

FTA best practice guide to inspection of Hackney Carriage and Private Hire Vehicles

Procedures and standards of inspection

This best practice guide sets out the procedures and standards for those who carry out inspections of hackney carriage and private hire vehicles. The guide also explains the reasons why a vehicle presented for inspection has not been issued with a pass certificate.

The following standards and methods of inspection are additional to that required to pass an MOT test and includes the requirements not covered by the MOT manual.

The numbering below matches that of the MOT manual, where a numbered section is missing then no additional testing would be required to that of the MOT. This guide should be used to aid the completion of the Hackney Carriage and Private Hire Inspection Form.

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Section 1 – Lamps, reflectors and electrical equipment

1.9 Electrical wiring and equipment

| Method of inspection | Reason for rejection |
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| <p>This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle</p> <p>A Check all electrical wiring for:</p> <ul style="list-style-type: none"> - Condition - Security - Position - Signs of overheating - Heavy oil contamination <p>B Check all switches controlling all obligatory lights</p> | <p>A Wiring</p> <ul style="list-style-type: none"> - 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 <p>B Switches</p> <ul style="list-style-type: none"> - Insecurity or malfunction of a switch controlling an obligatory light |

1.9 Additional lamps

| Method of inspection | Reason for rejection |
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| <p>With the ignition switched on check the following:</p> <p>Reversing lamps</p> <ol style="list-style-type: none"> a. The reversing lamps emit a diffused white light when reverse gear is selected b. The lamps extinguish when neutral gear is selected c. The lamps are in good working order and are secure d. The lamps do not flicker when lightly tapped by hand | <p>Reversing lamps</p> <ol style="list-style-type: none"> a. Fails to operate or does not emit a white diffused light b. Fails to extinguish when neutral or forward gear is selected c. Are not in good working order or insecure d. Flickers when tapped lightly by hand |
| <p>Front fog/driving lamps</p> <ol style="list-style-type: none"> a. A singled front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected b. A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together c. A pair matched, long-range driving lamps, both emitting a white diffused light, should illuminate together | <p>Front fog/driving lamps</p> <ol style="list-style-type: none"> a. Lamp inoperative or operates other than in dipped beam mode b. Operate incorrectly c. Operate incorrectly |
| <p>'For Hire' and roof signs</p> <ol style="list-style-type: none"> a. Illuminable sign fitted b. Ensure the sign is securely fastened to the vehicle c. Condition and security of wiring d. Functional test of signs for illumination | <p>'For Hire and roof signs</p> <ol style="list-style-type: none"> a. No sign fitted or non-illuminable b. Insecure sign c. Wiring is not in good condition or is loose or chafed d. Illumination not consistent across the sign, ie all light bulb(s) LED(s) illuminated when switched on |

Section 2 – Steering and suspension

2.1 Steering control – steering wheel

| Method of inspection | Reason for rejection |
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| <p>With both hands rock the steering wheel from side to side at right angles to steering column and apply slight downward and upward pressure to the steering wheel rim (in line with column). Note the following.</p> <ul style="list-style-type: none">a. Fractures in steering wheel hubb. Fractures in steering wheel rimc. Steering wheel spokes loose or fracturedd. Jagged edges on steering wheel rime. If possible, check the retaining device on steering wheel is fitted | <ul style="list-style-type: none">a. Steering wheel hub fracturedb. Steering wheel rim fracturedc. A steering wheel spoke loose or fracturedd. Jagged edges on steering wheel rim likely to injure the drivere. A steering wheel hub-retaining device not fitted |

2.1 Steering control – steering column

| Method of inspection | Reason for rejection |
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| <ul style="list-style-type: none">a. Try to lift the steering in line with the steering column and note the movement at centre of steering wheelb. While steering wheel is rotated, check for deterioration in any flexible coupling or universal joint of steering columnc. Where practical, check any clamp bolts for presence and security of locking devices (These may be located in the engine compartment or under chassis) | <ul style="list-style-type: none">a. Excessive movement at centre of steering wheel in line with steering column (end float) Note: Certain types of steering column might show some movement not due to excessive wear eg those fitted with universal joints or flexible couplingsb. A flexible coupling or universal joint deteriorated, worn or insecurec. A couple clamp bolt or locking device loose or missing |

2.4 Suspension spring units and linkages

| Method of inspection | Reason for rejection |
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| <p>Coil springs</p> <ul style="list-style-type: none">a. Welding repairs | <p>Coil springs</p> <ul style="list-style-type: none">a. Repaired by welding |

Section 3 – Brakes

No additional requirements to MOT Inspection Manual

Section 4 – Tyres and road wheels

| Method of inspection | Reason for rejection |
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| <p>Examine all the tyres (including spare wheel if fitted) to ensure each tyre meets all the requirements laid down in the 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing',</p> <ul style="list-style-type: none"> a. The spare wheel must be accessible and must be carried if specified by the manufacturer b. Where a tyre inflation kit is provided by the manufacturer this must be present and in working order at the time of test c. If a space saver tyre is used a method statement must be supplied which highlights the driver's responsibilities with regard to the maximum permitted speed <p>Note: A space saver tyre is a temporary 'get-you-home' tyre</p> <ul style="list-style-type: none"> d. Where a doughnut tank is fitted in the boot for Liquid Petroleum Gas (LPG), the spare wheel, if still carried in the boot, must be properly secured. Alternatively, a spare wheel cage installed to manufacturer's standards and British Standards may be fitted to the underside of the vehicle e. The spare wheel should be securely located away from any contact with passenger(s) travelling in the vehicle or entering/exiting from it | <p>Not in accordance with the 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing',</p> <p>Note: 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> <ul style="list-style-type: none"> a. Spare wheel missing or not accessible b. Tyre inflation kit not present or working c. Method statement not supplied on presentation for test d. Spare wheel insecure or spare wheel cage not installed to manufacturer's standards and British Standards e. The standards set out across are not met |

Section 5 – Seat belts and supplementary restraint systems

| Method of inspection | Reason for rejection |
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| <p>All seatbelt installations must comply with the Construction and Use Regulations 1st October 2001 there amended and further interim requirements from the guidance document available from the Driver and Vehicle Standards Agency (DVSA). Entitled "Guide to the Changes to seat belt installations". The latest version is available from DVSA website at:</p> <p>http://www.DVSA.gov.uk/DVSA/publications/manualsandguides/vehicletestingmanualsandguides.htm</p> <p>Examine the vehicle and check the following:</p> <ul style="list-style-type: none"> a. All seatbelt casings must be in good condition b. Where 3 point seatbelts are fitted the top mounting must be suitable for all ages and located at shoulder height | <ul style="list-style-type: none"> a. Seatbelt casing damaged or inadequately repaired i.e. covered in tape b. The standards set out across are not met |

Section 6 – Body, structure and general items

6.1 Vehicle body and condition (exterior)

| Method of inspection | Reason for rejection |
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| <p>Examine the body and fittings thoroughly for security, corrosion, damage, appearance, poor repair/paint match and sharp edges that are likely to cause injury</p> | <ul style="list-style-type: none"> a. An insecure, missing or damaged body panel, trim, step or accessory/fitting b. Any sharp edge whatsoever which may cause injury c. Heavy scuffing, abrasions or deformation/distortion to front and/or rear bumper. d. More than 8 stone chips visible on a bonnet/grill that have not penetrated to the metal or more than four stone chips that have penetrated to the metal e. More than 8 stone chips on any panel including door edges, provided the base coat has not been penetrated f. More than 4 stone chips on any panel where the base coat has been penetrated to the metal and is untreated g. A single dent of more than 80mm, or more than three dents of not more than 20mm in any one panel h. More than 4 scratches and/or abrasions of more than 50mm in length in any one panel provided that the base coat has not been penetrated i. Dull, faded paintwork which has lost its gloss finish or paint mismatch to a panel(s) or fittings to such an extent that it detracts from the overall appearance of the vehicle j. Evidence of poor repairs and/or paint finish to a panel(s) or fittings including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle k. Rust/corrosion of any size including any that is covered by signage l. Lack of clearly displayed or omission of 'No Smoking' signs |

6.1 Vehicle body, security and condition (interior)

| Method of inspection | Reason for rejection |
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| <ul style="list-style-type: none"> a. Examine thoroughly the interior for missing, damaged, insecure or loose fixtures, fittings, accessories (including communication and satellite navigation equipment) or poor quality repairs b. Dirty, missing, soiled, stained, worn, torn, split or insecure trim, carpets, seat belts, mats, headlining. Remove mats and inspect carpets underneath for cleanliness and wear | <ul style="list-style-type: none"> a. Insecure and loose fixtures, fittings or accessories b. Missing dirty, soiled, stained worn or insecure trim, carpets, headlining, and mats in such a condition that they are likely to soil or damage passengers' clothing or luggage |

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| <ul style="list-style-type: none"> c. Examine interior lights, motion door locks and warning lights d. Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters) e. Examine all windows ensuring they allow lowering and rising easily f. Examine interior door locks, grab handles/rails safety covers g. Examine grills/partitions for security and condition h. Examine electrical wiring for condition, security, including intercom systems i. Examine the boot for access, contents, cleanliness and water ingress <p>Mandatory 'No Smoking' sign</p> <ul style="list-style-type: none"> j. Check for presence and display of No Smoking sign | <ul style="list-style-type: none"> c. An inoperative interior light (all lights must illuminate if they are part of the manufacturer's standard equipment. Missing or defective motion switch/lock or warning lamp not illuminated) d. A system(s) which does not function correctly, or any part is missing including vents, controls and switches e. An opening window that is inoperative or difficult to open and or close mechanism broken/missing f. Missing, defective or loose door locks, child locks, protective covers grab handles and rails. Grab handles/rails which are rigid to aid the blind and partially sighted, and are worn to excess g. A grill/partition which is insecure or has sharp edge which may cause injury to passengers or driver h. 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 i. Unable to open, close and or lock boot lid, failure of boot lid support mechanism, defective seals/evidence of water ingress, dirty boot and/or carpets, loose items stored in boot (ie spare wheel tools and equipment etc) j. No Smoking sign missing/not adequately displayed |
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6.1 Bumper bars

| Method of inspection | Reason for rejection |
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| <p>Examine the bumper bars and check the following:</p> <ul style="list-style-type: none"> a. They are secure to their mountings b. The mountings are secure to the vehicle c. There is no evidence of damage | <ul style="list-style-type: none"> a. A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs b. 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 c. Bumper bars which have jagged edges, cracks, splits or projections, which may cause injury to persons near the vehicle. Paint miss-match or fading which is significantly different to that of the rest of the paintwork |

6.2 Doors and seats

| Method of inspection | Reason for rejection |
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| <p>Doors and emergency exits</p> <p>a. Examine the condition of all doors and emergency exits. Check door locks, striker plates, handles and hinges for security, ear and missing and damaged trim/cover plates</p> <p>b. Check the presence, condition and correct functioning of all door stay catches and devices (including sliding doors)</p> <p>c. Check that signs describing the method of opening emergency exit(s) are readily visible on/or adjacent/next to the exit and are legible</p> <p>d. Check that seats are secure, clean and not unduly worn</p> <p>e. A mechanism must be fitted that positively holds any side / rear passenger access door in the open position whilst in use and that requires a deliberate effort to close</p> <p>Accessibility: wheelchair vehicles</p> <p>Door configurations for wheelchair accessible vehicles</p> <p>a. Single rear door – must open to a minimum of 90 degrees and be capable of locking in place</p> <p>b. Twin rear doors – both must open to a minimum of 180 degrees and be capable of being locked in place. This is to enable an attendance (driver or guide) to assist the wheelchair passenger if required</p> | <p>Doors and emergency exits</p> <p>a. A door or emergency exit does not latch securely in the closed position</p> <p>b. ii) A door or emergency exit cannot be opening from both the inside and outside of the vehicle from the relevant control in each case ii) Missing, loose or won handles, lock or striker plate</p> <p>c. Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect</p> <p>d. i) Missing, loose or damaged trim/cover plate ii) Seat cushion(s) 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</p> <p>e. A door stay catch or device missing, excessively worn or not fulfilling its function</p> <p>Accessibility: wheelchair vehicles</p> <p>a. Door does not open to a full 90 degrees and cannot be secured in the open position</p> <p>b. Twin doors do not open to a full 180 degrees and cannot be secured in the open position</p> |

Section 7 – Exhaust, fuel and emissions

7.1 Exhaust system

| Method of inspection | Reason for rejection |
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| Where applicable, check for presence, security and adequacy of grease shields to hot exhausts | A heat shield missing, insecure or inadequate |

7.2 Fuel system – pipes and tanks

| Method of inspection | Reason for rejection |
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| <p>a. Check that fuel tank filler caps are:</p> <ul style="list-style-type: none"> i) Present ii) Of the correct type iii) Secure and seated properly to ensure correct function of sealing <p>b. Examine pipes to see they are securely clipped to prevent damage by chafing and cracking and are not in a position where they will be fouled by moving parts</p> <p>c. Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system</p> | <p>a. A filler cap missing or unsuitable or in such condition that it would not prevent fuel leaking or spilling</p> <p>b. Damaged, chafed, insecure pipes or pipes so positioned that there is a danger of them fouling moving parts</p> <p>c. i) A fuel pipe immediately adjacent to or in direct contact with electrical wiring or exhaust system ii) Temporary/emergency fuel cap fitted</p> |

Section 8 – Driver’s view of the road

8.1 Mirrors and view to rear

| Method of inspection | Reason for rejection |
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| <p>The number and position of all obligatory mirrors must be checked</p> <p>Check the condition of each mirror reflecting surface</p> | <p>A mirror reflecting surface deteriorated or broken</p> <p>Note: A defective additional external mirror is not a reason for rejection</p> |

8.3 Windscreen – view to the front

| Method of inspection | Reason for rejection |
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| <p>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</p> <p>For all air operated wipers examine:</p> <ul style="list-style-type: none"> - the condition of any visible piping - the function of the operating mechanism - the function of necessary valves to protect the braking system <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> | <p>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> <p>Air operated wipers:</p> <ul style="list-style-type: none"> - pipes adequately clipped or supported - incorrect function of the wipers or leaking components - incorrect operation of protection valves |

8.5 Window glass or other transparent material

| Method of inspection | Reason for rejection |
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| <p>a. Visually check the condition of all windscreens, internal screens, partitions, side, rear, roof and door windows for cracks, surface damage and discolouration</p> <p>b. Check presence and security of all windscreens, side, roof, or rear windows, or internal screens or partitions</p> <p>c. Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows</p> <p>d. Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions</p> <p>e. As far as is practicable, check that glass fitted to windscreens and outside windows facing to the front is safety glass.</p> <p>f. As far as is practicable, check that glass used for windscreens and all outside windows is safety glass, or safety glazing</p> <p>g. Check that windscreens and other windows, wholly or partly, on either side of the driver's seat are made from safety glass displaying an acceptable safety mark</p> | <p>a. A crack, surface damage or discoloration in glass or other transparent material that:</p> <ul style="list-style-type: none"> - Impairs the driver's front, side or rear view of the road - Presents a danger to any person in the vehicle <p>b. A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure</p> <p>c. Any external window or windscreen is obviously leaking</p> <p>d. A guard-rail or barrier at a window, internal screen or partition missing, insecure or damaged</p> <p>e. The windscreen and/or any outside window facing to the front of a vehicle obviously not safety glass</p> <p>f. Glass used for a windscreen or an outside window is obviously not safety glass</p> <p>g. Windscreens and/or other windows wholly or partly on either side of the driver's seat that are not made from safety glass display and acceptable safety mark</p> |

Section 9 – Tricycles and quadricycles

Tricycles and quadricycles are not permitted to be licensed

Section 10 – Additional requirements

10.1 Transmission

| Method of inspection | Reason for rejection |
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| <p>Examine transmission, check for the following</p> <p>a. Missing or loose flange bolts</p> <p>b. Crack or insecure flanges</p> <p>c. Wear in shaft and/or wheel bearings</p> <p>d. Security of bearing housings</p> <p>e. Cracks or fractures in bearing housings</p> <p>f. Wear in universal joints</p> <p>g. Deterioration of flexible couplings</p> | <p>a. A loose or missing flange bolt(s)</p> <p>b. A flange cracked, or loose on the transmission shaft</p> <p>c. Excessive wear in shaft bearing</p> <p>d. A bearing housing insecure to its fixing</p> <p>e. A cracked or fractured bearing housing</p> <p>f. Excessive wear in a universal joint</p> <p>g. Deterioration of a transmission shaft flexible coupling</p> |

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| h. Distorted, damaged shafts | h. A damaged, cracked or bent shaft |
| i. Deterioration of bearing housing flexible mountings | i. Deterioration of a flexible mounting of a bearing housing |
| j. Clearance between transmission shafts and adjacent components | j. Evidence of fouling between any transmission shaft and an adjacent component |

10.2 Oil and water leaks

| Method of inspection | Reason for rejection |
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| <p>a. Check vehicle for oil and water leaks from any assembly or component to the ground</p> <p>b. And/or which could be deposited on surrounding bodywork or 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>a. An oil or water leak, from any assembly, which deposits fluids underneath the vehicle whilst stationary</p> <p>b. 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 |

10.3 Luggage/load space

| Method of inspection | Reason for rejection |
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| <p>Physical separation is not so much an issue as is the safety of passengers in the event of an accident. The luggage should therefore be secure and prevented from becoming dislodged in an accident in such a manner as may cause injury. Such security can be by means of a sheet or net, which could be anchored to the floor of the luggage area. Clearly if the luggage compartment is not physically separated from the passenger compartment then care will need to be taken so as not to carry any hazardous items such as fuel cans, detergents or other loose items that could leak if they become damaged</p> | <p>Load restraint system, if required, not present at time of test</p> <p>Load restraint system faulty or unserviceable</p> |

10.4 Trailers and towbars

| Method of inspection | Reason for rejection |
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| <p>Trailers</p> <p>Where a local licensing authority permits the use of trailers for the carriage of luggage, then the trailer needs to be presented for test along with the vehicle that will be authorised to tow it.</p> <p>The trailer will also need to display the appropriate registration plate and a licence plate</p> <p><i>Note: Trailers presented for inspection should be built by an approved or recognised trailer manufacturer</i></p> | <p>Trailers</p> <p>Rejections as indicated on the trailer inspection sheet</p> |

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| <p>Towbars</p> <p>Where tow bars are fitted checks must be made on the condition and security to the towing vehicle</p> | <p>Towbars</p> <p>Rejections as indicated on the trailer inspection sheet</p> |
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Section 11 – Ancillary equipment

11.1 Wheelchair restraint and access equipment

| Method of inspection | Reason for rejection |
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| <p>Wheelchair restraint</p> <p>a. Where applicable check condition and operation of wheelchair restraint</p> <p>b. A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces</p> | <p>Wheelchair restraint</p> <p>a. A wheelchair restraint is defective, worn or missing</p> <p>b. Wheelchair anchorage systems and devices do not conform to regulations</p> |
| <p>Wheelchair access and equipment</p> <p>A vehicle shall be fitted with either of the following forms of wheelchair access equipment:</p> <p>Ramps</p> <p>c. Check that appropriate ramps fitted are securely installed in the designated storage area. Examine for damage, deformity, sharp edges etc, and provision of anti-slip covering</p> <p>Wheelchair lift</p> <p>d. A purpose designed wheelchair lift shall conform to the LOLER 98 Regulations. A report, confirming that the lifting equipment is safe to use, shall be presented at the time of the vehicle inspection. Vehicles present for inspection with a wheelchair lift will require a LOLER certificate that is valid for a period of six months from the date of issue</p> <p>Note: Passenger lifting equipment will need to be thoroughly examined by a competent person, in use, at least once every six months</p> <p>e. Any purpose designed wheelchair access ramp that is carried must be lightweight and easy to deploy. The installed ramp shall have visible reference to safe working load of 250kgs</p> <p>f. Wheelchair access equipment shall be fitted either into the rear or side access door of the vehicle. Where it is fitted to a side door this shall be the door situated on the nearside of the vehicle, ie kerbside, when stopped in a normal road</p> <p>g. The aperture of the door into which the access equipment is fitted shall have minimum clear headroom</p> | <p>c. Ramps missing, insecurely stored, damaged/deformed, anti-slip covering in poor condition or missing</p> <p>d. Vehicle not presented with a valid or current LOLER certificate</p> <p>e. The installed ramp does not have any visible reference to a maximum safe working load or certification</p> <p>f. Wheelchair access equipment is fitted to the offside access door of the vehicle</p> <p>g. There is not clear headroom in the aperture within the central third of 48 inches (1220mm)</p> |

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| <p>in its central third of 48 inches (1220mm). The measurement shall be taken from the upper centre of the aperture to a point directly below on either the upper face of the fully raised lift platform or the upper face of the ramp fully deployed on level ground</p> <p>h. A locking mechanism shall be fitted that holds the access door in the open position whilst in use</p> <p>i. All wheelchair tracking must be fit for purpose and structurally sound</p> | <p>h. No evidence of a suitable locking mechanism to hold the door open</p> <p>i. Damaged or insecure tracking or detritus deposits within the tracking rails</p> |
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11.2 Seating

| Method of inspection | Reason for rejection |
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| <p>Examine the vehicle and check the following:</p> <p>a. Only forward and / or rearward facing passenger seats are fitted</p> <p>b. Check for evidence that seating layout or seatbelt installation has been modified since original test as a new applicant.</p> | <p>a. Sideways facing seats fitted</p> <p>b. Evidence of modification without letter of approval from Licensing Authority.</p> |

11.3 Fare Meter and Fare Card

| Method of inspection | Reason for rejection |
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| <p>a. South Hams Hackney Carriages must be fitted with a calendar-controlled fare meter that is fully activated and calibrated to the current fare card and which is capable of charging no more than the permitted rate of fare at any time</p> <p>b. The fare meter must be securely fitted in a position so that the fare can be easily and clearly read by any passenger inside the vehicle</p> <p>c. Private hire vehicles and West Devon Hackney Carriages can be voluntarily fitted with a fare meter but where fitted it must meet the above standards</p> <p>d. South Hams Hackney Carriage must have a fare card available for passengers</p> | <p>A meter is:</p> <ul style="list-style-type: none"> - Not fitted - Not calibrated - Not sealed <p>The meter is:</p> <ul style="list-style-type: none"> - Insecure - Obscured <p>Where testing a South Hams Hackney Carriage no fare card is available</p> |

11.4 Licence plates/internal card and stickers

| Method of inspection | Reason for rejection |
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| <p>Examine the vehicle and check the following:</p> <p>a. The vehicle licence internal card is displayed in the nearside of the front windscreen</p> <p>b. Each passenger window has an internal sticker with licence details</p> | <p>Licence disc is:</p> <p>a. Missing</p> <p>b. Incorrectly positioned</p> <p>Internal licence stickers are:</p> <p>a. Missing</p> <p>b. Incorrectly positioned</p> |

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| <p>c. The vehicle licence plate must be securely fitted on the rear of the vehicle and all the plate must be fully visible</p> <p>Note: The licence plate and discs do not have to be displayed if it is a new application or the plate and discs have been removed by an Authorised Officer or Police Officer</p> | <p>Licence plate is:</p> <p>a. Not securely fitted</p> <p>b. Not fully visible</p> <p>c. Incorrectly positioned i.e. in the rear window</p> |
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11.5 CCTV

| Method of inspection | Reason for rejection |
|----------------------------------------------------------------------------------------------|----------------------------------------|
| <p>a. If CCTV is installed in the vehicle, check for signage relating to data protection</p> | <p>a. Signage missing or incorrect</p> |

11.6 Advertising and other signage

| Method of inspection | Reason for rejection |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>a. Check for any unauthorised signage or item attached to the vehicle which detracts from the overall appearance or image of the vehicle</p> <p>b. Check if any signs or advertising covers any glazing or windows on the vehicle</p> | <p>a. Any unauthorised sign or item attached to the vehicle which detracts from the overall appearance or image of the vehicle</p> <p>b. Any sign or advertising which covers any window or glazed part of the vehicle</p> |