

Hackney Carriage Vehicle Application Procedure

Step 1 - Purchase

When seeking to purchase a vehicle you must ensure that you check carefully that any proposed vehicle meets all relevant parts of the **[specification A wheelchair accessible or B Rotating swivel seat]** and that you are able to comply with the councils intended use policy for hackney carriages. **We recommend that you take a copy with you. (located at the bottom of this guidance document)**



The vehicle **MUST BE white** in base colour. **No other colour will be accepted. Resprayed vehicles will not be accepted.**



Step 2 –Preparation

When you have purchased a vehicle and are satisfied that it meets the vehicle specification, if you choose specification B you will have to prepare the vehicle by installing a rotating swivel seat, taximeter and top light. The rotating swivel seat must be fitted by a Council approved manufacturer/installer and is a new seat/base or is less than three years 364 days old at the time of re-installation with prior written permission given from the Taxi Hub to transfer the seat/base into the replacement vehicle. It is important that you discuss any potential airbag and pre-tensioner disarming with both the installer and your insurance company prior to installation.



Step 3 – Application

An application form and payment **MUST** be submitted electronically on the council's website www.eastriding.gov.uk



Step 4 – Inspection

Following receipt of your application being submitted an officer will contact you within 48 hours to arrange an appointment to inspect your proposed vehicle and receive all supporting documents

The Taxi Hub will arrange an inspection appointment for you by email.



The Taxi Hub MUST inspect your new vehicle before the vehicles has a compliance test.

You must bring along the following documents to the pre-test inspection.

V5 registered keeper document.
Bill of sale for the purchase of the vehicle.
Fully comprehensive insurance certificate for Public Hire.
Taximeter calibration certificate.
Swivel seat receipt and fitting certificate.
Swivel seat warranty document.
Swivel seat airbag and pre-tensioner declaration.

At this pre-test appointment the Taxi Hub officer will discuss with you the livery requirements and how this is achieved and your responsibility. The Councils CCTV system scheme will also be discussed with you.



Step 5 – Certificate of Compliance

If the vehicle is (not under 7 months old) than the vehicle **MUST** be compliance tested at one of the three testing centres, the details and contact numbers are shown below. You **will** require an e-mail to be sent to the test centre in advance from the Taxi Hub to have the vehicle tested. The fee of £56 and is set by the test centre and paid direct to them. You can also request an additional MOT certificate should you need one.



Step 6 – Grant of the Licence

When the Taxi Hub has received your certificate of compliance and all other documents have been confirmed then your application will be considered valid and we will contact you to arrange collection of the licence, plate and oval stickers.

The Taxi Hub will arrange a plate appointment for you.



Step 7 – Livery Installation

Present the vehicle for the installation of the council's livery at the pre-arranged date and time.

The vehicle does not need to wrapping before the licence is granted but will be a condition of licence. **This installation booking is arranged by the Taxi Hub.**

Beverley Depot, Annie Reed Road, Beverley

Between 06.30am and 14.30pm, to book an appointment call (01482) 395781 or (01482) 395516.

Carnaby Depot, Carnaby Industrial Estate, Bridlington

Between 06.30am and 12.00 noon, to book an appointment call (01262) 401973.

Goole Depot, Seavy Road, Goole

Between 06.30am and 1200 noon, to book an appointment call (01405) 766938.

MI. HACKNEY CARRIAGE SPECIFICATION A – WHEELCHAIR ACCESSIBLE TAXIS

IMPORTANT: All new or replacement hackney carriage vehicles will form part of the East Riding of Yorkshire Council's taxi livery. The livery will consist of a white vehicle with pantone green markings wrapped to the design as specified by the East Riding of Yorkshire Council and professionally provided by a Council approved supplier. Some funding will be made available for wrapping purposes.

All existing licensed hackney carriage vehicles will become part of the livery by 1 January 2021 as vehicles are replaced or by full wrapping of the vehicle after 1 January 2021.

This specification applies to all vehicles being licensed for the first time within the East Riding of Yorkshire as a *Wheelchair Accessible Hackney Carriage Vehicle*.

Type A: Wheelchair Accessible Hackney Carriage: Accessible vehicle capable of carrying the majority of passengers whilst seated in their wheelchair/s as well as people with other disabilities. This will include purpose built wheelchair access hackney carriage vehicles (WPAV's) designed to enable a vehicle passenger to access a vehicle and travel whilst seated in the wheelchair and mini buses and other vehicles where approved conversions have been carried out and they are considered to be wheelchair accessible vehicles (WAV's). These WAV vehicles provide wheelchair access by means of a ramp or lift at the side or rear of the vehicle. Space must be provided for the wheelchair and mechanisms for securing the wheelchair in place. A seat belt must be provided for the wheelchair passenger.

Licences will not be renewed once the vehicle reaches the age of **11 years 364 days**, unless granted under the exception condition. (12 years plus). This will be determined by the Licensing Authority each case being treated **on its own merits**. Purpose built wheelchair accessible hackney vehicles may be licensed until they reach the age of 12 years 364 days subject to 6 monthly satisfactory testing.

Type B: Standard Accessible Hackney Carriage: Vehicles with features designed to make use by disabled people easier but which would only be able to carry a wheelchair user who can transfer to a Hackney carriage seat. This will include some saloon vehicles, estate cars and MPVs with at least one **new** priority rotating or swivel seat fitted by a Council approved manufacturer/installer.

In replacement vehicles of the same vehicle type and specification where the swivel seat/base is already owned by the vehicle proprietor and the **seat/base is less than three years 364 days old at the time of re-installation**, permission may be granted to transfer the seat/base into the replacement vehicle. This will be considered on a **case by case basis**. A full inspection will be required and proof of fitting by an expert and qualified fitter (approved by the Authority) provided. **Not all seats/bases will be suitable to transfer in this way.**

All vehicles must comply with the relevant type approval for such vehicles.

- European Whole Vehicle Type approval;

- British National Type approval; or
- British Single Vehicle Approval.
- Full European Type Approval for a special purpose wheelchair accessible vehicle

Vehicles with Euro NCAP star ratings of **five or more** should be considered when purchasing a new vehicle.

SPECIFICATION A- WHEELCHAIR ACCESSIBLE HACKNEY CARRIAGE

- Is **six years 364 days of age or less** upon its first licensing as a hackney carriage with this Authority from date of first registration.
- Is of **white base colour with green markings** as specified in the Taxi livery.
- Has an engine size of not less than 1100cc or an engine described by the manufacturer as being a 1.2.
- **Wheelchair access-** A nearside or rear door may be used for wheelchair access. There should be sufficient space within the vehicle for a wheelchair to turn or a designated wheelchair area. The requirements listed in this specification are to accommodate a wheelchair measuring 1200mm front to rear and 700mm wide.
- The vehicle must be capable of carrying as a minimum an individual in their **‘reference wheelchair’** The reference wheelchair has:
 - total length of 1200mm, including extra-long footplates
 - total width of 700mm
 - sitting height (from ground to top of head) of 1350mm
 - height of footrest above floor of 150mm

The reference wheelchair is bigger than most wheelchairs to ensure that enough room is provided for most wheelchair users. **However, many mobility scooters and some powered wheelchairs are bigger than the reference wheelchair and may not necessarily fit or be safely carried. If this is the case customers must be made aware of this restriction and that the passenger cannot be carried safely.**

- and the driver must give assistance to the passenger in their wheelchair unless an exemption under section 166 of the Equality Act 2010 applies. This exemption would only be on medical grounds, or on the ground that the person’s physical condition makes it impossible or unreasonably difficult for the person to comply with the duties at section 165 of the EA Act 2010.
- No additional charge can be made by the driver for carrying a passenger in their wheelchair in the hackney carriage vehicle. It is an offence to do so.
- There must be at least one doorway through which a wheelchair and occupant can enter. This doorway must be located at the rear or nearside of the vehicle.
- An approved and suitable ramp or ramps for the loading of a wheelchair and occupant must be available at all times for use at the rear of the vehicle or nearside passenger door.

- There must be a slip –resistant surface on the ramp/ramps and a safety guard fitted and used at all times.
- Anchorages must be provided for the wheelchair and chair bound passenger and used.
- Restraints for wheelchair and occupant must be independent of each other. Belts attached to a wheelchair in order to assist a person to remain in it whilst travelling will not be acceptable.
- Vehicles must be capable of transporting a folded wheelchair as luggage. Anchorages should also be provided for the safe storage 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 that they do not cause any danger to other passengers.

Note : Whilst operating, if a vehicle is not being used to carry a passenger in a wheelchair, only an occasional (fold away) set may be used to substitute for the wheelchair space, which have to be bolted or locked into place will not be accepted since these present problems with storage.

- Has a manufacturer's stated width of not less than 5ft 7ins (1.701m) excluding door mirrors.
- Has a manufacturer's stated length of not less than 14ft (4.266m)
- Has at least **four passenger doors** including the driver's door, which may be opened from the inside and the outside. These can be hinged or sliding doors. Doors must be capable of being opened outwards from the near and offside of the vehicle to an angle of at least 60 degrees, or slide open to their fullest extent
- Has seat belts fitted to all forward facing seats
- The window glass fitted to all side or front windows in the vehicle is not treated so that less than 60% of light is transmitted through it.
- Steering wheel- Right hand drive only.
- Normally have four wheels unless novelty vehicle or rickshaw/horse landau

Additional requirements for minibus and MPV type vehicles

Must meet all the above requirements and have at least four doors, hinged or sliding and/or a rear tail-gate that must open to their fullest extent. There must be at least one door on either side of the vehicle for passenger loading

Vehicles must also meet the following requirements: -

- Be equipped with an illuminated roof sign and 'for hire' light of a type specified by the Council
- The Council regulates advertising on licensed hackney carriage vehicles and application must be made through the Licensing Manager before any advertising is carried out- the policy specifies the advertising requirements and will be considered on a case by case basis.

- Oval Stickers provided by the Licensing Authority must be applied to the front doors of the vehicle, the content of the ovals to be agreed with the Licensing Authority prior to display.
- Vehicles must be capable of transporting a folded wheelchair as luggage.
- The vehicle must not show evidence of patched repairs to the chassis or structural body parts of the vehicle including the outriggers unless the repair is of the original gauge metal and continuously welded. The vehicle **must not have been written off for insurance purposes at any time.**
- **A clean and smart appearance** both externally and internally.
- Nearside and offside exterior **rear view mirrors.**
- Sufficient means by which a passenger can communicate with the driver.
- **Lighting** shall be fitted to illuminate the interior and exterior of the vehicle sufficient to allow passengers to board and alight the vehicle in safety.

Seating

- Seating should be for at least four passengers one of which must be specifically for a wheelchair passenger, but not more than eight passengers in addition to the driver;
- All seats used by disabled passengers must be forward or rear facing.
- Rearward facing seats over or rearward of the rear wheels and axle(s) having normal access only through a rear door will not be permitted;
- Sideway mounted seats and bench type seating will not be permitted.
- Access to every seat must be unobstructed and be easily accessible to passengers and **without the need for more than one passenger to move** when the vehicle is fully occupied.
- Passenger seats must be at **least 16 inches**, (approx 40cm), wide per passenger with no significant intrusion by wheel arches, armrests or other parts of the vehicle. There must be a **minimum of 34 inches** headroom for all passenger seats measured from the rear of the seat cushion to the roof lining.

Boarding device

- A boarding device must be provided at the doorway through which a wheelchair and its occupant would enter.
- Power operated boarding devices must be capable of manual operation in the event of power failure.
- The vehicle must not be driven from rest unless the boarding device is in the normal position for vehicle travel.
- A boarding device must have a minimum safe working load of 300kg and operate under normal loading conditions without undue deflection.
- Boarding devices must be stowed in a way which does not obstruct any handle or other opening device for any exit and such that in the event of an accident it could not cause injury to either passengers or the driver. If the boarding device obstructs an exit it must also be capable of being pushed or pulled out of the way from the

inside and outside when the door is open so as to leave the doorway clear for use in an emergency.

- Any controls for the operation of a power operated boarding device must be inhibited while the vehicle is in motion and may only be operated at the point where the boarding device is fitted either by the driver or by an individual under their supervision.
- Any manually operated boarding device must be easy to operate.
- No device other than a ramp or lift is permitted without authorisation from the Department of the Environment, Transport and the Regions.

Steps

- These requirements are at doorways used by disabled passengers.
- Any steps, either fixed or retractable must be permanently secured at the point of entry.
- There must be no more than three steps into the vehicle.
- The height of the first step from the ground at all entrance and exit doors must not exceed 250mm.
- All other steps must be within the vehicle and be between 120mm and 200mm high, consistent to within 10mm.
- All steps must be at least 400mm wide and 280mm deep and must not have open risers.
- The surface of all steps must be slip resistant. Step nosing must be designed to minimise risk of tripping and must be in a contrasting tone and colour(s).

Ramps

- A ramp must be suitable for the vehicle it is specifically being used for. A full risk assessment must be carried out by the vehicle owner and licensed driver and recorded before using the vehicle and ramp and for all drivers using the ramp.
- The ramp should provide a surface of at least 750mm wide available for a wheelchair.
- A ramp must not exceed 1700mm in length.
- When the ramp is deployed onto the road the ramp slope must not exceed 1 in 4 (25%). In all cases it must be possible to deploy the ramp onto both a level road and a 125mm high kerb.

Where this gradient cannot be met then the Licensing Manager is authorised to grant an exemption in exceptional cases if safety standards are complied with and the ramp is part of the manufacturer's specification for the vehicle.

- When in use the ramp must be securely located at the point of wheelchair entry.
- The surface of all ramps must have a slip resistant finish. All outer edges must be clearly marked in a contrasting tone and colour.
- When deployed the ramp must be in one piece.

Manufacturers gross vehicle weight for the tyres and suspension actually fitted to the vehicle must be sufficient for a minimum payload equal to a full fuel tank, the driver and the number of passengers for which a licence is requested (at 70 kg per person) and luggage (at 20 kg per passenger); and where propane or Liquid Petroleum Gas is used as the vehicle fuel, the weight of extra equipment must be within the gross weight limit.

Wheels and Tyres

- Four road wheels fitted with the manufacturers recommended size tyres.
- A spare tyre of the same type as fitted to the road wheels. NB All tyres must be cross ply or radials (**remould tyres are NOT allowed**) and must be new (**ie not previously used on another vehicle**)
- Tyre tread must have at least 2.0mm tread depth throughout a continuous band in the centre $\frac{3}{4}$ of the tread and around the entire circumference of the tyre,
- Tyres must be correctly inflated at all times to the vehicle/tyre manufacturers recommended pressure

Taximeter

There shall be provided a taximeter so constructed, attached and maintained as to comply with the licensing policy and bye laws. The meter will be calendar controlled.

Fare Table

A fare table of a size and design approved by the Council must be permanently affixed in a conspicuous position inside the vehicle so that it is clearly and conveniently visible to any passenger being conveyed in the vehicle.

Roof and Signs

A permanent roof, which is watertight - a standard sun roof (i.e. a sun roof fitted when new vehicle by manufacturer).

Signage

- There must be fitted externally to the roof in a position and of a size and type approved by the Council a sign showing to the front the word 'TAXI'; additionally the proprietors trading name may be shown if approved by the Licensing Authority.
- Oval stickers on front doors with name of taxi business : shape, colour , content and size as determined appropriate by the Licensing Authority.
- The rear of the roof sign may be left blank or have the word "TAXI" showing.

- Alternatively, the proprietor's trading name may be shown if approved by the Licensing Authority.
- The sign shall be so arranged that it is illuminated during the hours of darkness when the vehicle is available for hire but that when the machinery of the taximeter is in action the illumination of the sign shall be extinguished.
- The roof sign may be removed while the vehicle is being used in connection with a funeral or a wedding.

Fittings

No fittings other than those approved by the Council shall be attached to or carried upon the inside or outside of the vehicle.

Rear seat belts (irrespective of age)

All vehicles must be fitted with fully operational rear seat belts, one for each passenger to be carried, fully compliant with British Standards except where the law specifically provides an exemption.

Equipment to be carried in the vehicle

- A **fully serviceable fire extinguisher**, fitted in such a position to be readily available for use and a capacity of not less than 1.0 litre A.F.F.F. or 1 kg dry powder.
- First Aid- this should be carried and maintained in such a position as to be readily available for use and prominently marked adequate and suitable first aid equipment. (Please note that a driver should not render aid to any other person other than basic assistance unless he holds a current First Aid Certificate - Health and Safety).
- Spare wheel and tyre – correctly stored to protect passengers' luggage or running wheel/repair kit.
- Jack.
- Wheelbrace.
- A reflective warning triangle and a set of replacement bulbs for all front and rear lights.

Luggage

The vehicle must be able to carry a reasonable amount of luggage. Luggage should be safely secured and not stored in such a way to hinder access to a door.

A **separate locking luggage area**, or a permanent grille fitted sufficient to prevent luggage carried in the rear compartment from coming into contact with persons using the rear seat. (Roof racks and top boxes will not be permitted).

NB The luggage area should have a minimum capacity of .43 cu metres/15 cu feet (hand luggage).

Radio Equipment

If two-way radio equipment is provided in the vehicle, it must be in a position approved by the Council and maintained in a sound condition.

Identification Plates

- (1) The authorised hackney carriage identification plates issued by the Council and bearing the number of the licence granted in respect of that carriage must be affixed to the vehicle as follows:-
 - (a) To the rear of the carriage in a position above the bumper and directly adjacent to the vehicle registration number plate.
 - (b) The small identification plate shall be securely fixed to the inside of the vehicle in a conspicuous position and in a manner to be approved by the Council;
- (2) No vehicle may ply for hire with any such plate concealed from view, nor wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire and not cause or permit the carriage to stand or ply for hire with the plate so defaced that any figure or material particular is illegible.

Miscellaneous

- The flooring of the passenger compartment or any surface over which a passenger is required to walk shall have a non slip resistant finish, which can be easily cleaned.
- Grab handles or handholds must be placed at door entrances to assist the elderly and disabled. Grab handles should be highly visible. There must be a minimum clearance between handrails or handhold and the adjacent part of the vehicle body or walls of at least 45mm. The surface of every handrail or handhold must contrast in colour and tone with the surrounding surfaces and be of a slip resistant finish.
- All entrances and exits must be sufficiently illuminated at night
- The provision of a step for assisted entry is recommended. The step must be covered with a slip-resistant surface. In the case of vehicles with a high floor height, a step will be required.

Alteration of Vehicle

No material alteration or change in the specification, design, condition or appearance of any vehicle shall be made without the approval of the Council at any time while a licence is in force in respect of that vehicle.

Maintenance of Vehicle

- (1) The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements (including in particular those contained in the Road Vehicles (Construction and Use Regulations) in force from time to time shall be fully complied with.

- (2) Any corroded or damaged body panels or other parts must be properly repaired or renewed, all splits or cracks must be properly welded and all paintwork properly finished off.
- (3) All vehicles must be statutory tested at intervals as determined by the Council's licensing policy.
- (4) Vehicles are liable to be examined at any time by a licensing officer, the Vehicle Inspectorate or the police at any reasonable time.

PLEASE SEEK ADVICE FROM THE LICENSING TEAM PRIOR TO PURCHASING ANY VEHICLE WHICH YOU WISH TO LICENCE.

The plate will be issued in a colour and type which readily identifies it as a wheelchair accessible hackney carriage vehicle.

HACKNEY CARRIAGE SPECIFICATION B –

STANDARD ACCESSIBLE TAXIS – PRIORITY SWIVEL SEATS

IMPORTANT: all new or replacement hackney carriage vehicles now form part of the East Riding of Yorkshire Council's taxi livery. The livery consists of a white vehicle with pantone green markings wrapped to the design as specified by the East Riding of Yorkshire Council and professionally provided by a Council approved supplier. Some full or part funding will be made available for wrapping purposes. In the first year any rewrapping of vehicles due to damage will be covered by the Council where not covered on the vehicle insurance.

All existing licensed hackney carriage vehicles will become part of the livery by 1 January 2021 as vehicles are replaced or by full wrapping of the existing vehicle after 1 January 2021.

This specification applies to **all vehicles being licensed for the first time** within the East Riding of Yorkshire as a **Standard Accessible Hackney Carriage Vehicle**.

Licences will not be renewed once the vehicle reaches the age of **11 years 364 days**, unless granted under the exception condition. This will be determined by the Licensing Authority each case being treated on its own merits.

Type B: Standard Accessible Hackney Carriage: vehicles with features designed to make use by disabled people easier but which would only be able to carry a wheelchair user who can transfer to a Hackney carriage seat. This will include some saloon vehicles, estate cars and MPVs with at least one **new** priority rotating or swivel seat and **new base** fitted by a Council approved manufacturer/installer.

In replacement vehicles of the same type where the seat is already owned by the proprietor and the seat/base is less than three ages of age, permission may be granted to transfer the seat/base. This will be considered on a case by case basis. A full inspection will be required and proof of fitting by an expert and qualified fitter (approved by the Licensing Authority).

All vehicles must comply with the relevant type approval for such vehicles:-

- i) European Whole Vehicle Type approval;

- ii) British National Type approval; or
- iii) British Single Vehicle Approval.

Vehicles with Euro NCAP star ratings of five or more should be considered when purchasing a new vehicle from 1 April 2018.

SPECIFICATION B- STANDARD ACCESSIBLE HACKNEY CARRIAGE

East Riding of Yorkshire Council has adopted a policy of not licensing a saloon/hatchback/estate or people carrier vehicle **for the first time** unless it **meets either the wheelchair accessible hackney carriage vehicle specification, OR**

- Is less than **six years 364 days of age** upon its first licensing as a hackney carriage with this Authority- from date of first registration and
- Has at least one **new priority rotating or swivel seat and new base** fitted which is of a type approved by the Licensing Team. To promote the aims of the policy in relation to public safety- **second hand seats are not acceptable.** Proof of purchase /warranty will be required to determine the suitability of the seat.
- Vehicles must be capable of transporting a folded wheelchair as luggage.
- Be equipped with an illuminated roof sign and 'for hire' light of a type specified by the Council
- Is of **white base colour with green markings** as specified in the Council's Taxi livery.
- The Council regulates advertising on hackney carriage vehicles and application must be made through the Licensing Manager for authorisation before any advertising is carried out- the policy specifies the advertising requirements and will be considered on a case by case basis.
- Has an engine size of not less than 1200 cc or an engine described by the manufacturer as being a 1.3.
- Has a manufacturer's stated width of not less than 5ft 7ins (1.701m) excluding door mirrors.
- Has a manufacturer's stated length of not less than 14ft (4.266m)
- Has at least **four passenger doors** including the driver's door, which may be opened from the inside and the outside. These can be hinged or sliding doors. Doors must be capable of being opened outwards from the near and offside of the vehicle to an angle of at least 60 degrees, or slide open to their fullest extent
- Has seat belts fitted to all forward facing seats
- The window glass fitted to all side or front windows in the vehicle is not treated so that less than 60% of light is transmitted through it.
- Steering wheel- Right hand drive only.
- Normally have four wheels unless novelty vehicle or rickshaw/horse landau

Additional requirements for minibus and MPV type vehicles

Must meet the above requirements and have at least four doors, hinged or sliding and/or a rear tail-gate that must open to their fullest extent. There must be at least one door on either side of the vehicle for passenger loading

Vehicles must also meet the following requirements: -

- Vehicles must be capable of transporting a folded wheelchair as luggage.

- The vehicle must not show evidence of patched repairs to the chassis or structural body parts of the vehicle including the outriggers unless the repair is of the original gauge metal and continuously welded. The vehicle **must not have been written off for insurance purposes at any time.**
- **A clean and smart appearance** both externally and internally.
- Nearside and offside exterior **rear view mirrors.**
- Sufficient means by which a passenger can communicate with the driver.
- **Lighting** shall be fitted to illuminate the interior and exterior of the vehicle sufficient to allow passengers to board and alight the vehicle in safety.

Seating

- Must have a **new priority swivel seat** and **new base** fitted which is **not second hand** and of a type **specifically approved by the Licensing Team. Full 12 month warranty and sale of purchase must be provided.**
- In replacement vehicles of the same type/specification where the seat is already owned by the vehicle proprietor and the seat/base is less than three years 364 days of age at the time of re-fitting, permission may be granted to transfer the seat/base into the replacement vehicle. **This will be considered on a case by case basis.** A full inspection will be required and proof of fitting by an expert and qualified fitter (approved by the Licensing Authority) including 12 month warranty. **Please note: It may not be possible to transfer the seat/base into some vehicles due to inconsistency in the vehicle type specifications.**
- Seating should be for at **least four passengers** but **not more than eight passengers** in addition to the driver;
- Rearward facing seats over or rearward of the rear wheels and axle(s) having normal access only through a rear door will not be permitted;
- Sideway mounted seats and bench type seating will not be permitted.
- Access to every seat must be unobstructed and be easily accessible to passengers and **without the need for more than one passenger to move** when the vehicle is fully occupied.
- Passenger seats must be at **least 16 inches**, (approx 40cm), wide per passenger with no significant intrusion by wheel arches, armrests or other parts of the vehicle. There must be a **minimum of 34 inches** headroom for all passenger seats measured from the rear of the seat cushion to the roof lining.

Manufacturers gross vehicle weight

For the tyres and suspension actually fitted to the vehicle must be sufficient for a minimum payload equal to a full fuel tank, the driver and the number of passengers for which a licence is requested (at 70 kg per person) and luggage (at 20 kg per passenger); and where propane or Liquid Petroleum Gas is used as the vehicle fuel, the weight of extra equipment must be within the gross weight limit.

Wheels and Tyres

- Four road wheels fitted with the manufacturers recommended size tyres.
- A spare tyre of the same type as fitted to the road wheels. NB All tyres must be cross ply or radials (**remould tyres are NOT acceptable**)

Taximeter

There shall be provided a taximeter so constructed, attached and maintained as to comply with the licensing policy and by laws. The meter will be calendar controlled.

Fare Table

A fare table of a size and design approved by the Council must be permanently affixed in a conspicuous position inside the vehicle so that it is clearly and conveniently visible to any passenger being conveyed in the vehicle.

Roof and Signs

A permanent roof, which is watertight - a standard sun roof (i.e. a sun roof fitted when new by manufacturer).

- There must be fitted externally to the roof in a position and of a size and type approved by the Council a sign showing to the front the word 'TAXI'; additionally the proprietors trading name may be shown if approved by the Licensing Authority.
- Oval stickers on front doors with name of business shape, colour, content and size as determined appropriate by Licensing Authority
- The rear of the roof sign may be left blank or have the word "TAXI" showing.
- Alternatively, the proprietor's trading name may be shown if approved by the Licensing Authority
- The sign shall be so arranged that it is illuminated during the hours of darkness when the vehicle is available for hire but that when the machinery of the taximeter is in action the illumination of the sign shall be extinguished.

Fittings

No fittings other than those approved by the Council shall be attached to or carried upon the inside or outside of the vehicle.

Rear seat belts (irrespective of age)

All vehicles must be fitted with fully operational rear seat belts, one for each passenger to be carried, fully compliant with British Standards except where the law specifically provides an exemption.

Equipment to be carried in the vehicle

- A **fully serviceable fire extinguisher**, fitted in such a position to be readily available for use and a capacity of not less than 1.0 litre A.F.F.F. or 1 kg dry powder.
- First Aid- this should be carried and maintained in such a position as to be readily available for use and prominently marked adequate and suitable first aid equipment. Please note that a driver should not render aid to any other person unless he holds a current First Aid Certificate - Health and Safety).
- Spare wheel and tyre – correctly stored to protect passengers' luggage.
- Jack.
- Wheelbrace.
- A reflective warning triangle and a set of replacement bulbs for all front and rear lights.

Luggage

The vehicle must be able to carry a reasonable amount of luggage. Luggage should be safely secured and not stored in such a way to hinder access to a door.

A **separate locking luggage area**, or a permanent grille fitted sufficient to prevent luggage carried in the rear compartment from coming into contact with persons using the rear seat. (Roof racks, and top boxes will not be permitted).

NB The luggage area should have a minimum capacity of .43 cu metres/15 cu feet (hand luggage).

Radio Equipment

If two-way radio equipment is provided in the vehicle, it must be in a position approved by the Council and maintained in a sound condition.

Identification Plates

- (1) The authorised hackney carriage identification plates issued by the Council and bearing the number of the licence granted in respect of that carriage must be affixed to the vehicle as follows:-
 - (a) To the rear of the carriage in a position above the bumper and directly adjacent to the vehicle registration number plate.
 - (b) The small identification sticker shall be securely fixed to the inside of the vehicle in a conspicuous position and in a manner to be approved by the Council;
- (2) No vehicle may ply for hire with any such plate concealed from view, nor wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire and not cause or permit the carriage to stand or ply for hire with the plate so defaced that any figure or material particular is illegible.

Miscellaneous

- The flooring of the passenger compartment or any surface over which a passenger is required to walk shall have a non slip resistant finish, which can be easily cleaned.
- Grab handles must be placed at door entrances to assist the elderly and disabled. Grab handles should be highly visible.
- All entrances and exits must be sufficiently illuminated at night
- The provision of a step for assisted entry is recommended. The step must be covered with a slip-resistant surface. In the case of vehicles with a high floor height, a step will be required.

Alteration of Vehicle

- (a) No material alteration or change in the specification, design, condition or appearance of any vehicle shall be made without the approval of the Council at any time while a licence is in force in respect of that vehicle.

Maintenance of Vehicle

- (1) The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements (including in particular those contained in the Road Vehicles (Construction and Use) Regulations) in force from time to time shall be fully complied with.
- (2) Any corroded or damaged body panels or other parts must be properly repaired or renewed, all splits or cracks must be properly welded and all paintwork properly finished off.
- (3) All vehicles must be statutory tested at intervals as determined by the Council's licensing policy.
- (4) Vehicles are liable to be examined at any time by a licensing officer, the Vehicle Inspectorate or the police at any reasonable time.
- (5) The plate will be issued in a colour and type which readily identifies it as a standard accessible hackney carriage vehicle