provisions) Act 1976
‘TPCA’	Refers to the Town Police Clauses Act 1847
‘The Council’	Refers to Sheffield City Council.
‘The Licensing Committee’	Refers to the Licensing Committee of Sheffield City Council.
‘The Licensing Sub-Committee’	Refers to members of the Licensing Committee with sub-delegation of functions.
‘The Licensing Authority’	Refers to Sheffield City Council, which carries out its function as the Licensing Authority under the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976 and other relevant legislation.
‘Licensing Policy’	Refers to this document, Sheffield City Councils’ Hackney Carriage Vehicle Policy
‘Statutory Guidance’	Statutory Taxi and Private Hire Vehicle Standards

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Part 1 - Introduction

Sheffield City Council is responsible for the regulation of hackney carriage vehicles in the district of Sheffield.

The policy builds on the experience and knowledge we have gained by administering and enforcing the legislation for many years, particularly when addressing issues that may impact on the safety and well-being of our residents, visitors to the city and those working in the city.

This policy, related procedures and processes, and the Statutory Taxi and Private Hire Vehicle Standards, which have been embedded within the policy, will guide the work of Sheffield City Council in the way in which it carries out its licensing functions.

The policy has effect from (to be decided) and will be applied to existing licences and new applications received after the date that the policy is adopted by the Council.

The Council reserves the right to overturn a decision that has previously been made. In addition, the Council will undertake periodic auditing of currently licensed vehicles to ensure that perverse or wrong decisions are discovered and corrected. Such audits will be conducted using this policy as the required standard.

The policy has been developed by Sheffield City Council after consulting with the public at large and those recommended in the Statutory Standards. In developing this policy, we have also taken into consideration other strategies, policies and guidance as referenced in Part 2.

This policy sets out the requirements and standards that individuals must adhere to. In exercising its discretion in carrying out its regulatory functions, the Council will have regard to this policy document. However, each application or enforcement action will be considered on its own merits.

The Council will review the policy at least every three years and informally re-evaluate it from time to time.

Part 2 - Integrating Strategies and Legislation

Due regard will be given to other such strategies, policies and guidance documents in the writing of this policy, in decision making processes, and all other work carried out within the scope of the licensing regime.

The policies and strategies referenced below are recognised as those that are integral in the current licensing regime and will help to define the context and content within:

- Rehabilitation of Offenders Act 1974
- Transport Act 1985, 1991 and 2000
- Human Rights Act 1988
- Crime and Disorder Act 1998
- The Office of Fair Trading “The Regulators of Licenced Taxi and PHV Services in the UK” 2003
- Road Traffic Act 2006
- Equality Act 2010
- The Department for Transport Taxi and Private Hire Vehicle Licensing: Best Practice – March 2010
- Anti-Social Behaviour, Crime and Policing Act 2014
- Guidance on the Rehabilitation of Offenders Act – March 2014
- Better Regulation Delivery Office – Regulators’ Code 2014
- Policing and Crime Act 2017
- Taxi and Private Hire Licensing – Councillors’ Handbook (England and Wales) 2017
- Access for Wheelchair users to Taxis and Private Hire Vehicles – Statutory Guidance 2017
- Safeguarding Children and Vulnerable Adult Policy
- Clean Air Sheffield
- A 10 Point Plan for Climate Action (Working Draft)
- Statutory Taxi & Private Hire Vehicle Standards 2020

Part 3 – Equality, Diversity, and Inclusion

Sheffield is a diverse city, both ethnically and culturally. We value and celebrate the diversity that exists amongst both the citizens of Sheffield and our workforce. As a Council we want to ensure that everyone can fully participate in the social, cultural, political and economic life of the city.

The Equality Act 2010

The Equality Act 2010 and Section 149, the Public Sector Equality Duty, places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment, and victimisation; to advance equality of opportunity; and to foster good relations between persons with the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy & maternity
- race
- religion or belief
- sex
- sexual orientation
- Marriage & Civil Partnership.

The Licensing Authority will have regard to the Equality Act 2010 and Sheffield City Council's Equality, Diversity and Inclusion Policy Statement 2017.

For further information, please see details at the following link:

<http://www.equalityhumanrights.com/private-and-public-sector-guidance/organisations-and-businesses/businesses>

Equality Impact Assessment (EIA)

An EIA is how Sheffield City Council systematically assesses the potential effects that a proposed policy or project is likely to have on different groups within the city. Policies will affect different people in different ways, and it is possible that they have the potential to discriminate against certain groups, even if this is not an intention.

EIA's are carried out within the Licensing Service to consider the equality impacts of any proposed projects, new and revised policies, strategies and budget proposals.

An EIA has been carried out throughout the formulation of this policy.

Part 4 – Delegations

Sheffield City Council, acting as the Licensing Authority, has established a Licensing Committee consisting of 15 Councillors. The Licensing Committee has the authority, amongst other licensing matters, to discharge non-executive regulatory functions in respect of hackney carriage and private hire licensing and to formulate and review licensing policies in this regard.

The Licensing Committee has further delegated its functions to a Licensing Sub-Committee and are responsible for determining individual cases.

In addition, the Chief Licensing Officer has been further delegated to appoint and authorise Officers to investigate and discharge statutory duties under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. Some of these authorised powers include, but are not limited to:

- Accepting applications
- Granting licences
- Suspending licences
- Issuing formal warnings and cautions
- Investigating and preparing prosecution files
- Investigating complaints

The table below sets out the agreed delegation of decisions and functions to the Licensing Committee, Sub-Committees and Officers.

Matter to be dealt with	Full Committee	Licensing Sub Committee	Officers
Policy Review	✓		
Fee setting	✓		
Hackney Carriage Fares	✓		
Increasing number of vehicle tests per year		✓	✓
Refusal of licence		✓	
Revocation of licence		✓	
Suspension of licence		✓	✓
Review of licence		✓	
Formal Warnings		✓	✓
Investigation of offences and preparation of prosecution files			✓
Complaints		✓	✓

Rights of the Applicant

This policy does not preclude any person from making an application. Each application will be considered on its own individual merits in accordance with the Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976, associated byelaws and relevant integrating legislation.

Hearings

Where Officers are unable to determine an application, a hearing will be scheduled with the Licensing Sub-Committee to consider such an application.

Each application will be judged on its own individual merits.

An applicant may request a third party, such as a friend or trade representative, to make a written representation, and attend to present their case at a sub-committee hearing.

Every decision made by the Licensing Sub-Committee shall be followed with a written determination notice.

Appeals against Licensing Authority Decisions

There are rights of appeal against Council and Licensing Committee decisions:

- Most appeal applications must be made to Sheffield Magistrates Court, within 21 days of the determination.
- An appeal against a refusal to grant a Hackney Carriage proprietors' licence must be made directly to the Crown Court.

There is no right of appeal against a decision to suspend a vehicle licence under Section 68 of the '76 Act

Part 5 – Information Sharing

How Information is used

Personal data is processed under contract to which licensees are party by way of an application for a licence (as per Article 6(1)(b) of the General Data Protection Regulation). In terms of special category data, including criminal records or health information, information is processed as it is necessary for the performance of a task carried out in the public interest (as per Article 9(2)(g) of the General Data Protection Regulation).

All applications will be processed in accordance with:

- Town Police Clauses Act 1847
- Local Government (Miscellaneous Provisions) Act 1976
- Statutory Taxi and Private Hire Vehicle Standards

Who is information shared with?

Information on those organisations with which information is shared can be sought directly from the Licensing Authority.

As an example, those organisations with which information is shared is as follows:

- Driving and Vehicle Licensing Agency (DVLA)
- Disclosure and Barring Service
- Home Office
- NR3 National Register of Taxi Licence Refusals and Revocations
- Department for Environment, Food and Rural Affairs (DEFRA)
- Other Local Authorities
- Other Council Services
- Any Other Service/Organisation as Referenced in the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976

How long will Information be kept for?

The information you provide will be kept for the duration of your licence, plus six years, after which time it will be deleted.

The information will be stored either in paper form and/or electronically on a secure council database.

In the event that your licence is revoked, or an application refused, information will be uploaded to the NR3 Register and the information kept for 25 years.

Your Rights

There are rights under Data Protection law. Further details about rights, contact details of our Data Protection Officer and your initial rights to make a complaint can be found on the Council's Data Protection webpage: www.sheffield.gov.uk/privacy.

Part 6 - Legislative Background

In regulating the hackney carriage trade, the Council shall adhere to the regulatory frameworks as set out in the Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976, local bylaws and any relevant integrating legislation and statutory guidance.

The legislative frameworks contained in these Acts, as well as the objectives set out in this policy will be used in relation to all issues pertaining to the regulation, administration and enforcement of hackney carriage vehicles.

Town Police Clauses Act 1847

The Town Police Clauses Act 1847 is the primary legislative framework used to regulate the hackney carriage vehicle trade.

Section 38 of the Town Police Clauses Act 1847 states:

38 *Every wheeled carriage, whatever may be its form or construction, used in standing or plying for hire in any street within the prescribed distance, and every carriage standing upon any street within the prescribed distance, having thereon any numbered plate required by this or the special Act to be fixed upon a hackney carriage, or having thereon any plate resembling or intended to resemble any such plate as aforesaid, shall be deemed to be a hackney carriage within the meaning of this Act; and in all proceedings at law or otherwise the term "hackney carriage" shall be sufficient to describe any such carriage:*

Provision always, that no stage coach used for the purpose of standing or plying for passengers to be carried for hire at separate fares, and duly Licenced for that purpose, and having thereon the proper numbered plates required by law to be placed on such stage coaches, shall be deemed to be a hackney carriage within the meaning of this Act.

Further information can be found at <http://www.legislation.gov.uk/ukpga/Vict/10-11/89>

Local Government (Miscellaneous Provisions) Act 1976

The Local Government (Miscellaneous Provisions) Act 1976 is also used to regulate the hackney carriage vehicle trade. It was adopted by Sheffield City Council at its meeting on Wednesday 1st March 1978.

Section 47 of the Local Government (Miscellaneous Provisions) Act 1976 states:

- 47(1) *A district council may attach to the grant of a licence of a hackney carriage under the Act of 1847 such conditions as the district council may consider reasonably necessary*
- 47(2) *Without prejudice to the generality of the foregoing subsection, a district council may require any hackney carriage Licenced by them under the Act of 1847 to be such design or appearance or bear such distinguishing marks as shall clearly identify it as a hackney carriage.*
- 47(3) *Any person aggrieved by any conditions attached to such a licence may appeal to a magistrates' court.*

Further information can be found at <http://www.legislation.gov.uk/ukpga/1976/57>

Part 7 - Application Process

The Authority will licence hackney carriage vehicles that meet the requirements as set in the vehicle specification, and that adhere to all other policy requirements.

Applying to licence a Hackney Carriage Vehicle

Before making an application, applicants are expected to have read this policy, specifically the vehicle specification, in order that they purchase a vehicle that is suitable and conforms to all necessary requirements.

Policy – Objective 1

Application Process

Applying for a licence generally involves three stages.

1. **Applying** - Completion of an application form by applicant
2. **Processing** - Receipt and handling of application by licensing officers
3. **Determining** - Deciding on the outcome of the application

Applying

The following information must be supplied when submitting an application:

- Application form, completed on the prescribed form as supplied by the Authority
- Tax Conditionality Check
- Basic Disclosure
- The original V5C registration certificate (logbook), or the new keepers supplement of the V5C if the vehicle has been recently purchased
- The original certificate of insurance or, in the case of newly purchased vehicle, the insurance cover note
- Compliance Certificate as issued by Sheffield City Council's Testing Station
- The appropriate fee



Processing

The Authority will process the application on receipt and ensure its compliance with policy.



Determining

Where an application conforms to legislation, statutory guidance and this policy, a licence will be granted for a period not exceeding 12 months.

Where an application does not conform to legislation, statutory guidance and this policy, the individual will be informed.

Part 8 – Tax Conditionality Checks

Individuals are required to evidence that they have undertaken a tax check.

The Authority has taken direction from HM Revenue & Customs on the process of undertaking Tax Conditionality Checks.

Policy – Objective 2

Tax Conditionality Checks

Individuals and companies will be required to meet new rules on applying for a Hackney Carriage Vehicle Licence on or after 4th April 2022.

Individuals and companies who have not previously held a licence must confirm that they are aware their tax registration obligations, such as:

- PAYE information
- Registering for Self-Assessment
- Corporation Tax Information

Individuals and companies who make an application to renew a licence on or after 4th April 2022 will need to complete a tax check.

A tax check must be carried out by the individual – the Licensing Authority is unable to undertake on the individual's behalf.

The tax check asks questions about how an individual pays tax on income earned from the licensed trade.

As part of the renewal application process, individuals are required to provide the Licensing Authority with required information for a tax check to be carried out.

Failure to provide the required information will result in an incomplete application and the licence will not be renewed.

Part 9 - Disclosure and Barring Service (DBS) Checks

Vehicle proprietors, unlike drivers, are not eligible for standard or enhanced criminal record checks; the Authority will therefore accept a criminal conviction certificate (Basic Disclosure) from the Disclosure and Barring Service (DBS) to assess fit and properness.

In assessing fit and properness, the Authority will look at all convictions contained within the DBS Check and review against the Fit and Proper Threshold.

The fit and proper threshold is referenced within this section and pays particular attention to:

- Crimes resulting in death
- Exploitation
- Offences involving violence
- Possession of a weapon
- Sex and indecency offences
- Dishonesty
- Drugs
- Discrimination

Policy – Objective 3

Basic Disclosure

An individual who is not already licensed as a driver is required to apply for a Basic Disclosure Certificate through the Disclosure and Barring Service (DBS).

The Basic Disclosure will disclose any unspent convictions recorded on the Police National Computer (PNC). The Authority will look at all convictions contained within the DBS Check and review against the Fit and Proper Threshold.

Where it is a company or a partnership applying for a licence, all named directors and partners within the company will be required to apply for a Basic Disclosure.

Where there is a change to the named directors and partners, the Licensing Authority must be informed of such, and must be provided with a Basic Disclosure within 24 hours.

All applicants, directors, and partners must apply for a Basic Disclosure on an annual basis.

Where a person has lived outside of the UK for a period not less than three continuous months, they will be required to supply a Certificate of Good Character. Up to date information in relation to this type of information can be found on the Home Office website.

Further information on applying for overseas criminal record information or 'Certificates of Good Character' can be found in Home Office Guidance.

Where an individual is aware that they have committed an offence overseas which may be equivalent to those listed in the Fit and Proper Threshold, they should seek independent expert or legal advice to ensure they provide information that is truthful and accurate.

In addition to carrying out a Basic Disclosure, for which only unspent convictions and cautions are identified, the Authority requires licensees to inform within 48 hours of an arrest and release, charge or conviction of any offence involving dishonesty, indecency or violence.

In determining applications, the Authority will make a decision on a person's fit and properness, assessing, if any, convictions, cautions, reprimands, warnings, and any other relevant information provided by the police and other relevant authorities.

Particular attention will be paid to:

- The class of the offence
- The age of the offence
- The number and frequency of the offences
- The apparent seriousness of the offence, as determined using the Authority's Fit and Proper Threshold

A criminal conviction is not a bar to obtaining a licence, but where offences are recorded, specifically those referenced in the Fit and Proper Threshold, the application will be determined by the Licensing Committee.

In reviewing offences, the Authority will pay particular attention to:

- Any term of imprisonment or custody
- Any conviction and/or caution for:
 - Crimes resulting in death
 - Exploitation
 - Offences involving violence
 - Possession of a weapon
 - Sex and indecency offences
 - Dishonesty
 - Drugs
 - Discrimination
- Any offence contrary to hackney carriage and private hire legislation.

Additional information held by the local police and which they deem to be reasonably relevant to the role of an operator, and any information or intelligence obtained from other credible sources to that which is already held on the applicants record, will be used by the Authority in assessing fit and properness.

In disclosing information, the police will look at the reasonable basis of credibility and that which is specifically related to the occupation in question. This may include unproven allegations or charges for which an applicant or licensee has been acquitted. The information may show that a person acted in a way that is incompatible with that of a licensee – not fit and proper.

Complaints, and other sources of information such as those from other council departments and which show a pattern of behaviour not befitting to that of a licensee, will be considered.

All available information will be considered in assessing fit and properness. Information that shows a tendency to behave in a way that does not constitute fit and properness will be made on the civil standard of proof, that being the balance of probabilities.

Part 9.3 Fit and Proper Threshold

Legislation specifically includes offences including, dishonesty, indecency and violence as a factor when assessing a person's fit and properness.

The Authority will take into account those offences, as well as:

- Crimes Resulting in Death
- Exploitation
- Offences Involving Violence
- Possession of a Weapon
- Sex and Indecency Offences
- Dishonesty
- Drugs
- Discrimination

Any convictions or unacceptable behaviour will have a negative impact and will weigh heavily against an individual.

Where an individual has one or more conviction and where this shows a pattern or tendency irrespective of the time since the conviction, the Authority will give serious consideration as to the fit and properness. Where a conviction is listed in the Fit and Proper Threshold, that individual will be automatically referred to the Licensing Committee.

The Fit and Proper Threshold sets out specific time periods for specific offences and the time periods that are expected to have elapsed following completion of the sentence.

The Authority will assess each case on its own merits, but the criteria set down in the Fit and Proper Threshold will be considered in the determination of a licence, and only in truly exceptional circumstances will the criteria be deviated from.

Fit and Proper Threshold

The Fit and Proper Threshold

Crimes Resulting in Death	Where an individual has been convicted of a crime which resulted in the death of another person or was intended to cause the death or serious injury of another person, they will not be licenced.
Exploitation	Where an individual has been convicted of a crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual irrespective of whether the victim or victims were adults or children, they will not be licenced. This includes, but is not limited to, slavery, child sex abuse, exploitation, grooming, psychological, emotional or financial abuse.
Offences Involving Violence	Where an individual has a conviction for an offence of violence, or connected with any offence of violence, a licence will not be granted until at least 5 years has elapsed since the completion of any sentence imposed.
Possession of a Weapon	Where an individual has a conviction for possession of a weapon or any other weapon related offence, a licence will not be granted until at least 5 years has elapsed since the completion of any sentence imposed.
Sex and Indecency Offences	Where an individual has a conviction for any offence involving or connected with illegal sexual activity or any form of indecency, a licence will not be granted. In addition, a licence will not be granted to any individual who is currently on the Sex Offenders Register or on any barred list.
Dishonesty	Where an individual has a conviction for any offence of dishonesty, or any offence where dishonesty is an element of the offence, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.
Drugs	Where an individual has any conviction for, or related to, the supply of drugs, or possession with intent to supply or connected with possession with intent to supply, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed. Where an individual has a conviction for possession of drugs, or related to the possession of drugs, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.
Discrimination	Where an individual has a conviction involving or connected with discrimination in any form, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.

Part 10 - Hackney Carriage Vehicle Specification

Applications are invited for those vehicles that conform to this hackney carriage vehicle specification.

The vehicle specification is an aid to help guide applicants in choosing an appropriate vehicle type. Applications for vehicles that do not fully comply with the vehicle specification will be automatically referred to the Licensing Sub-Committee for determination.

IMPORTANT

As of 1st January 2025, all newly licensed vehicles must be Zero Emission Capable (ZEC)

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Part 1 - General Construction

A vehicle must comply in all respects with:

- Requirements of the Motor Vehicle (Type Approval) Regulations 1980
- Motor Vehicle (Type Approval) (Great Britain) Regulations 1984
- Road Vehicles (Construction and Use) Regulations 1986
- The Motor Vehicles (EC Type Approval) Regulations 1998
- European Community Whole Vehicle Type Approval (ECWVTA)

In addition, every vehicle must comply in all respects with British and European vehicle regulations and be 'type approved' to the requirements of M1 (low volume) category of European Whole Type Approval 2007/46/EC as last amended by 2019/543.

Vehicles that have not been 'type approved' to M1 categories must be presented with approved certification showing that the vehicle meets the requirements of M1 category.

Imported vehicles that do not meet the requirements set out above and have been approved under the British Single Vehicle Approval scheme (SVA), will not be accepted.

If the vehicle has been converted to run on liquefied petroleum gas (LPG), a certificate issued by a member of the LPG Association will be required by the Licensing Authority to confirm satisfactory installation, examination, and testing.

All vehicles must be so constructed as to facilitate the carriage of disabled persons and be capable of accommodating a disabled person in a DFT reference wheelchair (specified in the Public Service Vehicle Accessibility Regulations 2000) in the passenger compartment.

No vehicle first being licensed will have been written off in any category and will not be renewed (if written off).

Part 2 - Age Limits

A newly licensed vehicle must be under five years old on the date the first licence is issued. The date of first registration will be used to determine the age of the vehicle, and it must be licensed for use within one month from the date of application.

The maximum age of a vehicle is indicated in the below table.

Date Effective	Euro 1, 2, 3, 4 and 5 Diesel Euro 1, 2 and 3 Petrol	Euro 6 Diesel Euro 4, 5 and 6 Petrol	Zero Emission Capable
1 st June 2022	15	15	20
1 st January 2023	14	15	20
1 st January 2024	13	15	20
1 st January 2025	12	15	20

IMPORTANT

As of 1st January 2025, all newly licensed vehicles must be Zero Emission Capable (ZEC)
Existing licensed vehicles can be licensed for the periods shown in the above table

Zero Emission Capable Vehicle

A Zero Emission Capable (ZEC) vehicle refers to one that meets the following requirements:

- Must emit no more than 50g CO₂/km (at tailpipe) determined in accordance with the relevant European Drive Cycle and relevant EU and UN ECE Regulations
- Must be capable of being operated with no (zero) tailpipe exhaust emissions for a minimum range of 48 kilometres/30 miles)
- If it has an internal combustion engine, it must be petrol

A vehicle wishing to be licenced beyond the stated licensable period will need to comply with the *Exceptional Vehicle Criteria*, with applications referred directly to the Licensing Committee for determination.

Part 3 - Fuel Systems and Exhaust Emission Standards

Where retrofit emissions technology is installed in a vehicle, the technology must have been approved as part of the Clean Vehicle Retrofit Accreditation Scheme (CVRAS).

As of January 2025, any new vehicle must be Zero-emission Capable (ZEC). A ZEC vehicle refers to one that meets the following requirements:

- Must emit no more than 50g CO₂/km (at tailpipe) determined in accordance with the relevant European Drive Cycle and relevant EU and UN ECE Regulations
- Must be capable of being operated with no (zero) tailpipe exhaust emissions for a minimum range of 48 kilometres/30 miles)
- If it has an internal combustion engine, it must be petrol

As of 1st January 2025, only applications for ZEC vehicles are permitted.

Part 4 - Body

The body must be of a fixed head type with a partially glazed, full height partition separating the passenger(s) from the driver.

The overall width of the vehicle, excluding driving mirrors must not exceed two metres.

The overall length of the vehicle must not exceed five metres.

Running boards are allowed where they are fitted by the manufacturer and where the vehicle maintains European Whole Type Approval with such running boards attached. All running boards must conform to construction and use regulations, meaning boards must not increase the width of the vehicle at its widest part. The boards must be a minimum of five inches in width, all of which must be available as a step.

Part 5 - Driver's Compartment

The driver's compartment must be so designed in order that the driver has adequate room, can easily reach, and quickly operate the controls and give hand signals on the offside of the vehicle.

Controls must be so placed as to allow reasonable access to the driver's seat and, when centrally placed, controls must be properly protected from contact with luggage.

A serviceable device for demisting the windscreen must be fitted.

All vehicles must be fitted with an intercom system to permit the driver and passenger(s) to communicate verbally and must have appropriate signage in place in the passenger compartment to indicate such.

A suitable sliding window, or similar device not exceeding 11.5cm, shall be fitted in the glazed partition.

Where a single piece glazed partition is fitted, a facility must be provided for making payment to the driver.

Space shall be provided in the nearside of the driver compartment for the carriage of luggage.

Access to this luggage space shall be by way of the nearside front door. The nearside front door must be locked and only be capable of being unlocked, from either the inside or outside of the vehicle, by the driver.

Part 6 - Passenger Compartment

General

The vertical distance between the highest part of the floor and the roof must not be less than 1.2 metres.

Suitable provision must be made for the seating of not less than 4 and not more than 8 passengers.

There must be no steps within the passenger compartment.

Doorways

The clear height of the doorway must not be less than 1.2 metres.

The nearside door and doorway must be constructed to permit an unrestricted opening across the centre of the doorway of at least 75cm.

Grab handles must be placed at door entrances, to aid passenger ingress and egress from the vehicle. These should be of a high visibility colour, different from the interior colour scheme of the vehicle.

The outer edge of the floor at each entrance must be fitted with non-slip treads and have a band of colour across the entire width of the edge that shall contrast with the remainder of the tread and floor covering.

The top tread for any entrance must be at floor level of the passenger compartment and must not exceed 46cm above ground level when the vehicle is unladen.

Where the top tread for the entrance exceeds 46cm and the vehicle is not fitted with approved running boards, a moveable intermediate step must be provided at each entrance into the passenger compartment. The intermediate step shall be encased beneath the vehicle and be electrically operated to extend outwards. When not in use and whenever the vehicle is in motion, the step must not extend outwards beyond the vertical line of the bodywork. The step must be operated from within the driver's compartment and must have a failsafe device linked to the handbrake mechanism to prevent the possibility of the vehicle being driven while the step is extended. The step must 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.

Petrol, LPG or CNG tanks or pipes shall not be located in close proximity to any part of the electrical components of the steps.

Part 7 - Doors

Hinged Doors

The minimum angle of the door when opened must be 90 degrees.

The door and doorway must be so constructed in order to allow an unrestricted opening across the doorway of at least 75mm.

Sliding Doors

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The interior door handle must be clearly visible and easily accessible to passengers when the door is in the fully open position.

There must be approved reflective strips on both the front and rear edges of the door.

There must be a sign in an approved position clearly visible from the rear of the vehicle bearing the words "Door Open". This sign must be automatically linked to the passenger doors in order that when either door handle is activated to open the door sign is illuminated. The size of the sign shall not be less than 400 square centimetres and shall be so positioned so as not to impair rear vision.

Part 8 - Door Fittings

An approved type of automatic door locking device must be fitted to passenger doors. When the vehicle is stationary, the passenger doors must 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 must be clearly identified, to prevent it being mistaken for any other control.

Part 9 - Seats

Occasional seats must be at least 40cm. in width and the minimum distance from the back of the upholstery to the front edge of the seat must be 35.5cm.

Occasional seats must be so arranged as to rise automatically when not in use.

Occasional and fixed seating must not obstruct doorways when in use.

Where seats are placed facing each other, there must be a minimum space of 42.5cm between the two seats.

Where all seats are placed facing the front of the vehicle, there must be a minimum space of 66cm in front of each seat.

Where the rear seat is of the bench type, the overall width of the seat must not be less than 119cm.

Suitable means must be provided to assist persons to rise from the rear seat with particular attention to the needs of the elderly and disabled.

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Where seat covers are used, they must be properly affixed to the seat so as not to become loose during use. They must be clean and devoid of damage of any kind.

Part 10 - Seat belts

All seats must be fitted with approved seatbelts, of the lap and diagonal type.

Part 11 - Floor

The floor of the passenger compartment must be covered with non-slip material, which can easily be cleaned.

Part 12 - Facilities for the Disabled

Every vehicle must be equipped in order that wheelchair passengers may be transported. Side and rear-loading access is permissible.

Approved anchorages must be provided for the wheelchair and wheelchair disabled person. These anchorages must be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and occupant must be independent of each other. Anchorages must also be provided for the safe stowage of a wheelchair when not in use, whether folded or otherwise, if carried within the passenger compartment. All anchorages and restraints must be so designed so that they do not cause any danger to other passengers.

A ramp for the loading of a wheelchair and occupant must be available. An adequate locking device must be fitted to ensure that the ramp(s) do not slip or tilt when in use. The ramp must have a safety lip, be 70cm wide, as a minimum, and comprise a single non-slip surface. Provision must be made for the ramps to be stored safely when not in use.

The vehicle should be equipped with a manufacturer's user manual/guide on the safe loading and unloading and security of wheelchair passengers.

Part 13 - Windows

Windows must be provided at the sides and rear area of the passenger compartment.

A window on either side of the passenger compartment must be capable of being opened by manual or electronic means by passengers when seated. The control for opening a window must be clearly marked.

A serviceable device for demisting the rear window must be fitted.

Front windscreen and front side door glass must comply with Road Vehicles (Construction and Use) Regulations 1986, Section 32 in regard to the level of tints. Therefore, light transmission must meet the following criteria:

- Front windscreen - minimum 75% light transmission
- Side and rear window glass - minimum 70% light ingress transmission

Tinted films applied to any window, and any other aftermarket alterations are not permitted.

Where light ingress transmission does not comply, vehicles must be fitted with Image Recording Equipment – see section 11.

Part 14- Steering

The vehicle must be right hand drive.

Part 15 - Tyres

Vehicles should adhere to the following in respect of wheels and tyres:

- The vehicle must be fitted with four road wheels
- All tyres, including the spare (if supplied), must have at least 2.0mm tread depth throughout the continuous band in the centre 3/4 of the tread and around the entire circumference of the tyre

- All tyres fitted must be fit for purpose and free from any defects; this means:
 - Be compatible with the types fitted to the other wheels
 - Not have any lump, bulge or tear caused by separation or partial failure of the structure
 - Not have a cut or tear in excess of 25mm or 10% of the sectional width of the tyre, whichever is greater, and which is deep enough to reach the ply or cord
 - Not have any part of the ply or cord exposed
- Tyres must be correctly inflated to the vehicle/tyre manufacturer's recommendation
- A space saver tyre must only be used in an emergency. Where a vehicle is presented for a test with a space saver fitted it will fail the test
- Where a spare wheel is not supplied as standard by the manufacturer, the use of the manufacturer's method of dealing with punctured tyres is permissible. The vehicle though must come equipped with a serviceable wheel brace and jack
- Remoulded or part worn tyres are not permitted
- Tyres must not be aged more than 10 years

Part 16 - Interior Lighting

Adequate lighting must be provided for the driver and passenger(s). Separate lighting controls for both the passenger and the driver must be provided. In the case of the passenger compartment, an illuminated control switch must 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.

Part 17 - Electrical Equipment

Any additional electrical installation to the original equipment must be adequately insulated and be protected by suitable fuses. It must meet the requirements of the relevant Automotive Electro Magnetic Compatibility (EMC) Directive, as amended, and be marked accordingly.

Part 18 – Image and Sound Recording Equipment

See Image and Sound Recording Equipment requirements

Part 19 - Radio Apparatus and Communication Systems

Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus may be fixed in the passenger compartment or in the rear boot compartment if LPG or CNG tanks or equipment are situated therein.

Any radio apparatus shall be so positioned and properly secured so as not to interfere with the safe operation of the vehicle.

No other radio equipment, either in the driver or the passenger compartment, is permitted without the prior approval of the Licensing Authority.

Part 20 - Heating and Ventilation

An adequate heating and ventilation system must be provided for the driver and the passengers and means provided for independent control by the driver and the passengers.

Part 21 - Taxi Sign

A roof mounted "Taxi" sign of an approved pattern, which is clearly visible both by day and by night when the vehicle is available for hire, must be fitted.

Part 22 - Taximeter

A taximeter of an approved type must be fitted within the driver's compartment in such a position that the face of the meter is clearly visible in the passenger compartment and it does not interfere with the safe operation of the vehicle.

The taximeter shall be fitted with an approved form of sealing which will prevent non-approved, accidental or deliberate alteration to the calibration of the meter.

Part 23 - Table of Fares

A facility must be provided to display of the table of fares in such a position that the full table of fares is clearly visible to the passengers.

Part 24 - Interior Licence Plate

Information bearing the licence number of the vehicle shall be displayed within the vehicle in such a position that it is clearly visible to the passengers.

Part 25 - Exterior Licence Plate

Provision shall be made for the display of the exterior licence plate on the rear of the vehicle in an approved position.

Part 26 - Condition

The vehicle must have no signs of accident damage, which affects the safety or appearance.

The paintwork must be of a professional finish and consistent with the colour scheme of the vehicle.

All parts of the passenger compartment must be clean and free from any damage, which may affect its suitability for the carriage of passengers.

Part 27 - Maintenance

Vehicles, including all fittings, advertisements etc. must be maintained to approved standards. The vehicles must be kept clean and in good working order. Vehicles will at all times be subject to test and inspection. Should it be found that a vehicle is not being properly maintained or kept in good working order, a notice will be served on the licensee prohibiting the use of the vehicle until the defect(s) have been rectified.

Part 28 - Auxiliary Equipment

Any auxiliary equipment that is fitted to a vehicle must not impede the driver, hinder their view, or obstruct, or cause hazard to passengers or other road users.

Part 11 - Image and Sound Recording Equipment

Consideration is being given for vehicles to be fitted with an approved image recording system capable of storing both audio recordings and visual images.

The importance of image recording equipment is widely understood in helping to protect the driver and the wider public, ensuring that both parties act responsibly and respectfully.

Benefits

The benefits of CCTV include:

- Deterring and preventing the occurrence of crime
- Reducing fear of crime
- Assisting the Police in investigating incidents of crime
- Assisting insurance companies in investigating motor vehicle accidents
- Assisting the Licensing Authority in investigating complaints.

Downloads

Data will only be downloaded in the following circumstances:

- Where a crime has been reported involving the specific vehicle and the Police have formally requested data
- When a written complaint has been made to the Council regarding a specific vehicle/driver
- Where a data request is received from an applicant e.g. police or social services, that has a legitimate requirement to have access to the data requested to assist them in an investigation that involves a licenced vehicle or driver
- Subject Access Request compliant with the Data Protection Act

Retention

Data retained by the Council will only be retained for the following periods:

Reason	Retention Period
Cases leading to prosecution	10 years from date of trial
Formal Caution	3 years from date of caution
Written Warning or no formal action	3 years from date of decision
Subject Access Request	6 years from date of request

Policy – Objective 4

Closed-Circuit Television (CCTV)

A hackney carriage vehicle may be fitted with an approved CCTV system capable of storing both audio recordings and visual images.

For the purposes of this policy, a CCTV system will include any electronic recording device attached to the inside of the vehicle having the technical capability of capturing and retaining visual images and audio recording from inside or outside of the vehicle.

General Requirements

The system must be of an approved standard as designated by the Council and be operational at all times that the vehicle is being used for licensable purposes. Where the vehicle is being used for domestic purposes there is no requirement for the equipment to be operational.

All CCTV equipment must conform to the Council's specification, and in any case adhere to Data Protection legislation. CCTV systems that do not meet the specification will not be approved for use in such vehicles.

CCTV system installs will be inspected as part of the compliance test to ensure that they do not pose a risk to the safety of the driver or passengers, and to ensure that they have been safely and securely installed. Design, construction and installation must be in such a way that materials present no danger the driver or passengers, including impact with the equipment or danger from the electrical components being breached through vandalism, misuse or wear and tear.

The installation and operation of CCTV must comply with the requirements of the Information Commissioner's Officers CCTV Code of Practice. Detailed information can be found on the Information Commissioner's Office website: www.ico.gov.uk.

All equipment must meet all requirements regarding safety, technical acceptability and operational/data integrity.

Signage

Signage must be strategically displayed in the vehicle, informing passengers that they may be recorded. Notices shall be placed on the security screen that separates the driver from the passenger.

The notices must include information informing that visual and audio recordings take place within the vehicle.

Camera Activation Methods

Video recording must be active at all times that the vehicle is being used for licensable purposes, without exception.

Activation methods may include meter initiation, doors opening and panic buttons. When none of these methods is triggered, the camera may go into idle.

Audio Recording Methods

Audio recording must be active in the following circumstances:

- Where an unaccompanied child or vulnerable adult is being transported in the vehicle
- Where the driver and the customer are involved in a dispute or the driver feels threatened by the behaviour of the passenger or any other such method that warrants audio recording

Activation of audio recording must be able to be triggered by the driver pressing a switch, and the recording will continue until such time that the switch is pressed again. No deactivation of the audio recording will be enabled by the passenger's audio switch – they will be independent of each other.

Activation of audio recording must be able to be triggered by the passenger pressing a switch, and the recording will continue until such time that the switch is pressed again. No deactivation of the audio recording will be enabled by the driver's audio switch – they will be independent of each other.

There must be an indicator located in the vehicle that is in clear and uninterrupted view of the passenger and that indicates that audio recording is taking place.

At the conclusion of a journey, when the passenger leaves the vehicle, audio recording must cease before another passenger enters and the journey commences. However, there should be a method of reactivating the audio recording should any of the above situations arise in relation to the new journey.

Automotive Electromagnetic Compatibility Requirements (EMC)

The CCTV system must not interfere with the safety, control, electrical, computer, navigation, satellite, or radio system located within the vehicle.

CCTV equipment must meet the requirements under the European Community Automotive Electromagnetic Compatibility Directive, in regard to Electronic Sub Assembly (ESA).

CCTV equipment must be e-marked or CE-marked. If CE marked, the system must be suitable for use in motor vehicles.

Image Security

Captured images must remain secure at all times.

Captured images must be protected and designed to guard against the compromise of the stored data. The Information Commissioner's Office has published guidance on how to keep personal data (including personal data contained in CCTV images) secure: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

Registering with the Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights

The Data Protection (Charges and Information) Regulations 2018 requires every organisation that processes personal information to pay a fee to the Information Commissioner's Office (ICO), unless they are exempt. Therefore, all hackney carriage vehicle proprietors must register with the ICO and obtain documented evidence of such registration. Further information can be found on the ICO's website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

Technical Specification and System Requirements

In order to be considered suitable for installation, the CCTV system must meet stringent requirements. These requirements are set out in Appendix C.

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Part 12– Vehicle Inspections and Testing

Vehicles will be tested according to their age. Older vehicles will be tested more frequently than younger vehicles in order to ensure their fitness and suitability.

Policy – Objective 5

Vehicle Inspections and Testing

A newly licenced vehicle shall not be more than five years old on the date of issue of the first hackney carriage vehicle licence. The date of registration will be used to determine the age of the vehicle.

The vehicle must be licenced for use within one month from the date of application and within 14 days of it being tested.

Frequency of Tests

Vehicles must undergo and pass a vehicle compliance test at Sheffield City Council's Testing Station. The compliance standards can be found at Appendix C.

New Vehicles

Applications for a new vehicle licence require the vehicle to undergo and pass a vehicle compliance test, even where the vehicle would not normally require an MOT test (less than three years of age).

Currently Licenced Vehicles

Licensed vehicles must undergo a compliance test no more than four weeks prior to the renewal of their licence.

The number and frequency of tests depends on the vehicle age as outlined below:

- Vehicle under five years of age – Every 12 months
- Vehicle over five years of age – Every 6 months

Where a vehicle fails several consecutive tests, the Authority may require that vehicle to undergo further tests in its licenced period. Reasons for additional tests will be provided by the Authority. The expense of these tests will be borne by the licensee (up to a maximum a 3).

Testing Criteria

A compliance test goes above and beyond the criteria as used by the Ministry of Transport (MOT) test. Due to the nature of work that is undertaken by hackney carriage vehicles, it is important that all aspects of the vehicle are checked for mechanical safety and that it is aesthetically suitable.

Further information on the testing procedures and standards for MOT tests can be found by visiting: <https://www.gov.uk/government/publications/mot-inspection-manual-for-class-3-4-5-and-7-vehicles>

Information in regard to inspection and compliance standards can be found at Appendix C.

Testing Station

A licenced vehicle is required to undergo and pass a vehicle compliance test at Sheffield City Council's testing station. Compliance and MOT certificates provided by other testing stations will not be accepted.

The Sheffield City Council testing station carries out its functions in line with best practices from the Department for Transport (DFT), Drivers and Vehicles Standards Agency (DVSA), The Technical Officer Group of the Public Authority Transport Network and the current standards required by Sheffield City Council for its licenced vehicles.

Part 13 - Exceptional Vehicle Criteria

In circumstances where a vehicle is to be licenced beyond its permitted age, it will be considered as an 'exceptional vehicle'.

An exceptional vehicle is one that meets the exceptional vehicle criteria as set out below.

Policy – Objective 6

Exceptional Vehicle Criteria

Where a vehicle is to be licenced beyond its permitted age, the following criteria must be adhered to. Consideration will not be given to those vehicles that do not adhere to the criteria.

A vehicle will be considered in 'exceptional condition' where:

- It has never failed a vehicle compliance test
- It has never failed to attend a pre-arranged vehicle Compliance Test, unless in exceptional circumstances
- All bodywork is in A1 condition with no signs of rust, dents, scratches, stone chips or any other defects that may detract from the overall appearance
- The paint condition is in A1 condition, showing no signs of fading, discoloration or mismatching that may detract from the overall appearance
- The interior of the vehicle is in A1 condition, including carpets, mats and upholstery
- All luggage compartments are in A1 condition, clean and free from any signs of damage
- There is a complete service record, showing it has been properly serviced in line with manufacturer's guidelines. All receipts in relation to servicing must be available
- The vehicle has not been suspended at any time due to the mechanical and/or physical condition
- The vehicle is Zero Emission Capable (ZEC)

The decision to grant a licence beyond the normal term can only be taken by the Licensing Committee. The proprietor must be able to demonstrate that the vehicle meets all of the criteria as set out above, as well as exhibiting valid reasons why an extension should be granted.

Part 14 - Limitation

The Licensing Authority has discretionary powers to issue hackney carriage vehicle licences. The Licensing Authority can refuse to issue a licence where they would normally do so (where the applicant is suitable, and the vehicle meets specifications and any other conditions) if there is significant demand that has been met.

Policy – Objective 8

Limitation

The Licensing Authority does not operate a Limitation Policy.

Where the Licensing Authority wishes to implement a limitation on the number of vehicle licences, an Unmet Demand Survey will be undertaken at the initial stage and then every three years, as suggested as best practice by the Department for Transport:

“If a local authority does nonetheless take the view that a quantity restriction can be justified in principle, there remains the question of the level at which it should be set, bearing in mind the need to demonstrate that there is no significant unmet demand. This issue is usually addressed by means of a survey; it will be necessary for the local licensing authority to carry out a survey sufficiently frequently to be able to respond to any challenge to the satisfaction of a court. An interval of three years is commonly regarded as the maximum reasonable period between surveys.”

Part 15 - Access for Wheelchair Users

The Equality Act 2010 legally protects people from discrimination. The Act covers all provisions from the 1995 Disability Discrimination Act and includes new duties for licensees.

Sections 165 and 167 of the Equality Act 2010 came into force in April 2017, making it a criminal offence for drivers of 'designated vehicles' to refuse to carry passengers in wheelchairs, to fail to provide them with appropriate assistance or to charge them extra.

A 'designated vehicle' is such that it conforms to the Council's accessibility requirements, as outlined in the vehicle specification contained in this policy. Such vehicles should be able to carry passengers in their wheelchairs. Government recommends that vehicles must be capable of carrying some – but not necessarily all – types of occupied wheelchairs; it must be possible for a vehicle to carry a 'reference wheelchair' as defined in schedule 1 of the [Public Service Vehicle Accessibility Regulations 2000](#).

The Act sets out the requirements under two specific sections:

Section 167 of the Act provides the Council with the power to list all wheelchair accessible vehicles, these will be known as 'designated vehicles'. Due to the nature of the fleet in Sheffield, all Hackney Carriage vehicles are designated as such. The list of accessible vehicles can be viewed on the Council's Public Register.

Section 165 of the Act requires drivers of such designated vehicles to carry passengers in wheelchairs, assist passengers in wheelchairs and to not charge extra to passengers who travel in wheelchairs.

Policy – Objective 9

Access for Wheelchair Users

Vehicle Exemptions

The Council will publish a designated list of wheelchair accessible hackney carriage vehicles, as instructed by the Act. A vehicle will be included on the list whereby it conforms to such accessibility requirements as outlined in the vehicle specification – all such hackney carriage vehicles will be wheelchair accessible by default.

The Act enables vehicle owners to appeal against the decision of the Council to include their vehicle on the designated list. The appeal should be made to the Magistrate's Court and must be made within 28 days of the vehicle in question being included in the Council's published list.

Part 16 - Advertising

Advertising is permitted on both the inside and outside of a vehicle. All advertising will be subject to Licensing Authority approval and must adhere to the advertising policy.

Policy – Objective 10

Advertising

A request to advertise must be made to the Licensing Authority prior to any such advertisement being used.

The vehicle proprietor must provide to the Licensing Authority such details of the proposed advertisement in order to determine that it:

- does not promote, either directly or indirectly, smoking (including tobacco and/or vaping), alcohol, and gambling
- is not of a sexual, religious or political nature
- is not likely to cause offence.

The contract for the advertisement must comply with the following requirements:

- Advertisements should be submitted by the proprietor of the vehicle
- The contract for advertisement must have a facility to state the vehicle details and the termination of the contract
- The contract must contain a condition that the advertisement must be removed at the end of the contract term

Advertisements are permitted, as follows:

- As a door sign
- On the rear window (must use contra vision or similar technology)
- On the tip seats
- As half or full livery
- On a digital screen
- As illuminated exterior media

Where full livery advertisements are applied to the vehicle, the V5C Document (logbook) must be updated – colour of vehicle must state 'full livery'.

Any advertisements fitted to a vehicle must not obscure notices, signs or plates that form part of the vehicle licence conditions. Additionally, should any approved advertisement come to be in such a condition that, in the opinion of an Authorised Officer, it adversely affects the safety or the appearance of the vehicle then the vehicle licence will be suspended with immediate effect and until such time that the defect has been rectified.

Part 17 - Insurance

A licenced vehicles must have in place valid and appropriate insurance for the purposes of carrying passengers for hire and reward.

Policy – Objective 11

Vehicle Insurance

Hackney carriage vehicles are required to have in place valid and appropriate insurance, enabling them to operate legally.

As a minimum, the Licensing Authority requires:

- A valid insurance certificate or cover note confirming the persons insured to drive the vehicle and the purposes for which the vehicle can be used, i.e. *Social, domestic and pleasure including commuting by the insured to a permanent place of work. For the carriage of passengers of goods for hire and reward (hackney carriage/public hire) provided such use complies with the laws and regulations of the appropriate licensing authorities.*

The Licensing Authority will undertake monthly auditing to ensure insurance requirements are adhered to.

Part 18 - Accidents

Where a hackney carriage vehicle is involved in an accident or has been damaged by another such cause, it is the responsibility of the vehicle proprietor to report as such to the Licensing Authority. Section 50 (3) of the Local Government (Miscellaneous Provisions) Act 1976 states:

'...the proprietor of a Hackney Carriage or Private Hire Vehicle, Licenced by a district council shall report to them as soon as reasonably practicable, and in any case within seventy two hours of the occurrence thereof, any accident to such Hackney Carriage or Private Hire Vehicle causing damage materially affecting the safety, performance or appearance of the Hackney Carriage or Private Hire Vehicle or the comfort or convenience of persons carried therein.'

The statutory duty contained in the above legislation does not affect in any way the liability placed upon a person under Section 170 of the Road Traffic Act 1988 in relation to the reporting of certain accidents to the police. Further information in this respect can be found at <http://www.legislation.gov.uk/ukpga/1988/52/contents>.

Policy – Objective 12

Accidents

Where a hackney carriage vehicle has been involved in an accident affecting the safety, performance or appearance, it is the responsibility of the proprietor to inform the Licensing Authority within 72 hours of the accident occurring.

The proprietor will be required to complete an Accident Damage Report Form detailing the events of the accident and any damage suffered to the vehicle. An Authorised Officer will inspect the vehicle to ascertain the damage and where appropriate (vehicle fitness has not been satisfied) suspend the vehicle licence until such time that the vehicle has been repaired and passed a compliance test at Sheffield City Council's testing station. A suspension notice will not be issued where an inspection is not possible.

Where a vehicle is damaged to such an extent that it can no longer be driven, the proprietor must inform the Licensing Authority as such. The proprietor will be required to provide the Licensing Authority with photographic evidence as to the vehicle's condition, specifically showing the parts of the vehicle that have been most severely damaged. The vehicle must be presented to Sheffield City Council's testing station, as soon as is practicable in order assess its fitness following repairs – the appointment will be arranged by the Licensing Authority at a mutually agreeable time with the proprietor.

Where the vehicle is damaged to such an extent that it is categorised by an insurance company as an A, B, S or N insurance write off it will not be re-licenced, in line with the vehicle specification.

Part 19 - Transfer of Vehicle Licence

A vehicle proprietor may at any time transfer their interest, or part interest, in a vehicle to another person.

Policy – Objective 13

Transfer of vehicle licence

Where a proprietor wishes to relinquish their interest and transfer that interest to another person/licensee they must inform the Licensing Authority within 14 days of doing so, paying the appropriate fee.

In notifying the Licensing Authority, the proprietor must specify the name(s), date of birth and address of the person(s) to whom the vehicle has been transferred.

The proprietor must also provide a current insurance certificate or valid cover note relating to the vehicle and its intended use as a hackney carriage vehicle. Insurance must be in the name of the new owner(s). If new owner is not a licenced driver, the insurance certificate must state a named licenced driver.

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Part 20 - Fares

The Licensing Authority has the power to set fares for hackney carriage vehicles and does so under section 65 of the Local Government (Miscellaneous Provisions) Act 1976:

“(1)A district council may fix the rates or fares within the district as well for time as distance, and all other charges in connection with the hire of a vehicle or with the arrangements for the hire of a vehicle, to be paid in respect of the hire of hackney carriages by means of a table (hereafter in this section referred to as a “table of fares”) made or varied in accordance with the provisions of this section.”

A fares tariff is enforceable as a byelaw, and it is an offence for a driver to charge more than the metered fare.

The current table of fares must be displayed in the vehicle so that it is easily visible to all passengers. Licensees must, if requested by the passenger, provide written receipts for fares paid.

Policy – Objective 14

Table of Fares

The Licensing Authority will usually review hackney carriage fares periodically and in line with any policy review. Where requested, additional reviews will be undertaken at the discretion of the Licensing Committee.

In considering a review, the Licensing Committee will pay attention to the following pieces of information. This list is not exhaustive, but an example of what will be taken in account when making a decision:

- Any change in vehicle running costs since the last review
- Changes to the Consumer Index rate since the last review
- The Service Provider Index rate since the last review
- Any changes to the National Living Wage since the last review
- Any change to licensing fees since the last review
- Hackney Carriage fares in neighbouring authorities
- The cost of alternative transport – bus, tram, private hire etc.
- Any other information that may be deemed relevant

Any information presented must be from reputable sources and in an easy-to-read format.

The Licensing Committee will also consider information supplied by licensees, stakeholders, and other interested parties as part of the review process.

A notice of any variation to the maximum fare shall be advertised by the Licensing Authority.

Part 21 - Hackney Carriage (Taxi) Ranks

A unique feature of a hackney carriage vehicle is that it can legally rank up at a hackney carriage rank and ply for hire, waiting for a hirer to make a booking.

The Council creates hackney carriage ranks under the Local Government (Miscellaneous Provisions) Act 1976, section 63. Under the Act, the Council can appoint ranks for hackney carriage vehicles either on public highways or private land and the stands can be for either continual or part-time use.

There are a number of ranks within the district of Sheffield, and these are outlined in the table below. A list of current hackney carriage vehicle ranks can also be found on the Council's website: <http://www.sheffield.gov.uk/home/parking/taxi-ranks.html>

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Part 22 - Conditions

Attached to a hackney carriage vehicle licence is a set of mandatory conditions in accordance with Section 47 Local Government (Miscellaneous Provisions) Act 1976:

“A district council may attach to the grant of a licence of a hackney carriage under the Act of 1847 such conditions as the district council may consider reasonably necessary”.

The following mandatory conditions form part of all hackney carriage vehicle licences and should be observed at all times; failure to do so may result in the licence being referred directly to the Licensing Committee for review.

Following determination of an application by the Licensing Sub-Committee, additional conditions may be imposed.

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Mandatory Conditions

Definitions	
'Authorised Officer'	Any officer of the Council authorised in writing by the Chief Licensing Officer and Head of Licensing of the Council for the purposes of these conditions
'The Council'	Sheffield City Council
'Licence Plate'	The plate issued by the Council for the purpose of identifying the vehicle as a hackney carriage vehicle duly Licenced by the Council.
'Interior Licence Plate'	The plate issued by the Council for the purpose of identifying the vehicle as a private hire vehicle duly Licenced by the Council.
'Interior Driver Identification Plate'	The card which provides a photograph of a driver, driver licence number and the date of expiry of the licence. At all times it remains the property of the Council.
'Proprietor'	The person or persons or body named in this licence as the proprietor of the vehicle and includes a part proprietor.
'The Vehicle'	The hackney carriage hire vehicle in respect of which this licence is issued.

1. General Maintenance and standards

a.)	The proprietor or driver must ensure that the vehicle undergoes a daily safety check. As a minimum, this must be a visual check on the lights, tyres, mirrors, and seat belts. Where faults are discovered, they must be rectified immediately and in any case before the commencement of the next journey.
b.)	No material alteration or change in the specification, design, condition, or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.
c.)	The proprietor must notify the Council in writing if their vehicle has been fitted with an LPG system during the currency of the licence. The notification must be made within five working days, and include the provision of certification.

2. Identification Plate and Signs

a.)	The licence plate must be securely and permanently affixed to the rear of the vehicle at all times. It shall be displayed so as not to obscure the vehicle's registration mark and must be clearly visible by daylight.
b.)	The licensee must at all times display the interior driver identification in such a position within the vehicle so that it is easily identifiable by all passengers in the vehicle and in a position that is acceptable to the Council.
c.)	The licensee must at all times display the interior vehicle identification number in such a position within the vehicle so that it is easily identifiable by all passengers in the vehicle and in a position that is acceptable to the Council.
d.)	The proprietor shall not display or suffer or permit to be displayed on or from the vehicle any other signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems, or devices whatsoever, except as may be required by any statutory provisions (including byelaws) or required by these conditions.
e.)	The Council will permit a deviation from these conditions in certain circumstances. A request for deviation will need to be made in writing to the Council, with a decision made by the Licensing Committee.

Signage, licence plates and notices as referred to above will be issued or approved for use by the Council.

Signage, licence plates and notices must be fixed to the vehicle in accordance with the requirements set out by the Council, and in any case must be securely affixed at all times.

3. Cleanliness and Appearance of Vehicle

a.)	All relevant statutory requirements, in particular those contained in the Road Vehicles (Construction and Use) Regulations 1986 must be fully complied with at all times.
b.)	The vehicle must be maintained in a safe and clean condition at all times. The Council can inspect a vehicle at any time it sees fit and at the request of an authorised officer or police constable, the licensee shall arrange for any reasonably necessary cleaning of the vehicle to be carried out.
c.)	Storage areas must be kept free from obstruction at all times in order to allow the safe storage of passenger luggage.
d.)	Bodywork must be maintained to a high standard, with no signs of corrosion, rust, inferior spray work or temporary repairs.
e.)	Seats must be in full working order, free of stains, tears, cigarette burns or repair, and not threadbare. Floor coverings must not be unduly worn and present no trip hazards. Household carpeting or similar is not acceptable and must not be used in any part of the vehicle. Headlining and side panel coverings must be free of ingrained grime, fractures and maintained to the manufacturer's original style.

f.)	<p>If the vehicle is involved in an accident, affecting the safety, performance or appearance, the proprietor/driver must inform the Council as soon as possible and in any case within 72 hours. An Accident Report Form, available from the Council, must be completed, detailing the circumstances of the accident and any damage to the vehicle.</p> <p>The vehicle must be presented to the Council for inspection by an authorised officer. If the vehicle cannot be presented to the Council for inspection due to damage caused, the proprietor must send photographic evidence as to the vehicle's condition. All repairs to the vehicle must be carried out without undue delay and once repaired may be subject to a compliance test at Sheffield City Council's testing station.</p>
4. Equipment and Fittings	
a.)	All fittings and auxiliary equipment must be kept tidy and safe and relevant statutory requirements fully complied with.
b.)	All audio equipment must be factory fitted. No additional amplifiers, speakers, or sub-woofers are to be fitted and connected to the vehicle.
c.)	Where a fire extinguisher is fitted, it must be of a type suitable for use on a motor vehicle and approved by the Council. It must be securely fitted in the driver's compartment and in easy reach of the driver and not obstruct or interfere with the safe operation of the vehicle. It must comply with requirements of BS EN3 1996 and have a minimum rating of 5a and 34b. It must not contain less than 0.9 litres AFFF foam or 1kg dry powder and must have a seal or gauge mechanism. The registration number of the vehicle must be permanently and legibly marked on the extinguisher.
5. Closed-Circuit Television (CCTV)	
Page 219	<p>A secure Closed-Circuit Television (CCTV) system approved by the Council shall be fitted to the vehicle prior to the grant of the licence and maintained in the vehicle thereafter for the duration of the licence to the satisfaction of the Council.</p> <p>The requirement will be effective immediately on the grant of a new licence (other than by way of renewal) or on the replacement of a licenced vehicle.</p>
6. Meter and Table of Fares	
a.)	A taximeter of an approved type must be fitted within the driver's compartment in such a position that the face of the meter is clearly visible in the passenger compartment and it does not interfere with the safe operation of the vehicle.
b.)	The taximeter shall be fitted with an approved form of sealing which will prevent non-approved, accidental or deliberate alteration to the calibration of the meter.
c.)	A facility must be provided to display the table of fares in such a position that it is clearly visible to the passengers.
7. Advertisements	
	Advertisements may be displayed where they are in accordance with the Council's policy in relation to advertisements and where the Council has provided written approval for the advertisement.
8. Insurance	
a.)	At all times the proprietor shall have in place a policy of insurance in relation to the use of a hackney carriage vehicle that complies with the requirements of the Road Traffic Act 1988 Part VI.

b.)	The proprietor shall produce to the Council within five days of such request the certificate of insurance issued by an insurance company or broker in respect of the vehicle.
9. Seats and Passengers	
a.)	The proprietor shall not cause or permit to be conveyed in the vehicle a greater number of persons exclusive of the driver than the number of persons specified on the licence.
b.)	Once a vehicle has passed a compliance test, the seating layout must not be changed.
c.)	Where it is possible to change the seating layout, the proprietor must ensure that no more seats than are stated on the licence are fitted.
d.)	All passengers must have access to at least two side doors, one of which must be on the nearside of the vehicle.
10. Drivers	
a.)	<p>The proprietor must keep a written record showing the following particulars in respect of every driver (for hackney carriage purposes) of the hackney carriage vehicle detailed on this licence:</p> <ul style="list-style-type: none"> • The name, address and date of birth of the driver of the vehicle • The number and date of expiry of every licence issued in respect of the driver under Section 51 of the Local Government (Miscellaneous Provisions) Act 1976 and in force during such time as the driver is driving the vehicle • The date on which the driver commenced driving the vehicle • The date on which the driver ceased driving the vehicle <p>The proprietor must keep the records for a period of two years from the date on which the driver first commenced driving the vehicle. These records must be made available upon request to any police officer or authorised officer of the Council.</p>
b.)	Any person who drives a hackney carriage vehicle must have in place a <i>Hackney Carriage and Private Hire Driver's Licence</i> .
c.)	All drivers must be fully aware of the need to provide assistance to passengers, especially those with a disability.
d.)	<p>A driver must not fail or refuse to carry out a booking by or on behalf of a disabled person accompanied by an assistance dog, unless the driver has a medical exemption certificate as issued by the Council.</p> <p>Proprietors must ensure that all drivers of the hackney carriage are fully acquainted with the need to provide all reasonable assistance to passengers, especially those with a disability.</p>
11. Convictions	
	The proprietor or driver of a hackney carriage vehicle must notify the Council within 14 days of any conviction, binding over, caution, warning, reprimand for any matter imposed on them during the term of a licence.
12. Transfer of Licence	
	A proprietor, in transferring the hackney carriage vehicle to another person, must notify the Council within 14 days of doing so, stating the name and address of the person to whom the hackney carriage has been transferred.
13. Change of Address	
	The proprietor of a hackney carriage vehicle must notify the Council in writing of a change of address within 14 days of such change.

14. Operator	
a.)	Where a hackney carriage vehicle receives job bookings from a private hire operator, the proprietor or such driver of the vehicle must notify the Council of all such companies for which they are working and must immediately notify the Council if they cease to work for any company. The vehicle must display sole relevant door signage for each booking undertaken.
b.)	Equipment used for the purposes of receiving and accepting information related to bookings must be fitted securely and in a manner that does not obstruct the view of the driver through the windscreen. Wires used for connection of equipment must not be left in a dangerous manner.
15. Inspections	
a.)	The proprietor must permit an authorised officer or a police constable to inspect the vehicle at all reasonable times.
b.)	Where an authorised officer or police constable is not satisfied as to the condition of a vehicle for use as a hackney carriage, the proprietor must, after being notified in writing, present the vehicle for inspection at such time at Sheffield City Council's testing station.
c.)	If an authorised officer or police constable is not satisfied as to the condition of the vehicle for use as a hackney carriage upon completion of an inspection as stated above, the authorised officer may suspend the licence. The suspension will not be lifted until such time the vehicle has passed a compliance test at Sheffield City Council's testing station.
16. Information and Guidance	
a.)	The proprietor or driver of the vehicle must at all times carry within the driver's compartment of the vehicle the <i>Safe Loading and Unloading of Manual Wheelchair passengers in a hackney carriage 2010</i> and the <i>Safe loading and unloading of powered wheelchair passengers in a hackney carriage</i> guidance booklet as provided by the Council. The booklets should be made available for inspection on the request of an authorised officer, police constable or passenger on request.
b.)	The proprietor or driver of the vehicle must at all times carry within the driver's compartment of the vehicle a copy of the <i>Hackney Carriage Byelaws</i> as provided by the Council. The booklet should be made available for inspection on the request of an authorised officer, police constable or passenger on request.
17. Equalities Act 2010	
a.)	<p>The Council has a duty under the Equalities Act 2010 to exercise its functions, and have due regard to the need to:</p> <ul style="list-style-type: none"> • Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act; • Advance equality of opportunity between people who share a protected characteristic and those who do not; • Foster good relations between people who share a protected characteristic and those who do not. <p>In discharging the duty, the Council will take a serious view of any judgement under the Equality Act 2010 against any applicant for the grant, renewal or transfer of any licence as issued by the Council.</p>
b.)	Drivers of a hackney carriage vehicle must not refuse to carry out a booking by or on behalf of a disabled person accompanied by an assistance dog unless the driver has a medical exemption certificate in the approved manner or in the vehicle.

c.)

Drivers of a hackney carriage vehicle must not refuse to carry out a booking by or on behalf of disabled person in a wheelchair, fail to provide them with appropriate assistance, or to charge them extra unless the driver has a medical exemption certificate in the approved manner of the vehicle.

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Part 23 – Compliance and Enforcement

The primary aim of the Licensing Authority is public safety, and to provide a service that businesses and individuals can depend on for reasons of health, safety, welfare, equality, and consistency.

Therefore, the undertaking of compliance and enforcement checks on licenced private hire vehicles is essential in order to achieve this. Ultimately these checks are undertaken in order to ensure vehicles are fit for purpose, are complying with the law and licence conditions and to ensure the safety of passengers, pedestrians, and other road users.

The Licensing Authority ensures that licenced private hire vehicles are complying with statutory requirements and licensing conditions by undertaking regular enforcement and compliance checks, whether it be independently or with partners such as South Yorkshire Police and the Driver and Vehicle and Standards Agency (DVSA).

A broad range of tools and powers are available to the Licensing Authority should breaches of compliance be found. The following options, which will be discussed in more detail throughout this section include, but are not limited to:

- No Action
- Informal Warning
- Formal Warning
- Review
- Suspension
- Revocation
- Simple Caution
- Prosecution

Where appropriate and where there are causes for concern the Licensing Authority will pass on information to partner organisations such as the police and Sheffield City Council Transport Services.

Equally, the Licensing Authority will act on information received from those and other partner organisations and deal with complaints in line with the Licensing Authority's Complaints Procedure. A copy of the complaints procedure can be obtained by contacting the Licensing Authority.

Part 24 - Better Regulation Delivery Office: Regulators' Code, 2014

In undertaking enforcement duties, the Licensing Authority will pay particular attention to the Regulators Code, April 2014. This sets out the standards that the licensing authority should follow when undertaking compliance and enforcement checks. Therefore, the Licensing Authority will:

- carry out their activities in a way that supports those they regulate to comply and grow
- provide simple and straightforward ways to engage with those they regulate and hear their views
- base their regulatory framework activities on risk
- share information about compliance and risk
- ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply
- ensure that their approach to their regulatory activities is transparent

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Part 25 - Better Regulation Unit: Enforcement Concordat

Attention will also be paid to the principals of good enforcement as contained in the Enforcement Concordat and the Licensing Authority will ensure that when carrying out enforcement we are:

- **Open:** The Licensing Authority will provide information in plain language and will be transparent in the activities it undertakes. It will also be clear with customers on how the service operates.
- **Helpful:** The Licensing Authority will work with licensees to advise and assist with compliance. A courteous and efficient service will be provided by all staff and licensees will have a single point of contact and telephone number for further dealings. Applications will be dealt with promptly and where possible enforcement services will operate effectively to minimise overlaps and time delays.
- **Proportionate:** The Licensing Authority will minimise the costs of compliance for licensees by ensuring any action taken is proportionate to the risks involved; an account of the circumstances and attitude of licensee will be considered at all times.
- **Consistent:** The Licensing Authority will carry out all duties in a fair, equitable and consistent manner. Licensing officers will exercise judgement in all cases and arrangements will be put in place to promote consistency.

The Licensing Authority will also provide a well-publicised, effective and timely complaints procedure that is easily accessible to licensees and members of the public.

Any advice given by licensing officers on behalf of the Licensing Authority will be put clearly and simply at all times and confirmed in writing.

The Licensing Authority will also ensure that before formal action is taken as a result of enforcement or compliance checks, an opportunity to discuss the circumstances will be provided in order to resolve the points of difference. However, in circumstances where immediate action is necessary, such as health and safety or preventing evidence being destroyed, the Licensing Authority will be required to take a more formal approach. An explanation as to why such action was required will be given at the time and confirmed in writing in most cases within five days and, in all cases, within 10 working days.

Part 26 - Enforcement and Non-Compliance Options

In line with the Regulators' Code and Enforcement Concordat the Licensing Authority will choose the most appropriate form of enforcement under the circumstances. The Licensing Authority has at its disposal a range of enforcement and non-compliance options.

Where there have been several instances of non-compliance and at the discretion of the Licensing Authority, licensees (vehicle proprietors) may be referred to the Licensing Sub-Committee without further warning where a decision will be made as to the future of their private hire vehicle licence.

Stage 1 - No Action

A decision of no action may be taken where formal enforcement is deemed inappropriate under the circumstances. In such cases the offender, and where necessary, the complainant, will be informed of the reasons for the decision.

The Licensing Authority will look at all the evidence before making a determination on how to proceed following enforcement and compliance checks. It may be that evidence comes to light after the checks, indicating no action is required.

Stage 2 - Informal Warning/Words of Advice

Where there is a minor contravention and where the degree of risk from a given situation is minor, an informal warning may be deemed the most appropriate form of action.

An informal warning may come in the form of a verbal notice and recorded as such on the record. A culmination of verbal notices may result in a more serious form of action; this will be reviewed on a case-by-case basis.

This type of warning may be used where there is little or no impact on licensees (vehicle proprietors), service users and members of the public and where all other forms of enforcement action are viewed as inappropriate and/or disproportionate.

Stage 3 - Formal Warning

A formal warning is a tool that is available for more serious breaches of licence conditions. Each event is viewed on a case-by-case basis and enforcement officers will use their judgment as to whether to exercise the formal warning procedure.

A formal warning will be held on the licensees' record for a set period of time, not exceeding three years. Should the licensee be referred to the Licensing Sub-Committee while the warning is live, the Licensing Sub-Committee will be made aware of it.

Suspension of licence

Where there has been a serious breach of licence, non-compliance, or any other reasonable cause it may be deemed appropriate to issue a suspension notice.

The power to suspend a vehicle licence is contained in Section 60 of the Local Government (Miscellaneous Provisions) Act 1976. Further information on these suspensions can be obtained from the Acts themselves.

A suspension may be issued where the vehicle is deemed to be unfit for purpose, in terms of the mechanical condition, safety and/or comfort. A suspension notice may also be issued for 'any other reasonable cause'.

Upon the suspension of a licence the licence holder may appeal the decision to the Magistrates Court; there is no other recourse available.

Revocation

In circumstances of more serious breaches of conditions, such as the private hire vehicle being unfit for purpose, non-compliance with the provisions of the Act of 1847 or the Act of 1976 or for any other reasonable cause, a revocation of the licence may be deemed necessary.

The power to revoke a licence is retained by the Licensing Committee and will be implemented where there is considered to be an immediate and on-going risk to public safety.

If a decision is reached whereby the licence is revoked, they will have the opportunity to appeal the decision to Magistrates Court.

Refusal to Renew

Reasons for non-renewal of a licence may be due to information received at renewal stage; such as the private hire vehicle being unfit for purpose, non-compliance with the provisions of the Act of 1847 or the Act of 1976 or for any other reasonable cause.

In making a decision on whether to refuse to renew a licence the Licensing Sub-Committee will take into account information received from the Licensing Authority and any supporting documents that are supplied by the applicant.

If a decision is reached whereby the licensee is refused, they will have the opportunity to appeal the decision to Magistrates Court.

Caution

Where a serious breach of conditions or non-compliance has been evidenced, but where a prosecution would not be in the public interest, a formal caution may be issued.

Guidance as issued by the Health and Safety Executive provides practical advice and sets out certain preconditions that must be adhered to in order for a formal caution to be used:

- The offender making a clear and reliable admission of the offence before a simple caution may be offered
- A realistic prospect of conviction if the offender were to be prosecuted in line with the Code for Crown Prosecutors
- The offender agreeing to receive a simple caution
- A full explanation of the ramifications of accepting a caution

In addition, a formal caution may be issued where the offender has no previous history in relation to the offence and has done everything in their power to make amends. If a formal caution was offered and refused by the offender, the matter would then proceed to court. In any event, a decision to offer a caution will rest solely with the Licensing Authority.

A formal caution issued by the Licensing Authority will not be passed on to third party organisations automatically. However, if internal services or neighbouring authorities seek information on licensees, information will be discharged, subject to appropriate Data Protection Act provisions.

Prosecution

A prosecution will be implemented in cases where there has been a flagrant breach of licence conditions and where other options have been considered and deemed unsuitable, or where serious issues of public safety have arisen.

In order for a prosecution to be initiated there must be enough evidence to provide a realistic prospect of a conviction and it is in the public interest to do so. In determining whether a prosecution should be initiated the Code for Crown Prosecutors should be considered:

- Is there enough evidence against the defendant
- Is it in the public interest to bring the case to court

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Part 27 - Consultation

In developing this policy, the Licensing Authority consulted widely and gave due consideration to the views of all those who responded to the consultation process.

The Licensing Authority is committed to consulting with as wide an audience as possible, regarding this and any future licensing policy or any amendments in accordance with this policy.

The Licensing Authority has conducted a full consultation of this policy by way of writing and/or emailing consultees, providing relevant information on the Council website.

The views of all consultees were considered and given proper weight when writing and / or reviewing this policy.

A list of consultees can be found below. This list is not exhaustive but is an example of those who have been consulted.

Licensees	Elected Members
Local Members of Parliament	Sheffield City Council Transport Services
Transport4All	Sheffield City Council Sheffield Safeguarding Children's Board
Sheffield City Council Highways Service	South Yorkshire Police
South Yorkshire Fire Service	Sheffield City Council's Equality Team
Neighbouring Local Authorities	Sheffield City Council's Public Health Service
Sheffield City Council's Parking Services	National Association of Licensing and Enforcement Officers
Institute of Licensing	Sheffield Disability Hub
Sheffield City Council Strategy and Policy Service	Campaign for Better Transport
Chambers of Commerce	Local Traders
Women's Groups	Pubwatch

Appendix A - Vehicle Types

The Authority invites applications for vehicles that are of a suitable type and fully comply with the vehicle specification. In this regard, as of 1st January 2025, only Zero Emission Capable vehicles will be accepted.

Euro Classifications

European emission standards define the acceptable limits for exhaust emissions of new vehicles sold in EU and EEA member states. The emission standards are defined in a series of European Union directives staging the progressive introduction of increasingly stringent standards. The highest standard at present is that of a Euro 6, which was first applied to new registrations as of 1st September 2015.

Emissions Standard	Applied From	Applied to new Registrations From
Euro 1	1 st July 1992	31 December 1992
Euro 2	1 st January 1996	1 st January 1997
Euro 3	1 st January 2000	1 st January 2001
Euro 4	1 st January 2005	1 st January 2006
Euro 5	1 st September 2009	1 st January 2011
Euro 6	1st September 2014	1st September 2015

Permitted Vehicle Types

The following vehicle types will be permitted as hackney carriage vehicles as of 1st January 2025.

Vehicle Type	Permitted	
	Yes	No
Battery Electric Vehicle	✓	
Range Extended Electric Vehicle	✓	
Plug-in Hybrid Electric Vehicle	✓	
Hybrid Electric Vehicle	✓	
Liquid Petroleum Gas Vehicle (LPG)	✓	
Hydrogen Vehicle	✓	
Diesel		✓
Petrol		✓

Appendix B

Sheffield City Council Licenced Hackney Carriage Taxi CCTV - Technical Specification and System Requirements

In order to be considered suitable for installation in a licensed Hackney Carriage vehicle, the system must meet the following requirements.

Reference	Specification	Details
1.0 Operational Technical Specifications		
1.1	100% solid state design or a proven vibration and shock resistant system	The system should not have any fan and the recording should be vibration and shock proof, i.e. <ul style="list-style-type: none"> • Flash-based SSD (100% industrial grade) • Hard disk with both mechanical anti-vibration and anti-shock mechanism and self-recovery and self-check file writing system
1.2	8 to 15 Volts DC	Operational between 8 and 15 volts DC
1.3	Reverse polarity protected	System to be protected against reverse voltage
1.4	Short circuit prevention	System to be protected against short circuits
1.5	Over voltage protection	System to be protected against high voltage transients likely to be encountered in the vehicle electrical system
1.6	Automotive Electromagnetic Compatibility Requirements	The in-vehicle hackney carriage camera system must be compliant with the Council Directives: <ul style="list-style-type: none"> • 2004/108/EC on Electromagnetic Compatibility (CISPR 22/EN55022) • 2004/104/EC on Radio Interference (sections 6.5, 6.6, 6.8 and 6.9) The hackney carriage camera equipment should therefore be e-marked or CE-marked with confirmation by the equipment manufacturer as being non-immunity related and suitable for use in motor vehicles
1.7	System activation (on/off) switch to be located in a position where it is not accessible from inside the vehicle (i.e. in the boot/engine compartment)	The system is required to be active at all times that the vehicle is being used as a licenced vehicle. This will allow the facility for the system to be deactivated during times when the vehicle is being used for private purposes (e.g. domestic use). The switch that deactivates the system must be located within the vehicles boot or engine compartment (i.e. it must only be possible to deactivate the system from outside of the vehicle)
1.8	First-in/first-out buffer recording principle	
1.9	Built-in, automatic logging of all access actions, including date and personnel names	
1.10	Security, duration and auto-clearing of log files	

1.11	Image export formats and media	Images must be exported in commercially available formats
1.12	Image protection during power disruption	Images must be preserved in the event of loss of power. Battery back-up will not be permitted
1.13	Unit must operate without the ignition being turned on	The Unit must have the ability to operate for at least 2 hours without power from the ignition
1.14	Image and audio data shall be recorded and stored in a unit separate from the camera head.	
1.15	GPS capability	System must be compatible to allow for GPS capability
1.16	The system must be capable of recording audio time synchronized to the recorded images	
1.17	The system shall not record audio except when audio is activated by means of an approved trigger	<p>The system should have the ability to start recording audio data by means of at least two trigger buttons (see also 1.26 below)</p> <p>One trigger button must be capable of being activated by the driver. Once the trigger is activated, the system will continue to record audio until the same trigger is activated again. The second activation of the trigger must result in the cessation of audio recording.</p> <p>The second trigger button must be capable of being activated by the passenger. Once the trigger is activated, the system will continue to record audio until the same trigger is activated again. The second activation of the trigger must result in the cessation of audio recording.</p> <p>Both audio activation triggers must be independent of each other – this means that audio recording can only be deactivated by means of the same trigger (driver or passenger) that was used to activate the audio recording.</p>
1.18	The audio playback, when triggered, shall be in 'real time' and synchronised with the images that are captured	
1.19	Digital sampling of the audio signal must exceed 8 KHz	
1.20	Digital resolution of the audio samples must exceed 10 bits	
1.21	The audio microphone shall be integrated within the camera head	
1.22	Audio data and image data must be stored together, not in separate files, and must be protected against unauthorised access or tampering.	
1.23	The system must support testing of the audio function for	

	installation and inspection purposes.	
1.24	The system must 'go to sleep' to reduce battery drain during prolonged idle time. It must be capable of immediate reactivation	
1.25	Images recorded by the system shall not be displayed within the vehicle	
1.26	The system must have at least two emergency activation triggers (panic buttons)	One of the triggers/panic buttons must be capable of being operated by the driver – this must be independent of the audio activation switch At least one other trigger/panic button must be capable of being operated by a passenger from any passenger seat in the vehicle. Once activated, this switch must trigger the recording of video and audio in accordance with section 6.1 below.
1.27	The system must include a visual indicator that will clearly show when audio recording is taking place. This indicator must be visible to all passengers within the vehicle.	This may take the form of an indicator LED built into the audio switch, or a remote LED that can clearly be seen by passengers.
2.0 Storage Capacity Technical Specifications		
2.1	Minimum of 28 days of recording capacity	The camera system must be capable of recording and storing a minimum of 28 days of images of HD1 (720/288) size or better
2.2	Images must be clear in all lighting conditions	System to provide clear images in bright sunshine, shade, dark, total darkness, and when strong backlight is present.
3.0 Camera Head Technical Specifications		
3.1	Camera installation non-obstructive	The camera and all system components shall be installed in a manner that does not interfere with the driver's vision or view of mirrors or otherwise normal operation of the vehicle.
3.2	Protected camera disconnect	The camera head shall be designed to disconnect for ease of removal and replacement by maintenance personnel
3.3	Special tools for adjustment/removal	To prevent inappropriate interference, only tools supplied to authorised fitters should be capable of carrying out adjustments or removal
3.4	Field of view to capture all passengers in the vehicle	The lens of the camera must be of a type that captures the driver and all passengers of the vehicle on the recorded image. The lens must be of a style not to create a 'fishbowl' effect
3.5	Images must be clear	System to provide clear images in all lighting conditions and allow different skin tones to be detected
3.6	Compatible for use in vehicles with a partition (shield)	The camera system must be adaptable to provide clear images when a vehicle is equipped with a shield. This may be accomplished with the use of multiple camera heads.

3.7	Multiple cameras	The unit shall be capable of supporting up to four cameras. Four cameras may be required to provide adequate coverage in larger vehicles and/or certain purpose built vehicles.
4.0 Storage Device (Recorder) –Technical Specifications		
4.1	Impact and shock resistance	The recorder shall be impact resistant, sufficient to withstand a typical car accident, or striking with a large, heavy object such as a suitcase.
4.2	Controller in concealed location	The storage unit shall be concealed from view and effectively inaccessible except by authorised personnel.
4.3	Download port provision	The recorder shall be equipped with a communication port for downloading by authorised personnel.
4.4	Download port shall be located in an easily accessible location such as a glove compartment	The recorder download port shall be located in the glove box if practicable, if not then in a location that does not require the removal of panels and is accessible
4.5	Download port cable length – 1 foot minimum	Download port shall be at least one foot in length for ease of download
4.6	Recorder to be securely affixed to the vehicle	
4.7	Log register camera system parameter modifications	
4.8	Log to register each user access	
4.9	Log to register each image download session	
4.10	Log to register modification/manipulation of download images	
4.11	Log to register exporting of download images	
4.12	Log to register exporting of download images	
4.13	Log file protected against unauthorised access	
4.14	Time/date stamp	All stored images must be time and date stamped
4.15	Vehicle ID number stamp	All stored images must have two fields for vehicle identification (VIN & number plate)
4.16	Controller non-modifiable ID code stamp	Each recorded image shall be automatically stamped with a unique and non-modifiable code that identifies the controller that was used to record the image
4.17	Controller (Storage Recorder)	Manufacturer to supply Sheffield City Council with a supply of specialised tools to allow for the removal of the controller and download of data when required.
5.0 Specifications for Video and Audio Recording Rate		
5.1	Video image recording on system activation (when audio is not activated)	The system shall record images at the rate of four images per second
5.2	Video image recording when audio is activated	The system shall record images at the rate of twenty five images per second during periods when audio recording is activated (either due to time requirement, or through activation by the driver trigger switch or passenger panic button)

5.3	When activated, audio recording must be in real time and synchronised with the video recording	
5.4	System to continue to record images (and audio when applicable) when engine is off	System must continue to record images (and audio when applicable) for 30 minutes after engine/ignition is switched off
6.0 Specification for activation via driver or passenger trigger/panic buttons		
6.1	The activation of a trigger button must provide for overwrite-protected image storage when activated by driver or passenger	The system must be fitted with at least two trigger buttons that once activated will trigger the protected recording of audio and video
6.2	Emergency image overwrite protection capability	Image sequences resulting from emergency activation shall be recorded in an area of memory which is protected from being overwritten
6.3	Overwrite capacity for at least 3 activations	
6.4	Overwrite protection self-clear on 96 hour timer	
7.0 Downloading Technical Specification		
7.1	Time to download complete memory not to exceed 30 minutes	Time to download to be accomplished in 30 minutes or less
7.2	Provision of necessary software, cables, security keys to Sheffield City Council Licensing Service	
7.3	Windows 10 compatible	
7.4	Downloaded images stored in non-volatile media	
7.5	Downloaded images stored in secure format	
7.6	Verifiable image authenticity	Each image shall be stamped with controller ID and vehicle ID and be tamperproof
7.7	Provision of technical support to Sheffield City Council Licensing Service when necessary	To assist in accessing system in case of damage to the vehicle or to the system in case of accident within 1 hour during normal working hours and within 8 hours otherwise
7.8	Wireless download prohibited	Unit must not allow for wireless downloads. Wireless diagnostic may be used. All wireless hardware to be disabled
7.9	Filter the specific images for events and times for the approximate time of the crime committed	
8.0 Requirements in Relation to System Information		
8.1	Provision of service log sheet with each unit shipped	The unit manufacturer shall have a service log shipped with the unit. The manufacturer shall also enclose detailed instructions for the drivers with each unit shipped. An installation manual shall also be furnished to authorised installers and fleet operators.
8.2	Serial number indication on service log	The unit will be marked with a serial number

8.3	Installation date indication on service log	The provision for the installer to indicate the installation date
8.4	Provision of the driver instruction card with each unit shipped	
8.5	Provision of installation manual to installers and fleet operators	
8.6	Clarity of operating instructions	The system shall be provided with clear and concise operation instructions that are written with due consideration to varying levels of literacy
8.7	Installation by authorised agents	The unit shall be installed by manufacturer's authorised agents, or other installers approved by the council (subject to agreement with the manufacturer)
8.8	Provision of authorised agents list to Sheffield City Council Licensing Service	The manufacturer shall provide a list of all authorised agents to Sheffield City Council Licensing Service
8.9	Documentation	The manufacturer must provide clear and concise operating instructions that are written in layman's terms – details on how the system records images
8.10	Image Protection	All captured images must be protected using encryption software that meets or exceeds the current FIPS 140-2 (level 2) standard or equivalent
9.0 System Requirements in Relation to Vehicle Inspection Facility - Inspections		
9.1	Provision of system status/health indicator	The driver shall have an indicator showing when the system is operational and when there is a malfunction
9.2	Mounting location of system status/health indicator to be seen by driver only	The indicators shall be mounted/installed for the driver's vision only.
9.3	Additional indicator requirement	Where a system is fitted with an indicator to show that the system is on, this indicator shall be separate to those listed above or of a different colour to avoid any possible confusion on the part of the drivers using the system
9.4	Designed and installed to be testable by Sheffield City Council Licensing Service, or persons acting on behalf of the Council, such as vehicle inspectors	The system shall be designed and installed such that the system may be easily tested by Sheffield City Council Licensing Service, to ensure that all features are operating and that images are being recorded as prescribed.
10. General System Requirements		
10.1	Vandal and tamper resistance	
10.2	Provision of statement of compliance	In addition to a formal test of all aspects of this requirement specification, a statement of compliance shall be provided and signed by an officer of the company
10.3	Reliability in operational and environmental conditions	The system shall provide reliable and full functionality in all operational and environmental conditions encountered in the operation of hackney carriages
10.4	Programmability of image timing parameters	It shall be possible to change timing and parameters without the requirement to change components

10.5	Training and Technical support and Equipment	Manufacturer must provide Sheffield City Council Licensing Service with a Training and Technical Manual. Supply a working unit to Sheffield City Council Licensing Service for testing purposes
10.6	Software and Hardware	Manufacturer to supply Sheffield City Council Licensing Service with supply of cables and software to be installed under the supervision of the Council's authorised staff
10.7	Agreement between the camera manufacturer and Sheffield City Council	Agreement to allow Sheffield City Council access to the relevant software from the manufacturer so that in the event the manufacturer goes out of business, Council will be able to support the system

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Appendix C

Sheffield City Council Tax and Private Hire Licensing Vehicle Compliance Inspection Standards

Section	Subject
1	Lighting and Signalling Equipment: 1.1 Warning Lamps 1.2 Electrical Wiring and Auxiliary Equipment 1.3 Additional Lamps
2	Steering and Suspension: 2.1 Steering and Suspension
3	Brakes: 3.1 Brakes
4	Tyres and Road Wheels: 4.1 Tyres – Condition 4.2 Tyres – Fitting
5	Seat Belts: 5.1 Seat Belts – Type Approval
6	Body and Structure 6.1 Body Alignment, Chassis and Sub-frames 6.2 Vehicle Body and Condition – Exterior of Body and Licence Plate 6.3 Vehicle Body and Condition – Interior of Body 6.4 Interior Signage 6.5 Doors and Seats 6.6 Bumper Bars
7	Fuel and Emissions: 7.1 Exhaust System 7.2 Fuel System – Pipes, Tanks and Cables 7.3 Exhaust Emissions – General 7.4 LPG Conversions

8	Drivers View of the Road 8.1 Mirrors 8.2 Windscreen – View Top the Front 8.3 Window Glass or Other Transparent Material 8.4 Window Tints 8.5 Wipers – Front and Rear
9	Additional Requirements 9.1 Speedometer and Odometer 9.2 Transmission 9.3 Engine and Transmission Mounting 9.4 Oil and Water Leaks 9.5 Luggage and Load Space 9.6 Engine Condition
10	Ancillary Equipment 10.1 Wheelchair Restraint and Access Equipment 10.2 Taxi Meter 10.3 Motion Locks (Hackney Carriage Only) 10.4 Electrically Operated Side Steps and Running Boards 10.5 Drivers Information Systems (Sat Navs, Data Heads etc.)

1.1 - Warning Lamps

Method of Inspection	Reason for Rejection
All warning lamps on dashboard to work to manufacturer's specification	
Headlamp main beam warning lamp to illuminate when main beam is switched on	Main beam warning lamp does not illuminate
Engine management lamp to operate with ignition on and go out when engine started	Engine management lamp not working or does not go out when engine started
Air bag warning lamp to operate when ignition is on and go out when engine is started	Air bag warning lamp not working or does not go out when engine started
Any brake warning lamp to operate with ignition is on and go out when engine started or parking brake released	Any brake warning lamp staying on when engine started and brakes released
Any other manufacturer's warning lamps to operate as the manufacturer intended	Any other manufacturer's warning lamp not working or staying illuminated when engine started. E.g. oil and charge lamps

1.2 - Electrical Wiring and Auxiliary Equipment

Method of Inspection	Reason for Rejection
This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle.	
Check all electrical wiring for: <ul style="list-style-type: none"> • Condition • Security • Position • Signs of overheating • Heavy oil contamination 	Wiring: <ul style="list-style-type: none"> • Not adequately insulated • Not adequately secured • Positioned so that it is chafing or clipped to a fuel line or likely to be damaged by heat so that insulation will become ineffective • With clear evidence of overheating • Heavily contaminated with oil
Check battery and carrier for: <ul style="list-style-type: none"> • Security • Leaks 	Battery and Carrier: <ul style="list-style-type: none"> • A battery and/or carrier not secure and likely to become displaced • Battery Leaking
Check all switches for operation, security, illumination and symbol or signage.	Any switch not illuminated, insecure, faulty, no symbol or signage.
Check any auxiliary wiring is correctly fused	Any auxiliary wiring not fused.
Security cameras, when fitted, must be fitted correctly with appropriate signs. Proprietor must provide written consent when requested.	Camera not fitted correctly, signs missing or deteriorated. No consent for equipment.
Any multimedia equipment or systems must be fitted correctly, and driver/licensee must provide written consent when requested.	Equipment not fitted correctly. No written consent on request.

1.3 - Additional Lamps

Method of Inspection	Reason for Rejection
<p>With the ignition switched on, check: Reversing lamps</p> <ul style="list-style-type: none"> • That the reversing lamps emit a diffused white light when reverse gear is selected • The lamps extinguish when neutral gear is selected • The lamps are in good working order, are secure and carry an approval mark • The lamps do not flicker when lightly tapped by hand • Reversing warning alarms, if fitted, must operate 	<p>A reversing lamp:</p> <ul style="list-style-type: none"> • That fails to operate or does not emit a white diffused light • Fails to extinguish when neutral or forward gear is selected • Is not in good working order, are insecure or unapproved • Flickers when tapped lightly by hand • Not working correctly, i.e. should not work in the hours of darkness • Should have a failsafe on the side lights separate marked up switch
<p>Front Fog / Driving Lamps Check that:</p> <ul style="list-style-type: none"> • A single front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected • A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together • A pair of matched, long-range driving lamps, both emitting a white diffused light should illuminate together • Check any auxiliary lamps fitted to washer jets, extra running lights or any standard manufacturer lighting for security and operation. 	<ul style="list-style-type: none"> • Lamps inoperative or operate other than in dipped beam mode • Lamps operate incorrectly • Lamps operate incorrectly • Any lamp insecure, deteriorated or not working.
<p>'For Hire' Roof Signs Check that:</p> <ul style="list-style-type: none"> • Correct style and type of sign fitted (according to Sheffield City Council vehicle specification). 	<p>Incorrect colour or details shown on sign.</p>
<p>Ensure that the sign is securely fastened to the vehicle.</p>	<p>Insecure sign.</p>
<p>Condition and security of wiring.</p>	<p>Wiring is not in good condition and is loose or chafed.</p>
<p>Functional test of signs for illumination.</p>	<p>Illumination not consistent across the sign, i.e. all light bulbs, LEDs illuminated when switched on.</p>

Roof lights must work through meter at all times and not be able to be switched off by a separate switch.	Any separate switch that switches of roof light fitted.
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2.1 – Steering and Suspension

Method of Inspection	Reason for Rejection
Check all steering, suspension and wheel bearing and all joints, bushes and linkages for presence, condition, operation and freedom of leaks.	
Check all steering and suspension ball joints and rubber covers for any play or deterioration.	Any steering or suspension ball joint (including covers/gaiters) showing signs of advanced wear/play, deterioration or splits.
Check all steering and suspension bushes for wear and splitting or deterioration.	Any steering or suspension bush showing signs of advanced wear/play, splits or deterioration.
Check all wheel bearings for any play.	Any wheel bearing showing advanced wear/play.
Check coil and leaf springs for any weakness causing vehicle to sit low or tilt to one side.	Any coil or leaf spring weak or showing advanced wear.
Check all shock absorbers for condition and leaks.	Any shock absorber leaking or weak in operation.
Check condition of any suspension hydraulic pipes for corrosion and deterioration.	Any suspension hydraulic pipe corroded or deteriorated.

3.1 Brakes

Method of Inspection	Reason for Rejection
Check all brake components for presence, security, operation, condition and freedom from leaks.	
Check condition of rigid brake pipes for condition, corrosion, security and chafing.	Any rigid brake pipe corroded so that when lightly scraped still shows signs of corrosion, or any pipe kinked or chafing.
Check condition of brake hoses and ferrules for any cracks, corrosion or any heat damage or deterioration.	Any brake hose cracked. Any ferrule corroded to an advanced state. Any heat damage or deterioration.
Check servo pipes for security, cracks, chafing or any deterioration to rubber.	Any servo pipe insecure, cracked, chafing or deteriorated.
Check brake cables for condition and any strands for fraying.	Any brake cable with broken strands or fraying.
Check brake pads for wear and condition.	Front brake pads less than 4mm. Rear brake pads less than 3mm.
Check brake discs for wear, including pits, scoring or corrosion.	Any brake disc showing advanced wear, pitting, scoring or advanced corrosion.
Check brake pad anti-slip provision for advanced wear.	Brake pedal pad worn smooth or deteriorated.
Check rear brakes on rolling road for any obviously out of balance application or low effort.	Any rear brake obviously out of balance or low effort.
Check security of brake master cylinder cap and all covers and seals for presence and security.	Any cap, seal or cover missing or insecure.

Section 4.1 – Tyres and Road Wheels

Method of Inspection	Reason for Rejection
<p>Tyres – Condition</p> <p>On all tyres, including spare wheel (if supplied), examine each tyre meets all the requirements laid down in the MOT Inspection Manual for Car and Light Commercial Vehicles (ISBN 0-09549239-0-1).</p> <p>Ensure that remoulded and re-tread tyres are not fitted.</p> <p>All tyres (including spare) must not be aged over 10 years.</p> <p>Note 1:</p> <p>Where a doughnut tank is fitted in the boot for LPG, the spare wheel if still carried in the boot must be properly secured. Alternatively, a spare wheel cage installed to manufactures and British Standards may be fitted to the underside of the vehicle.</p>	<p>Not in accordance with the MOT Inspection Manual for Car and Light Commercial Vehicles (ISBN 0-9549239-0-1).</p> <p>Tyres are remoulded or re-tread tyres.</p> <p>Tyres are older than 10 years.</p> <p>Note 2:</p> <p>Space saver tyres should only be approved with the support of a method statement highlighting driver responsibilities with regard to the maximum permitted speed, and that space savers are a temporary 'get-you-home tyre'.</p>
<p>Special Notice – Stretched Limousines</p> <p>In the case of American imported stretched limousines, vehicle inspectors will need to be vigilant when inspecting tyres for suitability. Most converted stretched limousines are converted from Ford Lincoln Town Cars, with a number of Cadillac variants also.</p> <p>In approved 'stretch' limousine conversions, the maximum weight is approximately 7,100lbs (3.2 tonnes) and care should be exercised when determining suitable tyre ratings. Generally speaking, a Ford Lincoln would require a tyre rating index of 109 T, which gives a load rating of 2,271lbs (1.03 tonnes) with a maximum speed of 118mph. The Cadillac would require a tyre rating index of 115 T, which gives a load rating of 2,679lbs (1.22 tonnes) with a maximum speed of 118mph.</p>	<p>Stretched Limousines</p> <p>More information guidance and the procurement of suitable tyres can be obtained from:</p> <p>Fleet Transport Association Hermes House 2 Manor Road Horsforth Leeds LS18 4DX</p> <p>Tel: 03717 11 22 22</p> <p>www.fta.co.uk</p>

Alternatively, contact National Limousine and Chauffeur Association at www.ncla.co.uk

Section 4.2 – Tyres and Road Wheels

Method of Inspection	Reason for Rejection
Tyres – Fitting	
Check all tyres, including spare (if supplied), for condition and deterioration.	
Tyres must have 2mm of tread across the whole width of the tyre.	Any tyre with tread less than 2mm.
Check tyre side walls for cracks and signs of being run flat.	Any tyre with excessive cracks or signs of being run flat.
All tyres to be of the same size all around the vehicle (exceptions where front and rear fitted different by manufacturer).	A tyre different size to any other on vehicle.
Check for presence of an appropriate jack and wheel brace and security.	No jack or wheel brace fitted or insecure.
Check spare tyre for correct fitment and inflation.	Spare tyre fitted incorrectly or not inflated.
Check that the spare tyre is not a rotational type.	A spare tyre that is a rotational type.
Check manufacture date of tyre	Tyre is older than the vehicle

Section 5.1 – Seat Belts – Type Approval

Method of Inspection	Reason for Rejection
Type Approval	
All seats, including the drivers, shall be provided, where possible, with a lap and diagonal 3-point seat belt. Where this is not possible a 2-point lap seat belt appropriate to the tyre and position of the seat, as laid down in: European Directive 76/115 EEC (as amended by 90/629 EEC) and Regulation 46 and 47 of “The Road Vehicle (Construction and Use) Regulations 1986” whether or not those Directives or Regulations apply to that particular seat or the vehicle.	Seat belts do not comply with the Directives or Regulations as stated within Method of Inspection.
Anchorage Points	
All seat belts shall be fitted with the number of anchorage points appropriate to the type of seat belt. All anchorage points shall comply with M1 standards as laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) or EEC Regulation 14, whether or not those instruments apply to the particular anchorage or the vehicle.	Anchorage points do not comply with the Directives or Regulations as stated within Method of Inspection.
Wheelchair Passengers	
Wheelchair passengers shall be provided, where possible, with a 3-point seat belt, and where not possible, a 2-point lap belt appropriate to the position of the wheelchair as laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) and Regulations 46 and 47 of “The Road Vehicle (Construction and Use) Regulations 1986” whether or not those Directives or Regulations apply to that particular seat or the vehicle.	Seat belts for wheelchair passengers do not comply with the Directives or Regulations as stated within Method of Inspection.
All seat belts fitted shall comply with Regulation 47 of “The Road Vehicle (Construction and Use) Regulations 1986” and bear the designated mark required by that regulation, whether or not those regulations apply to that seat belt or the vehicle.	Seat belts do not comply with Regulation 47 of “The Road Vehicle (Construction and Use) Regulations 1986” and bear the designated mark.

Section 6.1 – Body Alignment, Chassis and Sub-frames

Method of Inspection	Reason for Rejection
<p>Check all body, chassis and sub-frames for security, condition and alignment, paying particular attention to chassis legs; bulkheads; A, B and C posts; crumple zones and general vehicle alignment.</p> <p>Vehicles (new applications) that have been categorised by insurance companies as a Category A, B, S or N or write-offs will not be accepted as suitable for a licence.</p> <p>Vehicles that are already Licenced and sustain Category S or N insurance markers, and/or sustain significant accident damage will only be accepted for further use a hackney carriage or private hire vehicle providing:</p> <ul style="list-style-type: none"> • All work is carried out to a professional standard by a competent body shop • If requested (by the tester or the licensing department) a Chassis Alignment Check is carried out providing evidence that the vehicle is within the manufactures tolerances. • The tester is satisfied that the general vehicle structure has not been compromised, and that in the event of another accident the crumple zones and vehicle structure would perform as the manufacturer as intended 	<p>Signs of significant accident/structural damage.</p>

Section 6.2 – Vehicle Body and Condition - Exterior

Method of Inspection	Reason for Rejection
<p>Body Condition – Exterior</p> <p>Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.</p>	<p>An insecure or missing body panel, trim, step or accessory.</p> <p>Any sharp edge whatsoever which may cause injury.</p> <p>Heavy scuffing, abrasions or deformation to front and rear bumper.</p> <p>A single dent of more than 80mm in diameter, or more than 3 dents of not more than 20mm in any one panel.</p> <p>More than 4 scratches and/or abrasions of more than 50mm in length in any one panel.</p> <p>Dull, faded paintwork which has lost its gloss finish or paint mismatch to a panel(s) to such an extent that it detracts from the overall appearance of the vehicle.</p> <p>Evidence of poor repairs and/or paint finish to a repaired panel(s) including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle.</p> <p>Any paint work not finished to a professional standard.</p> <p>Obvious signs of rust/corrosion of any size, particularly those that are covered by advertising signs.</p>

	Lack of clearly displayed or omission of 'No Smoking' signs.
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Section 6.2 – Vehicle Body and Condition – Exterior (continued)

Method of Inspection	Reason for Rejection
Body Condition – Exterior	
Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.	
All repairs to vehicle structure and body to be a good quality and repaired by seam welding and a minimum amount of fillers to be used.	Any structural or body repair not seam welded or not to a good quality finish or excessive fillers used.
Check all jacking points for condition and damage and security of any pads fitted.	Any jacking point damaged or corroded. Any jacking pad missing.
Existing Licenced Vehicles	
Exterior licence plate and mounting bracket must be securely fixed to the body of the vehicle in accordance with the condition of the appropriate licence, with suitable nuts, bolts, rivets or screws, magnet and must have a tamper-proof device fitted.	Licence plate or bracket insecure. Tamper-proof device missing or damaged. Not fixed in accordance with licence conditions.
Licence plate must be displayed.	No plate displayed (without valid paperwork)
	Vehicles that are Licenced and have the vehicle plate suspended and held by third party will provide documented evidence or reason for suspension or plate removal. Licensee/driver to produce documentary evidence of failure to display plate correctly. If driver or licensee does not supply such evidence the vehicle is a fail.

Section 6.3 – Vehicle Body and Condition – Interior

Method of Inspection	Reason for Rejection
Body Condition – Interior	
Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories.	Insecure and loose seat(s).
Dirty, missing and worn trim, carpets, seat belts, mats, headlining, boot area and inclusion or prescribed items. Remove mats to inspect carpets underneath for cleanliness and wear.	Missing, dirty, soiled, stained, worn or insecure trim, carpets, headlining and mats.
Check all interior lights work, and operate correctly when doors open.	An inoperative interior light (all lights must illuminate if they are part of Sheffield City Council Licenced vehicle specification and/or standard equipment).
Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters).	A system which does not function correctly or any part is missing, including vents, controls and switches.
Examine all windows ensuring they allow lowering and rising easily.	An opening window that is inoperative or difficult to open and/or close mechanism broken/missing.
Examine interior door locks, grab handles/rails safety covers.	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.
Examine grills/partitions for security and condition.	A grill/partition which is insecure or has sharp edges which may cause injury to passengers or driver.
Examine electrical wiring for condition, security, including intercom systems and any ancillary systems.	Frayed, chafing 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.
Where hospitality equipment is fitted (e.g. fridges, cocktail cabinets) these must be checked for security of installation and safety.	Any hospitality equipment that is insecure or unsafe.

Examine the boot for access, contents, cleanliness and water ingress.	Unable to open, close and/or lock boot lid. Failure or 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.
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Section 6.4 – Interior Signage

Method of Inspection	Reason for Rejection
Hackney Carriage Only	
All appropriate signs must be fixed securely for exit, window opening and other switches.	Any exit sign missing, any window operations signs missing, any intercom operations signs missing, any interior switch signs missing.
Current table of fares to be displayed.	Fares table missing, out of date, not easily read, obscured or incomplete.
Identification number to be displayed.	ID number missing, obscured or not easily read or incomplete.
Signage for the motion locks must be displayed.	Missing or deteriorated motion lock signage.
All Licenced Vehicles	
Any interior /exterior advertising must have written licensing consent available for inspection.	Consent not available or not given. Advertisement incomplete e.g. ripped, defaced or deteriorated.
No Smoking signs (minimum of two) to be displayed in a prominent position.	No Smoking signs missing, obscured, not easily read and/or incomplete. Must have at least two signs.
Where image recording equipment is fitted to the vehicle, approved signs must be displayed on entrance to vehicle and within the vehicle.	Image recording equipment but no signage displayed. Signs displayed are not to an approved standard as per specification. Signs not easily read, obscured, defaced and/or deteriorated.
Private Hire Only	
An interior licence plate must be permanently affixed to the interior glazed surface of the quarter light on the nearside rear door so that the particulars are clearly visible to all passengers in the vehicle.	Private Hire Vehicle ID missing or not displayed appropriately.
An interior licence plate must be permanently affixed to the glazed surface of the front windscreen so that the particulars are clearly visible from the outside of the vehicle.	Private Hire Vehicle ID missing or not displayed appropriately

Section 6.5 – Door and Seats

Method of Inspection	Reason for Rejection
Doors and Emergency Exits	
Examine the condition of all doors and emergency exits. Check door locks, striker plates, handles and hinges for security, wear and missing and damaged trim/cover plates.	A door or emergency exit does not latch securely in the closed position. A door or emergency exit cannot be opened from both the inside and outside of the vehicle from the relevant control in each case. Missing, loose, worn handles or striker plate.
Check markings describing the presence and method of opening emergency exits are readily visible on or adjacent to the exit and are legible.	Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect. Missing, loose or damaged trim/cover plate.
Check all seats are secure, clean and not unduly worn.	Seat cushions stained, torn, holed, worn or insecure. A seat that does not provide adequate support at base or backrest, torn, slashed or badly stained seats are not acceptable.
Any seat covers fitted must be airbag compatible if required and securely fitted.	Seat covers not airbag compatible where required or is insecure. Seat covers stained, torn, holed or worn.
There must be reflective strips on both front and rear edges of sliding doors and on the rear of normally opening doors.	No reflective strips fitted to the door edges. Note: A lamp is only acceptable if it has a built in reflector for if the bulb fails.
Accessibility: wheelchair Vehicles WAV	
Door configurations for wheelchair accessible vehicle:	
Single rear door – must open to a minimum of 90 degrees and be capable of locking in place.	Door does not open to a full 90 degrees and cannot be secured in the open position.
Check all vehicles with sliding rear doors have a door open sign in the rear window, which must illuminate when either sliding door is opened and go out when door is closed.	Sign does not illuminate when sliding doors opened. Sign stays on when doors are closed.

Hackney Carriage Only	
All interior grab handles to be highlighted, including exit handles.	Grab handles and exit handles not highlighted.

Section 6.6 – Bumper Bars

Method of Inspection	Reason for Rejection
Examine the bumper bars and check:	
They are secure to their mountings.	A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs.
The mountings are secure to the vehicle.	A fractured mounting bracket. Mounting bolts so worn or elongated that the bumper bar is likely to detach partially or completely from the vehicle when in use. A bumper bar secured by wire or other temporary means is regarded as insecure and must be rejected.
There is no evidence of damage.	Bumper bars which have jagged edges, cracks, splits or projections, which may cause injury to persons near the vehicle. Paint mismatch or fading which is significantly different to that of the rest of the paintwork.
Check the number plate for deterioration.	Number plates that are deteriorated.

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Section 7.1 – Exhaust System

Method of Inspection	Reason for Rejection
Examine the Exhaust System.	
Check for corrosion, leaks, alignment and mountings for cracks.	Any part of the exhaust system showing advanced corrosion, leaks, misalignment or any mounting cracked or deteriorated.
Where applicable, check for presence, security and adequacy of grease to hot exhausts.	A heat shield missing, insecure or inadequate.

Section 7.2 – Fuel System, Pipes, Tanks and Cables

Method of Inspection	Reason for Rejection
Examine fuel tank(s) for security and leaks.	Fuel tank insecure or leaking.
Check that fuel tank filler caps are: <ul style="list-style-type: none"> • Present • Of the correct type • Secure and seated properly to ensure correct function of sealing 	A filler cap missing or unsuitable or in such condition that it would not prevent fuel leaking or spilling. Note: Temporary/emergency fuel caps are not permitted
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.	Damaged, chafed, insecure pipes, or pipes so positioned that there is a danger of them fouling moving parts.
Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system.	A fuel pipe immediately to or in direct contact with electrical wiring or exhaust system.
Check fuel pipes for any signs of excessive corrosion.	Any fuel pipe excessively corroded.
Check throttle cables for operation and condition.	Any cable sticking or deteriorated.

Section 7.3 – Exhaust Emissions - General

Method of Inspection	Reason for Rejection
<p>The inspector/tester will be required to inform the presenter of the vehicle, the following:</p> <ul style="list-style-type: none">• That it is the responsibility of the presenter to inform the test station if he thinks the emission test will damage the vehicle• Keep your vehicle well maintained in accordance with the manufacturer's recommendations• Have the camshaft drive belt changed at the recommended intervals• Ensure the oil and water levels are filled to the correct level• Do not tamper with governor settings, seals etc.	<p>The tester must refuse to test your vehicle if he thinks that the smoke test may damage your engine.</p>

Section 7.4 – LPG Conversions

Method of Inspection	Reason for Rejection
Any vehicle that is converted to LPG must be done by a European Approved or British Government approved registered company and must have written evidence to state this when presented for test.	<p>No written proof of being converted by an approved convertor/company scheme.</p> <p>No written evidence of fuel system fitted having been serviced by an approved servicer or registered company within the appropriate timescales of test date.</p>
For each renewal of licence test thereafter the equipment must be serviced within on calendar month of test date.	
For intermediate or ad hoc tests thereafter the equipment must be serviced within one year of the test date.	

Section 8.1 – Mirrors

Method of Inspection	Reason for Rejection
The number and position of all mirrors must be checked: Check the condition of each mirror reflecting surface and whether a person sitting in the driver's seat can see clearly to the rear.	Mirror condition: <ul style="list-style-type: none">• A mirror deteriorated or broken• In such a position that a person sitting in the driver's seat cannot see clearly to the rear

Section 8.2 – Windscreen – View to the Front

Method of Inspection	Reason for Rejection
Sit in the driver's seat and check that there is reasonable view of the road ahead, bearing in mind the original design of the vehicle.	The position or size of any object restricts the driver's view of the road ahead, bearing in mind the original design of the vehicle.
<p>Note: Equipment or objects not originally fitted to the vehicle as part of the original design must not obstruct the designed forward view of the driver. In particular, objects such as (but not limited to) pennants, cab decorations and external stone guards/visors should not interrupt the view through the swept area by the windscreen wipers.</p>	

Section 8.3 – Window Glass or other Transparent Material

Method of Inspection	Reason for Rejection
Visually check the condition of all windscreens, internal screens, partitions; side, rear, roof and door windows for cracks, surface damage and discoloration.	A crack, surface damage or discoloration in glass or other transparent material that: <ul style="list-style-type: none"> • Impairs the driver's front, side or rear view of the road; or • Presents a danger to any person in the vehicle
Check presence and security of all windscreens, side, roof or rear windows, or internal screens or partitions.	A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure.
Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows.	Any external window or windscreen is obviously leaking.
Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions.	A guard rail or barrier at a window, internal screen or partition missing, insecure or damaged.
For all vehicles first used before 1 st January 1959, as far as is practicable, check that glass fitted to windscreens and outside windows facing to the front is safety glass.	The windscreen and/or any outside window facing to the front of a vehicle obviously not safety glass fitted to a vehicle first used before 1 st January 1959.
For all vehicles first used on or after 1 st January 1959, as far as it practicable, check that glass used for windscreens and all outside windows is safety glass or safety glazing.	Glass used for a windscreen or an outside window is obviously not safety glass.
Vehicles first used on or after the 1 st June 1978, check that windscreens and other windows, wholly or partly, on either side of the drivers set are made from safety glass displaying an acceptable safety mark.	For vehicles first used on or after 1 st June 1978, that windscreens and/or other windows wholly or partly on either side of the driver's seat that are not made from safety glass display an acceptable safety mark.
Note: Marking is not required for safety glass used on vehicles first used before 1 st June 1978.	

Section 8.4 – Window Tints

Method of Inspection	Reason for Rejection
Check all windows with approved measuring device for light ingress through windows.	
Front windscreen must allow 75% light ingress	Front window less than 75% light ingress.
Front side door glass – minimum 70% light ingress transmission	Front side door glass less than 70% light ingress
Remaining glass – minimum 60 % light ingress transmission	Remaining glass less than 60% light ingress
Note: The rear windows and rear screen, which in the opinion of the tester does not impact on seating area of the passenger, can have a higher density tint but must not allow less than 20% light ingress.	A vehicle that has rear or rear screen that are not in the passenger seating area, and does not allow at least 20% light ingress.

Section 8.5 – Wipers – Front and Rear

Method of Inspection	Reason for Rejection
Check operation of front wipers for working on two speeds and rear wash/wipe.	
Check front wipers work on speeds one and two.	Front wipers not working on either speed, one or two.
Check operation or rear wash/wipe.	Rear washer not working and/or rear wiper not working.
Check all wiper blades for splits and deterioration.	Any wiper blade split or deteriorated.
For all air operated wipers examine: <ul style="list-style-type: none"> • The condition of any visible piping • The function of the operating mechanism, and • The function of necessary valves to protect the braking system 	Air operated wipers: <ul style="list-style-type: none"> • Pipes inadequately clipped or supported • Incorrect function of the wipers or leaking components • Incorrect operation of protection valves
Note: Rear wash/wipe can be removed if not working, but must be completely removed, including motor, and blanked off.	

Section 9.1 – Speedometer/Odometer

Method of Inspection	Reason for Rejection
Check that a speedometer/odometer is fitted.	Speedometer or odometer not fitted.
Check the condition of the speedometer/odometer.	Speedometer or odometer not complete or clearly inoperative, or dial glass broken or missing.
Check that the speedometer and odometer can be illuminated.	The speedometer or odometer cannot be illuminated.

Section 9.2 – Transmission

Method of Inspection	Reason for Rejection
Examine transmission, check for:	
Missing or loose flange bolts.	A loose or missing flange bolt(s).
Cracked or insecure flanges.	A flange cracked, or loose on the transmission shaft.
Wear in shaft and/or wheel bearings.	Excessive wear in shaft bearing.
Security of bearing housings.	A bearing housing insecure to its fixing.
Cracks or fractures in bearing housings.	A cracked or fractured bearing housing.
Wear in universal joints.	Excessive wear in a universal joint.
Deterioration of flexible couplings.	Deterioration of a transmission shaft flexible coupling.
Distorted/damaged shafts.	A damaged, cracked or bent shaft.
Deterioration of bearing housing flexible mountings.	Deterioration of a flexible mounting of a bearing housing.
Clearance between transmission shafts and adjacent components.	Evidence of fouling between any transmission shaft and an adjacent component.
Front Wheel Drive	
<p>Check the drive shaft inner and outer universal joint couplings and constant velocity joints for:</p> <ul style="list-style-type: none"> • Wear and security • Damage to flexible rubber of fabric universal joints • Security and oil contamination of flexible rubber or fabric universal joints • Condition, presence and security of constant velocity joint gaiters 	<ul style="list-style-type: none"> • Drive shaft, constant velocity or universal joint coupling worn or insecure • A flexible rubber or fabric universal coupling unit damaged by severe cracking or breaking up • A flexible rubber or fabric universal coupling unit excessively softened by oil contamination or insecure • A drive shaft, constant velocity joint gaiter split, missing or insecurely mounted

Section 9.3 – Engine and Transmission Mountings

Method of Inspection	Reason for Rejection
<p>Examine condition of:</p> <ul style="list-style-type: none">• Mountings• Sub-frames <p>The security to chassis and check for:</p> <ul style="list-style-type: none">• Fractures• Looseness• Deterioration	<p>Any mounting or sub-frame</p> <ul style="list-style-type: none">• Loose• Fractured• Deteriorated• Inappropriate repair

Section 9.4 – Oil and Water Leaks

Method of Inspection	Reason for Rejection
Check vehicle for oil and water leaks from any assembly or component to the ground.	An oil or water leak, from any assembly, which deposits fluids underneath the vehicle whilst stationary.
<p>Check vehicle for oil and water leaks from any assembly or component that could be deposited on surrounding bodywork onto the exhaust system.</p> <p>Note: If necessary, the engine can be run at idle speed to confirm the existence of an oil leak.</p>	<p>Leaks which, when the vehicle is moving, could be deposited upon the surrounding bodywork, exhaust and brake system so that it would:</p> <ul style="list-style-type: none"> • Contaminate areas • Could potentially cause a health, safety or fire risk

Section 9.5 – Luggage and Load Space

Method of Inspection	Reason for Rejection
<p>Luggage should be secure and prevented from becoming dislodged in an accident in such a manner as may cause injury.</p> <p>There must be an approved parcel shelf or pull out screen in the case of a hatch/back or estate car.</p> <p>A suitable grill or net is not acceptable.</p>	<p>Load restraint system, if required, not present at time of test.</p> <p>Load restraint system faulty or unserviceable.</p> <p>Parcel shelf or screen not fitted.</p>

Section 9.6 – Engine and Transmission

Method of Inspection	Reason for Rejection
The engine readily starts and displays no evidence of serious mechanical defects.	Engine shows signs or serious mechanical defect.
Must be able to be switched off.	Engine cannot be started or switched off.
Hackney Carriage Only	No fuel cut off switch or sign fitted.
A fuel cut off switch and sign should be fitted at the front of the vehicle.	
Note: If the vehicle is fitted with an inertia switch, above not required.	
Check clutch for excessive noise or slip or difficulty to select gears.	Clutch excessively noisy or slipping or difficult to select gears.
Check gearbox for excessive noise.	Gearbox excessively noisy.
Check clutch pedal anti-slip for wear and deterioration.	Clutch anti-slip worn or deteriorated.
Check the automatic gearbox selector illumination.	Not illuminated.

Section 10.1 – Wheelchair Restraint and Access Equipment

Method of Inspection	Reason for Rejection
Wheelchair Restraint	
Where applicable, check condition and operation of wheelchair restraint.	A wheelchair restraint is defective, worn or missing.
A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces. The system and the devices used to secure a wheelchair to the vehicle shall comply with the relevant standards laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) whether or not those directives apply to those devices or the vehicle.	Wheelchair anchorage systems and devices do not conform to European Directives 76/115 EEC (as amended by 90/629 EEC).
Wheelchair Access and Equipment	
Check that appropriate ramps are fitted and are securely installed. Examine for damage, deformity, sharp edges and provision of anti-slip covering.	Ramps missing, incorrectly stored, damaged/deformed and/or anti-slip covering in poor condition.
Presenter of vehicle to demonstrate the satisfactory fitting and deployment of ramps.	Presenter fails to demonstrate satisfactory fitting and deployment of ramps.
All new hackney carriage applications shall be equipped with a manufactures user manual/guide on the ramp deployment, and safe loading and unloading and security of wheelchair passengers.	Does not have the user manual/guide.
Any purpose designed wheelchair access ramp that is carried must be lightweight and easy to deploy.	Unable to deploy ramps.
Wheelchair access equipment shall be fitted into the side access door of the vehicle. The side door shall be the door situated on the nearside of the vehicle, i.e. kerbside when stopped in a normal road.	Wheelchair access equipment which can only be fitted to the offside access door of the vehicle.

A locking mechanism shall be fitted that holds the access door in the open position whilst in use.	No evidence of a suitable locking mechanism to hold the door open.
Any wheelchair tracking must comply with European Standard UNECE Regulation 14 (EC Directive 76/115/EEC).	Unable to present a valid or current certificate for wheelchair tracking.
Further information on disabled persons transport is available from the Disabled Persons Transport Advisory Committee (DPTAC) website: www.dptac.gov.uk	

Section 10.2 – Taxi Meter (Hackney Carriage Vehicles Only)

Method of Inspection	Reason for Rejection
<p>The taxi meter is to be measured on an approved single rolling road system. The test shall be carried out using the manufacturer's operating instructions and all health and safety precautions must be observed. Front wheel drive vehicles must be tied down for the rolling road test.</p> <p>All relevant distances for the test are to be taken from the current table of fares at the time of test.</p>	Taxi meter out of calibration.
The meter is to be an approved type and fitted securely in the driver's compartment and in such a position that it is clearly visible to the passenger compartment.	Taxi meter not clearly visible to passengers. Taxi meter insecure.
The meter must have an approved form of seal to prevent non approved calibration of the meter.	No approved seal on the taxi meter.
A current table of fares must be clearly displayed to passengers. The table must be in good condition and not faded.	A current table of fares not clearly displayed, damaged or faded.
	<p>Note: Where vehicles are manufactured as to be unable to be tested on a single rolling road system, the vehicle will be taken for test on a measured distance with the calculation taken from the current table of fares.</p>

Section 10.3 – Motion Locks (Hackney Carriage Vehicles Only)

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Method of Inspection	Reason for Rejection
Whilst the vehicle is being tested on the single rolling road or a measured distance, check the operation of motion locks.	
The rear doors must lock from the inside only as soon as the vehicle moves away, and the warning lights must illuminate. When the vehicle stops the doors must unlock and the warning lights extinguish.	Motion locks do not lock the rear doors when the vehicle is in motion.
Check the motion lock overriding system (if fitted) that operates through the footbrake lighting system (brake lights), The rear doors should lock from the inside when the foot brake is depressed, unless the system is switched off (some systems can be manually switched off).	Motion locks that do not unlock the rear doors when the vehicle stops (unless the foot brake is depressed on vehicles fitted with the foot brake override system).
<p>Note: Not all vehicles have the foot brake override system The only override system allowed is the 'foot brake override system' described above.</p>	
Check for any switches fitted that disable the motion lock system, and make sure that motion locks always operate whilst the vehicle is in motion.	Any switch that turns off the motion locks whilst the vehicle is in motion.
Check for any switches fitted that will lock the rear doors and not allow passengers to exit the vehicle.	Any switch fitted to lock rear doors and not allow passengers to exit vehicle.
Check that the motion door lock warning lights operate correctly, and check warning notices are displayed and are not deteriorated.	Missing or defective motion lock warning lamp, signage missing or faded.

Section 10.4 – Fire Extinguisher

Method of Inspection	Reason for Rejection
If a fire extinguisher is present it must be securely fitted in the driver's compartment where it is within easy reach of the driver and does not interfere with the safe use operation of the vehicle.	Fire extinguisher not fixed, or not easily accessible to driver.
The fire extinguisher must comply with requirements of BS EN3 1996 and have minimum rating of 5a and 34b.	Does not comply with requirements.
The extinguisher must contain not less than 0.9 litres AFFF foam or 1kg dry powder and must have a seal or gauge mechanism.	Fire extinguisher is not of appropriate type or standards gauge or seal broken or showing empty.
The vehicle registration shall be permanently and legibly marked on the extinguisher.	Vehicle registration is missing or illegible.
NB: It is not a mandatory condition that a fire extinguisher is fitted within the vehicle.	

Section 10.5 – Electrically Operated Side Steps and Running Boards

Method of Inspection	Reason for Rejection
Check the condition, operation, security and cleanliness of the electrically operated side step.	Steps do not operate. Steps insecure or not in a clean condition. Step warning lights not operating when the steps are deployed.
Check the failsafe system connected to the handbrake lever.	Steps do not retract when the handbrake is released.
Check that the edges of the step are highlighted.	Steps not highlighted on all edges.
Note: No switches to be fitted that allow the step to be deployed when the handbrake is in the off position, or the step kept out when the vehicle is in motion.	Any switch fitted that allow steps to be left in the out position when the handbrake is released.
Running Boards	
If the vehicle is fitted with running boards, written evidence is to be provided for proof of fitment by the original body builder, and all measurements to be correct.	No written proof of fitment by the original body builder.
The step should have at least five inches of usable width on both sides of the vehicle, and should cover the length of the door aperture.	Does not have five inches of usable width on both sides of the vehicle. Length of the step does not cover the whole door aperture.
For vehicles fitted with running boards as standard this will be covered by the M1 Type Approval.	

Section 10.6 – Driver Information Systems

Method of Inspection	Reason for Rejection
Where information systems are fitted, e.g. data-heads, Sat-Navs, CCTV Systems and in-car entertainment.	
These must be checked for security of installation and safety.	Not securely fitted, unsafe operation, wiring loose, unsecured or potentially hazardous.
Must not interfere with driver's safe operation of the vehicle.	Interferes with the safe operation of the vehicle.
Must not hinder the forward vision of the driver.	Obstructs forward vision of the driver.

Definition of Motor Vehicles

Category	Definition
M	A motor vehicle with at least four wheels designed and constructed for the carriage of passengers.
M1	Vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat.
M2	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass not exceeding five tonnes.
M3	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass exceeding five tonnes.

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Appendix D - Sheffield City Council Hackney Carriage Byelaws

Byelaws made under Section 68 of the Town Police Clauses Act 1847, and Section 171 of the Public Health Act 1875, by the Sheffield City Council with respect to hackney carriages in the City of Sheffield.

Interpretation

1. Throughout these byelaws the “Council” means the Sheffield City Council; “the district” means the whole of the City of Sheffield; and “authorised officer” means any officer or person authorised by the Council to inspect or supervise hackney carriages and the drivers thereof.

Hackney carriage to display number of licence

2. (a) The proprietor of a hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be displayed on the outside and inside of the carriage by means of the plates supplied by the Council.
- (b) A proprietor or driver of a hackney carriage shall not:
 - (i) Wilfully or negligently cause or suffer any such number to be concealed from public view whilst the carriage is standing or plying for hire;
 - (ii) Cause or permit the carriage to stand or ply for hire with any such numbered plate so defaced that any figure or material particular is illegible.

Notices Etc. prohibited on hackney carriage

3. A proprietor or driver of a hackney carriage shall not place or suffer to be placed any printed, written, painted or other matter by way of advertisement or notice on any part of the carriage except with the consent of the Council.

Punctual attendance when previously hired

4. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.

Conduct of drivers

5. The driver of a hackney carriage shall at all times when the carriage is standing or plying for hire be clean and respectable in his dress and person, shall behave in a civil and orderly manner and shall conduct himself with civility and propriety towards every person seeking to hire, or hiring, or being conveyed in the carriage, shall comply with every reasonable requirement of any person hiring the carriage, and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.

Driver not to smoke whilst carriage is occupied by passengers

6. A driver of a hackney carriage shall not save with the express consent of the hirer, smoke at any time whilst the carriage is occupied by a passenger or passengers.

Driver not to permit any person or animal to ride outside hackney carriage

7. A driver of a hackney carriage shall not in any circumstances whilst driving or plying for hire permit or suffer any person or animal to ride upon any part of the outside of the carriage or beside or with the driver on the front of the carriage.

Canvassing prohibited

8. A proprietor or driver of a hackney carriage when standing or plying for hire shall not, by calling out, or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.

Provision and wearing of badges

9. A driver shall at all times when acting in accordance with the drivers' licence granted to him wear such badge, provided by the Council, in such position and manner as to be plainly and distinctly visible.

Carriage of personal luggage and animals

- 10.(a) The driver of hackney carriage so constructed or adapted for the conveyance of luggage shall, when requested by any person hiring the carriage, convey personal luggage in it or on it not exceeding in the aggregate 50kgs in weight, and shall not afford all reasonable assistance in loading and unloading any such luggage conveyed in or on the carriage and belonging to or in charge of any person hiring or being conveyed in the carriage;
- (b) Every such driver shall, when requested by the person hiring the carriage, afford all reasonable assistance in moving any such luggage to or from any gate, door or entrance at any house, station or place at which he may take up or set down any such person;
- (c) Nothing in this byelaw shall compel any driver to permit the carrying in or on the carriage of any article or animal which is of such bulk or amount or character that the carrying of it, or its placing in or on its removal from the carriage, would be likely to cause damage to the carriage or its fittings;
- (d) Personal luggage, where reasonably practicable, shall be conveyed within the vehicle rather than on the exterior of the vehicle;
- (e) In this byelaw the expression "personal luggage" includes a perambulator and a child's push-chair.

Number of persons to be carried in hackney carriage

11. The proprietor or driver of a hackney carriage shall not convey or permit to be conveyed therein a greater number of persons exclusive of the driver than the number of persons specified in the licence granted in respect of such hackney carriage

Occupation of stands

12. Every driver of a hackney carriage shall, when plying for hire in any street and actually hired;
- (a) Ensure that his hackney carriage does not cause any inconvenience or hazard to any other vehicle or pedestrian;
 - (b) When instructed to do so by a Police Officer or an authorised officer proceed with reasonable speed to one of the stands appointed by the Council;
 - (c) On arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand so as to face in the same direction;
 - (d) From time to time when the carriage in front is driven off or moved forward to cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward;
 - (e) When the first carriage on the stand remain with the carriage and be ready to be hired at once by any person.

Fares and charges for hackney carriages

13. The proprietor or driver of a hackney carriage shall be entitled to take for the hire of the carriage the rate or fare prescribed by the Council from time to time the rate or fare being calculated by distance unless the hirer expresses at the commencement of the hiring his desire to engage by time.

Provided always that where a hackney carriage shall be hired by distance the proprietor or driver thereof shall not be entitled to take for the hire of the carriage a fare greater than that recorded on the face of the taximeter except where;

- (a) Specifically authorised to do so by the Council; and
- (b) Where the extra fare is notified to passengers by a notice supplied by the Council and affixed to the inside of the vehicle so as to be clearly visible to all passengers.

Drivers of hackney carriage not to demand more than authorised fare

14. The proprietor or driver of a hackney carriage shall not demand nor represent himself as entitled to take for a journey a greater sum than the amount authorised to be taken in accordance with byelaw 13.

Statement of fares to be exhibited in hackney carriage

15. (a) The proprietor of a hackney carriage shall:

- (i) Cause the table of fares supplied by the Council to be fixed on the inside of the carriage in such a position as to be easily read by a passenger;
 - (ii) Cause such table to be renewed as necessary;
 - (iii) Display any statement or notice that the Council consider necessary on the inside of the vehicle.
- (b) The proprietor or driver of a hackney carriage shall not wilfully or negligently cause or suffer the letters or figures in the table of fares or any other statement or notice that the Council require to be displayed to be concealed or rendered illegible at any time when the carriage is plying for hire or being used for hire.

Furnishing of hackney carriage

16. (a) The proprietor of a hackney carriage shall:
- (i) Provide sufficient means by which any person in the carriage may communicate with the driver;
 - (ii) Cause the roof covering to be kept watertight;
 - (iii) Provide necessary windows with means of opening and closing not less than one window on each side;
 - (iv) Cause the seats to be properly cushioned or covered;
 - (v) Cause the floor to be provided with proper carpet, mat or other suitable covering;
 - (vi) Cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
 - (vii) Cause means to be provided for securing luggage;
 - (viii) Cause an efficient fire extinguisher of a make and type approved by the Council to be carried on the carriage in such a position as to be readily available for use and maintained in good working order at all times;
 - (ix) Provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
- (b) A proprietor of a hackney carriage shall not install, without the consent of the Council in writing, any fitting (including a wireless transmitting or receiving set).

Search for and disposal of property accidentally left in hackney carriage

17. Every proprietor or driver of a hackney carriage shall:
- (a) Immediately after the termination of any hiring or as soon as practicable thereafter, carefully search the carriage for any property which may have been accidentally left therein;
 - (b) If any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him;

- (i) Carry it as soon as possible and in any event within twenty four hours, if not sooner claimed by or on behalf of its owner, to the South Yorkshire Police Lost Property Office, Sheffield, and leave it in custody of the officer in charge on his giving receipt for it;
- (ii) Be entitled to receive from any person to whom the property shall be re0delivered an amount equal to 10p in the pound of its estimated value (or fare for the distance from the place of finding to the Lost Property Office aforesaid whichever be the greater) such amount not to exceed ten pounds.

Taximeters

18. The Proprietor of a hackney carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached, and maintained in a manner approved by an authorised officer of the Council and so as to comply with the following requirements, that is to say:
- (a) The taximeter should be fitted with a key, flag or other device, the operation of which will bring the machinery of the taximeter into operation and cause the word "HIRED" to appear on the face of the taximeter.
 - (b) Such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter.
 - (c) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance or by time in pursuance of the table of fares fixed by the Council.
 - (d) The word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon.
 - (e) The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring.
 - (f) The taximeter and all fittings thereof shall be fixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Starting or stopping of taximeters

19. The driver of a hackney carriage provided with a taximeter shall:
- (a) When standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter.
 - (b) As soon as the carriage is hired by distance or time and before the beginning of the journey, bring the machinery of the taximeter into action by operating the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring
 - (c) Cause the display of the taximeter to be kept properly illuminated throughout any part of the hiring which is during the hours of darkness, these being the time between half-an-hour

after sunset and half-an-hour before sunrise and also at any other time at the request of the hirer.

- (d) Immediately on completion of the hiring cause the taximeter to cease recording but so that the amount of the fare recorded shall remain displayed on the face of the taximeter to permit the hirer to have a reasonable opportunity of examining the same.

Hackney carriage to bear sign "For Hire" or "Taxi"

20. The proprietor of a hackney carriage shall cause the carriage to be fitted with a sign which bears the words "FOR HIRE" or "TAXI" in letters at least two inches in height and is fitted with the means whereby these words may be electrically illuminated; such sign shall be fitted in the centre at the front of the canopy of the carriage in such manner that the aforesaid words are clearly and distinctly visible and legible at all times when the sign, is illuminated.

Illumination of sign "FOR HIRE" or "TAXI"

21. The driver of a hackney carriage shall cause any sign bearing the words "FOR HIRE" or "TAXI" which is affixed on the carriage in accordance with the requirements of Byelaw No.20 to be electrically illuminated so as to be clearly visible both day and night at all times when the carriage is standing or plying for hire within the City, but not hired.
22. A proprietor of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof or the seals affixed thereto.

Provided that if a taximeter affixed to a hackney carriage is found to be defective or inaccurate, the proprietor of the carriage, or a person authorised by him, may break the seals of the taximeter for the purpose of effecting the necessary repairs. In such case the proprietor shall, within twenty-four hours give or cause to be given notice of the action to which he has taken in writing to an authorised officer of the Council, specifying the number of the licence of the carriage and the maker's name and number of the taximeter.

Provided also that nothing in this byelaw shall be deemed to authorise a hackney carriage to be used or continued in use as such after the seals on any taximeter with which the hackney carriage is provided have been broken as aforesaid and before the taximeter has again been certified to register correctly by an authorised officer of the Council.

Interior lighting of hackney carriage

23. The proprietor of a hackney carriage shall furnish the carriage with an efficient lamp so constructed and so affixed as to afford sufficient lighting for the interior of the carriage, and the driver of the carriage shall at all times, while standing plying or driving for hire, cause the lamp to be kept properly adjusted and ready for lighting, and shall, at the request of the hirer, cause it to be properly lighted during the hiring.

Driver to produce copy of byelaws

24. The driver of a hackney carriage who is standing, plying or driving for hire shall at any time when required by an authorised officer, or any police constable or any hirer produce a copy of these byelaws, clean and in good order for perusal and inspection by that authorised officer, constable or hirer.

Penalty

25. Every person who offends against any of the foregoing byelaws shall be liable on summary conviction for every such offence to a fine not exceeding £100, and, in the case of a continuing offence, to a further fine not exceeding £5.00 for each day during which the offence continues after conviction therefore.

Repeal

26. The byelaw with respect to hackney carriages made by the Council on the 16th day of February, 1978 and confirmed by one of Her Majesty's Principal Secretaries of State on the 1st day of April, 1978.

Provided that the repeal of the said byelaws shall not interfere with the prosecution of any offence committed before the said repeal against, or the recovery of a fine incurred under, the said byelaws.