Rossendalealize

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE CHECK LIST

(The following checks should be carried out before the licence is issued)

APPLICANT	
ADDRESS	

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VEH REG NO	Hackney Carriage	
DATE OF INSPECTION	Private Hire Vehicle	
NUMBER OF PASSENGER SEATS	Mini Bus	
SEAT BELTS	Licence no. renewal	

1. Has the vehicle been provided with an efficient fire extinguisher?	YES	NO
2. Has the vehicle been provided with a first aid kit?	YES	NO
3. The vehicle should not have any roof fittings including advertisements except in the case of Hackney Carriages which must have a sign bearing the words "TAXI" or "HACKNEY CARRIAGE" or "FOR HIRE"	YES	NO
4. The vehicle should not be equipped with any lights, plates, signs or advertisements or other fittings on or in the vehicle except those approved by the council (other than the licence plates issued by the council)	YES	NO

5. Private Hire Vehicles Are Private hire door stickers affixed to the vehicle? (renewals only) – issue new ones if in poor condition.	YES	NO
6. Does the vehicle comply with the following:-	YES	NO
a. Of such design to enable any person to communicate with the driver.	YES	NO
b. Fitted with a roof covering which is water tight.	YES	NO
c. Fitted with windows – all to open – all windows to be transparent.	YES	NO
d. Properly cushioned or covered seats.	YES	NO
e. Proper carpet, mat or suitable floor covering.	YES	NO
f. Contains fittings and furniture in clean and safe condition.	YES	NO
g. Can luggage be carried safely and securely?	YES	NO
h. Contains at least 2 doors for passengers and separate Means of access/egress for driver?	YES	NO
i. Right hand drive	YES	NO
j. Displaying current excise licence?	YES	NO
6b Bodywork: That there is no bodywork damage which materially effects the appearance of the vehicle, if so fail vehicle and advise the owner/driver.		NO
6c Are no smoking stickers displayed		NO
COMMENTS		

	HACKNEY CARRIAGES ONLY		
7.	Has the Taxi meter been installed, if so does it comply with conditions a – e as detailed below?	YES	NO
a.	The taxi meter shall be fitted with a key, flag or other devise, the turning of which wick bring the machinery of the taxi-meter into action and cancel any external illuminated 'For Hire' sign or roof sign.	YES	NO
b.	Such key, flag or other device shall be capable of being locked in such a position that the machinery of the taxi-meter is not in action and that no fare is recorded on the face of the taxi-meter.	YES	NO
c.	When the machinery of the taxi-meter is in action there shall be recorded on the face of the taxi-meter in clearly legible figures a fare not exceeding the rate of fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance.	YES	NO
d.	The taxi-meter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring.	YES	NO
e.	The taxi-meter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.		

If the vehicle satisfies all the above check:-

- **1.** Issue the vehicle plates to be affixed to the front and rear of the vehicle externally.
- 2. Issue the Statement of fares (Hackney Carriage only) to be fitted in clear vision of hirer.
- **3.** Issue door stickers to be affixed to the front nearside and front offside doors (new licensed vehicles only or replacement if in poor condition).

Signed Authorised Officer......Date.....