



# HACKNEY CARRIAGE VEHICLE LICENCE

## CRITERIA

JUNE 2024

# Hackney Carriage Vehicle Criteria

In this document the “Licensing Authority” means Wirral Council, its Regulatory and General Purposes Committee, its Licensing Panel and its Officers.

Although the criteria set out in this document may have been met, approval for the issuing of a licence may be withheld if the Licensing Authority is of the opinion that the vehicle is unsuitable for use as a Hackney Carriage Vehicle to transport members of the public for hire and reward.

Although the Licensing Authority may extend its approval of any particular type of vehicle to all other vehicles conforming to the design of that type, the Licensing Authority may withdraw such general approval if, in their opinion, any unsuitable features arise.

The criteria set out in this document are made under Section 47 of the Local Government (Miscellaneous Provisions) Act 1976.

A vehicle that meets the criteria to be licensed as a Hackney Carriage Vehicle must have passed the MOT and Compliance Test in accordance with the Licensing Authority’s procedure for testing vehicles before it can be licensed and before each renewal of that licence. Further tests and inspections may be carried out as directed by the Licensing Authority or Merseyside Police.

MOT or Compliance Test Pass Certificates submitted more than 28 days after the date of test will not be accepted.

A vehicle licensed as a Private Hire Vehicle or Hackney Carriage Vehicle with any other Local Authority will not be licensed by Wirral Council.

## VEHICLE EMISSION STANDARDS AND AGE POLICY

1. A vehicle presented for the grant of a Hackney Carriage Vehicle Licence with Wirral Council must have been compliant with **Euro 5** emission standards at the date of first registration.
2. A vehicle that is **11 years** of age or more from the date of first registration will be subject to a **licence of no more than 6 months** and will therefore be required to pass an MOT and Compliance test every 6 months.
3. A vehicle that reaches 11 years of age before the expiry of a current licence will be issued with a licence of no more than 6 months in accordance with the criteria set out in paragraph 2 above.

## GENERAL CONSTRUCTION

4. The vehicle must be fitted with at least 4 doors and 4 wheels.
5. The vehicle must be capable of carrying at least 4 and not more than 8 passengers in addition to the driver.
6. In addition to the front driver and passenger doors, the vehicle must be fitted with at least two side/rear opening doors.
7. All vehicles must be purpose built and built to accommodate disabled passengers whilst seated in a wheelchair in the rear passenger compartment.
8. Any vehicle to be licensed as a Hackney Carriage Vehicle must be a side loading wheelchair accessible vehicle.
9. The vehicle must hold European Community Whole Vehicle Type Approval (ECWVTA) or GB Vehicle Type Approval category M1. A vehicle that does not hold M1 type approval must be

## APPENDIX A

presented with approved certification that the specific vehicle meets the requirements of M1 category.

10. All vehicles must have separate driver and rear passenger compartments, separated by a transparent partition in accordance with the manufacturer or vehicle converter's original specification.
11. The vehicle must comply with the Road Vehicles (Construction and Use) Regulations 1986 and any subsequent amendment or re-enactment thereof.
12. The steering wheel must be on the offside of the vehicle.
13. Unless approved by the Licensing Authority no fittings outside of the manufacturer's or vehicle converter's specification may be attached to or be carried upon the inside or outside of the vehicle.

### BODYWORK

14. The vehicle must be free from corrosion, damage, or unsatisfactory repairs.
15. Paintwork must be of a high standard and the colour and finish of all panels must match exactly.

### WHEELS AND TYRES

16. Where a vehicle is fitted with alloy wheels, all four road wheels must be of the same type and pattern.
17. Where a vehicle is fitted with wheels intended to be fitted with wheel trims, all four road wheels must be fitted with wheel trims of the same pattern.
18. Alloy wheels, wheel rims, and fitted wheel trims must be free from damage and defects which affect the safety, appearance, or integrity of the wheel.
19. Part-worn and remould tyres must comply with the Motor Vehicle Tyres (Safety) Regulations 1994.
20. Vehicles must not be fitted with tyres that are more than ten years old.
21. All tyres, including the spare where applicable must be the correct size, speed, and load rating for the vehicle as per the manufacturer's specification, and be compatible with the taximeter.
22. All tyres, including the spare where applicable, must be properly inflated in accordance with both the vehicle and tyre manufacturer's specifications.
23. All tyres must have a continuous tread depth of at least 1.6mm across the central three quarters of the breadth of the tyre, and visible tread across the remaining breadth of the tyre.
24. All tyres, including the spare, where applicable, must be free from cuts and other defects.
25. The Hackney Carriage Vehicle must carry a method for dealing with a wheel or tyre should it become defective. This method must be in accordance with the vehicle manufacturer's specification which must be one of the following:
  - a. **full size spare wheel** - which must be the same size and type as the four road wheels and be fitted with a tyre of the same size, speed, and load rating as the four road wheels. Proper tools and equipment for changing the wheel must also be carried

## APPENDIX A

- b. **space saver spare wheel** - which must be the correct size and type for the vehicle and be fitted with a tyre of the correct size, speed, and load rating. The tyre must be correctly inflated in accordance with the manufacturer's specifications. Proper tools and equipment for changing the wheel must also be carried.
- c. **run-flat tyres** - which must be fitted to all four road wheels. Run-flat tyres may only be used if the vehicle is fitted with an appropriate and serviceable tyre pressure monitoring system (TPMS).
- d. **emergency tyre sealant and compressor/inflator pack** – which must be permanently marked with the vehicle registration number.

### INTERIOR LIGHTING

- 26. Lighting must be provided for the driver and passengers.
- 27. Separate lighting controls for both passenger and driver must be provided.
- 28. Passenger compartment light switches and window controls must be within easy reach of all passengers.
- 29. In the case of the passenger compartment, an illuminated control switch must be fitted.
- 30. Lighting must be provided at floor level to each passenger door and be activated by the opening of the doors.

### SEATS

- 31. Seats must be secure and covered with an appropriate material which must be properly upholstered and in good and clean condition, free from rips, tears and holes.
- 32. If seat covers are used they must be correctly fitted, in a good and clean condition and free from rips, tears and holes.

### SEAT BELTS

- 33. Vehicles must be fitted with lap and diagonal seatbelts on all seats, including rear facing seats, as per the manufacturer or vehicle converter's specification.
- 34. Seatbelts and seatbelt mechanisms must be in good working order and free from frays, cuts, and other damage.
- 35. If a seatbelt sustains any frays, cuts, or other damage the seatbelt must be replaced – not repaired.

### DRIVER COMPARTMENT

- 36. Vehicles must be provided with a means of communication between the passenger and the driver.
- 37. Vehicles must be fitted with an induction loop system.

### PASSENGER COMPARTMENT

- 38. Occasional seats must automatically rise when not in use.
- 39. The rear seat dimensions must be adequate to carry the appropriate number of adult

passengers comfortably.

40. Suitable means must be provided to assist persons to rise from the rear seat with particular attention to the needs of elderly and disabled persons.
41. Colour contrasting grab handles must be placed at door entrances to aid passenger access to and egress from the vehicle.
42. Colour contrasting sight patches are required on all passenger seats.

### **WHEELCHAIRS & RAMPS**

43. Vehicles must be built to accommodate disabled passengers whilst seated in their wheelchair and must be so equipped in order that disabled passengers in a wheelchair may be carried comfortably and safely.
44. A ramp for the loading of a wheelchair and the occupant must be made available at all times for the safe loading and unloading of passengers.
45. Any passenger ramp that was not fitted to the vehicle at the time of manufacture must comply with BS 6109-2:1989 and have a minimum safe working load (S.W.L.) of 250kg for the loading of a wheelchair and occupant.
46. Anchorages must be provided for the wheelchair and occupant. Anchorages must be either chassis or floor linked.
47. Restraints must be provided for wheelchairs and occupants which must be independent of each other.
48. Anchorages must also be provided for the safe stowage of wheelchairs when not in use, whether folded or otherwise.
49. An adequate locking device must be fitted to ensure that the ramp(s) do not slip or tilt when in use.
50. The surface of the ramp must be covered with a non-slip material.
51. The edges of the ramp's surface must be marked in a high-contrast colour scheme.
52. Ramps which are not permanently fixed to the vehicle must be permanently marked with the vehicle registration number.

### **ENTRANCE STEP**

53. The outer edge of the floor at each entrance must be fitted with non-slip high-visibility treads.
54. The top tread for any entrance must not exceed 38 cm above ground level when the vehicle is un-laden, except as detailed in criteria 55.
55. Where the top tread for the entrance exceeds 38 cm then an intermediate step must be provided at each entrance into the passenger compartment. The intermediate step must not extend outwards beyond the vertical line of the vehicle's wing mirrors. The step must be covered with a suitable non-slip surface with the edges of the step highlighted yellow.

### **WINDOWS**

56. Windows must be provided at the sides and at the rear of the vehicle.
57. Passenger door windows must be capable of being easily opened by passengers when seated. The control for opening a door window must be clearly identified so as not to be mistaken for any other control.
58. The front windscreen must allow at least 75% of light through, the front side windows must allow at least 70% of light through and the windows rear of the B-pillar must allow a minimum light transmission of 30%.
59. No windows or glass fitted to the vehicle may have been subject to an enhanced film / after-market tinting post manufacture.

**HEATING AND VENTILATION**

60. A heating and ventilation system must be provided for the driver and passengers with independent controls for the driver and passengers and must be in good working order.

**DOORS**

61. Where hinged doors are fitted:
  - a. An automatic locking device must be fitted to passenger doors.
  - b. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle by one operation of the latch mechanism.
  - c. The interior door handle must be clearly visible, of a contrasting colour to the interior of the vehicle, and easily accessible to passengers when the door is in the fully open or closed position.
  - d. A hinged door must be capable of being opened to a minimum angle of 90 degrees.
62. Where sliding doors are fitted:
  - a. An automatic locking device must be fitted to passenger doors.
  - b. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle by one operation of the latch mechanism.
  - c. The interior door handle must be clearly visible, of a contrasting colour to the interior of the vehicle, and easily accessible to passengers when the door is in the fully open or closed position.
  - d. There must be reflective strips on both the front and rear edges of the door.
  - e. There must be an illuminated sign bearing the words "Door Open" clearly visible from the rear of the vehicle. This sign must be automatically linked to the passenger doors in order that when either door handle is activated to open the door, the sign is illuminated.
  - f. There must be a sign within the passenger compartment, clearly visible to all passengers, giving instructions on the correct operation of the passenger door.
  - g. An audible or visual warning must be fitted in the driver's compartment indicating when any door is open.

63. Where electric doors are fitted:

## **APPENDIX A**

- a. A sign must be clearly displayed inside the vehicle providing instructions on the correct operation of the door opening and closing mechanism.
- b. The door system design shall incorporate a method to detect an obstruction in the path of a closing door. When an obstruction is detected, the door system shall react in a manner that will allow the obstruction to be released
- c. A method for detecting an obstruction and preventing the closure of a powered door shall be included as part of the design of the door controls.

### **INTERIOR LIGHTBOX**

64. A lightbox must be exhibited in a prominent position within the vehicle.
65. The lightbox must display the word 'CAB' in uppercase letters and the vehicle licence number below it.
66. The lightbox must be wired to the ignition so that it will remain lit at all times the vehicle ignition is turned on.

### **FLOOR COVERING**

67. The floor of the vehicle must be covered in an appropriate non-slip material which can be easily cleaned.
68. The floor covering must not impede the movement of wheelchairs.

### **LUGGAGE**

69. There must be provision for the safe carrying of luggage commensurate with the number of passengers being carried in the vehicle.
70. Provision must be made for luggage to be kept separate and secured from the passenger seating area.

### **TAXIMETER**

71. A taximeter must be fitted to the vehicle, calibrated, and sealed to show the current tariffs set by the Licensing Authority.

### **EXTERIOR ROOF LIGHT**

72. An illuminated roof-sign displaying the word 'TAXI' must be securely fitted to the roof of the vehicle in such a position that it is clearly visible from the front of the vehicle by day and night.
73. The roof-sign must be connected to the taximeter so that when the vehicle is available for hire the sign is illuminated and it is not illuminated when hired.



# PRIVATE HIRE VEHICLE LICENCE

## CRITERIA

JUNE 2024



# Private Hire Vehicle Criteria

Legislation gives local authorities a wide discretion over the types of vehicles that can be licensed as Private Hire Vehicles.

In this document the “Licensing Authority” means Wirral Council, its Regulatory and General Purposes Committee, its Licensing Panel, and its Officers.

The Licensing Authority must be satisfied that vehicles licensed by them as Private Hire Vehicles are suitable in type, size, and design for use as Private Hire Vehicles, that the vehicle is in a suitable mechanical condition and is safe and comfortable.

Although the criteria set out in this document may have been met, approval for the issuing of a licence may be withheld if the Licensing Authority is of the opinion that the vehicle is unsuitable for use as a Private Hire Vehicle to transport members of the public for hire and reward.

Although the Licensing Authority may extend its approval of any particular type of vehicle to all other vehicles conforming to the design of that type, the Licensing Authority may withdraw such general approval if, in their opinion, any unsuitable features arise.

A vehicle that meets the criteria to be licensed as a Private Hire Vehicle must have passed the MOT and Compliance Test in accordance with the Licensing Authority’s procedure for testing vehicles before it can be licensed and before each renewal of that licence. Further tests and inspections may be carried out as directed by the Licensing Authority or Merseyside Police.

MOT or Compliance Test Pass Certificates submitted more than 28 days after the date of test will not be accepted.

A vehicle licensed as a Private Hire Vehicle or Hackney Carriage Vehicle with any other Local Authority will not be licensed by Wirral Council.

## VEHICLE EMISSION STANDARDS AND AGE POLICY

1. A vehicle presented for the grant of a Private Hire Vehicle Licence with the Licensing Authority must have been compliant with **Euro 6** emission standards at the date of first registration.
2. A vehicle that is **8 years** of age or more from the date of first registration will be subject to a **licence of no more than 6 months** and will therefore be required to pass an MOT and Compliance test every 6 months.
3. A vehicle that reaches 8 years of age before the expiry of a current licence will be issued with a licence of no more than 6 months in accordance with the criteria set out in paragraph 2 above.

## GENERAL CONSTRUCTION

4. The vehicle must be fitted with at least 4 doors and 4 wheels.
5. The vehicle must be capable of carrying at least 4 and not more than 8 passengers in addition to the driver.
6. In addition to the front driver and passenger doors, the vehicle must be fitted with at least two side/rear opening doors.

7. A vehicle with a top tread for the entrance which exceeds 38cm from the ground must be fitted with a step to allow easy access into and egress from the vehicle. Any vehicle that does not have a step fitted must carry a portable step to be available for passengers. Both a fitted and portable step must be robust to carry the weight of a passenger and covered with a non-slip surface. The step height must be no more than 38cm from the ground. The driver of the vehicle must risk assess the use of a portable step on each occasion it is requested by a passenger.
8. Any vehicle to be licensed as a Private Hire Vehicle that is wheelchair accessible and is a rear loading wheelchair accessible vehicle may only be used to undertake school contract work and must load the wheelchair using a tailgate system.
9. The vehicle must hold European Community Whole Vehicle Type Approval (ECWVTA) or GB Vehicle Type Approval category M1.
10. Any converted vehicles will be required to hold the appropriate low volume type approval certificate in the M1 classification or the appropriate Individual Vehicle Approval (IVA) Certificate.
11. The steering wheel must be on the offside of the vehicle.
12. Unless approved by the Licensing Authority no fittings outside of the manufacturer's specification may be attached to or be carried upon the inside or outside of the vehicle.
13. Where bench seats are fitted in the vehicle one person will be counted for each complete length of 16" measured in a straight line along the widest part of the seat.

## **BODYWORK**

14. The vehicle must be free from corrosion, damage, or unsatisfactory repairs.
15. Paintwork must be of a high standard and the colour and finish of all panels must match exactly.

## **WHEELS AND TYRES**

16. Where a vehicle is supplied with alloy wheels, all four road wheels must be of the same type and pattern.
17. Where a vehicle is supplied with wheels intended to be fitted with wheel trims, all four road wheels must be fitted with wheel trims of the same pattern.
18. Alloy wheels, wheel rims, and fitted wheel trims must be free from damage and defects which affect the safety, appearance, or integrity of the wheel.
19. Part-worn and remould tyres must comply with the Motor Vehicle Tyres (Safety) Regulations 1994.
20. Vehicles must not be fitted with tyres that are more than ten years old.
21. All tyres, including the spare where applicable, must be the correct size, speed, and load rating for the vehicle as per the manufacturer's specification.
22. All tyres, including the spare where applicable, must be properly inflated in accordance with both the vehicle and tyre manufacturer's specification.

23. All tyres, including the spare where applicable, must have a continuous tread depth of at least 1.6mm across the central three quarters of the breadth of the tyre, and visible tread across the remaining breadth of the tyre.
24. All tyres, including the spare where applicable, must be free from cuts and other defects.
25. The vehicle must carry a method for dealing with a tyre should it become defective. This method must be in accordance with the manufacturer's specification which may be one of the following:
  - a. full size spare wheel - which must be the same size and type as the four road wheels and be fitted with a tyre of the same size, speed, and load rating as the four road wheels. Proper tools and equipment for changing the wheel must also be carried.
  - b. space saver spare wheel - which must be the correct size and type for the vehicle and be fitted with a tyre of the correct size, speed, and load rating. The tyre must be correctly inflated in accordance with the manufacturer's specifications. Proper tools and equipment for changing the wheel must also be carried.
  - c. run-flat tyres - which must be fitted to all four road wheels. Run-flat tyres may only be used if the vehicle is fitted with an appropriate and serviceable tyre pressure monitoring system (TPMS).
  - d. emergency tyre sealant and compressor/inflator pack – which must be permanently marked with the vehicle registration number.

## **INTERIOR LIGHTING**

26. Interior lighting must be provided in accordance with the manufacturer's specification. No additional lighting may be fitted.

## **SEATS**

27. Seats must be secure and covered with an appropriate material which must be properly upholstered and in good and clean condition, free from rips, tears and holes.
28. If seat covers are used they must be correctly fitted, in a good and clean condition and free from rips, tears and holes.

## **SEAT BELTS**

29. Vehicles must be fitted with lap and diagonal seatbelts on all seats, including rear facing seats, as per the manufacturer's specification.
30. Seatbelts and seatbelt mechanisms must be in good working order and free from frays, cuts, and other damage, and show no evidence of repair.
31. For the avoidance of doubt any cut, frayed or damaged seatbelt must have been replaced and not repaired.

## **WINDOWS**

32. Windows must be provided at the sides and at the rear of the vehicle.
33. Passenger door windows must be capable of being easily opened by passengers when seated.

34. The front windscreen must allow at least 75% of light through, the front side windows must allow at least 70% of light through and the windows rear of the B-pillar must allow a minimum light transmission of 30%.
35. No windows or glass fitted to the vehicle may have been subject to an enhanced film / after-market tinting post manufacture.

### **HEATING AND VENTILATION**

36. A heating and ventilation system must be provided and must be in good working order.

### **DOORS**

37. All doors must be easily accessible to all passengers and capable of being opened from inside. It must be clear to passengers how to operate the doors of the vehicle.

#### **Hinged and sliding doors**

38. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle by one operation of the latch mechanism.
39. Where sliding doors are fitted, an audible or visual warning must be fitted in the driver's compartment indicating when any door is open.
40. Where sliding doors are fitted, there must be a sign within the passenger compartment, clearly visible to all passengers, giving instructions on the correct operation of the passenger door.

#### **Electric doors**

41. Where electric doors are fitted:
  - a) A sign must be clearly displayed inside the vehicle providing instructions on the correct operation of the door opening and closing mechanism.
  - b) The door system design shall incorporate a method to detect an obstruction in the path of a closing door. When an obstruction is detected, the door system shall react in a manner that will allow the obstruction to be released
  - c) A method for detecting an obstruction and preventing the closure of a powered door shall be included as part of the design of the door controls.

### **FLOOR COVERING**

42. The floor of the vehicle must be covered in an appropriate non-slip material which must be free from rips, tears, and holes.
43. All floor covering fitted must be of uniform colour and material.

### **LUGGAGE**

44. There must be provision for the safe carrying of luggage commensurate with the number of passengers being carried in the vehicle.
45. Provision must be made for luggage to be kept separate and secured from the passenger seating area.