

**Manchester City Council
Report for Resolution**

Report to: Licensing and Appeals Committee – 6 June 2016
Subject: Review of Hackney Carriage Advertisement and Livery Policy
Report of: Head of Planning, Building Control and Licensing

Summary

This report is a follow up to that presented to the Licensing and Appeals Committee of 30 November 2015.

At the meeting Members agreed that the policy should be updated in relation to:

- the advertisement criterion
- hackney carriage vehicle proprietor conditions
- livery allowed on licensed hackney carriage vehicles (that are not bespoke taxis)

Recommendations

That the Committee consider the content of the report, have regard to any comments made at the meeting and accepts the amended Statement of Policy (conditions of Fitness, application process and guidelines relating to hackney carriage vehicles.

That the Policy will come into effect on 1 July 2016.

Wards Affected: All

Community Strategy Spine	Summary of the contribution to the strategy
Performance of the economy of the region and sub region	Not applicable to content this report
Reaching full potential in education and employment	Not applicable to the content of this report
Individual and collective self esteem – mutual respect	Not applicable to the content of this report
Neighbourhoods of Choice	Not applicable to the content of this report

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
 - Risk Management
 - Legal Considerations
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Financial Consequences – Revenue

None

Financial Consequences – Capital

None

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Background documents

Licensing and Appeals Committee report of 30 November 2015

1. Introduction

1. In October 2013 the Licensing and appeals Committee approved the Statement of Policy (conditions of Fitness, application process and guidelines relating to hackney carriage vehicles). This policy incorporates

- Manchester Conditions of Fitness
- Advertisements on/in licensed hackney carriage vehicles
- Miscellaneous policies and statements
- Application process and guidance
- Conditions attached to hackney carriage proprietors licences

1.1 Whilst the majority of this policy was finalised in 2013 the then advertisement and livery policy required review. This review commenced in February 2015 and the report today is a final report that sees the reviewed advertisement/livery policy incorporated into the Statement of Policy (Statement of Policy (conditions of Fitness, application process and guidelines relating to hackney carriage vehicles), which is referred to within this report by its commonly known name 'the Hackney Carriage Vehicle Policy '

2.0 Members will recall a report was presented to the Committee at its meeting on 30 November 2015 as part of its consideration of the review of the Advertisement and Livery Policy. Following consideration of the report, it was resolved that the current policy be retained and enhanced through the introduction of new and amended conditions.

This report therefore provides an updated version of the relevant parts of the Hackney Carriage Vehicle Policy in relation to:

- the advertisement policy (including the matters referred to in 3.7 of the report of 30 November 2015)
- hackney carriage vehicles proprietor conditions (these to be subject to further discussion with the trade).
- livery allowed on vehicles (that are not bespoke taxi) licensed by MCC as hackney carriage vehicles.
- a guidance document which sets out the future provision of information required by advertisement companies, prior to any approval of advertisements

2. Background

2.1 As noted above the Committee considered a report in November 2015 which followed an earlier paving report in relation to the review of the Advertisement and Livery policy relating to hackney carriage vehicles.

2.1.1 The report of November 2015 (a copy of which is attached at **Appendix 1**) provided detailed information about advertisements on vehicles and outlined how the concerns raised in earlier meetings could be addressed. In addition officers provided information on the outcome of a Financial Impact Study, a necessary requirement in the decision making process for such matters.

2.2 A representative from the trade addressed the November 2015 Committee who advised that there was broad agreement with the proposals that had been outlined at that time. There was one exception in relation to the proposal relating to vehicles which had advertisements removed and which would not be able to replace those adverts until after the vehicles scheduled inspection.

2.2.1 In response to this the Committee asked Officers to have further discussions with the trade in relation to this matter before it was brought back before Members.

2.3 The Committee subsequently agreed the following recommendations:

1. That no changes should be made to the current Advertisement Policy in relation to the display of advertisements.
2. That there should be no restrictions on the colour of a bespoke hackney carriages licensed by MCC.
3. Advertisement companies will in future be asked to provide, prior to approval of advertisements, to the Council (as prescribed):
 - the registration numbers and plate number of vehicles that are to be fitted with advertisements.
 - the duration of those advertisements.
 - the location on the vehicles of the advertisements.
 - the type of advertisement .
4. That the conditions relating to hackney carriage vehicles are amended as follows:

That the proprietor of any hackney carriage vehicle that has any type of external advertisement (excluding any signage as requested by the Council) fitted 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 MCC 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 MCC Vehicle Inspection Manual).
- iii. not have any replacement advertisement fitted to the vehicle until the vehicle bodywork has been inspected and found to be satisfactory (at the vehicles next vehicle inspection test).

5. To amend the current policy on livery and identification of vehicles to allow any existing new or replacement (bespoke) hackney carriage vehicles (that do not have any external advertisements - except those as required by MCC - displayed on the bodywork) to display the Manchester City Council crest, as issued by the Council, on the front exterior doors.
6. That 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):
 - (i) black in colour
 - (ii) The vehicle must display the manufacturer's taxi signage along both sides of the vehicle
 - (iii) The proprietor shall ensure that the manufacturer's taxi signage is maintained in a clean and legible condition

3.0 Discussions with the Trade

- 3.1 At a trade liaison meeting on 2 February 2016 the issue highlighted in 2.2.1 above was further discussed with the trade. Their issue with the wording of the condition as given at 2.3 (4.iii) was that this would be onerous on proprietors who only have advertisements on the sides of their vehicles, which are normally changed on a more regular basis ie every 3 to 4 months. It was agreed the following wording would generally be acceptable to the trade:

- iii where a full body wrap advertisement has been applied and removed - not have any replacement advertisement fitted to the vehicle until the vehicle body work has been inspected and found to be satisfactory (at the vehicles next vehicle inspection test)

- 3.2 It is recommended that the wording provided in 3.1(iii) above should be used in place of that proposed in 2.3 (4.iii) above. Officers believe the re-worded condition will not prejudice proprietors who only have advertisements on the sides of their vehicle, whilst it will target those proprietors who use 'full body wrap advertisements to cover defective body work.

4.0 Amended Policy

- 4.1 The amendments as agreed by the Committee and the alternatively worded condition referred to in paragraph 3.1 above have now been incorporated in the Hackney Carriage Vehicle Policy – a copy of which is attached to the report at **Appendix 2**
- 4.2 The revised Hackney Carriage Vehicle Policy will be made available for download on the Council taxi licensing web page, which can be accessed at www.manchester.gov.uk/taxis.

5.0 Contributing to the Community Strategy

5.1 (a) Performance of the economy of the region and sub region

5.2 (b) Reaching full potential in education and employment

5.3 (c) Individual and collective self-esteem – mutual respect

5.4 (d) Neighbourhoods of Choice

6. Key Policies and Considerations

(a) Equal Opportunities

(b) Risk Management

(c) Legal Considerations

7. Conclusion

7.1 The report provides the outcomes requested from the meeting of 30 November 2015. This includes the positive outcome of the discussions with the trade in relation to the wording of the conditions which had been recommended and agreed in principle at that meeting.

7.2 Attached to this report is an updated version of the Statement of Policy (conditions of Fitness, application process and guidelines relating to hackney carriage vehicles), (known as the hackney carriage vehicle policy). The revised hackney carriage advertisement/livery policy is now incorporated the overarching policy (Appendix 2).

- the advertisement policy (including the matters referred to in 3.7 of the report of 30 November 2015) is included in Section 2 of the policy
- hackney carriage vehicles proprietor conditions are included within Section 5 of the Policy
- livery allowed on vehicles (that are not bespoke taxi) licensed by MCC as hackney carriage vehicles is included within section 3 of the policy
- a guidance document which sets out the future provision of information required by advertisement companies, prior to any approval of advertisements is set out in section 4 of the policy.

**Manchester City Council
Report for Resolution**

Report to: Licensing and Appeals Committee – 30 November 2015
Subject: Review of Hackney Carriage Advertisement and Livery Policy
Report of: Head of Planning Building Control and Licensing

Summary

This is a follow up report to that presented to Committee in February 2015 as part of the Members consideration of the review of the Advertisement and Livery Policy. The report provides the Committee with more detailed information about advertisements on vehicles and outlines how the concerns raised at the earlier meeting could be addressed. It further references the outcome of a Financial Impact Study (FIS) which Members should have regard to as part of the decision making process.

Recommendations

Taking into consideration the contents of this report and any representations at the meeting the Committee are asked to agree the following proposed recommendations:

1. That no changes should be made to the current advertisement policy in relation to the display of advertisements.
2. That there should be no restrictions on the colour of a bespoke hackney carriages licensed by MCC.
3. Advertisement companies will in future be asked to provide, prior to approval of advertisements, to the Council (as prescribed).
 - the registration numbers and plate number of vehicles that are to be fitted with advertisements.
 - the duration of those advertisements.
 - the location on the vehicles of the advertisements.
 - the type of advertisement .
4. That the conditions relating to hackney carriage vehicles are amended as follows:

That the proprietor of any hackney carriage vehicle that has any type of external advertisement (excluding any signage as requested by the Council) fitted 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 MCC 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 MCC Vehicle Inspection Manual).
 - (iii) not have any replacement advertisement fitted to the vehicle until the vehicle bodywork has been inspected and found to be satisfactory (at the vehicles next vehicle inspection test).
- 5. To amend the current policy on livery and identification of vehicles to allow any existing new or replacement (bespoke) hackney carriage vehicles (that do not have any external advertisements (except those as required by MCC) displayed on the bodywork) to display the Manchester City Council crest, as issued by the Council, on the exterior, front doors.
- 6. That 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)
 - (i) black in colour.
 - (ii) 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.
- 7. That following the Committees determination of the issues contained within the report officers bring back to Committee:
 - (i) an updated version of the relevant parts of the Hackney Carriage Vehicles Policy in relation to the :-
 - advertisement policy (including the matters referred to in 3.7 of the report).
 - hackney carriage vehicle proprietor conditions.
 - livery allowed on vehicles (that are not bespoke taxis) licensed by MCC as hackney carriage vehicles.
 - (ii) a guidance document which sets out the future provision of information required by advertisement companies, prior to any approval of advertisements.

Wards Affected: All

Community Strategy Spine	Summary of the contribution to the strategy
Performance of the economy of the region and sub region	Any enhanced restriction for advertising on hackney carriages is likely to result in a loss of income to those proprietors who currently choose to advertise on their vehicle(s). This may be offset if the Committee determined the permitted use of roof top advertisements on hackney carriage vehicles. In addition the promotion of a 'standard' vehicle has the potential to increase confidence in the fleet which would benefit the City.
Reaching full potential in education and employment	Any restriction on the use of full/part body wrap advertisements' would result in a loss of employment in local suppliers/fitters of such advertisements.
Individual and collective self esteem – mutual respect	Not applicable to the content of this report.
Neighbourhoods of Choice	Not applicable to the content of this report.

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

Financial Consequences – Revenue - None

Financial Consequences – Capital - None

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Background documents

Report to the Licensing and Appeals Committee 9 February 2015.

1. Introduction

- 1.1 On 9 February 2015 the Licensing and Appeals Committee considered an initial review of the hackney carriage advertisement and livery policy.
- 1.2 At the meeting members raised the following:
- A concern that exterior vehicle advertisements could cover defects in the bodywork of a vehicle, and that this could lead to increased risk to the travelling public .
 - a single, uniform livery could increase public confidence in the Manchester taxi fleet, and improve passenger safety insofar as this would enable members of the public to easily recognise a Hackney Carriage vehicles licensed by the Council providing the guarantee that both driver and vehicle had been subject to a vigorous testing/inspection regime.
- 1.3 Members considered the information available at the meeting and recommended the following should be considered further:
- amend the current policy to introduce a section relating to Health and Safety and Protection of the Public. This would include a presumption that advertisements that market the following will not be approved.

Alcohol
Tobacco products and E-Cigarettes
Gambling
Payday loans
 - amend the policy to preclude advertisements that cover whole or part of a Hackney Carriage exterior surface.
 - amend the policy to allow advertisements on new and replacement vehicles on the interior of the vehicle only.
 - Give consideration to the Livery of a vehicle so that new and replacement vehicles are a single colour (black) with a Manchester City Council coat of arms on the door of the vehicle.
- 1.4 Following the February meeting issues raised by Members have been given consideration.
- 1.4.1 In light of information received from the trade and advertisement companies regarding financial impacts if any change to the current advertisement policy was to be introduced, an independent Financial Impact Survey (FIS) was commissioned by the Council. This was to primarily identify the impact of any proposed changes of policy on the hackney carriage trade, local businesses and the Manchester economy.

- 1.5 A potential change in the Policy has further been considered in the context of the relevant legislation and recommendations are set out on how Members concerns could be best addressed in this regard.
- 2. Background**
- 2.1 The City Council initially introduced its Advertisement Policy relating to Hackney Carriages in 2005.. The Policy was reviewed in October 2011 and as part of a series of reports about the compilation and introduction of a single 'Manchester Statement of Policy in relation to Hackney Carriage Vehicles it was agreed a further review was timely.
- 2.2 Members have particularly asked questions of the policy in relation to how advertisements on vehicles may be affecting safety; this is both in terms of the vehicle but also how the visual appearance of a Hackney Carriage promotes confidence to the passenger. The latter is about the ability of a passenger to identify a Manchester licensed vehicle, given the apparent increase of 'out of town' cars in the City. This is also linked to Members wishing to give more thought to the differing colours of vehicles and the introduction of a 'Manchester' brand.
- 2.3 The context for considering any review is two-fold; firstly and a key material consideration is the legislative framework which governs such matters; the Local Government (Miscellaneous Provisions) Act 1976 which in simple terms states hackney carriages should be of a design and appearance or bear such distinguishing marks to clearly identify it as such. Secondly, and having regard to the legislation whether either advertisements or the colour of the fleet cause issues of safety.
- 2.4 Advertisements on the Manchester fleet have been a feature for many years. The number of vehicles with a display is, however, understood to be relatively modest with the response to a consultation in 2014 about the policy being particularly low (which could suggest limited interest). This was further supported by the survey undertaken as part of the FIS, which from 2'500 e-mails (sent to hackney carriage vehicle proprietors and drivers) only 357 responses were received.
- 2.5 Nevertheless the matter has provoked interest from some Trade representatives and those companies which provide the advertisement displays. It is important that the comments raised by interested parties are considered particularly in relation to any adverse financial implications.
- 2.6 If as set out in the report there is no demonstrable evidence that the display of an advertisement in itself cause's safety issues and still allows for members of the public to distinguish a hackney carriage in Manchester, it is reasonable for the authority to consider measures that could be introduced to ensure vehicles themselves remains in a fit and proper condition (especially in relation to the condition of their bodywork).
- 2.7 Notwithstanding this the consideration of a Manchester brand is believed to have significant merit and the report sets out how this could also be introduced within the confines of the legislation.

3.0 Consideration of the matters raised at the Licensing and Appeals Committee on 9 February 2015

- 3.1 As already noted Members have expressed concern about potential safety issues connected with advertisements on vehicles. Not only is this connected with passenger safety and the ability to recognise a Manchester licensed carriage but also in relation to defective body work that can go undetected because they are covered by a full body wrap.
- 3.2 Safety issues are legitimate concerns and there is no doubt a regular review of policy in this respect is essential. The key question in considering any change in policy relating to advertisements is how reducing or removing the ability for such would improve safety.
- 3.3. In addition members expressed concerns about hackney carriage vehicles licensed by other authorities coming into the City which may not meet the high standards Manchester has worked hard to achieve. These vehicles additionally can not lawfully ply for hire in the City. A preference was therefore expressed to brand Manchester licensed hackney carriage vehicles with the Council crest so that the public, including the many visitors to the City, can clearly identify Manchester licensed hackney carriage vehicles.
- 3.4 Manchester's policy on Hackney Carriages only allows for the licensing of wheelchair accessible vehicles. All vehicles must comply with the MCC conditions of fitness. At present the vehicles, which comply with the Manchester conditions of Fitness are the London Taxi Company Tx range (which makes up the majority of the fleet), Mercedes Vito Taxi and M8, Peugeot E7 XS and Metro Cabs. Only the London Tx range and Metro Cab are permitted to be any colour.
- 3.4.1 The Council also licence Peugeot and Mercedes models as private hire vehicles and to distinguish them as licensed hackney carriages they must be a single colour (Black) and must also display the manufactures signage (which identifies them as being a hackney carriage). Whilst all hackney carriage vehicles are allowed to carry full advertisements none of these 'other models' on fleet display 'full wrap advertisements'.
- 3.4.2 In order to keep this distinction it would be reasonable to consider preventing any such vehicles in the future from displaying external advertisements.
- 3.5 It is believed that it would be difficult to substantiate an argument that hackney carriages on the fleet in Manchester are not distinguishable from similar vehicles licensed as private hire vehicles simply as a consequence of advertising. There have also been no reports of safety issues connected with failing to recognise a hackney carriage as a result of such.
- 3.6 One issue that is a concern is the impact such advertisements have on the condition of a vehicle. This is in relation to the potential to hide defects but also damage that could be caused by removing the display. This is detailed further below but it is considered this matter should and legitimately be addressed under the licensing remit.

3.7 A further matter raised at the meeting in February related to the content of advertisements and in particular this not be allowed where it was associated with:

- Alcohol
- Tobacco products and E-Cigarettes
- Gambling
- Payday loans

3.7.1 Although the matter was subject to some debate, there have been no responses, adverse or otherwise, from the trade or advertisement companies relating to this issue. This matter is further dealt with in paragraph 7 of the report.

4. Financial Impact Study (FIS)

4.1 In addition to the comments about safety as part of the consideration of any change in the Policy, there is clear guidance that regard should be had of any financial implications.

4.2 To assist in this regard an independent FIS has been carried out based on responses from the following stakeholders:

- Advertisement agencies
- Hackney carriage trade
- Companies who fit advertisements
- Companies who print advertisements

4.3 The aims of the study were to:

- Identify the impact of any proposed change of policy on the hackney carriage trade, local businesses and the Manchester economy.
- Identify the financial impact and
- Identify any financial benefits to the policy.

4.4 FIS Conclusions

4.1.1 Impact on the Hackney carriage trade

Part of the FIS included a survey with the hackney carriage trade. Around 2'500 e-mails were sent to hackney carriage vehicle proprietors and drivers providing them with a link to the FIS survey. 357 responses were received. From the responses that were received the FIS concluded that if a change was to be introduced, which would reduce or remove advertisement potential this would affect the 39% (140) of the 357 respondents who advised that they had advertisements on their vehicles. The survey estimated that collectively around £250,000 would be lost to the trade.

4.1.2 Impact on Businesses

The FIS concludes that the majority of businesses affected by any proposed change to the current advertisement policy are based outside of Manchester. There would however be serious implications for a number local businesses

who supply/fit advertisements ie loss of a main source of income and subsequently loss of jobs.

4.1.3 Benefits of a policy change

The FIS concludes that any proposed change to the current advertisement policy may have a very limited benefit for the licensing unit in relation to removing a need to review and approve advertisements. However it is acknowledged that that this would be negligible.

4.1.4 One possible benefit of a change to the policy is in relation to the condition of the bodywork on hackney carriage vehicles. Full body wrap advertisements have the potential of hiding defects in the condition of the bodywork of vehicles. However this can be addressed by more robust policies relating to the fitting and display of advertisements, without removing the ability to have advertisements altogether.

5.0 Comments and recommendations

5.1 In light of the above consideration has therefore, in the context of the legislation, been given to:

- members concerns relating to safety surrounding advertisements on hackney carriage vehicles.
- members request that hackney carriages licensed by Manchester should be more easily recognisable by members of the public.
- the FIS report and it's conclusions.

5.2 Having regard to the legislation and its premise that there should be an ability to distinguish a hackney carriage vehicle from others, it is not recommended the Policy be amended to remove the provision to display advertisements.

5.3 Condition of Bodywork

5.3.1 This is a concern and there is information to support the view that advertisements on vehicles, especially full body wraps, can hide bodywork defects (some serious).

5.3.2 The responses to the FIS report also reinforces this concern and appears to support a view that there should be a more robust process to ensure that advertisements are removed from vehicles at the end of a contract but also one which will address any underlying bodywork defects.

5.3.4 It is considered the most appropriate way to do this is to make changes to the current hackney carriage vehicle proprietor conditions and to set out guidance in relation to the provision of information required by advertisement companies prior to approval of any advert that will be displayed on a hackney carriage vehicles

5.3.4.1 In this regard the following is proposed:

- (i) Advertisement companies will in future be asked to provide, prior to approval of advertisements, to the Council (as prescribed)
- the registration numbers and plate number of vehicles that are to be fitted with advertisements.
 - the duration of those advertisements.
 - the location on the vehicles of the advertisements.
 - the type of advertisement.
- (ii) The conditions relating to hackney carriage vehicles are amended to include:

That the proprietor of any hackney carriage vehicle 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 MCC 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 MCC Vehicle Inspection Manual).
- (iii) not have any replacement advertisement fitted to the vehicle until the vehicle bodywork has been inspected and found to be satisfactory (at the vehicles next vehicle inspection test).

5.4 Recognition of a Manchester licensed hackney carriage

- 5.4.1 It is recognised that Manchester has a fleet of hackney carriage vehicles that are a value to the City and that the standard is recognised as being one of the best in the country.
- 5.4.2 Promoting a world class fleet is fully in accord with the Councils objectives around 'People Pride and Place and is important in terms of strengthening the look and feel of the City. In this context consideration has been given to the introduction of the MCC crest (a copy of the proposed crest design will be available at the meeting) on all bespoke (London style cabs or metrocabs) hackney carriage vehicles as an effective means of achieving this objective. It would also send a very clear message to members of the public that these vehicles have been licensed with Manchester City Council.
- 5.4.3 It is therefore proposed to amend the current policy on livery and identification of vehicles so that any existing, new or replacement (bespoke) hackney carriage vehicles (that do not have any external advertisements displayed on the bodywork) would be allowed to display the Manchester City Council crest, as issued by the Council, on the exterior, front doors.

- 5.4.4 The proposed policy outlined above would only apply to bespoke hackney carriage vehicles ie London style cabs or metrocabs. The current policy, which relates to other vehicles ie Mercedes Vito taxi, Peugeot E7 etc would still need to be clearly distinguishable from similar vehicles, licensed as private hire vehicles. The Council currently has a policy (as outlined at 5.4.6 below) in place in relation to these vehicles.
- 5.4.5 Officers are proposing that the current policy relating to vehicles, other than bespoke taxi vehicles, should still be applied but that members may wish to consider that the reference to 'full advertisement livery' be removed.
- 5.4.6 The rationale for this is that in relation to any application for a hackney carriage proprietor's licence relating to a Mercedes Vito taxi or a Peugeot E7 taxi the current policy states that these vehicles must be:-
- (i) Black or completely covered by full advertising livery; and
 - (ii) The vehicle must display the manufacturer's taxi signage along the side of the vehicle.
- 5.4.7 It is important that vehicle types currently licensed as hackney carriages, which are also licensed as private hire vehicles are distinguishable from each other. Whilst the current policy would allow a 'full body wrap advert' on these hackney carriage vehicles none of them at present carry such adverts. It is therefore proposed that the current related conditions be revised as follows:
- That 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):-
- (i) black in colour.
 - (ii) 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.

6.0 Content of the advertisements' allowed in the current policy

- 6.1 At the meeting in February consideration was also given to an inclusion to the current policy that deals with the content of advertisements that would be permitted.
- 6.2 In relation to this specific issue no comments or objections were received either before or after the meeting by the trade or the advertisement companies.
- 6.3 The current advertisement policy states:
- Static Advertising (relate to adverts that are placed on the outside of the vehicle) Advertising Materials

- Materials used must be professional in appearance and manufactured to a high standard so as to be durable and not easily defaced, soiled or detached.
- Vehicle owners should make available their advertisements to be inspected by Licensing Unit Officers when requested.

Advertising Criteria

- A number of factors will be considered when the City Council determines whether to consent to an advertisement. Each proposal will be considered on its own merits.
 - One factor which 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 which are:
 - *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.
 - *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.
 - *dishonest* - marketers should not exploit the credulity, lack of knowledge or inexperience of consumers.
 - *untruthful* - no marketing communication should mislead, or be likely to mislead, by inaccuracy, ambiguity, exaggeration, omission or otherwise.
- 6.4 The recommendation of the Committee on 9 February was that the following text should be added to the current policy, which would prevent the use of advertisements which promote the following.
- 6.5 Health/Safety and Protection of the Public – advertisements which market the following will not be approved:
- Alcohol
 - Cigarettes
 - Gambling
 - Payday loans (or similar)

- 6.6 The aim of the Council in licensing hackney carriage and private hire vehicles is to protect the public. The Council has the power to impose such conditions as it considers reasonably necessary to promote safety, convenience and comfort of passengers. The Council also has a responsibility to ensure that they do not promote advertisements, which may have a detrimental affect on the health and well being of the public.

7.0 Legal Considerations

- 7.1 Any requirements imposed by the Council that are deemed to be unreasonable could be subject to legal challenge.
- 7.2 The FIS report indicates that there would be a detrimental financial impact on the hackney carriage trade and a potential loss of employment in relation to local suppliers/fitters. If the Committee chooses not to re-consider its original recommendations as detailed within this report it is likely that the Council would be subject to a legal challenge.

8.0 Contributing to the Community Strategy

- 8.1 (a) Performance of the economy of the region and sub region.
- 8.2 Any enhanced restriction for advertising on hackney carriages would result in a loss of income to proprietors who currently choose to advertise on their vehicle(s).
- 8.3 (b) Reaching full potential in education and employment.
- 8.4 Any restriction on the use of full/part body wrap advertisements' would result in a loss of employment in local suppliers/fitters of such advertisements.
- 8.5 (c) Individual and collective self-esteem – mutual respect.
- 8.6 (d) Neighbourhoods of Choice.

9.0 Key Policies and Considerations

- 9.1 (a) Equal Opportunities.
- 9.1.1 There are no equal opportunities issues arising from this report. The policy would apply equally to all hackney carriage proprietor licence holders.
- 9.2 (b) Risk Management.
- 9.2.1 Any requirements imposed that are deemed to be unreasonable could be subject to legal challenge via the judicial review process.
- 9.2.2 Section 47 of the Local Government (Miscellaneous Provisions) Act 1976 provides an opportunity for licence holders to appeal any conditions imposed on a licence to Magistrates Court.
- 9.3 (c) Legal Considerations.

- 9.3.1 There are no additional legal considerations other than those already highlighted within the report.

10.0 Conclusion

- 10.1 It is recognised the matter of Advertisements on Hackney Carriage vehicles and the question of a Manchester brand has provoked discussion and debate. Whilst there are differing views on how the fleet can remain one of the best in the Country, it is believed nonetheless there is a shared aspiration between the licensing authority and the Trade in promoting a world class service.
- 10.2 The fundamental question is therefore how we can work together to achieve this aspiration ensuing there are measures in place to address legitimate concerns around safety whilst at the same time offering the opportunity to promote a Manchester standard which fully accords with the Councils objectives of 'People, Pride, Place' .
- 10.3 The report sets out the key considerations in relation to the Policy, this is principally the legislative framework and also the outcome of a financial impact study, against which the issues raised by Members have been assessed. Within this context it is believed there are measures that can be introduced to provide the comfort required in relation to safety and to introduce a Manchester brand and the standard associated with this.
- 10.4 The report therefore outlines the consideration of those matters raised at the meeting in February taking into account the legislative framework and the outcomes of the FIS report. Further the report sets out a number of recommendations and proposals as a way of progressing matters.



MANCHESTER
CITY COUNCIL

Statement of Policy

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

manchester.gov.uk

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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

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
- 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

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

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 Euro 2 LTI TX1 Pre-Euro LTI Fairway Euro 1 LTI Fairway	KMP – UK Taxis London Central Cab Company glenn.berglund@sttmtec.com David Jackson Motor & Diesel Engineering Rowan Farm, Priory Road, Rushkington, Sleaford, Lincs NG34 9DJ www.mdengineering.co.uk david@rowanfarm.org
DiNOx System	Pre-Euro LTI Fairway Euro 1 LTI Fairway and Fairway Driver	Dinex Emission Technology A/S Fysnvej 39, DK-5500 Middelfart, Denmark +45 63412600 www.dinex.dk
Peak System	Pre-Euro LTI Fairway Euro 1 LTI Fairway and Fairway Driver Euro 1 LTI TX1 Euro2 LTI TX1	Kevin Haynes 07973473223 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 Euro 2 LTI Fairway Euro 1 LTI TX1	Dave Davies The South Sea, Drivers Wharf, Northern, Southampton SO1 0PS 01962 774233 daviddavies6@btinternet.com www.eco-power.co.uk
Motor & Diesel Metrocab Turbo Cleanpower	Metrocab Series I Metrocab Series II Metrocab Series III LTI TX1	Nissan Repower (Refit Nissan Engine to Metrocab) 0207 5019998 David Jackson, Motor & Diesel Engineering Rowan Farm, Priory Road, Rushkington, Sleaford, Lincs NG34 9DJ www.mdengineering.co.uk 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		
Taxi Maintenance Taxi Maintenance House, Hammerstone Road, Manchester M18 8EQ Tel: 0161 225 8888	Approved system Peak System	Models LTI FX4 (PREEURO) Pre-Euro LTI Fairway Euro 1 LTI Fairway and Fairway Driver Euro 1 LTI TX1 Euro 2 LTI TX1
Heaton Cab Company Unit 1, Heaton Street, Denton, Manchester M34 3RY Tel: 0161 337 0089	Approved system TaxiCat System	Models Pre-Euro LTI Fairway Euro 1 LTI Fairway and Fairway Driver Euro 1 LTI TX1 Euro 2 LTI TX1
Taximann Limited 45–49 Upper Chorlton Road, Whalley Range, Manchester M16 7RW Tel: 0161 2267935	Approved system STT Emtec Clean Cab System	Models Euro 1 LTI TX1 Euro 2 LTI TX1 Pre-Euro LTI Fairway Euro 1 LTI Fairway
Northern Motors Unit 1, Groby Street, Oldham OL8 2AD Tel: 0161 627 0450 Contact: David Cahill	Approved system TaxiCat System	Models Pre-Euro FX4 Euro 1 and Pre-Euro LTI Fairway and Fairway Driver Euro 1 LTI TX1 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

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 other. 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 20z)
 - 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.



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