

Name of meeting: Licensing and Safety Committee

Date: Wednesday 19th July 2023

Title of report: Hackney Carriage and Private Hire Vehicle policy review

Purpose of report: The purpose of the report is to seek approval to consult on the review of the hackney carriage and private hire vehicle policy.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards? Decisions having a particularly significant effect on a single ward may also be treated as if they were key decisions.	No
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u>?	Key Decision –No Private Report/Private Appendix –No
The Decision - Is it eligible for call in by Scrutiny?	Not Applicable
Date signed off by <u>Strategic Director</u> & name	Colin Parr – 19.06.2023
Is it also signed off by the Service Director for Finance?	Dean Langton – 08.06.2023
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft – 12.06.2023
Cabinet member:	Councillor Naheed Mather

Electoral wards affected: All

Ward councillors consulted: None

Public or private: Public

Has GDPR been considered? Yes, there is no personal data contained in this report.

1. Summary

1.1 Following a review of the hackney carriage and private hire vehicle policy officers are seeking permission from Members to consult on the proposed amendments.

2. Information required to take a decision

2.1 The current vehicle specification, shown at **Appendix 1**, has not been reviewed/amended since July 2008.

2.2 Following discussions with the Hackney Carriage and Private Hire associations and engagement meetings with the trade several matters were raised regarding the vehicle policy. Some of the issues raised were:

- Vehicle age limits
- Window Tints
- Door Signs
- Vehicle Testing
- Cost

2.3 A review of the policy has been undertaken, including consideration of the matters raised by the hackney carriage and private hire trade. The draft policy can be found at **Appendix 2, deletions are in red with a strike through and amendments are in blue.**

2.4 All of the issues raised by the trade regarding the vehicle specification policy have been considered other than cost. The cost of a licence is calculated in accordance with the cost of the administration of the applications and ongoing compliance of the licence. Licence costs will be addressed separately during the review of all the hackney carriage and private hire fees.

2.4 A copy of the proposed consultation questions are shown at **Appendix 3.**

3. Implications for the Council

3.1 Working with People

One of the licensing services key priorities is to ensure the standards across the private hire and hackney carriage trade in Kirklees are high to protect the travelling public, this includes the standards of the vehicles used to transport passengers to and from their destinations.

We want the residents of Kirklees and any visitors to the area to be transported safely, feel protected from harm, and experience a high quality, clean, sustainable, and green environment, as well as a good customer experience.

3.2 Working with Partners

In developing its policies and delivering its service the licensing team works with several partners including (and not exclusively) Kirklees Safeguarding Children and Adults boards, West Yorkshire Police, Public Health, Environmental Health, Overview and Scrutiny Committee, the Community Safety Partnership and the other West Yorkshire Licensing Authorities (Inc. York).

3.3 Place Based Working

There is no specific impact in the context of this report. However, reviewing policies and procedures enables the service to examine the way in which it interacts and engages with licence holders, residents, and communities.

3.4 Climate Change and Air Quality

Climate change is one of the biggest issues we face, increased carbon emissions, cause by human activity, such as driving vehicles, are causing the rise in global temperatures. Kirklees Council's vision is to make Kirklees completely carbon neutral by 2038. The draft policy considers this, and it proposes the cleaner the engine the longer the licence.

The Climate Change and Air Quality team have been involved in pre-consultation discussions in respect of the draft vehicle specification and will be a formal consultee.

3.5 Improving outcomes for children

The Council has a duty to protect the travelling public and safeguard the vulnerable, including the transportation of children travelling in licensed vehicles.

3.6 Financial Implications for the people living or working in Kirklees

There are no financial implications for people living or working in Kirklees contained in this report.

3.7 Other (eg Integrated Impact Assessment (IIA)/Legal/Financial or Human Resources) Consultees and their opinions

IIA

There is no requirement for an IIA in this report.

Legal

There are no concerns from legal regarding this report.

Human Resources

There are no human resource implications contained in this report other than the officer time that will be required in order to undertake the consultation.

Financial

There are no financial implications other than the cost of carrying out the consultation which will be met by the service.

4. Consultation

4.1 The purpose of the report is to request that members of the Licensing and Safety Committee resolve to agree to commence a 12-week consultation on the draft vehicle policy.

4.2 Those who will be consulted will include (this list is not exhaustive):

- West Yorkshire Police
- Kirklees Public Health
- Safer Kirlees
- All Ward Councillors
- MP's
- All holders of vehicle licences
- Members of the public via Council Comms
- National Private Hire and Taxi Association

- Neighbouring Authorities
- Trade Unions
- Climate and Air Quality Service

5. Engagement

5.1 Prior to the policy being amended the Licensing service offered 4 drop-in sessions for the hackney carriage and private hire trade to attend to discuss both the previous consultation for the Suitability Policy and also for the trade to discuss and suggestions they may have had regarding the vehicle policy. These sessions were held:

- Tuesday 6th December – Cleckheaton Town Hall
- Wednesday 14th December - Dewsbury Town Hall
- Tuesday 20th December - Hudawi Centre Huddersfield
- Thursday 2nd February – Batley Town Hall

5.2 The licensing service also held meetings with the Councils Transport service who carry out the vehicle compliance tests and the Councils Climate Change and Air Quality Team.

6. Next steps and timelines

6.1 If members resolved to agree to instruct officers to commence a 12-week consultation, the consultation will be carried out and the findings and results will be brought back to the members of the Licensing and Safety Committee at a future meeting.

7. Officer recommendations and reasons

7.1 Members are recommended to –

- Note the report and appendices; and
- Instruct officers to commence a 12-week consultation regarding the proposed changes to the existing vehicle specification and report back the results for a decision at a future meeting of the Licensing and Safety Committee.
- Agree the proposed consultation questions, shown at **Appendix 3**.

8. Cabinet Portfolio Holder's recommendations

Councillor Naheed Mather agrees with the officer recommendation to commence consultation on the draft policy.

9. Contact officer

Fiona Goldsmith
Public Protection Group Leader – Licensing
01484 221000(ext 79921) or Fiona.goldsmith@kirklees.gov.uk

10. Background Papers and History of Decisions

N/A

11. Service Director responsible

Katherine Armitage
Service Director – Climate Change and Environment
Tel: 01484 221000
Email: Katherine.armitage@kirklees.gov.uk

Vehicle Specification
Hackney Carriage Vehicles
Amended July 2008

Above the normal requirements for a MOT test, the Authority's Hackney Carriage test examines the following items

HACKNEY CARRIAGES

- 1.0 Local Authority conditions for licensing.
- 1.1 The whole of the vehicles paint work must be coloured white (two tone paint work coloured mouldings or insignia will not be permitted).
- 1.2 The vehicle must have Kirklees Metropolitan Council's official door sign displayed on top panel of the two front doors. The door signs to be of the adhesive type and securely attached to doors. Any sign not securely fitted i.e. placed on magnetic backing or any other temporary measure will be rejected.
 - Any tampering or cutting up of the signs will be rejected and new ones required.
 - Any signs that become damaged or defaced will require new ones.
- 1.3 The vehicle must have a roof mounted illuminated taxi sign (minimum width 1 metre) with the exception of London type cabs.
- 1.4 The vehicle must be fitted with a tariff meter approved by the Authority. The meter must be fitted securely, horizontal, clearly visible to all passengers, in working condition, professionally installed and set to the Authority's current tariff. The tariff card to be clearly displayed on near side window.
- 1.5 The vehicle must have a fire extinguisher (minimum weight of 0.95 kg and of a dry powder type. The fire extinguisher to be replaced after three years or carry a twelve monthly service label to indicate extinguisher is still serviceable. The fire extinguisher may be securely fixed within the driver's compartment or rear boot area; it may also be stowed in the glove box but must be clearly marked.
- 1.6 All Hackney carriage vehicles must have a seat belt that meets British safety standards fitted to each seat.

INTERIOR

- 2.1 All controls must be in a serviceable and working order (drivers pedals, all switches and controls etc).
- 2.2 No left-hand drive vehicles to be authorised.
- 2.3 The vehicles interior condition must be clean and free from damage.
- 2.4 All seat belts must be secure and operational, of a lap and diagonal type fitted to all Hackney carriage vehicles. With the exception of a lap belt only fitted to middle rear seat of a saloon type vehicle.
- 2.5 All windows, sun-roofs, locks and handles must be secure and operational.
- 2.6 Interior lights and instrument lights must be operational.
- 2.7 Where automatic boot and fuel locks are fitted they must be operational.
- 2.8 The vehicles heating and ventilation systems must be operational (including heated windows.
- 2.9 Where electric mirrors are fitted they must be operational.
- 2.10 The vehicle must carry a legal spare wheel and tyre and a means for changing a wheel.
- 2.11 MPV's must be fitted with a limpet " FOR HIRE" sign to the bottom front near side windscreen, clearly visible from the outside of the vehicle when applying for hire.
- 2.12 Seating capacity to be no more than six passengers (max).
- 2.13 Where short wave radios are fitted they must be securely attached to the vehicle in a position which does not interfere with all driving controls (all foot controls, steering, etc)of that vehicle. The wiring must also be installed to a professional standard and should not interfere with the same driving controls

EXTERIOR

- 3.1 All fitted lights must be clean and in working order.
- 3.2 All windows must have full visibility and free of stickers etc (other than the legal requirements of a tax disc and licence disc). With the exception of a company name/logo to the front screen visor.
- 3.3 Tinted or smoked glass will be assessed on an individual basis as the level of tint may vary from vehicle to vehicle the limits are front and rear windscreen 75% visible light transmission(VLT) and all side windows 70% VLT. These limits only apply to new applications after 01 January

2007, any existing taxi is exempt these limits. Testers should write on the pass certificate the relevant levels of tint for future reference. No adhesive films allowed. No adhesive films allowed, only tints built into the glass are acceptable. And no mirrored tints of any description.

- 3.4 When fitted rear wash wipe and headlight wash wiper systems must be operational.
- 3.5 All body fitments must be in place, secure and free from damage.
- 3.6 Vehicles must have a matching set of wheel trims fitted (with the exception of alloy or chrome wheels).
- 3.7 All road tyres must be of the same size and speed rating
- 3.8 Tyre side wall repairs will not be acceptable.
- 3.9 Wiring of meter equipment/radios must be of a professional standard (correct cable, fastenings and inline fuses to be fitted).
- 3.10 Engine and gearbox mountings must be secure and of a serviceable condition, gearbox and gear change mechanism must be in good working order.
- 3.11 Paint work must be to manufactures standards (no blemishes, blistering, discolouration, runs, no visible rust spots and have a polished finish).
- 3.12 The legal VIN (Vehicle Identification Number) plate and chassis plate must be fitted in a legible state.
- 3.13 Vehicle must display the Authorities licence plate which when viewed from the rear is clearly visible. The plate to be permanently attached to the vehicle.
- 3.14 The suspension must not be modified or lowered in any way that could adversely affect the handling, ride comfort or safety of the vehicle.
- 3.15 The fitting of bull bar type attachments is strictly prohibited
- 3.16 No jeep type vehicles to be allowed.
- 3.17 With the introduction of multi- purpose vehicles are capable of carrying more than four passengers, the acceptance criteria may vary from vehicle to vehicle depending on luggage space, seating layout and measurements. Each vehicle will be assessed individually for acceptance to carry adult passengers.

MPV

- 4.1 With the introduction of multi- purpose vehicles are capable of carrying more than four passengers, the acceptance criteria may vary from vehicle to vehicle depending on luggage

space, seating layout and measurements. Each vehicle will be assessed individually for acceptance to carry adult passengers.

- 4.2 With the introduction of multi- purpose vehicles are capable of carrying more than four passengers, the acceptance criteria may vary from vehicle to vehicle depending on luggage space, seating layout and measurements. Each vehicle will be assessed individually for acceptance to carry adult passengers.
- 4.3 Above the annual test vehicles can be subject to 3 checks per year for safety and condition when required.
- 4.4 The London Cab on some models is equipped with a vinyl roof which will be accepted.
- 4.5 All accident damage must be repaired before test/checks can be carried out.

ADDITIONAL

- 5.1 Above the annual test vehicles can be subject to 3 checks per year for safety and condition when required.
- 5.2 The London Cab on some models is equipped with a vinyl roof which will be accepted.
- 5.3 All accident damage must be repaired before test/checks can be carried out.
- 5.4 Where a vehicle is presented for a test for the first time, i.e. new application or a change of vehicle class, the test may be carried out without side door signs, roof lights, meter, a limpet for hire sign and fire extinguisher although a pass certificate will not be issued until all the appropriate items above have been fitted and check.

Amended July 2008

TRANSPORT SERVICES
GUIDELINES FOR PRIVATE HIRE OPERATORS/ PROPRIETORS
Amended July 2008

Above the normal requirements for an MOT test the Authority's Private Hire Test examines the following items.

PRIVATE HIRE

- 1.1. The vehicle must not resemble a Hackney Carriage.
- 1.2. The vehicle must have Kirklees Metropolitan Council's official door sign displayed on the top panel of the two front doors. The door signs to be of the adhesive type and securely attached to the doors. Any sign not securely fitted i.e. placed on magnetic backing or any other temporary measure will be rejected.
- 1.3. Space is provided on the door sign to display information which the user may require i.e. company name and telephone number. Any tampering or cutting up of the signs will be rejected and new ones required.
 - Any tampering or cutting up of the signs will be rejected and new ones required.
 - Any signs that become damaged or defaced will require new ones
- 1.4. The vehicle may be fitted with a meter (the meter must be fitted securely and will be checked to the owner's tariff, which will be displayed). The meter will be tested at annual test.
- 1.5. The vehicle must have a fire extinguisher (minimum weight of 0.95 kg and of a dry powder type. The fire extinguisher to be replaced after three years or carry a twelve monthly service label to indicate extinguisher is still serviceable. The fire extinguisher may be securely fixed within the driver's compartment or rear boot area; it may also be stowed in the glove box but must be clearly marked.
- 1.6. All private hire vehicles must have a seat belt that meets British safety standards fitted to each seat.

INTERIOR

- 2.1 All controls must be in a serviceable and working order (drivers pedals, all switches and controls etc).
- 2.2 No left-hand drive vehicles to be authorised.

- 2.3 The vehicles interior condition must be clean and free from damage.
- 2.4 All seat belts must be secure and operational, of a lap and diagonal type fitted to all Private Hire vehicles. With the exception of a lap belt only fitted to middle front compartment seat and middle rear seat of a saloon type vehicle.
- 2.5 All windows, sun-roofs, locks and handles must be secure and operational.
- 2.6 Interior lights and instrument lights must be operational
- 2.7 Where automatic boot and fuel locks are fitted they must be operational
- 2.8 The vehicles heating and ventilation systems must be operational (including heated windows.
- 2.9 Where electric mirrors are fitted they must be operational.
- 2.10 The vehicle must carry a legal spare wheel and tyre and a means for changing a wheel.
- 2.11 Seating capacity to be no more than eight passengers (max).
- 2.12 Where short wave radios are fitted they must be securely attached to the vehicle in a position which does not interfere with all driving controls (all foot controls, steering, etc)of that vehicle. The wiring must also be installed to a professional standard and should not interfere with the same driving controls

EXTERIOR

- 3.1 All fitted lights must be clean and in working order.
- 3.2 All windows must have full visibility and free of stickers etc (other than the legal requirements of a tax disc and licence disc).
- 3.3 Tinted or smoked glass will be assessed on an individual basis as the level of tint may vary from vehicle to vehicle the limits are front and rear windscreen 75% visible light transmission(VLT) and all side windows 70% VLT. These limits only apply to new applications after 01 January 2007, any existing taxi is exempt these limits. Testers should write on the pass certificate the relevant levels of tint for future reference. No adhesive films allowed. No adhesive films allowed, only tints built into the glass are acceptable. And no mirrored tints of any description.
- 3.4 When fitted rear wash wipe and headlight wash wiper systems must be operational.
- 3.5 All body fitments must be in place, secure and free from damage.

- 3.6 Vehicles must have a matching set of wheel trims fitted (with the exception of alloy or chrome wheels).
- 3.7 All road tyres must be of the same size and speed rating
- 3.8 Tyre side wall repairs will not be acceptable.
- 3.9 Wiring of meter equipment/radios must be of a professional standard (correct cable, fastenings and inline fuses to be fitted).
- 3.10 Engine and gearbox mountings must be secure and of a serviceable condition, gearbox and gear change mechanism must be in good working order.
- 3.11 Paint work must be to manufactures standards (no blemishes, blistering, discolouration, runs, no visible rust spots and have a polished finish).
- 3.12 The legal VIN (Vehicle Identification Number) plate and chassis plate must be fitted in a legible state.
- 3.13 Vehicle must display the Authorities licence plate which when viewed from the rear is clearly visible. The plate to be permanently attached to the vehicle.
- 3.14 The suspension must not be modified or lowered in any way that could adversely affect the handling, ride comfort or safety of the vehicle.
- 3.15 The fitting of bull bar type attachments is strictly prohibited.
- 3.16 No jeep type vehicles allowed

TRAILERS

- 4.2 Trailers must be of an all-metal construction with a secure lockable hardtop cover.
- 4.3 Trailer weight not to exceed 750kg gross vehicle weight.
- 4.4 Must have all relevant lights fitted and working.
- 4.5 Trailer must be licensed to one specific vehicle only (no multi vehicle use allowed).
- 4.6 Trailer to be tested annually with relevant vehicle.
- 4.7 Towing vehicle must have two side entry doors for ease of escape in the event of an emergency.

4.8 National speed limits apply when towing trailer.

4.9 Trailers to be used by MPV type vehicles only.

MPV

5.1 Trailers to be used by MPV type vehicles only.

5.2 With the introduction of multi- purpose vehicles are capable of carrying more than four passengers, the acceptance criteria may vary from vehicle to vehicle depending on luggage space, seating layout and measurements. Each vehicle will be assessed individually for acceptance to carry adult passengers.

ADDITIONAL

6.1 Trailers to be used by MPV type vehicles only.

6.2 Above the annual test vehicles can be subject to 3 checks per year for safety and condition when required.

6.3 All accident damage must be repaired before test/checks can be carried out.

6.4 Where a vehicle is presented for a test for the first time, i.e. new application or a change of vehicle class, the test may be carried out without side door signs, roof lights, meter, a limpet for hire sign and fire extinguisher although a pass certificate will not be issued until all the appropriate items above have been fitted and check.

Amended July 2008

Hackney Carriage and Private Hire Vehicle Dimensions

Saloon Type Cars

1. The width of the rear part of the body, measured six inches below the top and six inches in front of the rear back seat shall not be less than 52 inches. The measurement made with the doors closed.
2. The rear seat shall not be less in width than the full interior width of the vehicle, provided that wheel covers forming permanent arm rests may reduce the seat length to 48 inches.
3. The front seat shall not be less than 18 inches in width.
4. The front and rear door entry width measured from the inside of the door seal aperture shall not be less than 24 inches.
5. Rear seat head room shall not be less than 33 inches.
6. The depth of any fixed seat shall not be less than 18 inches
7. The distance between the front and rear seats shall be a minimum distance of 6 inches with the front seat fully retracted with the seat back in a normal driving position.
8. Minimum height from ground 5.75 inches to main structure of vehicle, i.e height ground to undersill (structural member) or sub frame/front box section.
Sufficient clear and clean internal luggage capacity for maximum number of passengers.

Vans, Minibuses and MPV's

- A. Internal floor to roof height 52 inches
- B. Seat bases 16.5 x 16.5 inches
- C. Wheelchair access door height 46 inches
- D. Wheelchair access door width 27 inches
- E. Wheelchair floor space and method of securing to comply with all relevant legislation
- F. Luggage space compatible with seating capacity
- G. Taxi hire sign to be mounted at the centre of the roof in the front position (as with a London cab)
- H. A fire extinguisher to be a minimum 1kg accessible from driver's seat
- I. Seat base to roof height 33 inches

The above are the current dimensions which we use but due to changing vehicle types may be reviewed and change periodically.

Kirklees Council
Vehicle Specification

Part A – Hackney Carriage Vehicles

Part B – Private Hire Vehicles

Part C – Vehicle Dimensions

Vehicle Specification Hackney Carriage Vehicles

Amended July 2008

Above the normal requirements for a MOT test, the Authority's Hackney Carriage test examines the following items

HACKNEY CARRIAGES

- 1.1 Local Authority conditions for licensing.
- 1.2 The whole of the vehicles paint work must be coloured white (two tone paint work, coloured mouldings or insignia will not be permitted).
- 1.3 For Hackney carriage vehicles to be considered for first licensing, they must meet the following emissions criteria:

Petrol engines – Must meet Euro 5 standards

Diesel engines – Must meet Euro 6 standards

The authority recognises the need for additional wheelchair accessible vehicles (WAV's) within the licensed trade. New licensed WAV's powered by a diesel engine will be allowed to meet the lower euro 5 diesel standards and not euro 6 standards.

Definition of Wheelchair Accessible Vehicles (WAV's)

A WAV is a vehicle constructed or converted specifically so that it can accommodate one or more person(s) seated in the wheelchair(s) when travelling on the road.

The authority also encourages the use of fully electric vehicles.

- 1.4 The vehicle must have Kirklees ~~Metropolitan~~ Council's official door sign displayed on top panel of the two front doors. *The official door signs for Hackney Carriage vehicles are produced in house by the licensing service, unless otherwise agreed.* The door signs to be of the adhesive type and securely attached to doors. Any sign not securely fitted i.e. placed on magnetic backing or any other temporary measure ~~will be rejected~~ may result in the failure of the compliance test or suspension of the vehicle licence. It is however accepted that some Hackney Carriage drivers also obtain work through private hire operators. Should this be the case, then a logo displaying the name of the private hire operator can be fixed to the vehicle via a magnetic backing. This logo will be provided by the driver and not the licensing service. Any tampering or cutting up of the signs ~~will be rejected~~ may result in the failure of the compliance test or the suspension of the vehicle licence and new ones required. Any signs that become damaged or defaced will require new ones.
- 1.5 The vehicle must have a roof mounted illuminated taxi sign ~~(minimum width 1 metre)~~ with the exception of London type cabs. *The roof sign must be clearly visible from both the front and the rear of the vehicle.*

- 1.6 The vehicle must be fitted with a tariff meter approved by the Authority. The meter must be fitted securely, horizontal, clearly visible to all passengers, in working condition, professionally installed and set to the Authority's current tariff. The tariff card to be clearly displayed on near side window.
- 1.7 The vehicle must have a fire extinguisher (minimum weight of 0.95 kg and of a dry powder type. The fire extinguisher to be replaced after three years or carry a twelve-monthly service label to indicate extinguisher is still serviceable. The fire extinguisher may be securely fixed within the driver's compartment or rear boot area; it may also be stowed in the glove box but must be clearly marked.
- 1.8 All Hackney carriage vehicles must have a seat belt that meets British safety standards fitted to each seat.
- 1.9 All diesel-powered Hackney Carriage Euro 5 vehicles, with the exception of Wheelchair Accessible Vehicles (WAV's) will cease to be licensed at 10 years old.
- 1.10 All Hackney Carriage vehicles except for WAV's will cease to be licensed at 13 years old.
- 1.11 All wheelchair accessible Hackney Carriage vehicles will cease to be licensed at 16 years old. Between years 13 to 16, the vehicle will be subject to two compliance checks a year at 6 monthly intervals. Failure to take a vehicle for its 6 monthly test will result in the suspension of the vehicle Licence until it has passed the compliance test.
- 1.12 All Hackney Carriage Ultra-low emission vehicles (ULEV's) will cease being licensed at 16 years old. Between years 13 to 16, the vehicle will be subject to two compliance checks a year at 6 monthly intervals.

Definition of Ultra-Low Emission Vehicles (ULEVs)

ULEVs are currently defined as having less than 75 grams of CO₂ per kilometer (g/km) from the tail pipe. The CO₂ count can be ascertained using the following website - <https://www.gov.uk/get-vehicle-information-from-dvla>

- 1.13 The authority recognises the national and industry wide push for the greater use of environmentally friendly all electric vehicles. This is especially so given that new vehicles fitted with internal combustion engines are due to be banned from sale in the UK from 2030. It is anticipated that within the coming years, all electric vehicles will start to be used within the licensed trade as the charging infrastructure and battery technology improves. Any all-electric Hackney Carriage vehicles used within the licensed trade can remain licensed until 20 years of age, subject to two annual compliance checks from years 13 to 20 at 6 monthly intervals.
- 1.14 There is currently no requirement for CCTV to be installed within Hackney Carriage vehicles. However, the licensing service will allow drivers to install CCTV in their vehicles should they desire. Any installation of CCTV must not interfere with the normal operation of the vehicle and/or visibility out of the vehicle windows. If a driver decides to install CCTV, they must ensure that they are registered with the Information Commissioner's Office and abide by their rules. Further information on this can be found at <https://ico.org.uk>
- 1.15 All licensed Hackney carriage vehicles are tested at the Council's testing stations. Test are conducted at the time of being licensed and upon renewal. The test carried out is a compliance

test and not an MOT. Should Licence holders/vehicle proprietors wish to have an MOT at the time of the compliance test this must be requested prior to the test commencing and will result in an additional charge. Failure to do so will result in the issuing of an MOT certificate not being possible.

- 1.16 48 hours notification of a test cancellation must be given, failure to do so will result in a further payment for a test being charged and no refund will be provided.
- 1.17 Where the Council is not satisfied with the roadworthiness of a Hackney Carriage vehicle, it may request a HPI check at a cost to the licence holder. Should that HPI check reveal that the vehicle is an insurance total loss, then the vehicle may have to undergo an independent inspection and an 'Autolign' report produced at the cost of the licence holder.
- 1.18 Where a Hackney carriage vehicle fails its test and the tester is not satisfied as to the roadworthiness of the vehicle, the vehicle licence may be suspended by an authorised officer of the Council.
- 1.19 Should a Hackney Carriage vehicle licence be suspended, then it cannot lawfully be driven on the public highway without a valid MOT certificate in place.
- 1.20 Any Hackney Carriage vehicle whose licence has been suspended due to accident damage, may have to be taken to the Council's testing stations to be examined. This is to ensure that any repairs have been made satisfactorily and that the vehicle is roadworthy.
- 1.21 The law requires that front vehicle windscreens must permit a minimum of 75% light transmission and front passenger windows 70%. The Council will allow manufacturers standard tints on all other windows, excluding the front vehicle windscreen and the front passenger windows. This must only be the standard level of window tint. Blackout or privacy glass is not permitted. Self-applied material/film is not permitted.
- 1.22 There are three types of Hackney Carriage vehicle licence. These are:
 - A new licence – a licence that is issued when the vehicle is first licensed following an application for a new vehicle licence being submitted.
 - A renewal – a renewal licence is issued annually following an application to renew being submitted.
 - A transfer – A transfer is an application to transfer the vehicle and its current licence to a new proprietor (owner).

INTERIOR

- 2.1 All controls must be in a serviceable and working order (drivers pedals, all switches and controls etc.).
- 2.2 No left-hand drive vehicles to be authorised.
- 2.3 The vehicles interior condition must be clean and free from damage.
- 2.4 All seat belts must be secure and operational, of a lap and diagonal type fitted to all Hackney carriage vehicles. With the exception of a lap belt only fitted to middle rear seat of a saloon type vehicle.
- 2.5 All windows, sun-roofs, locks and handles must be secure and operational.
- 2.6 Interior lights and instrument lights must be operational.
- 2.7 Where automatic boot and fuel locks are fitted they must be operational.
- 2.8 The vehicles heating and ventilation systems must be operational (including heated windows).
- 2.9 Where electric mirrors are fitted they must be operational.
- 2.10 Seating capacity to be no more than six passengers (maximum).

~~2.11 The vehicle must carry a legal spare wheel and tyre and a means for changing a wheel.~~

~~2.12 MPV's must be fitted with a limpet "FOR HIRE" sign to the bottom front near side windscreen, clearly visible from the outside of the vehicle when applying for hire.~~

~~2.13 Where short wave radios are fitted they must be securely attached to the vehicle in a position which does not interfere with all driving controls (all foot controls, steering, etc)of that vehicle. The wiring must also be installed to a professional standard and should not interfere with the same driving controls~~

EXTERIOR

- 3.1 All fitted lights must be clean and in working order.
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~~2007, any existing taxi is exempt these limits. Testers should write on the pass certificate the relevant levels of tint for future reference. No adhesive films allowed. No adhesive films allowed, only tints built into the glass are acceptable. And no mirrored tints of any description.~~

- 3.4 When fitted rear wash wipe and headlight wash wiper systems must be operational.
- 3.5 All body fitments must be in place, secure and free from damage.
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- 3.8 Tyre side wall repairs will not be acceptable.
- 3.9 Wiring of meter equipment/radios must be of a professional standard (correct cable, fastenings and inline fuses to be fitted).
- 3.10 Engine and gearbox mountings must be secure and of a serviceable condition, gearbox and gear change mechanism must be in good working order.
- 3.11 Paint work must be to manufactures standards (no blemishes, blistering, discolouration, runs, no visible rust spots and have a polished finish).
- 3.12 The legal VIN (Vehicle Identification Number) plate and chassis plate must be fitted in a legible state.
- 3.13 Vehicle must display the Authorities licence plate which when viewed from the rear is clearly visible. The plate to be permanently attached to the vehicle.
- 3.14 The suspension must not be modified or lowered in any way that could adversely affect the handling, ride comfort or safety of the vehicle.
- 3.15 The fitting of bull bar type attachments is strictly prohibited.
- 3.16 MPV's (Multi-purpose vehicles) are not acceptable and will not be licensed, any existing MPV's will be permitted to remain licensed to their upper age limit.
- 3.17 SUV's (Sports Utility Vehicles or 4x4's) will not be licensed.

~~3.18 No jeep type vehicles to be allowed.~~

~~3.19 With the introduction of multi purpose vehicles are capable of carrying more than four passengers, the acceptance criteria may vary from vehicle to vehicle depending on luggage space, seating layout and measurements. Each vehicle will be assessed individually for acceptance to carry adult passengers.~~

MPV

~~4.6 With the introduction of multi purpose vehicles are capable of carrying more than four passengers, the acceptance criteria may vary from vehicle to vehicle depending on luggage~~

~~space, seating layout and measurements. Each vehicle will be assessed individually for acceptance to carry adult passengers~~

~~4.7 With the introduction of multi-purpose vehicles are capable of carrying more than four passengers, the acceptance criteria may vary from vehicle to vehicle depending on luggage space, seating layout and measurements. Each vehicle will be assessed individually for acceptance to carry adult passengers.~~

4.1 Above the annual test vehicles can be subject to 3 checks per year for safety and condition when required.

4.2 The London Cab on some models is equipped with a vinyl roof which will be accepted.

4.3 All accident damage must be repaired before test/checks can be carried out.

ADDITIONAL

~~5.5 Above the annual test vehicles can be subject to 3 checks per year for safety and condition when required.~~

~~5.6 The London Cab on some models is equipped with a vinyl roof which will be accepted.~~

~~5.7 All accident damage must be repaired before test/checks can be carried out.~~

5.1 Where a vehicle is presented for a test for the first time, i.e. new application or a change of vehicle class, the test may be carried out without side door signs, roof lights, meter, ~~a limpet for hire sign~~ and fire extinguisher although a pass certificate will not be issued until all the appropriate items above have been fitted and check.

Amended July 2008

TRANSPORT SERVICES

GUIDELINES FOR PRIVATE HIRE OPERATORS/ PROPRIETORS

Amended July 2008

Above the normal requirements for an MOT test the Authority's Private Hire Test examines the following items.

PRIVATE HIRE

- 1.1. The vehicle must not resemble a Hackney Carriage.
- 1.2. The licensing service understands the importance that members of the public can differentiate between Hackney Carriage Vehicles and Private Hire vehicles. Within Kirklees all Hackney Carriage vehicles are white in colour and display a 'taxi' roof sign. No 'new' vehicle licences will be issued to Private Hire vehicles that are white in colour. Any existing Private Hire vehicles that are white in colour will be allowed to remain licensed and renewed until they reach the upper age limit of a licensed Private Hire vehicle.
- 1.3. The vehicle must have Kirklees ~~Metropolitan~~ Council's official door sign displayed on the top panel of the two front doors. ~~The official door signs for Private Hire vehicles are produced in house by the licensing service, unless otherwise agreed.~~ The door signs to be of the adhesive type and securely attached to the doors. Any sign not securely fitted i.e. placed on magnetic backing or any other temporary measure ~~will be rejected~~ may result in the failure of the compliance test or suspension of the vehicle licence. Any tampering or cutting up of the signs ~~will be rejected~~ may result in the failure of the compliance test or the suspension of the vehicle licence and new ones required. Any signs that become damaged or defaced will require new ones. It is acknowledged however, that many Private Hire drivers obtain work through more than one Private Hire Operator. The licensing service will allow drivers to utilise the logo of the Private Hire Operator for whom they are working through at the time and attach it to the vehicle via a magnetic backing. The word 'taxi' is not permitted to be used on the logo. The logo will be provided by the driver and not the licensing service.
- ~~1.4. Space is provided on the door sign to display information which the user may require i.e. company name and telephone number. Any tampering or cutting up of the signs will be rejected and new ones required.~~
 - ~~• Any tampering or cutting up of the signs will be rejected and new ones required.~~
 - ~~• Any signs that become damaged or defaced will require new ones~~
- ~~1.5. The vehicle may be fitted with a meter (the meter must be fitted securely and will be checked to the owner's tariff, which will be displayed). The meter will be tested at annual test.~~
- 1.6. The vehicle must have a fire extinguisher (minimum weight of 0.95 kg and of a dry powder type. The fire extinguisher to be replaced after three years or carry a twelve-monthly service label to indicate extinguisher is still serviceable. The fire extinguisher may be securely fixed

within the driver's compartment or rear boot area; it may also be stowed in the glove box but must be clearly marked.

1.7. All private hire vehicles must have a seat belt that meets British safety standards fitted to each seat.

1.8. For Private Hire vehicles to be considered for first licensing, they must meet the following emissions criteria:

Petrol engines – Must meet Euro 5 standards.

Diesel engines – Must meet Euro 6 standards.

The authority recognizes the need for additional wheelchair accessible vehicles (WAV's) within the licensed trade. New licensed WAV's powered by a diesel engine will be allowed to meet the lower Euro 5 diesel standards and not Euro 6 standards.

Definition of Wheelchair Accessible Vehicles

A WAV is a vehicle constructed or converted specifically so that it can accommodate one or more person(s) seated in the wheelchair(s) when travelling on the road.

The authority also encourages the use of fully electric vehicles.

1.9. All diesel powered Private Hire Euro 5 vehicles, with the exception of WAV's will cease to be licensed at 10 years old.

1.10. All Private Hire vehicles except for WAV's will cease to be licensed at 13 years old.

1.11. All wheelchair accessible private Hire vehicles will cease to be licensed at 16 years old. Between years 13 to 16, the vehicle will be subject to two compliance checks a year at 6 monthly intervals.

1.12. All Private Hire Ultra Low Emission vehicles (ULEV's) will cease to be licensed at 16 years old. Between years 13 to 16, the vehicle will be subject to two compliance checks a year at 6 monthly intervals.

Definition of Ultra-Low Emission Vehicles (ULEVs)

ULEVs are currently defined as having less than 75 grams of CO2 per kilometer (g/km) from the tail pipe. The CO2 count can be ascertained using the following website -

<https://www.gov.uk/get-vehicle-information-from-dvla>

1.13. The authority recognises the national and industry wide push for the greater use of environmentally friendly all electric vehicles. This is especially so given that new vehicles fitted with internal combustion engines are to be banned from sale in the UK from 2030. It is anticipated that within the coming years, all electric vehicles will start to be used within the licensed trade as the charging infrastructure and battery technology improves. Any all-electric Private Hire vehicles used within the licensed trade can remain licensed until 20 years of age, subject to two annual compliance checks from years 13 to 20 at 6 monthly intervals.

1.14. There is currently no requirement for CCTV to be installed in private Hire vehicles. However,

the licensing service will allow drivers to install CCTV in their vehicles should they desire. Any installation of CCTV must not interfere with the normal operation of the vehicle and/or visibility out of the vehicle windows. If a driver decides to install CCTV, they must ensure they are registered with the Information Commissioner's Office and abide by their rules. Further information can be found at <https://ico.org.uk>.

- 1.15. All licensed Private Hire vehicles are tested at the Council's testing stations. Tests are conducted at the time of being licensed and upon renewal. The test carried out is a compliance test and not an MOT. Should Licence holders/vehicle proprietors wish to have an MOT at the time of the compliance test this must be requested prior to the test commencing and will result in an additional charge. Failure to do so will result in the issuing of an MOT certificate not being possible.
- 1.16. 48 hours notification of a test cancellation must be given, failure to do so may result in a further payment for a test being charged.
- 1.17. Where the Council is not satisfied with the roadworthiness of a Private Hire vehicle, it may request a HPI check at a cost to the licence holder. Should that HPI check reveal that the vehicle is an insurance total loss, then the vehicle may have to undergo an independent inspection and an 'Autolign' report produced at the cost of the licence holder.
- 1.18. Where a Private Hire vehicle fails its test and the tester is not satisfied as to the roadworthiness of the vehicle, the vehicle licence may be suspended by an authorised officer of the Council.
- 1.19. Should a Private Hire vehicle licence be suspended, then it cannot lawfully be driven on the public highway without a valid MOT certificate in place.

Any Private Hire vehicle whose licence has been suspended due to accident damage, may have to be taken to the Council's testing stations to be examined. This is to ensure any repairs have been made satisfactorily and that the vehicle is roadworthy.

- 1.20. The law requires that front vehicle windscreens must permit a minimum of 75% light transmission and front passenger windows 70%. The Council will allow manufacturers standard tints on all other windows, excluding the front vehicle windscreen and the front passenger windows. This must only be of the standard level of window tint/ Blackout or privacy glass is not permitted. Self-applied material/film is not permitted.
- 1.21. There are three types of Private Hire vehicle licence, these are:
 - A new licence – a licence that is issued when the vehicle is first licensed following an application for a new vehicle licence being submitted.
 - A renewal – a renewal licence is issued annually following an application to renew being submitted.
 - A transfer – A transfer is an application to transfer the vehicle and its current licence to a new proprietor (owner).

INTERIOR

- 2.1 All controls must be in a serviceable and working order (drivers pedals, all switches and controls etc.).
- 2.2 No left-hand drive vehicles to be authorised.
- 2.3 The vehicles interior condition must be clean and free from damage.
- 2.4 All seat belts must be secure and operational, of a lap and diagonal type fitted to all Private Hire vehicles. With the exception of a lap belt only fitted to middle front compartment seat and middle rear seat of a saloon type vehicle.
- 2.5 All windows, sun-roofs, locks and handles must be secure and operational.
- 2.6 Interior lights and instrument lights must be operational
- 2.7 Where automatic boot and fuel locks are fitted they must be operational
- 2.8 The vehicles heating and ventilation systems must be operational (including heated windows.
- 2.9 Where electric mirrors are fitted they must be operational.
- ~~2.10 The vehicle must carry a legal spare wheel and tyre and a means for changing a wheel.~~
- 2.11 Seating capacity to be no more than eight passengers (maximum).
- 2.12 Where short wave radios are fitted, they must be securely attached to the vehicle in a position which does not interfere with all driving controls (all foot controls, steering, etc.) of that vehicle. The wiring must also be installed to a professional standard and should not interfere with the same driving controls.

EXTERIOR

- 3.1 All fitted lights must be clean and in working order.
- 3.2 All windows must have full visibility and free of stickers ~~etc~~ other than the ~~legal requirements of a tax disc and~~ licence disc.
- ~~3.3 Tinted or smoked glass will be assessed on an individual basis as the level of tint may vary from vehicle to vehicle the limits are front and rear windscreen 75% visible light transmission (VLT) and all side windows 70% VLT. These limits only apply to new applications after 01 January 2007, any existing taxi is exempt these limits. Testers should write on the pass certificate the relevant levels of tint for future reference. No adhesive films allowed. No adhesive films allowed, only tints built into the glass are acceptable. And no mirrored tints of any description.~~
- 3.4 When fitted rear wash wipe and headlight wash wiper systems must be operational.

- 3.5 All body fitments must be in place, secure and free from damage.
- 3.6 Vehicles must have a matching set of wheel trims fitted (with the exception of alloy or chrome wheels).
- 3.7 All road tyres must be of the same size and speed rating
- 3.8 Tyre side wall repairs will not be acceptable.
- 3.9 Wiring of meter equipment/radios must be of a professional standard (correct cable, fastenings and inline fuses to be fitted).
- 3.10 Engine and gearbox mountings must be secure and of a serviceable condition, gearbox and gear change mechanism must be in good working order.
- 3.11 Paint work must be to manufactures standards (no blemishes, blistering, discolouration, runs, no visible rust spots and have a polished finish).
- 3.12 The legal VIN (Vehicle Identification Number) plate and chassis plate must be fitted in a legible state.
- 3.13 Vehicle must display the Authorities licence plate which when viewed from the rear is clearly visible. The plate to be permanently attached to the vehicle.
- 3.14 The suspension must not be modified or lowered in any way that could adversely affect the handling, ride comfort or safety of the vehicle.
- 3.15 The fitting of bull bar type attachments is strictly prohibited.
- 3.16 MPV's (Multi-purpose vehicles) will not be licensed, any existing MPV's will be permitted to remain licensed to their upper age limit.
- 3.17 SUV's (Sports Utility Vehicles or 4x4's) will not be licensed.

~~3.18 No jeep type vehicles~~

~~allowed TRAILERS~~

~~4.10 Trailers must be of an all metal construction with a secure lockable hardtop cover.~~

~~4.11 Trailer weight not to exceed 750kg gross vehicle weight.~~

~~4.12 Must have all relevant lights fitted and working.~~

~~4.13 Trailer must be licensed to one specific vehicle only (no multi vehicle use allowed).~~

~~4.14 Trailer to be tested annually with relevant vehicle.~~

~~4.15 Towing vehicle must have two side entry doors for ease of escape in the event of~~

~~an emergency.~~

~~4.16 National speed limits apply when towing trailer.~~

~~4.17 Trailers to be used by MPV type vehicles only.~~

~~MPV~~

~~5.3 Trailers to be used by MPV type vehicles only.~~

~~5.4 With the introduction of multi-purpose vehicles are capable of carrying more than four passengers, the acceptance criteria may vary from vehicle to vehicle depending on luggage space, seating layout and measurements. Each vehicle will be assessed individually for acceptance to carry adult passengers.~~

ADDITIONAL

~~6.5 Trailers to be used by MPV type vehicles only.~~

3.18. Above the annual test vehicles can be subject to 3 checks per year for safety and condition when required.

3.19. All accident damage must be repaired before test/checks can be carried out.

~~6.6 Where a vehicle is presented for a test for the first time, i.e. new application or a change of vehicle class, the test may be carried out without side door signs, roof lights, meter, a limpet for hire sign and fire extinguisher although a pass certificate will not be issued until all the appropriate items above have been fitted and check.~~

Amended July 2008

Hackney Carriage and Private Hire Vehicle Dimensions

Saloon Type Cars

1. The width of the rear part of the body, measured six inches below the top and six inches in front of the rear back seat shall not be less than 52 inches. The measurement made with the doors closed.
2. The rear seat shall not be less in width than the full interior width of the vehicle, provided that wheel covers forming permanent arm rests may reduce the seat length to 48 inches.
3. The front seat shall not be less than 18 inches in width.
4. The front and rear door entry width measured from the inside of the door seal aperture shall not be less than 24 inches.
5. Rear seat head room shall not be less than 33 inches.
6. The depth of any fixed seat shall not be less than 18 inches
7. The distance between the front and rear seats shall be a minimum distance of 6 inches with the front seat fully retracted with the seat back in a normal driving position.
8. Minimum height from ground 5.75 inches to main structure of vehicle, i.e height ground to undersill (structural member) or sub frame/front box section.
Sufficient clear and clean internal luggage capacity for maximum number of passengers.

Vans, Minibuses and MPV's

1. Internal floor to roof height 52 inches
2. Seat bases 16.5 x 16.5 inches
3. Wheelchair access door height 46 inches
4. Wheelchair access door width 27 inches
5. Wheelchair floor space and method of securing to comply with all relevant legislation
6. Luggage space compatible with seating capacity
7. Taxi hire sign to be mounted at the centre of the roof in the front position (as with a London cab)
8. A fire extinguisher to be a minimum 1kg accessible from driver's seat
9. Seat base to roof height 33 inches

The above are the current dimensions which we use but due to changing vehicle types may be reviewed and change periodically.

Proposed Consultation Questions

1. Do you agree that hackney carriage vehicles should be white and private hire can be any colour other than white?
2. Do you agree Wheelchair accessible vehicles should be licensed if they are Euro 5 standard?
3. Do you agree that door signs for displaying operator details should be magnetic?
4. Do you agree that all existing licensed Euro 5 (or lower) standard Diesel vehicles, except for wheelchair accessible vehicles should cease to be licensed at 10 years old?
5. Do you agree that all existing licensed Euro 4 (or lower) standard petrol vehicles, except for wheelchair accessible vehicles should cease to be licensed at 10 years old?
6. Do you agree that all vehicles that meet the euro 6 diesel and euro 5 petrol standards should cease to be licensed at 13 years old?
7. Do you agree that all wheelchair accessible vehicles should cease to be licensed at 16 years old?
8. Do you agree that all Ultra-low emission vehicles should cease to be licensed at 16 years old from date of first registration?
9. Do you agree that vehicles licenced to 16 should be subject to 2 compliance tests a year between years 13 to 16?
10. Do you agree that electric vehicles should cease to be licensed at 20 years old?
11. Do you agree that electric vehicles should be subject to 2 compliance tests a year between year 13 and 20?
12. Do you agree that CCTV should be the choice and responsibility of the vehicle owner?
13. Do you agree that windows (other than the front windscreen and front passenger windows) should be manufacturers standard tints?
14. Do you agree that blackout/privacy glass and self-applied material/film should not be permitted on licensed vehicles?
15. Do you agree that MPV's (multi-purpose vehicles) and SUV's (Sports Utility Vehicles or 4x4s) should not be licensed.

16. Currently Kirklees Council licence Category S (Structurally damaged) insurance write off vehicles if the vehicle passes an 'Autolign' inspection, do you agree that the council continues to licence Category S vehicles?
17. Do you have any other comments regarding any of the other proposed amendments to the existing vehicle specification?