

## **Certificate of Compliance – Explanatory Guidance**

### ◆ **Seats and Headlining – Front and Rear** (Condition and Cleanliness)

These should be clean and in good condition. Fabric should be free from excessive tears, burns and stains.

### ◆ **Carpets – Front and Rear** (Condition and Cleanliness)

As above, these should be free from excessive tears, burns and stains. Furthermore, carpets should not show signs of excessive wearing, and should be neatly and securely fitted. If mats are used, these too should be clean and secure.

### ◆ **Fire Extinguisher and First Aid Kit** (Present, Charged or Sealed and Stocked)

The fire extinguisher, which must be of the dry powder type, must be charged (evident by a gauge **if fitted**) **OR** properly sealed (tamper-proof seal), be securely fitted within reach of the driver if practical, clearly marked with the vehicle identification number issued by the Council (renewal only) and readily available for use in an emergency.

Ideally, it should be secured in the boot of the vehicle, but still accessible when there is luggage in the boot space. The First Aid Kit should also be securely fitted and adequately stocked with a range of basic first aid equipment. It too should be readily available for use in an emergency, and may be kept either inside the vehicle or located in the boot.

### ◆ **Licence Plate** (Renewals Only)

The private hire/hackney carriage vehicle plate issued by the Council must be securely fitted to the vehicle above or below or at the side of the vehicle's own number plate.

### ◆ **Body and Bumpers** (Dents/Corrosion/Paintwork/Cleanliness)

The vehicle's bodywork must be free from significant dents, scratches, chips and corrosion, although minor 'stone chips' may be acceptable if not too numerous and/or noticeably corroding. Bumpers must be similarly well maintained and securely fixed to the bodywork. Any repairs to bodywork and/or bumpers should have been carried out in a professional and workmanlike manner, with paintwork being of a clean and polished finish and free from brush marks. Liberal application of black paint/bitumastic or similar products on sills/spoilers should be viewed with suspicion. Body parts such as doors and wings that are differing colours, for example blue body and red wing, will be suitable grounds for failing a vehicle unless these are as supplied as an original feature of the vehicle by the manufacturer.

### ◆ **Door Handles and Locks/Window Handles** (all working correctly)

All door handles, locks and window mechanisms must be intact and working properly.

◆ **Windscreen and Other Glass** (*clean and free from obstruction / chips*)

The windscreen must be free from signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems, insignias, beads or mascots or any devices whatsoever, except for those as may be required by other statute and/or permitted by the Licensing Officer (such as an exemption disc). The windscreen and all other glass fitted must be safety glass, that is glass that, if fractured, does not fly into fragments capable of causing cuts. It shall also be free of chips or cracks in accordance with standard MOT requirements. Vehicles with tinted windows must comply with the relevant legislation

◆ **Boot Space** (*clean/tidy*)

The boot space should be clean and tidy and capable of carrying a reasonable amount of luggage. If so located, the fire extinguisher and/or first aid kit must be readily available, even with luggage in the boot.

◆ **Interior Lights/ Heating** (*clean and working correctly*)

Interior lights should work correctly and the interior heater must be in working order

◆ **Wheel Trims** (*all matching/present/secure*)

If wheel trims are fitted, all four should match and be securely fitted (to have no wheel trims at all is acceptable).

◆ **Two-Way Radio/Fare Meter** (*securely fitted / display visible*)

If fitted, any two-way radio equipment must be secure. Similarly, any fare meter must also be secure and the display be plainly visible to passengers.

◆ **Roof Sign and Table of Fares** (*hackney carriage only*)

Where applicable, the hackney carriage roof sign should illuminate when the meter is not running and, conversely, should extinguish when the meter is running. A current Table of Fares should be located in the vehicle so as to be clearly visible and legible to passengers.

◆ **ANY OTHER ITEMS (Inspector's Discretion)** (*for example oil leak, warning lights, exhaust etc*)

This final section allows for some discretion on the part of the vehicle examiner for items that are neither covered by the MOT Test nor the Compliance Test schedule above. This may mean items such as oil leaks, illuminated warning lights, leaking / blowing exhaust, unroadworthy spare wheel surface, rust or any other item that the examiner considers not necessarily dangerous, but nevertheless actually or potentially detrimental to the vehicle's overall condition, could lead to a failure.

Broadly speaking, licensed vehicles are expected to be of a high standard, and so items normally considered 'insignificant' should be rectified to pass the Compliance Test.