

**Manchester City Council
Report for Resolution**

Report to: Licensing and Appeals Committee – 27 August 2013

Subject: Review of Hackney Carriage Vehicle Policy

Report of: Head of Planning, Building Control and Licensing
Deputy Chief Executive (Neighbourhoods)

Summary

Further to previous reports considered by the Committee on 10 June and 2 July 2013 this report provides information in respect of the compilation of a “Manchester Statement of Policy, Conditions of Fitness, Application Processes and Guidelines in relation Hackney Carriage Vehicles”.

The report also provides proposals for a twelve week consultation in relation to advertisements and identification requirements in respect of Manchester’s hackney carriage vehicles.

Recommendations

1. That the Committee agree to the adoption of the ‘Manchester Statement of Policy, Conditions of Fitness, Application Processes and Guidelines in relation to Hackney Carriage Vehicles’ attached to the report at **Appendix 6**
2. That the Committee agree the proposals outlined in **Appendix 2** that will form a 12 week consultation, in relation to;
 - (i) advertisements in and on hackney carriage vehicles
 - (ii) identification of hackney carriage vehicles licensed by MCC

The commencement of the consultation process to be as soon as can be facilitated by colleagues in Communications and Digital Technology

3. That the Committee agree that the interim measures put in place whilst the hackney carriage vehicle policy review was taking place are removed following the adoption of **Appendix 6**
4. That a further report is brought back to the Committee in respect of hackney bye laws

Wards Affected: All

Community Strategy Spine	Summary of the contribution to the strategy
Performance of the economy of the region and sub region	Any change in relation to the type of vehicles that may be licensed as a hackney carriage will open the market up to additional vehicle manufactures and vehicle/vehicle part suppliers
Reaching full potential in education and employment	It is unlikely that any change to the type of vehicle that may be licensed will increase employment due to the current limit on the number of hackney carriage vehicle that can be licensed. However it may increase employment in relation to individual vehicle suppliers and associated vehicle maintenance and suppliers of parts, as they may gain an increase in the market, however this is likely to impact on manufacturers of vehicles currently licensed
Individual and collective self esteem – mutual respect	Not applicable to the content of this report
Neighbourhoods of Choice	There is potential opportunity for the Council to reduce negative impact on air quality, by requiring hackney carriage vehicles to meet and maintain a higher level of vehicle emission standards. .

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

Licensing and Appeals Committee report 10 June 2013
Licensing and Appeals Committee report 2 July 2013
Local Government (Miscellaneous Provisions) Act 1976

1. Introduction

1.1 On 2 July 2013 the Licensing and Appeals Committee agreed to adopt a 'Manchester Conditions of Fitness' for hackney carriage vehicles. The Committee also agreed that Officers bring a further report back to the Committee relating to the compilation of a single comprehensive document "The Manchester Statement of Policy, Conditions of Fitness, Application processes and Guidelines in relation to Hackney Carriage Vehicles that would incorporate;

- The 'Manchester Conditions of Fitness'
- Advertising on / in Licensed Hackney Carriage
- Advertising via TV Screens
- Age and Emissions for Hackney Carriage Vehicles.
- CCTV Systems
- Hackney Carriage Vehicle Proprietor Licence Conditions
- Vehicle test standards
- Video Point of Impact System (VPIS)
- A guidance Section

1.2 The Committee further requested that Officers update current policy and conditions to adequately differentiate between vehicles used as hackney carriage and private hire vehicles.

1.3 Under normal circumstances a full review of the policies and conditions highlighted in 1.1 would have been carried out prior to the production of the document at **Appendix 6**. However the 'Law Commission proposals for reform of the hackney carriage and private hire licensing are likely to be released at the end of this year, it is appropriate to wait for the proposals to be published at which time an informed decision can be made in relation to further policy reviews.

2 Current Policies and Conditions Relating to Hackney Carriage Vehicles.

Sections 2.1 to 2.6 of the report detail relevant hackney carriage policies and conditions including necessary updates and amendments

2.1 Advertising on / in Licensed Hackney Carriage

2.1.1 The current policy relating to advertisements that can be displayed on and in licensed hackney carriage vehicles is attached to the report at **Appendix 1**. Any material change in relation to this policy is subject to a consultation with the hackney carriage trade and other relevant bodies. Officers have therefore

recommended that in relation to advertisement on/in hackney carriage vehicles a 12 week consultation should be undertaken after which a further report will be brought back to the Committee for consideration.

- 2.1.2 Pending the outcome of the consultation the current advertisement policy has been incorporated into **Appendix 6**. This would be subject to possible further changes following consideration of the consultation exercise.
- 2.1.3 Advertisements should not be confused with the identification features of hackney carriage vehicles licensed by Manchester City Council. As advertisements and identification features are closely linked it would seem sensible for both these issues to form part of the 12 week consultation exercise.
- 2.1.4 Officers have compiled proposals, for the Committee to consider in relation to the consultation. The proposals are attached to the report at **Appendix 2**.

2.2 Current Policy & Conditions used to differentiate vehicle types that are used both as Hackney Carriage & Private Hire vehicles.

- 2.2.1 The policy and conditions which enables the public to differentiate between vehicle types licensed by the Council both as both private hire and hackney carriage vehicles is attached to the report at **Appendix 3**. The Committee will note that the Policy section of Appendix 3 relates to the Public Carriage Office Conditions of Fitness, this is now being replaced with the Manchester Conditions of Fitness approved by Committee on 2 July 2013
- 2.2.2 Since the policy detailed at **Appendix 3** was adopted, the Council has licensed additional types of vehicles as hackney carriages or private hire. The body shell of the Mercedes M8 and Peugeot E7 hackney carriages are almost identical to the Mercedes Vito and Peugeot Eurobus, which are licensed as private hire vehicles. There is a need to consider what measures are required to ensure that the appearance of hackney carriages meet the requirements of Section 47 of the Local Government (Miscellaneous Provisions) Act 1976, as detailed below.
- 2.2.3 Section 47 of the Local Government (Miscellaneous Provisions) Act 1976 states that a hackney carriage should be of such a design and appearance or bear such distinguishing marks to clearly identify it as a hackney carriage.
- 2.2.4 The bespoke London taxi cab is distinguishable from other types of vehicle due to its unique design. However, the changes to Manchester hackney carriage vehicle policy have introduced new vehicle types which have body shell that are less distinguishable by design than the bespoke London taxi cab. As the City Council must ensure that all hackney carriages are compliant with section 47, alternative measures may be necessary. For example, as identified in **Appendix 3**, Mercedes Vito taxis are required to be black or full liveried. . This policy was put in place to ensure that Mercedes Vito taxis remained distinguishable by their black colour from Mercedes vitos licensed as private hire vehicles which would be silver or white colour.

2.2.5 Pending the outcome of the consultation the relevant sections of Appendix 3 have been incorporated into **Appendix 6**

2.3 Advertising via TV Screens

2.3.1 The current policy is included within Section 3 of **Appendix 1**. There are no apparent issues relating to advertisement via TV screens, and it has been incorporated into **Appendix 6** without any changes

2.4 Age and Emissions for Hackney Carriage Vehicles.

2.4.1 The current age and emission policy is attached to the report at **Appendix 4**. The adoption of the 'Manchester Conditions of Fitness (MCF)' has made some material changes to the Policy. The amended age and emission policy has been incorporated into **Appendix 6** with changes that reflect the new Manchester Conditions of Fitness

2.4.2 The Emissions standard in the new Manchester Conditions of Fitness agreed by the Committee on 2 July 2013 states:

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

2.4.3 Table 1 – shows emission standards and the related year that they were introduced. Table 1 also indicates the future date for adoption of the Euro 6 standard.

Tier	*Date
Diesel	
Euro 1	July 1992
Euro 2	January 1996
Euro 3	January 2000
Euro 4	January 2005
Euro 5	September 2009
Euro 6 (future)	September 2014
*date came into effect but vehicles may have been manufactured to that spec prior to the date that the spec became mandatory.	

2.4.4 The effect of the Manchester Condition of Fitness is that from the date the policy is adopted vehicles coming onto the fleet will have to be at least Euro 4 compliant.

2.4.5 The emission policy in place prior to adoption of the Manchester Conditions of Fitness indicates that vehicles over the age of 10 years and not Euro 3 compliant are required to be fitted with an emission kit to ensure that the vehicle is Euro 3 compliant. Such vehicles would remain licensed under the age limit policy until they reach 12 years of age

2.4.6 Emission kits may still be needed in respect of a small number of older licensed hackney carriage vehicles. The current policy has been reviewed and there are some issues, which need to be addressed:

(a) Information from officers and vehicles inspectors has revealed that some vehicles have had 'second-hand' emission reduction kits fitted.

(b) Emission kits have a life of 3-5 years, after which they are not effective

2.4.7 The current policy states that only approved emission kits can be used. A section has been added within **Appendix 6** to address the issue of second hand emission reduction kits

2.5 CCTV and Video Point of Impact Systems (VPIS)

2.5.1 In relation to CCTV and VPIS existing policies do not conflict with the new Manchester Conditions of Fitness and therefore the Policies have been incorporated without amendments into **Appendix 6**

2.6 Hackney Carriage Vehicle Proprietor Licence Conditions

2.6.1 The current hackney carriage vehicle licence conditions attached to the report at **Appendix 5** require review. Due to the pending 'Law Commission' proposals for reform of the hackney carriage and private hire licensing it would not be appropriate to commence a full review at this time.

2.6.2 Officers have however noted that conditions currently include guidance and references matters that are covered by 'legislation' and therefore should not form part of licence conditions. Officers have taken the opportunity to remove any unnecessary text.

2.6.3 For completeness the licence conditions have been included within the document at **Appendix 6** but it should be recognised that further changes will be required.

3.0 Bye –Laws

3.1 The Committee will be aware that the legislation does not permit licence conditions to be attached to a hackney carriage driver licence. Byelaws impose standards on hackney carriage drivers.

3.2 The current hackney carriage byelaws , will be materially affected by the MCF. In order to advise the Committee fully on this matter officers propose to bring a report back to the Committee on 28 October 2013, outlining the full procedure,

timescales for making changes and a detailed analysis of the impact of the MCF on the byelaws.

4.0 Manchester Statement of Policy, Conditions of Fitness, Guidelines and Application Processes in relation to Hackney Carriage Vehicles

4.1 The document attached to the report at **Appendix 6** incorporates:-

- The 'Manchester Conditions of Fitness'
- Advertising on / in Licensed Hackney Carriage
- Advertising via TV Screens
- Age and Emissions for Hackney Carriage Vehicles.
- CCTV Systems
- Hackney Carriage Vehicle Proprietor Licence Conditions
- Vehicle test standards
- Video Point of Impact System (VPIS)
- A guidance Section

4.2 For ease of reference the document has been broken down into 5 sections

- Section 1 – Manchester Conditions of Fitness
- Section 2- Advertisements on/in Licensed Hackney carriage Vehicles
- Section 3- Miscellaneous Policies and Standards
- Section 4 – Application Processes and Guidance
- Section 5 – Licensing Conditions

4.3 Following the adoption of **Appendix 6** it will be forwarded to the communications team for formatting and be available via the MCC taxi web-page, following this meeting.

5.0 Contributing to the Community Strategy

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

5.1.1 Any change in relation to the type of vehicles that may be licensed as a hackney carriage will open the market up to additional vehicle manufactures and vehicle/vehicle part suppliers

5.2 (b) Reaching full potential in education and employment

5.2.1 It is unlikely that any change to the type of vehicle that may be licensed will increase employment due to the current limit on the number of hackney carriage vehicle that can be licensed. However it may increase employment in relation to individual vehicle suppliers and associated vehicle maintenance and suppliers of parts, as they may gain an increase in the market, however this is likely to impact on manufacturers of vehicles currently licensed

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

5.3.1 Not applicable to the content of this report

5.4 (d) Neighbourhoods of Choice

There is potential opportunity for the Council to reduce negative impact on air quality, by requiring hackney carriage vehicles to meet and maintain a higher level of vehicle emission standards. .

5.4.1 Not applicable to the content of this report.

6.0 Key Policies and Considerations

6.1 (a) Equal Opportunities

6.1.1 There are no equal opportunity considerations to be addressed

6.2 (b) Risk Management

6.2.1 There are no risk management considerations to be addressed

6.3 (c) Legal Considerations

6.3.1 There are no additional legal considerations other than those already provided within the report

Policy for Advertising on / in Licensed Hackney Carriage and Private Hire Vehicles

(this policy was last considered by the Licensing and Appeals Committee at its meeting 3 Oct 2011)

1. Advertising Surfaces

This policy covers advertising in the following forms:
Hackney Carriages Vehicles

"full livery" - advertising material covering the complete exterior body shell

"supersides" - advertising material covering the exterior doors and wings on both sides of the vehicle, excluding the window area

"doors only" - advertising material covering the exterior lower panels of both doors on both sides of the vehicle

"rear window" - advertising material covering the rear window of the vehicle, provided the material is see-through from the interior

"hub caps" - advertising material covering the hub caps on all four wheels
base of the occasional (tip-up) seats

Private Hire Vehicles:

"rear doors only" - advertising material covering the exterior rear doors, excluding the window area
"hub caps" - advertising material covering the hub caps on all four wheels

Advertising in other locations is not permitted. TV advertising is considered separately in section 3 of this policy.

2. Static Advertising

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.
H:\RegulatoryServices\Licensing\Taxi

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.

Applying for advertisement consent

Applications for advertisement consent should be made in writing to:

Manchester City Council

Taxi Licensing Unit

PO Box 271

Manchester

M18 8YU

Or emailed to: taxi.licensing@manchester.gov.uk

Applications should be accompanied by:

- o A colour photograph or colour copy of proposed artwork and details of the intended size of advertisement. How long the advertisement is required for.
- o Details of the licensed vehicles it is intended for.
- o Applicants may expect a response within 10 working days.
- o Advertising consents will be granted for a maximum 12 month period.

3. Advertising via TV Screens

Advertising via TV screens is only permitted in hackney carriages.

Advertisements displayed by way of pre-recorded 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.

The City Council's general policy is to consent to the display of advertisements by pre-recorded or live feed material provided that they comply with the above criteria.

In the event that the City Council is satisfied that the material has been displayed which does not comply with these criteria for consent, the consent for display for pre-recorded or live feed material may be withdrawn.

Applying for Consent to Install TV installation

This policy covers TV and radio systems, which can be viewed by passengers. It is designed to ensure 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 Byelaw 4(3), providing 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, which do not comply with all parts providing the system meets the overall objectives of the policy. Consent for installation is subject to:

All advertising material complying with the City Council's advertising policy

All broadcast material complying with:

- o the OFCOM Broadcasting Code AND
- o the criteria contained in the Licensing Unit advertising policy (current proposals are that advertisement must not be illegal, indecent or offensive, dishonest or untruthful)

All film/video material:

- o classified by the BBFC as U, Uc or exempt from classification AND
- o comply with the criteria contained in the Licensing Unit advertising policy (current proposals are that advertisements must not be illegal, indecent or offensive, dishonest or untruthful)

All systems complying with the following design and construction criteria:

- o All equipment must comply with any legislative requirements in respect of Construction and Use Regulations and other legislation.
- o All equipment must be designed, constructed and installed in such a way and in such material as to 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.

- The equipment must not interfere with any other safety, control, electrical, computer, navigation, satellite or radio system in the vehicle.
- The intensity of any screen should not be such as to 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.
- Any screen shall be no larger than 15".
- All equipment must be installed in the driver's compartment and should not be visible from the driver position.
- The installation must not be such as to weaken the structure or any component part of the vehicle or interfere with the integrity of the manufacturer's original equipment.
- 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 (which should be both 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, secure from tampering and located such as to have no impact on the luggage carrying capacity of the taxi.

Compliance and Enforcement

Vehicle checks may be carried out by Licensing Officers to ensure compliance with the policy. In the event of non-compliance with any aspect of the policy, consent may be withdrawn.

Action may be also taken against vehicle drivers and proprietors in the event of non-compliance with the policy. The action would depend on the circumstances but could include suspension of the vehicle or driver licence, prosecution or a notice to rectify a defect.

Consultation Proposals

Having regard to recent changes to Manchester's Conditions of Fitness (i.e. vehicle specification) for Hackney Carriages, the City Council considers it appropriate to review the advertisement and livery policy in respect of Hackney Carriage vehicles.

(Please note there is no consultation or change proposed in respect of private hire vehicle advertisement and livery policy)

The Consultation exercise is in respect of the following:

- A. Advertisements on hackney carriage vehicles
- B. Livery i.e. identification/ distinguishing marks of hackney carriage vehicles

The consultation will be an electronic consultation utilising the Council's website. All Manchester hackney carriage proprietors will be advised of the consultation in writing.

A. Advertisements on hackney carriage vehicles.

Currently hackney carriage vehicles can advertise on the following locations on/in the vehicle.

- (i) On the outside of the vehicle:
 - Full livery - advertising material covering the complete exterior body shell
 - Supersides - advertising material covering the exterior doors and wings on both sides of the vehicle, excluding the window area
 - Doors only - advertising material covering the exterior lower panels of both doors on both sides of the vehicle
 - Rear window - advertising material covering the rear window of the vehicle, provided the material is see-through from the interior
 - Hub caps - advertising material covering the hub caps on all four wheels
- (ii) On the inside the vehicle:
 - Tip –Up Seats-base of the occasional (tip-up) seats

Consultation questions

1. Should the current advertisement locations on / in hackney carriage vehicles be left as it is?

2. Should all new/replacement hackney carriage vehicles only be allowed to advertise on :-
 - the rear door and wings on both sides of the vehicle (excluding the window area)?
 - the rear window covering the rear window of the vehicle, provided the material is see-through from the interior?
 - inside the vehicle on the base of the tip-up seats?
3. Should all new/replacement hackney carriage vehicles only be allowed to advertise their own radio base etc on the rear doors?

B. Livery i.e. identification / distinguishing marks of hackney carriage vehicles

Currently bespoke London taxi company vehicles are allowed to be any colour. Manchester licensed Mercedes Vito taxis, Peugeot E7 SE and Mercedes M8 have all been required to be black in colour (or the option of full livery for the Mercedes Vito taxi) All Manchester licensed Hackney carriage vehicles have a small taxi plate on the front of the vehicle and a larger rear plate containing an expiry date that identifies the vehicles as being licensed by Manchester City Council.

Consultation questions:

1. Should all new and replacement licensed hackney carriages be black in colour?
2. Should all hackney carriages have a Manchester crest displayed on the front doors of the vehicle?
3. Are there other ways in which hackney carriage vehicles licensed by Manchester City Council can be distinguished in appearance and or have such distinguishing marks to clearly identify the vehicle as a hackney carriage?

Vehicles that can be licensed as either hackney carriage or private hire vehicles.

The legislation states that a hackney carriage vehicle should be of such a design and appearance or bear distinguishing marks to clearly identify it as a hackney carriage.

Bespoke London taxis are easy to identify due to their design, but other licensed hackney carriage vehicles e.g. the Mercedes Vito taxi and the Peugeot E7 have identical body shells to vehicles licensed for private hire e.g. the Mercedes Vito and Peugeot Eurobus. Advertising and Livery policies need to ensure that hackney carriage and private hire vehicles are distinguishable.

Questions:

1. Should there be a separate advertisement policy in relation to hackney carriage vehicles that are not of the design of the London Taxi Company vehicle (e.g TX vehicles) ?
2. Should licensed hackney carriages other than the bespoke London Taxi be restricted to the colour black?

Content of Adverts.

The current policy includes the following information:

- 1) 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.
- 2) 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.
- 3) 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:

- 1) 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.
- 2) 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.
- 3) Dishonest - marketers should not exploit the credulity, lack of knowledge or inexperience of consumers.
- 4) Untruthful - no marketing communication should mislead, or be likely to mislead, by inaccuracy, ambiguity, exaggeration, omission or otherwise.

In relation to the content of any advertisements the Current policy will remain the same but it is proposed that consideration be given to including the following within the policy (shown in italics)

Health/Safety and Protection of the Public – advertisements which market the following will not be approved:

- *Alcohol*
- *Cigarettes*
- *Gambling*
- *Payday loans (or similar)*

Question:

1. Do you think the statement shown above in italics should be included in the advertisement policy as advertisement that should not be approved?
Yes/no – give reasons
2. Are there any other issues in relation to the type of advertisements on/in hackney carriage vehicles that you feel should be addressed?

For the purpose of clarification please note that there is no intention to review the advertising policy in relation to Advertising via TV screen , nor is the advertising on private hire vehicles included within the scope of this review.

Manchester City Council

Hackney Carriage Vehicle Type

Policy

(Please note that the following paragraph has now been superseded by the new Manchester conditions of Fitness recommended by this committee at its meeting 2 July 2013)

Hackney Carriages licensed within Manchester must conform to the design criteria specified by the Metropolitan Conditions of Fitness (CoF). These are determined by the Public Carriage Officer (PCO), which acts as the Licensing Authority in London for taxis.

Mercedes Vito Taxi

On 27 October 2008 the Licensing and Appeals Committee determined that the current design and appearance of the Vito Taxi and standard Vito is such that the vehicles are not easily distinguishable and additional policy and conditions were required to ensure a differential between the two types of licensed vehicle.

In relation to any application for a hackney carriage proprietor's licence relating to a Mercedes Vito taxi the City Council have introduced a specific policy relating to the appearance of the vehicle namely

- (i) The vehicle must be 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

Conditions will be attached to any such licences, which are granted to ensure that the differential in appearance is maintained throughout the duration of the licence.

Conditions relating to the Mercedes Vito Taxi

The proprietor shall ensure that the vehicle remains Black in colour throughout the duration of the licence.

The proprietor shall ensure that the manufacturer's taxi signage is displayed along both sides of the vehicle, except where the vehicle is covered by full livery.

The proprietor shall ensure that the manufacturer's taxi signage is maintained in a clean and legible condition.



Policy and Guidance for Hackney Carriage Vehicles and Private Hire Vehicles In Relation to Age and Emissions for Vehicles.

Policy

Age and Emission

1. With effect from 1 January 2008 no hackney carriage vehicle 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.
2. With effect from 1 January 2008 no hackney carriage vehicle licence will be issued or renewed for a vehicle more than 10 years since the date of its first registration in this or any other country, 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 scheme, 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.
3. With effect from 1 November 2001 no vehicles shall be licensed for the first time as a private hire vehicle if it is more than 7 years since the date of its first registration in this or any other country.
4. With effect from 1 November 2006 the Council shall not renew the licence of any vehicle if it is more than 7 years since the date of its first registration in this or any other country.

Private Hire Vehicles (wheelchair accessible) Waiver of age restriction – Exceptional and Condition and Hackney Carriage Vehicles Waiver of age restriction – Exceptional Condition

5. With effect from 29 June 2009 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.
 - a. Private Hire vehicles that have provision to carry passengers seated in a wheelchair be licensed for no more than 10 years of age from the date of first registration.
 - b. 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.

- c. Consideration for an exemption to the age limit will normally only be considered for vehicles currently licensed with the Council.
 - d. That any vehicle licensed outside of the standard age limit policy will be subject to 3 annual vehicle inspections per year at the Council's vehicle test station.
6. With effect from 29 June 2009 Private Hire vehicles that have provision to carry passengers seated in a wheelchair be licensed for no more than 10 years of age from the date of first registration (*for clarification vehicles of this type can only take advantage of the additional age policy if they are currently licensed upon application as stated in 3&4 above.*)

Private Hire and Hackney Carriage Vehicles – Additional testing

7. With effect from 1 April 2011 all hackney carriage vehicles that have reached the age of 7 years will be subject to an additional annual inspection, to take effect following the renewal of the licence. These vehicles to then have three tests in all subsequent licensed twelve-month periods. Such tests to be undertaken at 4 monthly intervals.
8. With effect from 1 April 2011 all private hire vehicles that have reached the age of 5 years will be subject to an additional annual inspection, to take effect following the renewal date of the licence. These vehicles to be then have three tests in all subsequent twelve-month licensed periods. Such tests to be undertaken four monthly intervals.

Emissions

9. With effect from 1 April 2011 emission tests will be carried out on all hackney carriage and private hire vehicles at every mechanical inspection.

In relation to Hackney Carriage Vehicles – Engine Type/ replacement

10. With effect from 16 February 2009, any vehicle that has been manufactured with an engine that is Euro III or higher specification [manufactured after 1 January 2001] that has been replaced with an engine that is 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.
11. With effect from 16 February 2009, any vehicle which has been manufactured with an engine that is Euro I or Euro II specification [manufactured before 1 January 2001] which has been replaced with a re-conditioned 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 10 years since the date of its first registration in this or any other country.

In relation to Private Hire Vehicles – Engine Type / Replacement

12. With effect from 16 February 2009, any vehicle that has been manufactured with a diesel engine that is Euro III or higher specification [manufactured after 1 January 2001] that has been fitted with a replacement engine that is

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



Guidance to Proprietors in Relation to Emission Standards

Proprietors will have to ensure that vehicle(s) currently licensed, which are manufactured as Euro I, Euro II or Euro III compliant, maintain that emissions standard.

Any vehicle, which is over the age of 10 years (from the date of first registration) when its Hackney Carriage Vehicle Licence is renewed, must be Euro III compliant and remain Euro III compliant for as long as it is licensed.

Engines – Proprietors who change the engine in their vehicle will still have to maintain its previous Euro emissions standard i.e. if it was a previously Euro III manufactured vehicle, it will have to remain so. These vehicles may require an emission conversion kit to be fitted.

NB. The vehicle logbook must reflect any engine change. Any vehicle whose engine does not match that stated in the logbook will fail its test.

Guidance for proprietors of Hackney Carriage Vehicles that are over 10 years old (from the date of first registration) prior to the expiry date of their Hackney Carriage Vehicle Licence who wish to have an Emission Reduction Kit fitted

The attached 'list of systems' have been approved by the Public Carriage Office London (PCO), but are not all necessarily available in Manchester. Systems fitted must be approved by the PCO.

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 emissions 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 which would 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 re-calibrated.

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

- **The cost of pre-fitting service can be up to £500 (approximately)**
- **The cost of a system can be between £1100 and £3000 (approximately)**

Applicants are advised to check this prior to making a decision

An applicant wishing to fit an emissions system should contact one of the garages (listed below) that have been designated as garages capable of fitting an emissions system. If you wish to use a garage not listed, please ask a representative from the garage to contact the Licensing Section 0161 234 4963 or e-mail 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 that 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 emissions test will be carried out on your vehicle. Only if the emissions test result reading is of a satisfactory level will agreement be made to fit the emissions system.

The system will then be fitted and a final emissions test carried out. The garage will supply the vehicle proprietor with the two emission readings and the blue and pink copies of the “Fitment Signoff Declaration Form” (the garage will retain the white copy, the pink copy will be retained by the customer).

Once your vehicle has been re-fitted 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.

Public Carriage Office Approved Systems			
PCO Notice Number	System	Models System can be installed on	Contact details for nominated fitting centres and cost
13/06 23/06	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
20/06	DiNOx System	Pre-Euro LTI Fairway Euro 1 LTI Fairway and Fairway Driver	Dinex Emission Technology A/S Fysnvej 39 DK-5500 Middlefart Denmark +45 63412600 www.dinex.dk
22/06 12/07	Peak System	Pre-Euro LTI Fairway Euro 1 LTI Fairway and Fairway Driver Euro 1 LTI TX1	Kevin Haynes – 07973473223 Parts World Peak System

		Euro2 LTI TX1	
18/07	Eco-Power Emission Reduction System	Euro 1 LTI Fairway Euro 2 LTI Fairway Euro 1 LTI TX1	Dave Davies 01962 774233 daviddavies6@btinternet.com www.eco-power.co.uk The South Sea, Drivers Warf, Northern, Southampton, S01 OPS

32/07	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, Priors Road, Rushkington, Sleaford, Lincs NG34 9DJ www.mdengineering.co.uk david@rowanfarm.org
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Please check the PCO web site for any new systems or updates
<http://www.tfl.gov.uk/businessandpartners/1414.aspx>

Information on the site regarding systems tested is given by means of PCO Notices which are headed "Emissions Strategy for London Taxis – Further Information"

Garages Capable Of Fitting Emissions Kits and Approved Garages

M & M Motors
UnitA2 142 Moss Road
Stretford
Manchester
M32 0AX

☎0161 8644567

M & M (UK)
Unit 2 Sale Motorway Estate
Booth Road,
Sale
Cheshire
M41 5PG

☎07980 933058

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

☎0161 339 8220

Taxi Maintenance

Taxi Maintenance House
Hammerstone Road
Greater Manchester
M18 8EQ

☎ 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
Euro2 LTI TX1

Heaton Cab Company Unit 1

Heaton Street
Denton
Manchester
M34 3RY

☎ 0161 337 0089

Approved System

TaxiCat System

Models

Pre-Euro LTI Fairway
Euro 1 LTI Fairway and Fairway Driver
Euro 1 LTI TX1
Euro2 LTI TX1

Taximann Limited

45 – 49 Upper Chorlton Road
Whalley Range
Manchester
M16 7RW

☎ 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

Contact David Cahill

☎ 0161 6270450

Approved System

TaxiCat System

Models

Pre Euro FX4

Euro 1and Pre Euro LTI Fairway and Fairway Driver

Euro 1 LTI TX1

Euro2 LTI TX1



**MANCHESTER
CITY COUNCIL**

Conditions for Hackney Carriage Vehicle Proprietors

(with additional guidance)

Revised 19 February 2009

Introduction

This booklet is intended to assist persons engaged in the Hackney Carriage trade, in the capacity of a Proprietor, within the City of Manchester. In addition to the conditions contained within this booklet, the attention of Proprietors is drawn to a separate booklet issued by the Licensing Unit entitled 'Byelaws relating to Hackney Carriages 1957'. The Byelaws contain additional requirements which must be met by Proprietors and for this reason Proprietors should familiarise themselves with its contents.

The adoption, by the City Council, of the Local Government [Miscellaneous Provisions] Act 1976, has important implications for the Taxi and Private Hire Trades and for this reason a section of Notes [which are not part of the conditions] has been included in this booklet.

While it is hoped that these notes will be a useful guide, they are not to be taken as a comprehensive and authoritative statement of the law. The officers of the Licensing Unit, Room 1012, Level 1, Town Hall Extension, Manchester M60 2LA, will endeavour to answer all reasonable enquiries and give appropriate information where practicable.

Laws Relevant to the Proprietors of Hackney Carriages

The Greater Manchester Act 1981

Town Police Clauses Act 1847 and 1889

Local Government (Miscellaneous Provisions) Act 1976

Byelaws relating to Hackney Carriages 1957 (as amended)

GUIDANCE NOTES:

Hackney Carriage Licensing

Vehicles licensed by the Council must be adapted for wheelchair passenger use, be mechanically fit and suited for their purpose. A comprehensive inspection and test prior to licensing will be necessary and a fee will be payable in relation to each vehicle licence. The Proprietor of a Hackney Carriage must be considered by the Council to be a fit and proper person.

Insurance

When applying for a Hackney Carriage Proprietors Licence, a current certificate of insurance covering the use of the vehicle for carrying fare-paying passengers must be produced.

The terms of cover taken out should also include:

- (a) Unlimited indemnity for injury and death to passengers and other third parties.
- (b) Indemnity of at least £1,000,000 for damage to third party property - other than that being carried in or on the insured vehicle.
- (c) Cover of up to at least £150 for damage to property belonging to persons being carried in the insured vehicle.

Transfer of Vehicle to other Proprietor

Hackney Carriage licences may be transferred during their currency. In every case written notice of transfer, specifying the full name and address of the person to whom transfer is being arranged, must be given by the licence holder to the Licensing Unit in writing within 14 days.

A Proprietor who fails to notify the Council of such a transfer will commit an offence punishable by a fine of up to £400. 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 refuse to renew the licence provided that there is reasonable cause to do so.

Upkeep of Vehicle

The proprietor is responsible for:

1. Ensuring that the licensed vehicle is at all times kept clean and in good repair, and
2. Reporting any damage sustained by the vehicle, which materially affects its safety, performance and appearance or the convenience or comfort of passengers.

Such matters must be reported within 72 hours to the Licensing Officer who may wish to arrange for the vehicle to be inspected before repair work is commenced. Damaged vehicles should not be worked.

An authorised Officer of the Council or any Constable may at any reasonable time test and inspect a licensed Hackney Carriage if he is not satisfied as regards the fitness of the vehicle may, by notice to the Proprietor, require the vehicle to be made available for further inspection and suspend the licence until the vehicle has been passed as fit.

A Proprietor who commits offences under or fails to comply with the legislation listed on Page 3 of these notes may cause the City Council to exercise powers to suspend, revoke or refuse to renew his/her licence(s) as deemed appropriate.

Vehicle Signs, Advertisements and Identification

Proprietors must not cause or permit signs, notices or advertisements to be displayed in, on or from Hackney Carriages unless authorised by the City Council.

The proprietor is, however, responsible for affixing and maintaining the licence identification plates (issued by the City Council with the licence) on the front and rear of the vehicle as directed. Such plates remain the property of the City Council. A proprietor failing to return plates when requested to do so without reasonable excuse commits an offence.

Hackney Carriages used for Private Hire

A Hackney Carriage must not be used within the City, or within four miles of the boundary and within the former Greater Manchester County, under contract or purported contract for Private Hire except at a rate of fare no greater than the fare fixed by the Council for Hackney Carriages, and unless the fare is calculated from the point of pick up.

Driver's Licences

Vehicle Proprietors must keep records as to who drives their vehicle(s) and when. The licence issued to each individual driver so engaged must be kept by the Proprietor and returned to the Driver when the arrangement ceases.

Obstruction of Authorised Officers

It is an offence to fail to comply without reasonable excuse with any reasonable requirement of an Authorised Officer of the Council or Constable or to fail to provide any assistance or information required by him/her in connection with his/her licensing duties and responsibilities.

Powers of the Council

The City Council has powers to suspend, revoke or refuse to renew for any conduct which appears to render Proprietors unfit to hold licences.

Penalties

A conviction for non-compliance with requirements and/or provisions of the Local Government (Miscellaneous Provisions) Act 1976 may attract a fine of up to £1,000 and possible action against the licence(s) held.

Period of Licence

A licence will usually be issued for a twelve month period. In exceptional circumstances a short term licence may be issued but only at the discretion of the City Council.

Conditions Attached to Hackney Carriage Proprietors' 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 continuance of the vehicle licence in respect of the vehicle.
7. The interior and exterior of the Hackney Carriage shall be kept in a clean condition and maintained in a safe condition by the Proprietor.
8. The Proprietor shall not allow the mechanical and structural specification of the Hackney Carriage to be varied without the written consent of the Council.
9. 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 wind and watertight.
- c. Provide any necessary windows and means of opening and closing with not less than one window 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 to 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 available of ours, and 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 burn / wounds (not less than 3" x 3')
 - iii. Three medium sterilised wound dressings (gauze and wool or lint and wool not less than 2" x 2')
 - iv. Sterilised cotton wool (not less than 2oz)
 - v. Three roller bandages (7.5cm x 4.5m)
 - vi. Two triangular bandages
 - vii. One roll of surgical strapping (not less than 1.25cm x 5m)
 - viii. One pair of rust-free scissors

- ix. One box large strong safety pins (1 dozen)
 - x. 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 and shall be carried in such a position in Hackney Carriage as to be readily available for use and be prominently marked. The said dressings and appliances shall at all times be maintained in good condition and available for inspection by an authorised Officer of the Council from time to time.
-
- 10. 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.
 - 11. 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 City Council.
 - 12. 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.
 - 13. 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.
 - 14. 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.
 - 15. The Proprietor shall cause the Hackney Carriage to be fitted with a taximeter approved by the Council before plying for hire and for it to be located within the vehicle in accordance with the reasonable instructions of the authorised Officer.
 - 16. The Proprietor shall cause the taximeter to be maintained in a sound mechanical and/or electrical condition at times.
 - 17. The Proprietor shall cause the taximeter to be set to display the fare table adopted by the Council from time to time.

18. The Proprietor shall not use, or permit to be used, a taximeter that the Council has not sealed to prevent unauthorised adjustment of taximeter.
19. 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.
20. 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.
21. The Proprietor shall ensure the "**FOR HIRE**" sign or other illuminated sign is extinguished when the fare commences and the taximeter brought into operation.
22. 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.
23. 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.
24. 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.
25. The Proprietor shall ensure that the taximeter is sufficiently illuminated that when in use it is visible to all passengers.
26. 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.
27. The Proprietor undertakes to ensure that the taximeter will not be replaced without prior permission of the Council.
28. 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.
29. The Proprietor shall ensure that the fare table is not concealed from view or rendered illegible whilst the vehicle is plying for hire.
30. The Proprietor shall retain the licence of all Drivers driving his vehicle and produce the same to an authorised Officer or Constable on request.
31. 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.
32. 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.

33. 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.
34. 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 City 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 that there is reasonable cause to do.
35. If at any time during the period of the Hackney Carriage 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.
36. 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 some such time as may be directed.
37. 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.
38. 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 City Council and containing such cover as the City Council shall specify from time to time and comply with the requirements of Part VI(6) of the Road Traffic Act 1972.
39. 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.
40. 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.
41. With effect from 1 January 2008, no Hackney Carriage vehicle 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.

42. With effect from 1 January 2008, no Hackney Carriage vehicle licence will be issued or renewed for a vehicle more than 10 years since the date of its first registration in this or any other country, 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.
43. 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.
44. With effect from 16 February 2009, any vehicle that has been manufactured with an engine that is Euro III or higher specification [manufactured after 1 January 2001] that has been replaced with an engine that is 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.
45. With effect from 16 February 2009, any vehicle which has been manufactured with an engine that is Euro I or Euro II specification [manufactured before 1 January 2001] which has been replaced with a re-conditioned 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 10 years since the date of its first registration in this or any other country.

Guidance to Proprietors

Proprietors will have to ensure that vehicle(s) currently licensed, which are manufactured as Euro I, Euro II or Euro III compliant, maintain that emissions standard.

Any vehicle, which is over the age of 10 years (from the date of first registration) when its Hackney Carriage Vehicle Licence is renewed, must be Euro III compliant and remain

Euro III compliant for as long as it is licensed.

Engines – Proprietors who change the engine in their vehicle will still have to maintain its previous Euro emissions standard i.e. if it was a previously Euro III manufactured vehicle, it will have to remain so. These vehicles may require an emission conversion kit to be fitted.

NB. The vehicle logbook must reflect any engine change. Any vehicle whose engine does not match that stated in the logbook will fail its test.

Issued by:

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Manchester Statement of Policy, Conditions of Fitness and Guidelines in relation to
Hackney Carriage Vehicles

Approved and Adopted	888888

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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 to 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 manufactures
- 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 (MCC)

In this document the term "approved" or "approved by MCC" means approved by Manchester City Council. A 'licence' and 'licensed' (and cognate expressions) refer to the granting of a licence by MCC 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 sets out the conditions of fitness in Manchester force, which takes effect on **27 August 2013**. MCC reserves the right to amend the COF should there be situations which 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 vehicles as a hackney carriage. Proprietors should consider this document prior to submitting an application for a hackney carriage vehicle proprietor licence.

Section 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 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 (e.g. conversions) approved certification must be provided that confirming that the specific vehicle meets the requirements of that category
2	Wheelchair Accessibility

2a	The vehicle must be able to facilitate the carriage of disabled persons and of accommodating a disabled person in a *DfT reference wheelchair in the passenger compartment
----	--

3	Maximum Age of Vehicles
3a	The vehicle must comply with Manchester City Council age/ emissions policy.
4	Steering
4a	The steering wheel must be on the offside of the vehicle
5	Modifications/Additional Equipment
5a	No equipment and or fittings, other than those approved may be attached to, or carried on the inside or outside of, the vehicle
5b	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.
5c	Guidance as to the fitting of CCTV / VPIS systems or similar is available on the web at add link to on-line doc
6	Tyres
6a	Vehicles must have tyres that comply with the relevant legislation Specifically, re-tread tyres must comply with BS AU 144E as amended and be marked accordingly.
6b	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
7a	The vehicle must have an anti-lock braking system fitted.

8	Interior Lighting
8a	The vehicle must be fitted with adequate lighting for the driver and passengers

8b	The vehicle must be fitted with separate lighting controls for both passenger and driver.
8c	The vehicle passenger compartment will have an illuminated control switch fitted, which is within reach of wheelchair passengers
8d	The vehicle should have lighting provided at floor level to each passenger door, which is activated by the opening of the doors.

9	Electrical Equipment
9a	Any additional electrical installation and/or after-market components, used within the vehicle, must meet the requirements of the relevant Automotive Electro Magnetic Compatibility (EMC) Directive, as amended, and be marked accordingly.
10	Fuel Systems
10a	The vehicle must have a device provided whereby the supply of fuel to the engine may be immediately cut off.
10b	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? In the case of a vehicle fitted with an automatic inertia fuel cut off switch, no markings are required.
10c	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?
10d	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
11a	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
12a	The body must be on the fixed head type with a partially glazed partition separating the driver from the passenger
12b	The overall length must not exceed 5 metres. This is essential for determining the size of taxi ranks, other pickup points and for the free access and flow of other vehicles.

13	Facilities for the Disabled
13a	Every taxi must be equipped to approved standards in order that wheelchair passengers may be carried.
13b	<p>The vehicle must have</p> <ul style="list-style-type: none"> 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
13c	The door and doorway must be so constructed as to permit an unrestricted opening across the doorway of at least 75cm and have a minimum angle of a hinged door when opened must be 90 degrees
13d	The clear height of the doorway must not be less than 1.2 metres
13e	Grab handles must be placed at door entrances to assist the elderly and disabled. All grab handles must be in a contrasting colour.
13f(1)	<p>The top of the tread for any entrance should normally be at floor level of the passenger compartment and comply with the following requirements:</p> <ul style="list-style-type: none"> 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-resistance material have a band of colour across the entire width of the edge which shall contrast with the remainder of the tread and floor covering
13f(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 and comply with the following requirements

	<ul style="list-style-type: none"> 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 which shall contrast with the remainder of the step and floor covering v. not be capable of being operation whilst the vehicle is in motion vi. if automatic or powered be fitted with a safety device, which 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
13g	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
13h	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 which faces it, provided adequate foot room is maintained at floor level
13i	Where all seats are placed facing to the front of the vehicle, there must be 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
13j	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.
13k	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

14a	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 not be less than 35.5cm
14b	Occasional seats must be so arranged as to rise automatically when not in use. They must be placed at least 4cm apart. When not in use, they must not obstruct doorways.
14c	Suitable means must be provided to assist persons to rise from the rear seat, with particular attention to the needs of the elderly and disabled.
14d	The rear seat dimensions must be adequate to carry the appropriate number of adult passengers comfortably
14e	Lap and diagonal seatbelts must be fitted on all seats (including rear facing seats)
14f	Colour contrasting sight patches are required on all passenger seats
14g	Head restraints must be fitted to all (forward and rear facing seats. The design of headrests should maximise the rear sightedness for the driver when any of the passenger seats are not occupied.
14h	An induction loop system (or equivalent) must be fitted.
15	Drivers Compartment
15a	The driver's compartment should be designed so that the driver has adequate room, can easily reach, and quickly operate, the controls
15b	Controls should be placed to allow reasonable access to the driver's seat, when centrally placed, and be properly protected from contact with luggage
15c	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
15d	Where a single-piece partition is fitted, a facility must be provided for making payment to the driver
15e	The headrests should maximise rear sightlines for the driver, when any of the passenger seats are not occupied.
15f	The vehicle must have an adequate heating and ventilation system provided for the driver and passengers and an independent control by the driver and for

	the passengers all switches must be within easy reach of seated passengers, including those in wheelchairs
16	Driver Visibility
16a	The vehicle should be fitted with a single piece, full-width, rear window.
17	Passenger Visibility
17a	<p>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.</p> <p>The bottom of the window area in the passenger compartment must be available for opening by the seated passenger.</p>
17b	<p>Windows must permit maximum visibility into and out of the vehicle.</p> <p>(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%)</p>
17c	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
17d	A proportion of the window area in the passenger compartment must be able to be opened by the passenger
18	Heating and Ventilation
18a	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

19a	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 foot brake depressed. The interior door handle must be clearly identified to prevent it being mistaken for any other control.
20	Fare Table and Number Plate
20a	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
21a	The floor of the passenger compartment must be covered with a slip resistant material, which can be easily cleaned. The floor covering must not impede the movement of wheelchairs. The colour of the floor must contrast with any up stand areas around it and with the colour of the seats.
22	Luggage
22a	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
23a	The vehicle must display a “Taxi” sign, approved by the Council which can be clearly visible both by day and night when the taxi is available for hire.
24	Radio Apparatus
24a	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 City 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

Section 2

Advertising on / in Licensed Hackney Carriage

2.1 Advertising Surfaces

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

forms:

- "full livery" - advertising material covering the complete exterior body shell
- "supersides" - advertising material covering the exterior doors and wings on both sides of the vehicle, excluding the window area
- "doors only" - advertising material covering the exterior lower panels of both doors on both sides of the vehicle
- "rear window" - advertising material covering the rear window of the vehicle, provided the material is see-through from the interior
- "hub caps" - advertising material covering the hub caps on all four wheels
- base of the occasional (tip-up) seats

2.2 Static Advertising

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.

2.3 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.

2.4. Advertising via TV Screens

- Advertisements displayed by way of pre-recorded 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.

- The City Council's general policy is to consent to the display of advertisements by pre-recorded or live feed material provided that they comply with the above criteria.

- In the event that the City Council is satisfied that the material has been displayed which does not comply with these criteria for consent, the consent for display for pre-recorded or live feed material may be withdrawn.

Section 3

Miscellaneous Policies and Standards

3.1 Age

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) Consideration for an exemption to the age limit will normally only be considered for vehicles currently licensed with the Council.

3.2 Vehicle testing

- (i) 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.
- (ii) All hackney carriage vehicles that have reached the age of 7 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 twelve-month periods. Such tests to be undertaken at 4 monthly intervals.

- (iii) Any vehicle licensed outside of the standard age limit policy will be subject to annual vehicle inspections per year at the Council's vehicle test station.

3.3 Emissions

- (i) 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.
- (ii) Emission tests will be carried out on all hackney carriage vehicles at every mechanical inspection.
- (iii) Hackney carriage vehicles, licensed prior to 27 August 2013, which are over the age of 10 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 licensed.

3.4 Emission Reduction kits

- (i) Any emission kit fitted to a hackney carriage vehicle must be a new and have been approved by the Council.
- (ii) The effectiveness of an emission kits lasts for 3-5 years. Any hackney carriage vehicle that has been fitted with an emission reduction kit and that emission reduction kit has reached the age of 5 years (from the date fitted) must have a new emission reduction kit fitted.

3.5 Engines –

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

3.6 Vehicle Test Standards

- (i) The Council have 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 the vehicle should be maintained at. A vehicle inspection manual is issued to every 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
- (ii) 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 continuance of the vehicle licence in respect of the vehicle.

3.7 CCTV Systems

- (i) The Council allows the installation of approved CCTV systems in hackney carriage vehicles.
- (ii) An individual may apply for a CCTV system to be placed on the approved list, however only those systems, which meet the Council's current minimum system specification, would normally be approved.
- (iii) 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 which appears on the Council's approved list.
- (iv) 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.

3.8 Video Point of Impact Systems (VPIS)

- (i) The Council allows the installation of VPIS systems in hackney carriage vehicles provided the vehicle proprietor notifies the Council in writing within 7 days of the system being installed
- (ii) The vehicle proprietor must also comply with the following:

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 of the vehicle can easily read them. The proprietor shall ensure that the notices are maintained in a clean and legible condition.

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.

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 7 days of the request.

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 has been given adequate instruction regarding the need for the system to be made available as soon as reasonably practicable, and in any event within 7 days of any authorised request for any image retrieval.

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.

The Vehicle Proprietor shall ensure that the system is password protected so that data retrieval can not be undertaken by anyone other than the vehicle proprietor or relevant authorities

Where a VPIS system is additional the hackney carriage vehicle proprietor licence will be subject to additional licence conditions.

Section 4

Application Processes and Guidance

All application forms and guidance notes are available for download or on-line application via the Council web site www.manchester.gov.uk/taxi

4.1 Application process to Licence a Vehicle for the First Time as a Hackney Carriage in Manchester City (Manufacturers' and Vehicle Proprietors)

- (i) 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 MCC and must be accompanied by documentary evidence demonstrating compliance or otherwise with the Manchester Conditions of Fitness:
- (ii) Vehicles will be allocated an appointment date and time for an inspection to be carried out by MCC or their approved agent. If the vehicle conforms to the approved type a 'certificate of approval' will be issued by or on behalf of MCC.
- (iii) 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 MCC. Prior written approval from MCC for the specified alterations/modifications must be obtained prior to any work being carried out on the vehicle.
- (iv) 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 that are over 10 years old (from the date of first registration) prior to the expiry date of their Hackney Carriage Vehicle 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 emissions 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 which would 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 re-calibrated.

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

- The cost of pre-fitting service can be up to £500 (approximately)
- The cost of a system can be between £1100 and £3000 (approximately)

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

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

An applicant wishing to fit an emissions system should contact one of the garages (listed below) that have been designated as garages capable of fitting an emissions system. If you wish to use a garage not listed, please ask a representative from the garage to contact the Licensing Section 0161 234 4963 or e-mail 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 that 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 emissions test will be carried out on your vehicle. Only if the emissions test result reading is of a satisfactory level will agreement be made to fit the emissions system.

The system will then be fitted and a final emissions test carried out. The garage will supply the vehicle proprietor with the two emission readings and the blue and pink

copies of the “Fitment Signoff Declaration Form” (the garage will retain the white copy; the pink copy will be retained by the customer).

Once your vehicle has been re-fitted 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			
PCO Notice Number	System	Models System can be installed on	Contact details for nominated fitting centres and cost
13/06 23/06	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
20/06	DiNOx System	Pre-Euro LTI Fairway Euro 1 LTI Fairway and Fairway Driver	Dinex Emission Technology A/S Fysnvej 39 DK-5500 Middlefart Denmark +45 63412600 www.dinex.dk
22/06 12/07	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
18/07	Eco-Power Emission Reduction System	Euro 1 LTI Fairway Euro 2 LTI Fairway Euro 1 LTI TX1	Dave Davies 01962 774233 daviddavies6@btinternet.com www.eco-power.co.uk

			The South Sea, Drivers Warf, Northern, Southampton, S01 OPS
32/07	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 Emissions Kits

M & M Motors

UnitA2 142 Moss Road, Stretford, Manchester, M32 0AX

☎0161 8644567

M & M (UK)

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

☎07980 933058

Taxiland Victoria Corn Mill, Victoria Street, Ashton-under-Lyne, Lancashire

OL7 0SR

☎0161 339 8220

Approved Garages

Taxi Maintenance

Taxi Maintenance House, Hammerstone Road, Greater Manchester, M18
8EQ
☎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
Euro2 LTI TX1

Heaton Cab Company Unit 1

Heaton Street, Denton, Manchester, M34 3RY
☎0161 337 0089

Approved System

TaxiCat System

Models

Pre-Euro LTI Fairway
Euro 1 LTI Fairway and Fairway Driver
Euro 1 LTI TX1
Euro2 LTI TX1

Taximann Limited

45 – 49 Upper Chorlton Road, Whalley Range, Manchester, M16 7RW
☎ 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

☎ 0161 6270450

Contact David Cahill

Approved System

TaxiCat System

Driver

Models

Pre Euro FX4

Euro 1 and Pre Euro LTI Fairway and Fairway

Euro 1 LTI TX1

Euro2 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

Applications should be accompanied by:

- A colour photograph or colour copy of proposed artwork and details of the intended size of advertisement.
- How long the advertisement is required for.
- Details of the licensed vehicles it is intended for.

Applicants should expect a response within 10 working days.

Advertising consents 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, which can be viewed by passengers. It is designed to ensure 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 Byelaw 4(3), providing 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, which do not comply with all parts providing the system meets the overall objectives of the policy.

Consent for installation is subject to:

- (i) All advertising material complying with the City Council's advertising policy
- (ii) All broadcasting material complying with:
 - the OFCOM Broadcasting Code and

- the criteria contained in the Licensing Unit advertising policy (current proposals are that advertisement must not be illegal, indecent or offensive, dishonest or untruthful)
- (iii) All film / video material being:
 - classified by the BBFC as U, Uc or exempt from classification and
 - comply with the criteria contained in the Licensing Unit advertising policy (current proposals are that advertisements must not be illegal, indecent or offensive, dishonest or untruthful)
- (iv) All systems complying with the following design and construction criteria:
 - All equipment must comply with any legislative requirements in respect of Construction and Use Regulations and other legislation.
 - All equipment must be designed, constructed and installed in such a way and in such material as to 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.
 - The equipment must not interfere with any other safety, control, electrical, computer, navigation, satellite or radio system in the vehicle.
 - The intensity of any screen should not be such as to 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.
 - Any screen shall be no larger than 15".
 - All equipment must be installed in the driver's compartment and should not be visible from the driver position.
 - The installation must not be such as to weaken the structure or any component part of the vehicle or interfere with the integrity of the manufacturer's original equipment.

- 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 (which should be both 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, secure from tampering and located such as to have no impact on the luggage carrying capacity of the taxi.

4.5 Application Process for a CCTV system to be approved by the Council

- (i) Any individual who wishes to apply to the City 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.
- (ii) The applicant must provide evidence that the product complies with the Council's minimum recommended specification.
- (iii) Once the system has been approved the Council will issue the applicant and the manufacturer (where the manufacturer is not also the applicant) written confirmation, and place the system on the

approved list. If the system is not approved the Council will issue the applicant notification of the same and the reasons for the decisions.

- (iv) 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 7 days of a VPIS system being installed

Section 5

5.1 Conditions Attached to Hackney Carriage Proprietors' 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 continuance of the vehicle licence in respect of the vehicle.
7. The interior and exterior of the Hackney Carriage shall be kept in a clean condition and maintained in a safe condition by the Proprietor.
8. The Proprietor shall not allow the mechanical and structural specification of the Hackney Carriage to be varied without the written consent of the Council.
9. 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 wind and watertight.
- c. Provide any necessary windows and means of opening and closing with not less than one window 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 to 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 available of ours, and 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 burn / wounds (not less than 3" x 3')
 - (iii) Three medium sterilised would dressings (gauze and wool or lint and wool not less than 2" x 2')
 - (iv) Sterilised cotton wool (not less than 2oz)
 - (v) Three roller bandages (7.5cm x 4.5m)
 - (vi) Two triangular bandages
 - (vii) One roll of surgical strapping (not less than 1.25cm x 5m)
 - (viii) One pair of rust-free scissors
 - (ix) One box large strong safety pins (1 dozen)
 - (x) 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 and shall be carried in such a position in Hackney Carriage as to be readily available for use and be prominently marked. The said dressings and appliances shall at all times be maintained in good condition and available for inspection by an authorised Officer of the Council from time to time.
10. 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.
11. 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 City Council.

12. 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.
13. 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.
14. 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.
15. The Proprietor shall cause the Hackney Carriage to be fitted with a taximeter approved by the Council before plying for hire and for it to be located within the vehicle in accordance with the reasonable instructions of the authorised Officer.
16. The Proprietor shall cause the taximeter to be maintained in a sound mechanical and/or electrical condition at times.
17. The Proprietor shall cause the taximeter to be set to display the fare table adopted by the Council from time to time.
18. The Proprietor shall not use, or permit to be used, a taximeter that the Council has not sealed to prevent unauthorised adjustment of taximeter.
19. 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.
20. 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.
21. The Proprietor shall ensure the "**FOR HIRE**" sign or other illuminated sign is extinguished when the fare commences and the taximeter brought into operation.

22. 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.
23. 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.
24. 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.
25. The Proprietor shall ensure that the taximeter is sufficiently illuminated that when in use it is visible to all passengers.
26. 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.
27. The Proprietor undertakes to ensure that the taximeter will not be replaced without prior permission of the Council.
28. 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.
29. The Proprietor shall ensure that the fare table is not concealed from view or rendered illegible whilst the vehicle is plying for hire.
30. The Proprietor shall retain the licence of all Drivers driving his vehicle and produce the same to an authorised Officer or Constable on request.
31. 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.
32. 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.

33. 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.
34. 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 City 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 that there is reasonable cause to do.
35. If at any time during the period of the Hackney Carriage 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.
36. 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 some such time as may be directed.
37. 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.
38. 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 City Council and containing such cover as the City Council shall specify from time to time and comply with the requirements of Part VI (6) of the Road Traffic Act 1972.

39. 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.
40. 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.
41. With effect from 1 January 2008, no Hackney Carriage vehicle 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.
42. With effect from 1 January 2008, no Hackney Carriage vehicle licence will be issued or renewed for a vehicle more than 10 years since the date of its first registration in this or any other country, 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.
43. 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.
44. With effect from 16 February 2009, any vehicle that has been manufactured with an engine that is Euro III or higher specification [manufactured after 1 January 2001] that has been replaced with an engine that is 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.

45. With effect from 16 February 2009, any vehicle which has been manufactured with an engine that is Euro I or Euro II specification [manufactured before 1 January 2001] which has been replaced with a re-conditioned 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 10 years since 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

- (i) No CCTV system shall be installed in a vehicle unless it has previously been approved by the City Council.
- (ii) No CCTV system shall be installed in a vehicle without the prior written consent of the Council.
- (iii) No cameras shall be installed in the vehicle without prior written consent from the Council as to 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.
- (iv) 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 of the vehicle. The proprietor shall ensure that the notices are maintained in a clean and legible condition.
- (v) The proprietor shall ensure 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.

- (vi) 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 7 days of the request.
- (vii) 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 has been given adequate instruction regarding the need for the system to be made available as soon as reasonably practicable, and in any event within 7 days of any authorised request for any image retrieval.
- (viii) 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

- (i) No VPIS system shall be installed in a vehicle unless it carries a CE marking and conforms to European direct 93/68 or equivalent.
- (ii) The vehicle proprietor shall notify the Council within 7 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 VIPS system
- (iii) 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 of the vehicle.

The proprietor shall ensure that the notices are maintained in a clean and legible condition.

- (iv) The proprietor shall ensure 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.
- (v) 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 7 days of the request.
- (vi) 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 VIPS system and has been given adequate instruction regarding the need for the system to be made available as soon as reasonably practicable, and in any event within 7 days of any authorised request for any image retrieval.

- (vii) 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.