



# Statement of Policy

Conditions of fitness, application process and guidelines relating to hackney carriage vehicles

**Issued by**

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**Approved and adopted:** 9 October 2013

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# Statement of Policy

## Introduction

**In the Council's view, this policy is compatible with the rights and freedoms under the European Convention and Human Rights.**

This policy aims to provide guidance for all parties with an interest in hackney carriage vehicle licensing, thereby providing transparency and consistency. The policy will be of particular interest to:

- Hackney carriage vehicle proprietors
- Vehicle manufacturers
- Members of the Licensing and Appeals Committee and/or other relevant decision-making bodies
- Court hearing appeals against Manchester City Council decisions
- Members of the public
- Disabled Persons Transport groups and associations.
- In this document the 'Council' means Manchester City Council.

In this document the term 'approved' means approved by Manchester City Council. A 'licence' and 'licensed' (and cognate expressions) refer to the granting of a licence by the Council under section 40 of the Town Police Clauses Act 1847 and section 47 of the Local Government (Miscellaneous Provisions Act 1976).

The Conditions of Fitness (COF) in this document set out the conditions of fitness in force in Manchester, which take effect on 9 October 2013. The Council reserves the right to amend the COF should there be situations that require it, such as amendments to national or international laws with respect to road vehicles or air quality. These may include, for example, changes arising from disability legislation or the implementation of European emissions and air quality laws, or changes to taxi licensing legislation.

No vehicle will be licensed as a hackney carriage vehicle unless it is fit for purpose and conforms to the requirements in this document, unless the Council exempts a vehicle from those requirements after a request by an applicant and where, having regard to the exceptional circumstances, it considers it reasonable to do so.

This document incorporates relevant policies relating to the licensing/following the licensing of a vehicle as a hackney carriage. Proprietors should consider this document prior to submitting an application for a Hackney Carriage Vehicle Proprietor Licence.

# 1

## Manchester Conditions of Fitness in relation to hackney carriage vehicles

\*DfT reference wheelchair is the standard size set by DfT detailed within their Public Service Vehicle Accessibility regulations 2000 guidance.

\*\*Sqab refers to the seat cushion the passenger sits on. The measurement is taken from the centre of the seat cushion outwards into the vehicle to ensure that there is enough distance between facing seats to accommodate a seated person (room for knees).

## General construction

### 1 The vehicle will comply with:

- a. All respects of the requirements of the Motor Vehicle (Type Approval) Regulations 1980.
- b. The Motor Vehicle (Type Approval) Regulations (Great Britain 1984).
- c. The Motor Vehicles (EC Type Approval) Regulations 1998 and with any further national or international legislation as may be applicable.
- d. The Road Vehicles (Construction and Use) Regulations 1986 (C & U).
- e. All respects of British and European vehicle regulations and be 'type approved' to the requirements of the M1 category of European Whole Type Approval Directive 2007/46/EC as amended.
- f. Note: If a vehicle has not been 'type approved' to the M1 category (eg. conversions), approved certification must be provided confirming that the specific vehicle meets the requirements of that category.

### 2 Wheelchair accessibility

- a. The vehicle must be able to facilitate the carriage of disabled persons and accommodate a disabled person in a DfT reference wheelchair\* in the passenger compartment.

### 3 Maximum age of vehicles

- a. The vehicle must comply with Manchester City Council's age/emissions policy.

### 4 Steering

- a. The steering wheel must be on the offside of the vehicle.

### 5 Modifications/additional equipment

- a. No equipment and/or fittings, other than those approved, may be attached to, or carried on the inside or outside of, the vehicle.
- b. No modifications may be carried out to the vehicle without prior written approval of the Council. Written proposals for any vehicle modification should include appropriate information from the vehicle manufacturer that the modification can be accomplished without compromising the vehicle specification.
- c. Guidance on the fitting of CCTV and VPIS systems or similar is available within this document (4.5, 4.6, 5.2, 5.3) and on the web at [www.manchester.gov.uk/taxis](http://www.manchester.gov.uk/taxis)

### 6 Tyres

- a. Vehicles must have tyres that comply with the relevant legislation. Specifically, retread tyres must comply with BS AU 144E as amended and be marked accordingly.
- b. Tyres should be of the designated size, speed and weight rating for that make and model of vehicle as prescribed by the vehicle manufacturer.

## 7 Brakes

- a. The vehicle must have an anti-lock braking system fitted.

## 8 Interior lighting

- a. The vehicle must be fitted with adequate lighting for the driver and passengers.
- b. The vehicle must be fitted with separate lighting controls for both passenger and driver.
- c. The vehicle passenger compartment must have an illuminated control switch fitted, which is within reach of wheelchair passengers.
- d. The vehicle should have lighting provided at floor level for each passenger door, which is activated by the opening of the doors.

## 9 Electrical equipment

Any additional electrical installation and/or after-market components used within the vehicle must meet the requirements of the relevant automotive Electron Magnetic Compatibility (EMC) Directive, as amended, and be marked accordingly.

## 10 Fuel systems

- a. The vehicle must have a device provided whereby the supply of fuel to the engine may be immediately cut off.
- b. If a manually operated device is fitted, the location together with the means of operation and 'off' position must be clearly marked on the outside of the vehicle.
- c. In the case of a vehicle fitted with an automatic inertia fuel cut-off switch, no markings are required.
- d. Where the engine is powered by liquid petroleum gas (LPG), compressed natural gas (CNG), liquid natural gas (LNG), petrol or any combination of these fuels, the vehicle must be fitted with an automatic inertia fuel cut-off device.
- e. The vehicle must have a manually operated fuel cut-off device externally mounted, which is easily visible and readily accessible at all times from the outside of the vehicle with its location and means of operation clearly marked.

## 11 Exhaust Emission Standards

- a. When a vehicle is first licensed (including a replacement vehicle) it is expected to meet (and maintain) the current or immediate previous Euro emission standard. This standard must be maintained throughout the period that the specified vehicle is licensed.

## 12 Body

- a. The body must be on the fixed-head type with a partially glazed partition separating the driver from the passenger.
- b. The overall length must not exceed five metres. This is essential for determining the size of taxi ranks, other pick-up points and for the free access and flow of other vehicles.

### 13 Facilities for the disabled

- a. Every taxi must be equipped to approved standards in order that wheelchair passengers may be carried.
- b. The vehicle must have
  - i. anchorages provided for wheelchair tie-downs and the wheelchair passenger restraint
  - ii. anchorages that are either chassis or floor-linked and capable of withstanding approved dynamic or static tests
  - iii. anchorage restraints for wheelchair and occupant independent of each other
  - iv. anchorages provided for the safe stowage of a wheelchair when not in use, whether folded or otherwise, if carried within the passenger compartment
  - v. anchorages and restraints designed so that they do not cause any danger to other passengers.
- c. The door and doorway must be so constructed as to permit an unrestricted opening across the doorway of at least 75cm, and the minimum angle of a hinged door when opened must be 90 degrees.
- d. The clear height of the doorway must not be less than 1.2 metres.
- e. Grab handles must be placed at door entrances to assist the elderly and disabled. All grab handles must be in a contrasting colour.
- f. (1) The top of the tread for any entrance should normally be at floor level of the passenger compartment and comply with the following requirements:
  - i. be not more than 380mm from the ground (measured at the centre of the tread width)
  - ii. the surface shall be covered in a slip-resistant material and have a band of colour across the entire width of the edge that shall contrast with the remainder of the tread and floor covering.

(2) Should any entrance be more than 380mm from the ground, an external interim step must be available when the associated passenger door is opened; this should comply with the following requirements:

  - i. not be more than 380mm in height from the ground (measured at the centre of the step width)
  - ii. be not less than 250mm deep
  - iii. the surface shall be covered in a slip-resistant material
  - iv. have a band of colour across its leading edge that contrast with the remainder of the step and floor covering
  - v. not be capable of being operational while the vehicle is in motion
  - vi. if automatic or powered, be fitted with a safety device that stops the motion of the step if the step is subject to a reactive force not exceeding 150N in any direction if that motion could cause injury to the passenger
  - vii. can fold or retract so that it does not project beyond the side face of the vehicle, and the vehicle is not capable of being driven away unless the step is folded or retracted.

- g. The vertical distance between the highest part of the floor and the roof in the passenger compartment must not be less than 1.3 metres.
- h. Where seats are placed facing each other, there must be a minimum space of 42.5cm between any part of the front of a seat and any part of any other seat that faces it, provided adequate foot room is maintained at floor level.
- i. Where all seats are placed facing the front of the vehicle, there must be a clear space of at least 66cm in front of every part of each seat squab,\*\* measured along a horizontal plane at the centre of the cushion.
- j. A ramp for the loading of a wheelchair and occupant, which is available at all times for use, as a minimum, at the nearside passenger door. The ramp must have a safety lip, be 70cm wide, as a minimum, and comprise a single non-slip surface. **It is desirable for this facility to be available at the offside passenger door also.** An adequate locking device must be fitted to ensure that the ramp does not slip or tilt when in use. Provision must be made for the ramp to be stowed safely away when not in use.
- k. Swivel seat – vehicles must be fitted with a swivel seat for use by a passenger accessing the vehicle by the nearside passenger door.

#### 14 Passenger comfort

- a. When fitted, occasional seats must be at least 40cm in width, and the distance from the back of the upholstery to the front edge of the seat must be not less than 35.5cm.
- b. Occasional seats must be arranged so they rise automatically when not in use. They must be placed at least 4cm apart. When not in use, they must not obstruct doorways.
- c. Suitable means must be provided to assist persons to rise from the rear seat, with particular attention given to the needs of the elderly and disabled.
- d. The rear seat dimensions must be adequate to carry the appropriate number of adult passengers comfortably.
- e. Lap and diagonal seatbelts must be fitted on all seats (including rear-facing seats).
- f. Colour-contrasting sight patches are required on all passenger seats.
- g. Head restraints must be fitted to all forward and rear-facing seats. The design of headrests should maximise the driver's rear view when any of the passenger seats are not occupied.
- h. An induction loop system (or equivalent) must be fitted.

#### 15 Driver's compartment

- a. The driver's compartment should be designed so that the driver has adequate room, and so he can easily reach and quickly operate the controls.
- b. Controls should be placed to allow reasonable access to the driver's seat, when centrally placed, and be properly protected from contact with luggage.
- c. The vehicle must be provided with an approved means of communication between the passenger and the driver. If a sliding window is fitted on the glazed partition, the maximum width of the opening must not exceed 11.5cm.

- d. Where a single-piece partition is fitted, a facility must be provided for making payment to the driver.
- e. The headrests should maximise the rear sightlines for the driver, when any of the passenger seats are not occupied.
- f. The vehicle must have an adequate heating and ventilation system provided for the driver and passengers, and an independent control by the driver and the passengers. All switches must be within easy reach of seated passengers, including those in wheelchairs.

## 16 Driver visibility

- a. The vehicle should be fitted with a single-piece full-width rear window.

## 17 Passenger visibility

- a. The windows should maximise passenger visibility into and out of the vehicle. The top of the window line for front and side windows, when measured vertically to the top of the visible portion of the glass, must not be less than 780mm on any glass panel forward of or beside the seated passenger. The vertical distance is to be measured through the E point as defined in Directive 77/649/EEC, from the top of the uncompressed rear forward-facing passenger seat cushion to the first point of totally obscured glass. Manufacturers are to declare conformity to this condition by way of a drawing.

The bottom of the window area in the passenger compartment must be available for opening by the seated passenger.

- b. Windows must permit maximum visibility into and out of the vehicle.
  - i. light transmittance through a front window is not less than 75%
  - ii. side door glass is not less than 70%
  - iii. remaining glass (except rear window) is not less than 70%.
- c. Windows must be capable of being opened easily by passengers, including those in wheelchairs, when seated. The control for opening a window must be clearly identified to prevent being mistaken for any other control.
- d. A proportion of the window area in the passenger compartment must be able to be opened by the passenger.

## 18 Heating and ventilation

- a. An adequate heating and ventilation system must be provided for the driver and passengers and means provided for independent control by the driver and the passengers. All switches must be within easy reach of seated passengers, including those in wheelchairs.

## 19 Door fittings

- a. An approved type of automatic door-securing device must be fitted to passenger doors to prevent them from being opened when the vehicle is in motion. When the vehicle is stationary, the passenger doors must be capable of being readily opened from the inside and outside of the vehicle by one operation of a latch mechanism. The door must not open from the inside if the driver has the footbrake depressed. The interior door handle must be clearly identified to prevent it being mistaken for any other control.

## 20 Fare table and number plate

- a. A frame must be provided for the fare table fixed in an approved place. A position for an interior number plate is to be provided with the words '**The number of this taxi is...**' shown immediately above the position of the plate.

## 21 Floor covering

- a. The floor of the passenger compartment must be covered with a slip-resistant material that can be easily cleaned. The floor covering must not impede the movement of wheelchairs. The colour of the floor must contrast with any upstand areas around it and with the colour of the seats.

## 22 Luggage

- a. Suitable dedicated provision for the secure carriage of luggage should be made, separated from the passenger compartment and proportionate to the number of passengers carried.

## 23 Taxi sign

- a. The vehicle must display a 'Taxi' sign approved by the Council, which can be clearly visible by day and night when the taxi is available for hire.

## 24 Radio apparatus

- a. The vehicle must be suitable for the fitting of radio equipment.  
NB. The equipment fitted must have been approved by the Council.

### **The following statement details how the Council will deal with accident-damaged vehicles:**

Where a temporary replacement vehicle has been licensed to replace a repairable accident-damaged vehicle, the original vehicle can be reinstated on the licence in accordance with the conditions of fitness in place at the time the vehicle was first licensed.

# 2

Advertising on/in a  
licensed hackney carriage

# Advertising and livery on/in a licensed hackney carriage

## 2.1 Advertising surfaces

This policy covers advertising relating to hackney carriage vehicles in the following forms:

- a. 'full livery' – advertising material covering the complete exterior bodyshell.
- b. 'supersides' – advertising material covering the exterior doors and wings on both sides of the vehicle, excluding the window area.
- c. 'doors only' – advertising material covering the exterior lower panels of both doors on both sides of the vehicle.
- d. 'rear window' – advertising material covering the rear window of the vehicle, provided the material is see-through from the interior.
- e. 'hub-caps' – advertising material covering the hub-caps on all four wheels.
- f. base of the occasional (tip-up) seats.

## 2.2 Static advertising

Advertising materials

- a. Materials used must be professional in appearance and manufactured to a high standard, so they are durable and not easily defaced, soiled or detached.
- b. The proprietor of any hackney carriage vehicle that has any type of external advertisement attached (excluding any signage as requested by the Council) must:
  - i. prior to the fitting of any advertisement – remedy any defects in the bodywork to which advertisements are to be applied and bring the paintwork back to an acceptable standard (as defined in the Council's Vehicle Inspection Manual)
  - ii. at the end of the contract with the advertisement company – remove the advertisement and ensure that any defects in the bodywork to which advertisements have been applied are remedied and the paintwork brought back to an acceptable standard (as defined in the Council's Vehicle Inspection Manual)
  - iii. where a full body wrap advertisement has been applied and removed – not have any replacement advertisement fitted to the vehicle until the vehicle bodywork has been inspected and found to be satisfactory (at the vehicle's next vehicle inspection test).

### 2.3 Advertising criteria

A number of factors will be considered when the Council determines whether to consent to an advertisement. Each proposal will be considered on its own merits.

One factor that may be considered is whether the advert complies with the British Code of Advertising, Sales Promotion and Direct Marketing ('the Code'). Applicants should refer to the Code itself for a full explanation of all the guidelines. If an advertisement does not comply with the Code, then consent may be refused or withdrawn.

Consent will not be given for advertisements that are:

- a. **Illegal** – marketers have primary responsibility for ensuring that their marketing communications are legal. Marketing communications should comply with the law and should not incite anyone to break it.
- b. **Indecent or offensive** – marketing communications should contain nothing that is likely to cause serious or widespread offence. Particular care should be taken to avoid causing offence on the grounds of race, religion, sex, sexual orientation or disability. Marketing communications will be judged on the context, medium, audience, product and prevailing standards of decency.
- c. **Dishonest** – marketers should not exploit the credulity, lack of knowledge or inexperience of consumers.
- d. **Untruthful** – no marketing communication should mislead, or be likely to mislead, by inaccuracy, ambiguity, exaggeration, omission or otherwise.

**Consent will also not be given for advertisements that display alcohol, tobacco products and e-cigarettes, gambling or payday loans.**

### 2.4 Advertising via TV screens

- a. Advertisements displayed by way of prerecorded or live feed material will be expected to comply with the criteria set out above and will be expected not to be illegal, indecent, offensive, dishonest or untruthful as described above.
- b. The Council's general policy is to consent to the display of advertisements by prerecorded or live feed material provided they comply with the above criteria.
- c. If the Council is satisfied that material has been displayed that does not comply with these criteria for consent, the consent to the display of prerecorded or live feed material may be withdrawn.

### 2.5 Livery

- a. Any new or replacement (bespoke) hackney carriage vehicle (that does not have any external advertisements – except those required by Manchester City Council – displayed on the bodywork) may display the Manchester City Council crest, as issued by the Council, on the exterior front doors.
- b. Any vehicle (not being a bespoke taxi) that is licensed as a hackney carriage vehicle will during the currency of the licence be (and remain) black in colour.
  - i. the vehicle must display the manufacturer's taxi signage along both sides of the vehicle
  - ii. the proprietor shall ensure that the manufacturer's taxi signage is maintained in a clean and legible condition.

# 3

Miscellaneous policies and standards

## Miscellaneous policies and standards

### 3.1 Age

- a. No hackney carriage vehicle licence will be issued or renewed (including replacement vehicles) for a vehicle more than 12 years since the date of its first registration in this or any other country.
- b. The Council may waive the age restriction in the case of individual vehicles where an application is made and the Council considers that the vehicle is of an exceptional standard.
- c. Any request for an exemption due to a licensed vehicle being in 'exceptional condition' will normally be granted for a 12-month period, after which time a further application would be required that would again be considered against the agreed standards.
- d. Consideration for an exemption to the age limit will normally only be considered for vehicles currently licensed with the Council.

### 3.2 Colour

- a. Any vehicle (not being a bespoke taxi) licensed as a hackney carriage vehicle will during the currency of the licence be (and remain) black in colour.

### 3.3 Vehicle testing

- a. Brand-new vehicles (delivery mileage only) will be subject to one test in their first year, after which vehicles will be subject to two inspections per year to take effect following renewal of the licence.
- b. All hackney carriage vehicles that have reached the age of seven years will be subject to an additional annual inspection, to take effect following the renewal of the licence. These vehicles then have three tests in all subsequent licensed 12-month periods. Such tests are to be undertaken at four monthly intervals.
- c. Any vehicle licensed outside the standard age-limit policy will be subject to annual vehicle inspections at the Council's vehicle test station.

### 3.4 Emissions

- a. When a vehicle is first licensed (including a replacement vehicle) it is expected to meet the current or immediate previous Euro emission standard. This standard must be maintained throughout the period the specified vehicle is licensed.
- b. Emission tests will be carried out on all hackney carriage vehicles at every mechanical inspection.
- c. Hackney carriage vehicles, that were licensed prior to 27 August 2013 and which are over the age of ten years (from the date of first registration) when the Hackney Carriage Vehicle Licence is renewed, must be (as a minimum) Euro III-compliant and remain Euro III-compliant for as long as the vehicle is licensed.

### 3.5 Emission reduction kits

- a. Any emission kit fitted to a hackney carriage vehicle must be new and have been approved by the Council.
- b. The effectiveness of an emission kit lasts for three to five years. When a hackney carriage vehicle's emission reduction kit has been in use for five years (from the date fitted), a new emission reduction kit must be fitted.

### 3.6 Engines

- a. The vehicle logbook must reflect the engine installed in the vehicle.

### 3.7 Vehicle Test Standards

- a. The Council has produced a vehicle inspection manual that provides a working guide for those involved in the maintenance and preparation of hackney carriage vehicles for inspection. The vehicle inspection manual also gives the proprietor an insight into the type of examination a vehicle will be subjected to, and the standard to which the vehicle should be maintained. A vehicle inspection manual is issued to the proprietor when a vehicle is licensed for the first time. The manual is also available to view or download via the taxi web page at [www.manchester.gov.uk/taxis](http://www.manchester.gov.uk/taxis)
- b. The proprietor must ensure that the hackney carriage vehicle is maintained in a sound mechanical and structural condition at all times and be capable of satisfying the Council's mechanical and structural inspection at any time during the validity of the vehicle's licence.
- c. The hackney carriage vehicle proprietor must:
  - i. at any time during the currency of the Hackney Carriage Proprietor Licence, be able to produce on request by an authorised officer of the Council, or a police constable, reasonable written evidence\* that any vehicle owned by him/her has been regularly and properly mechanically serviced/maintained.
  - ii. at the time of the Council's mechanical and structural inspection test, provide reasonable written evidence\* that any vehicle owned by him/her has been regularly and properly mechanically serviced/maintained.

\*reasonable written evidence shall include, as a minimum, documented service/maintenance history and associated receipts.

### 3.8 CCTV systems

- a. The Council allows the installation of approved CCTV systems in hackney carriage vehicles.
- b. An individual may apply for a CCTV system to be placed on the approved list. However, only those systems that meet the Council's current minimum system specification would normally be approved.
- c. Vehicle proprietors may, upon application for a new licence or for the renewal of a current licence, as part of that application, request to install in the vehicle a CCTV system that appears on the Council's approved list.
- d. Upon successful application for installation, such vehicle licences will be subject to additional conditions to ensure that such CCTV systems are appropriately installed and maintained so as not to interfere with the safety and comfort of passengers, as well as ensuring the integrity of any images captured.

### 3.9 Video Point of Impact Systems (VPIS)

- a. The Council allows the installation of VPIS systems in hackney carriage vehicles provided the vehicle proprietor notifies the Council in writing within seven days of the system being installed.
- b. The vehicle proprietor must also comply with the following:
  - i. An advisory notice, provided by the system supplier, is displayed inside the vehicle on each of the rear-side passenger windows. The notices shall be positioned in a prominent position where persons both inside and outside the vehicle can easily read them. The proprietor shall ensure that the notices are maintained in a clean and legible condition.
  - ii. The vehicle proprietor ensures that the system is properly and regularly maintained and serviced in accordance with the manufacturer's instructions by a suitably qualified person. Written records of all maintenance and servicing shall be made and retained by the proprietor for a minimum of 12 months. Such written records shall be made available on demand by an authorised officer of the Council or a police officer.
  - iii. Upon request for image retrieval by an officer of the Council or a police officer, the vehicle proprietor shall ensure that the VPIS system is made available to the system administrator as soon as reasonably practicable, and in any event within seven days of the request.
  - iv. The vehicle proprietor shall take all reasonable steps to ensure that any driver of the vehicle is made aware of every condition in relation to any installed VPIS system and that they have been given adequate instruction regarding the need for the system to be made available as soon as reasonably practicable, and in any event within seven days of any authorised request for any image retrieval.
  - v. The vehicle proprietor shall ensure that, where applicable, notification is lodged with the Information Commissioner to cover the purposes for which the VPIS system is used.
  - vi. The vehicle proprietor shall ensure that the system is password-protected so that data retrieval cannot be undertaken by anyone other than the vehicle proprietor or relevant authorities.
  - vii. Where a VPIS system is additional, the Hackney Carriage Proprietor Licence will be subject to additional licence conditions.

### 3.10 Vehicle Identification Light Box

- a. As from **5 May 2015** all hackney carriage vehicles must have a Vehicle Identification Light Box fitted prior to presenting the vehicle for its Annual test.
- b. The units should cost around £30 plus vat for supply and around £15 plus vat for fitting (the unit can be easily fitted by most garages).
- c. The units should be fitted on the partition screen with the yellow light showing toward the customer. It should be in a position where it is not obscured by any partition transfer or notice and must be clearly visible to passengers seated in the rear of the vehicle.
- d. The vehicle licence number must be clearly visible in **black** lettering (sticker type), which should be at least 2 inches in size.
- e. The light should be wired through the ignition so that it is illuminated at all times and can't be switched off.

# 4

## Application processes and guidance

## Application processes and guidance

All application forms and guidance notes are available for download or online application via the Council website [www.manchester.gov.uk/taxi](http://www.manchester.gov.uk/taxi)

### 4.1 Application process to license a vehicle for the first time as a hackney carriage in Manchester city (manufacturers and vehicle proprietors)

- a. Consideration for the approval of a new type of vehicle that may be suitable to be licensed as a hackney carriage vehicle must be made in writing to the Council and must be accompanied by documentary evidence demonstrating compliance or otherwise with the Manchester Conditions of Fitness.
- b. Vehicles will be allocated an appointment date and time for an inspection to be carried out by the Council or their approved agent. If the vehicle conforms to the approved type, a 'certificate of approval' will be issued by or on behalf of the Council.
- c. Alterations and modifications following vehicle approval inspection – a request in writing fully specifying the proposed alterations/modifications to the approved vehicle must be made in writing to the Council. Prior written approval from the Council for the specified alterations/modifications must be obtained prior to any work being carried out on the vehicle.
- d. Renewal of vehicle licence – the approved vehicle may be renewed in line with the normal renewal application process.

### 4.2 Guidance for proprietors of hackney carriage vehicles over ten years old (from the date of first registration), prior to the expiry date of their Hackney Carriage Proprietor Licence, who wish to have an emission reduction kit fitted

Applicants should be aware that some vehicles, due to the age and condition of their engines, might not pass an emissions test even after an emission reduction kit has been fitted. Prior to the fitting of any emission reduction system, applicants are advised that their vehicle should have an emission test. This could indicate that the vehicle may require a full service in particular with respect to replacement of fuel injectors, filters and the correct working of the diesel pump, which may need to be recalibrated.

Applicants are advised to discuss the merit of fitting an emission reduction kit with a suitably qualified person before making a decision:

- a. The cost of a pre-fitting service can cost up to £500.
- b. The cost of a system can be between £1,100 and £3,000.

Applicants are advised to check this prior to making a decision.

The attached 'list of systems' has been approved by the Public Carriage Office London.

An applicant wishing to fit an emission system should contact one of the garages listed below that have been designated as garages capable of fitting an emission system. If you wish to use a garage not listed, please ask a representative from the garage to contact the Licensing Section by email: [licensing@manchester.gov.uk](mailto:licensing@manchester.gov.uk)

An applicant must then speak to the garage to ascertain what type(s) of system they fit.

**The applicant should check that the garage has an approval certificate** from the manufacturer stating they can fit their system. A garage should hold a certificate for each individual system it fits.

Once the garage has agreed to the fitting, an emission test will be carried out on your vehicle. Only if the emission test result reading is of a satisfactory level will agreement be made to fit the emission system.

The system will then be fitted and a final emission test carried out. The garage will supply the vehicle proprietor with the two emission readings and the blue and pink copies of the **Fitment Sign-off Declaration Form** (the garage will retain the white copy; the pink copy will be retained by the customer).

Once your vehicle has been refitted, you will be required to produce the **Fitment Sign-off Declaration Form** (blue copy) at the Town Hall before you can book your vehicle test.

When the vehicle goes for its renewal test at Hammerstone Road garage, the Fitment Sign-off Declaration Form (blue copy), together with the two emission readings, must be produced.

| Manchester approved systems |   |  |
|-----------------------------|---|--|
| System                      | Models system can be installed on   | Contact details for nominated fitting centres  |
| STT Emtec Clean Cab System  | Euro 1 LTI TX1  | KMP – UK Taxis   |
|                             | Euro 2 LTI TX1  | London Central Cab Company   |
|                             | Pre-Euro LTI Fairway  | glenn.berglund@sttmtec.com   |
|                             | Euro 1 LTI Fairway  | David Jackson<br>Motor & Diesel Engineering<br>Rowan Farm, Priory Road, Rushkington,<br>Sleaford, Lincs NG34 9DJ<br>www.mdengineering.co.uk<br>david@rowanfarm.org |
| DiNOx System                | Pre-Euro LTI Fairway<br>Euro 1 LTI Fairway and<br>Fairway Driver                                    | Dinex Emission Technology A/S<br>Fysnvej 39, DK-5500 Middelfart, Denmark<br>+45 63412600<br>www.dinex.dk   |
| Peak System                 | Pre-Euro LTI Fairway<br>Euro 1 LTI Fairway and<br>Fairway Driver<br>Euro 1 LTI TX1<br>Euro2 LTI TX1 | Kevin Haynes<br>07973473223<br>Parts World Peak System   |

### Manchester approved systems

| System                                   | Models system can be installed on   | Contact details for nominated fitting centres   |
|--|---|---|
| Eco-Power Emission Reduction System      | Euro 1 LTI Fairway<br>Euro 2 LTI Fairway<br>Euro 1 LTI TX1                | Dave Davies<br>The South Sea, Drivers Wharf, Northern, Southampton SO1 0PS<br>01962 774233<br>daviddavies6@btinternet.com<br>www.eco-power.co.uk  |
| Motor & Diesel Metrocab Turbo Cleanpower | Metrocab Series I<br>Metrocab Series II<br>Metrocab Series III<br>LT1 TX1 | Nissan Repower<br>(Refit Nissan Engine to Metrocab)<br>0207 5019998<br><br>David Jackson, Motor & Diesel Engineering<br>Rowan Farm, Priory Road, Rushkington,<br>Sleaford, Lincs NG34 9DJ<br>www.mdengineering.co.uk<br>david@rowanfarm.org |

### Garages capable of fitting emission kits

#### M & M Motors

Unit A2, 142 Moss Road, Stretford, Manchester M32 0AX

Tel: 0161 864 4567

#### M & M (UK)

Unit 2, Sale Motorway Estate, Booth Road, Sale, Cheshire M41 5PG

Tel: 07980 933058

#### Taxiland Victoria

Corn Mill, Victoria Street, Ashton-under-Lyne, Lancashire OL7 0SR

Tel: 0161 339 8220

| Approved garages   |   |  |
|--|---|--|
| <b>Taxi Maintenance</b><br>Taxi Maintenance House,<br>Hammerstone Road,<br>Manchester<br>M18 8EQ<br>Tel: 0161 225 8888 | <b>Approved system</b><br>Peak System                   | <b>Models</b><br>LTI FX4 (PREEURO)<br>Pre-Euro LTI Fairway<br>Euro 1 LTI Fairway<br>and Fairway Driver<br>Euro 1 LTI TX1<br>Euro 2 LTI TX1 |
| <b>Heaton Cab Company</b><br>Unit 1, Heaton Street,<br>Denton,<br>Manchester<br>M34 3RY<br>Tel: 0161 337 0089          | <b>Approved system</b><br>TaxiCat System                | <b>Models</b><br>Pre-Euro LTI Fairway<br>Euro 1 LTI Fairway<br>and Fairway Driver<br>Euro 1 LTI TX1<br>Euro 2 LTI TX1                      |
| <b>Taximann Limited</b><br>45–49 Upper Chorlton Road,<br>Whalley Range,<br>Manchester<br>M16 7RW<br>Tel: 0161 2267935  | <b>Approved system</b><br>STT Emtec<br>Clean Cab System | <b>Models</b><br>Euro 1 LTI TX1<br>Euro 2 LTI TX1<br>Pre-Euro LTI Fairway<br>Euro 1 LTI Fairway  |
| <b>Northern Motors</b><br>Unit 1, Groby Street,<br>Oldham<br>OL8 2AD<br>Tel: 0161 627 0450<br>Contact: David Cahill    | <b>Approved system</b><br>TaxiCat System                | <b>Models</b><br>Pre-Euro FX4<br>Euro 1 and Pre-Euro LTI Fairway<br>and Fairway Driver<br>Euro 1 LTI TX1<br>Euro 2 LTI TX1                 |

### 4.3 Applying for advertisement consent

Applications for advertisement consent should be made via the Council web page at [www.manchester.gov.uk/taxis](http://www.manchester.gov.uk/taxis)

To apply for Council approval of an advertisement, advertisers must submit the following:

- a. A colour photograph or colour copy of the proposed artwork and details of the intended size of the advertisement.
- b. The registration numbers and plate numbers of the vehicle that is to be fitted with the advertisement.
- c. The duration of the advertisement.
- d. The location of the advertisement on the vehicle.
- e. The type of advertisement (campaign name).

Applicants should expect a response within ten working days.

Advertising consent will be granted for a maximum 12-month period.

#### 4.4 Applying for consent to install TV installation

This policy covers TV and radio systems that can be viewed by passengers. It is designed to ensure that systems do not interfere with passenger comfort, safety or convenience.

Hackney carriage proprietors may be given consent to install TV systems in hackney carriages under Bye-law 4(3), provided they comply with this policy.

Installations must comply with the policy to the satisfaction of the Licensing Unit Manager. However, the Licensing Unit Manager will consider each case on its own merits and in exceptional circumstances may give consent to systems that do not comply with all parts, provided the system meets the overall objectives of the policy.

Consent for installation is subject to:

- a. All advertising material complying with the Council's advertising policy.
- b. All broadcasting material complying with:
  - i. the Ofcom Broadcasting Code
  - ii. the criteria contained in the Licensing Unit advertising policy (current proposals are that advertisements must not be illegal, indecent, offensive, dishonest or untruthful).
- c. All film/video material:
  - i. classified by the BBFC as U, Uc or exempt from classification
  - ii. complying with the criteria contained in the Licensing Unit advertising policy (current proposals are that advertisements must not be illegal, indecent, offensive, dishonest or untruthful).
- d. All systems complying with the following design and construction criteria:
  - i. All equipment must comply with any legislative requirements in respect of Construction and Use regulations and other legislation.
  - ii. All equipment must be designed, constructed and installed in such a way and in such material that present no danger to passengers or driver, including from impact with the equipment in the event of an accident or damage from the electrical integrity being breached through vandalism, misuse or wear and tear.
  - iii. The equipment must not interfere with any other safety, control, electrical, computer, navigation, satellite or radio system in the vehicle.
  - iv. The intensity of any screen should not be visually intrusive or dazzling. The position of the screen must not obstruct the passenger's view of the meter, and the visibility of the screen to following vehicles should be minimal.
  - v. Any screen shall be no larger than 15 inches.
  - vi. All equipment must be installed in the driver's compartment and should not be visible from the driver position.
  - vii. The installation must not weaken the structure or any component part of the vehicle or interfere with the integrity of the manufacturer's original equipment.

- viii. The design must be discreet and complement the interior furnishing of the vehicle.
- The system must include safeguards to maintain the integrity of the system and prevent the display of unapproved material.
  - Passengers must have control of the volume and picture (both should be capable of being turned off) and the driver should be able to lower the sound level if it is causing him/her a distraction. The sound should be automatically muted when the intercom is operated.
  - A notice should be displayed within prominent view and physical reach of all passenger seats giving instructions to passengers as to adjusting the volume. The notice shall be in a suitable format and design for visually impaired people and visible in low light conditions.
  - The mute/volume control must be accessible from the nearside and offside passenger seats and from the flip seats.
  - Once activated, the mute should continue without further activation by the passenger until the passenger leaves the vehicle.
  - All equipment must be protected from the elements, be secure from tampering and be located so as to have no impact on the luggage-carrying capacity of the taxi.

#### **4.5 Applying for a CCTV system to be approved by the Council**

- a. Any individual who wishes to apply to the Council for the approval of a CCTV system must apply in writing to the Council for a particular make and model of CCTV system to be placed on the approved list.
- b. The applicant must provide evidence that the product complies with the Council's minimum recommended specification.
- c. Once the system has been approved, the Council will issue the applicant and the manufacturer (when the manufacturer is not also the applicant) with written confirmation, and place the system on the approved list. If the system is not approved, the Council will notify the applicant and give the reasons for the decision.
- d. Each approved system will be given a unique identification number, which must be quoted on an application for permission to install CCTV in a vehicle.

System approval will be required for each new product or any modification to an existing approved product.

#### **4.6 Video Point of Impact Systems**

##### **Notification process**

The vehicle proprietor shall notify the Council in writing within seven days of a VPIS system being installed.

# 5

Conditions attached to Hackney  
Carriage Proprietor Licences

## 5.1 Conditions attached to Hackney Carriage Proprietor Licences

1. In this licence:
  - a. 'authorised officer' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act, 1976.
  - b. 'the Council' means the Council of the city of Manchester.
  - c. 'hackney carriage' has the same meaning as in the Town Police Clauses Act 1847.
  - d. 'identification plates' means the plates issued by the Council for the purpose of identifying the vehicle as a hackney carriage.
  - e. 'the proprietor' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act, 1976.
  - f. 'taximeter' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act, 1976.
2. The identification plates, when issued by the Council, shall be securely affixed to the exterior, front and rear of the hackney carriage by the proprietor in accordance with the reasonable instructions of an authorised officer of the Council, but in such a manner as to be easily removable by an authorised officer of the Council or a constable.
3. The proprietor of the hackney carriage shall ensure the identification plates are maintained and kept in such condition that the information contained on the identification plates is clearly visible to public view at all times.
4. The proprietor of the hackney carriage shall cause the number of the hackney carriage to be clearly marked and kept and maintained inside the vehicle in such a position as to be clearly visible at all times to persons being conveyed in the carriage.
5. The proprietor shall ensure that the hackney carriage shall only be of the type approved for public hire use by the Commissioner of Police of the London Metropolitan area and/or the Greater London Council.
6. The proprietor shall ensure that the hackney carriage shall be maintained in a sound mechanical and structural condition at all times, and be capable of satisfying the Council's mechanical and structural inspection at any time during the validity of the vehicle's licence.
7. The hackney carriage vehicle proprietor must:
  - a. at any time during the currency of the Hackney Carriage Proprietor Licence, be able to produce on request by an authorised officer of the Council, or a police constable, reasonable written evidence\* that any vehicle owned by him/her has been regularly and properly mechanically serviced/maintained.
  - b. at the time of the Council's mechanical and structural inspection test, provide reasonable written evidence\* that any vehicle owned by him/her has been regularly and properly mechanically serviced/maintained.

\*reasonable written evidence shall include, as a minimum, documented service/maintenance history and associated receipts.
8. The interior and exterior of the hackney carriage shall be kept in a clean condition and maintained in a safe condition by the proprietor.

9. The proprietor shall not allow the mechanical and structural specification of the hackney carriage to be varied without the written consent of the Council.
10. The proprietor of a hackney carriage shall:
  - a. Provide sufficient means by which any person in the carriage may communicate with the driver during the course of the hiring.
  - b. Cause the interior of the vehicle to be kept windtight and watertight.
  - c. Provide at least one window and the means of opening and closing on each side of the passenger compartment.
  - d. Cause the seats in the passenger compartment to be properly cushioned and covered.
  - e. Cause the floor in the passenger compartment to be provided with a proper carpet, mat or other suitable covering.
  - f. Cause fittings and furniture of the carriage to be kept in a clean condition and well maintained and in every way fit and safe for public use.
  - g. Provide facilities for the conveyance of luggage safely and protected from inclement weather.
  - h. Provide and maintain to the satisfaction of the authorised officer an efficient fire extinguisher, which complies to Schedule 4 of Regulation 35 of the Public Service Vehicles (Condition of Fitness, Equipment, Use and Certification) (Amendment) Regulation 1989. This extinguisher must contain not less than 0.9 litres or any other form of fire extinguisher required in writing from time to time by the authorised Officer, which shall be carried in such a position as to be easily accessible to others. Such apparatus shall be clearly marked with the appropriate British Standard Institution specification number, and with the name and address of the manufacturer or vendor thereof together with the date when it was last tested.
  - i. Provide at least two doors for use of persons conveyed in such carriage and a separate means of egress for the driver.
  - j. Provide and maintain a first aid kit containing the following first aid dressings and appliances:
    - i. antiseptic cream, tube 3.5gm
    - ii. one large sterilised dressing suitable for burns/wounds (not less than 3" x 3")
    - iii. three medium sterilised wound dressings (gauze and wool or lint and wool not less than 2" x 2")
    - iv. sterilised cotton wool (not less than 2oz)
    - v. three roller bandages (7.5cm x 4.5m)
    - vi. two triangular bandages
    - vii. one roll of surgical strapping (not less than 1.25cm x 5m)
    - viii. one pair of rust-free scissors
    - ix. one box of large strong safety pins (12)

All materials for dressing and bandages, including cotton wool, shall be those designated in and of a grade or quality not lower than the standards prescribed by the current British Pharmaceutical Codex, and all instruments and appliances shall be of a reliable quality and suitable design and construction. They shall be prominently marked, and carried in such a position in hackney carriages so as to be readily available for use. The dressings and appliances shall at all times be maintained in good condition and be available for inspection by an authorised officer of the Council from time to time.

11. Any damage to a hackney carriage materially affecting the safety performance or appearance of the vehicle, shall be reported by the proprietor to the Council in accordance with Section 50(3) of the Local Government (Miscellaneous Provisions) Act 1976, and until such damage is repaired to the satisfaction of the authorised officer of the Council the vehicle shall not be used to ply for hire.
12. The proprietor shall not cause or permit any sign, notice or advertisement to be displayed in, on or from the hackney carriage without the consent of the Council.
13. The proprietor shall cause to be affixed and maintained in a conspicuous position, in accordance with the directions of the Council, any sign or notices required from time to time by the Council.
14. The proprietor shall not permit the hackney carriage to be used to carry a greater number of passengers than the number prescribed in the licence, and two children under the age of ten shall be counted as one person.
15. The proprietor shall not permit any person other than the driver to ride in the front of the vehicle. The proprietor shall not permit any animal belonging to or under the control of the proprietor, driver or operator to ride in the vehicle, and any animal of the hirer shall be conveyed in the rear of the vehicle.
16. The proprietor shall cause the hackney carriage to be fitted with a Council-approved taximeter before plying for hire, and for it to be located within the vehicle in accordance with the reasonable instructions of the authorised officer.
17. The proprietor shall ensure that the taximeter is maintained in a sound mechanical and/or electrical condition at all times.
18. The proprietor shall cause the taximeter to be set to display the fare table adopted by the Council from time to time.
19. The proprietor shall not use, or permit to be used, a taximeter that the Council has not sealed to prevent unauthorised adjustment of the taximeter.
20. The proprietor shall cause the taximeter to be fitted with a key to bring the machinery into action and cause the word 'hired' to appear on the face of the meter as soon as the vehicle is hired.
21. The proprietor shall ensure that when the vehicle is 'for hire' the key is to be locked and machinery kept inactive, and the meter must show no fare at that time.
22. The proprietor shall ensure that the 'for hire' sign or other illuminated sign is extinguished when the fare commences and the taximeter is brought into operation.

23. The proprietor shall ensure that when the taximeter is brought into operation, the fare and permitted extras will be shown legibly on the face of the meter and shall be no more than permitted by the approved tariff.
24. The proprietor shall ensure the 'fare' shall be printed on the face of the meter in clear letters so as to show the fare recorded thereon.
25. The proprietor shall ensure that the taximeter is in such a position in the carriage that figures recorded thereon are clearly visible to any passenger being carried therein.
26. The proprietor shall ensure that when in use the taximeter is sufficiently illuminated to be visible to all passengers.
27. The proprietor shall ensure that the taximeter and all its fittings are affixed to the carriage with seals or by other means, so that it shall not be practicable for any person to tamper with the meter except by breaking or damaging or permanently displacing the seals and other fittings.
28. The proprietor undertakes to ensure that the taximeter will not be replaced without prior permission of the Council.
29. The proprietor shall ensure that a copy of the fare table, supplied by the Council from time to time, is exhibited inside the carriage at all times.
30. The proprietor shall ensure that the fare table is not concealed from view or rendered illegible while the vehicle is plying for hire.
31. The proprietor shall retain the licence of every driver driving his vehicle and produce the same to an authorised officer or constable on request.
32. The proprietor shall ensure that no radio equipment is fitted to any of his hackney carriages without the prior written consent of the Council, where that radio equipment will allow the driver to communicate with an operator.
33. The proprietor shall ensure that any radio equipment fitted to his hackney carriage is at all times kept in a safe and sound condition and maintained in proper working order.
34. The proprietor of a hackney carriage shall immediately disclose to the Council, in writing, details of any convictions imposed on him during the currency of his licence.
35. If the proprietor or part-proprietor wishes to transfer the hackney carriage to another person, he shall, before or within 14 days after such transfer, give notice thereof in writing to the Council, specifying the name and address of the person to whom the hackney carriage will be or has been transferred. If the Council is of the opinion that the person to whom the licence has been transferred is not a suitable person to hold the licence, it may suspend, revoke or review the licence, provided there is reasonable cause to do so.
36. If at any time during the period of the Hackney Carriage Proprietor Licence the proprietor, for any reason, does not wish to retain the vehicle licence or transfer the licensed hackney carriage in accordance with the provisions of Condition 34, or, if at any time during the period of the licence it is suspended or revoked, he must immediately surrender and return the licence to the Council.
37. The vehicle registration number of the vehicle must be engraved, without charge, on all the external windows of the licensed vehicle, when the vehicle attends for licensing or at a time that may be directed.

38. Disabled persons, or those who accompany them, shall not be refused conveyance on the grounds that they are accompanied by a guide, hearing or prescribed assistance dog. There shall be no additional charge for the conveyance of the assistance dog and it shall be allowed to remain with the passenger. This condition will not apply if the driver concerned has applied for, and been granted, a medical exemption by Manchester City Council and is properly exhibiting a notice of such exemption in the hackney carriage.
39. The proprietor of the hackney carriage vehicle shall keep in force, in relation to the user of that vehicle, a policy of insurance issued by an insurance company approved by the Council and containing such cover as the Council shall specify from time to time and comply with the requirements of Part VI (6) of the Road Traffic Act 1972.
40. On being so required by an authorised officer, the proprietor shall produce to the officer for examination, a Certificate of Insurance issued by the approved insurance company in respect of the vehicle for the purposes of Part VI(6) of the Road Traffic Act 1972. If the proprietor fails to produce such a certificate to the officer on request, the proprietor shall, within five days of such a request, produce it to the officer or to any other authorised officer at the office of the Council.
41. The proprietor shall ensure that all drivers driving their vehicles are fully conversant with the working of the disabled conversion as fitted to the vehicle.
42. With effect from 1 January 2008, no Hackney Carriage Licence will be issued or renewed for a vehicle more than 12 years since the date of its first registration in this or any other country.
43. With effect from 1 January 2008, no Hackney Carriage Licence will be issued or renewed for a vehicle that had its first registration in this or any other country more than ten years ago, unless the vehicle has been manufactured to Euro III or higher specification or has fitted either a PCO/Energy Saving Trust (EST) approved emissions reduction system installed in a garage approved by the Council, or a conversion approved by the Council, to run on alternative fuels such that the vehicle meets Euro III emission standards; such approval not to be unreasonably withheld.
44. The proprietor shall ensure that the number of the hackney carriage, as shown on the licence identification plate issued by the Council, is clearly marked on the vehicle's wheelchair ramps.
45. With effect from 16 February 2009, any vehicle manufactured with a Euro III or higher specification engine (manufactured after 1 January 2001) that has been replaced with an engine not Euro III compliant, will be required to have an approved emission reduction kit fitted. Any reduction kit must be fitted by the next routine scheduled vehicle inspection.
46. With effect from 16 February 2009, any vehicle manufactured with a Euro I or Euro II specification engine (manufactured before 1 January 2001) that has been replaced with a reconditioned engine, will not be required to have an approved emission reduction kit to achieve Euro III fitted until the vehicle has reached the age of ten years after the date of its first registration in this or any other country.

## **5.2 Conditions to be attached to hackney carriage vehicles fitted with CCTV**

1. No CCTV system shall be installed in a vehicle unless it has previously been approved by the Council.
2. No CCTV system shall be installed in a vehicle without the prior written consent of the Council.
3. No cameras shall be installed in the vehicle without prior written consent of the Council regarding the number and location of such cameras. The number and location of cameras shall not be varied without the prior written consent of the Council.
4. An advisory notice, provided by the Council, shall be displayed inside the vehicle on each of the rear-side passenger windows. The notices shall be positioned in a prominent position where they can be easily read by persons both inside and outside the vehicle. The proprietor shall ensure that the notices are maintained in a clean and legible condition.
5. The proprietor shall ensure that the system is properly and regularly maintained and serviced by a suitably qualified person in accordance with the manufacturer's instructions. Written records of all maintenance and servicing shall be made and retained by the proprietor for a minimum of 12 months. Such written records shall be made available on demand by an authorised officer of the Council or a police officer.
6. Upon request for image retrieval by an officer of the Council or a police officer the proprietor shall ensure that the CCTV system is made available to the system administrator, as soon as reasonably practicable, and in any event within seven days of the request.
7. The proprietor of the vehicle shall take all reasonable steps to ensure that any driver of the vehicle is made aware of every condition in relation to any installed CCTV system and that they are given adequate instruction regarding the need for the system to be made available as soon as reasonably practicable, and in any event within seven days of any authorised request for any image retrieval.
8. The proprietor shall ensure that notification is lodged with the Information Commissioner to cover the purposes for which the CCTV system is used.

## **5.3 Conditions to be attached to hackney carriage vehicles fitted with VPIS**

1. No VPIS system shall be installed in a vehicle unless it carries a CE marking and conforms to European direct 93/68 or equivalent.
2. The vehicle proprietor shall notify the Council within seven days of having a VPIS system fitted. Such notification shall be in writing and will contain details of the vehicle the system has been fitted to, and the make, model and CE marking number (or equivalent) of the VPIS system.
3. An advisory notice, provided by the supplier, shall be displayed inside the vehicle on each of the rear-side passenger windows. The notices shall be positioned in a prominent position where they can be easily read by persons both inside and outside the vehicle. The proprietor shall ensure that the notices are maintained in a clean and legible condition.
4. The proprietor shall ensure that the system is properly and regularly maintained and serviced by a suitably qualified person in accordance with the manufacturer's instructions. Written records of all maintenance and servicing shall be made and retained by the proprietor for a minimum of 12 months. Such written records shall be made available on demand by an authorised officer of the Council or a police officer.

5. Upon request for image retrieval by an officer of the Council or a police officer the proprietor shall ensure that the VPIS system is made available to the system administrator, as soon as reasonably practicable, and in any event within seven days of the request.
6. The proprietor of the vehicle shall take all reasonable steps to ensure that any driver of the vehicle is made aware of every condition in relation to any installed VPIS system and that they are given adequate instruction regarding the need for the system to be made available as soon as reasonably practicable, and in any event within seven days of any authorised request for any image retrieval.
7. The proprietor shall, where necessary, ensure that notification is lodged with the Information Commissioner to cover the purposes for which the VPIS system is used.

#### **5.4 Advertisements in or on a hackney carriage vehicle**

Where a proprietor wishes to display an advertisement on or in his/her hackney carriage vehicle, they shall, prior to any advertisement being fitted, comply with all parts of the Council's advertisement policy as outlined in section 2 of this Hackney Carriage Vehicle Policy.



