

## **VEHICLE TEST – IMPORTANT INFORMATION**

Environmental Management has requested that you arrive at the vehicle test station 10 minutes prior to your appointment time; this will assist them to prove the relevant paperwork thus avoiding unnecessary delays.

**From 12<sup>th</sup> December 2011 Environmental Management will not test ANY vehicle that does not arrive at their specified appointment time.**

It has been brought to our attention that the interior and exterior of vehicles are not being kept in a clean condition. Environmental Management have requested that the vehicles be washed before being presented for testing.

**Environmental Management reserve the right to refuse to test the vehicle if presented in an unsatisfactory appearance. A fee would be payable to re-book for the re-test on this occasion.**

**Please take your registration document (log book)** with you, and if you have a current MOT certificate you must present it at the test station prior to the commencement of the MOT test.

The location of the vehicle test station is;

**Environmental Management  
Green Lane,  
Heywood, OL10 2DY**

**NOTES FOR GUIDANCE FOR PRIVATE HIRE VEHICLES**  
**First Applications / Renewals**

**There are four stages to this application**

**STAGE 1**

You will need to

1. Complete the application form
2. Produce a log book / bill of sale
3. If this is a First Application and your vehicle is **SILVER** you must produce the log book or MOT at the time of application.
4. If this is a first application and the seating capacity is over 4 passengers, an assessment will be carried out, and you will be advised of the number of passengers that you are permitted to carry.
5. If this is a first application you are required to produce proof of road tax
6. **If your vehicle has tinted windows you must notify the admin staff prior to booking in your vehicle for test**
7. Pay the fee of **£339.00**
8. Produce valid insurance for the vehicle  
**NOTE** the insurance must be in the name of the proprietor(s)
9. National Insurance Number

**Please note: Original documents MUST be produced at every application submitted.**

**STAGE 2**

A receipt will be issued and a vehicle test appointment will be made  
**NOTE** if you fail to keep this appointment without giving **48 hours** Notice an **additional fee of £61.20** will be charged.

**STAGE 3**

When you have returned your pass sheet and previous plate (if applicable) to this office, a variable information plate will be issued to you (provided that you have supplied all the necessary paperwork)  
And a licence will be posted out to you.

**STAGE 4**

**If your vehicle fails the test, you will be issued with the relevant documentation at the Test Station which will outline the reasons why. If the failure is due to MOT standards, you will be issued with a 'Refusal MOT test Certificate' which again outlines the reason for the refusal (there is important information on the reverse side of this document which should be read).**

*If your vehicle is over 5 years old and fails its test you must return the failure sheet to this office where a refusal letter will be issued.*

**-You may then either-**

a) Make an appeal at the Magistrates Court against the decision

**-OR-**

b) Request for a refund (you should receive your refund within 6 weeks)

c) Transfer your application fee to another vehicle (by doing so this will not waive your right of appeal to the magistrates court)

**YOU MUST INFORM THIS OFFICE AND COMPLETE THE CHANGE OF OWNERSHIP FORM IF YOU SELL YOUR VEHICLE**

**Licensing Admin Telephone: 01706 924114 Fax: 0844 332 0324**

**PUBLIC HEALTH**

Andrea Fallon

Director of Public Health and  
Wellbeing

**Public Protection**

**Licensing Service**

Number One Riverside

Tel: (01706) 924114

Fax: 0844 332 0324

Email:licensing.reg@rochdale.gov.uk

APPLICATION TO LICENCE A PRIVATE HIRE VEHICLE

**DETAILS OF VEHICLE**

(a) Plate Number \_\_\_\_\_

(b) Registration Number \_\_\_\_\_

(c) Make \_\_\_\_\_

(d) Model \_\_\_\_\_

(e) Colour \_\_\_\_\_

(f) Year of Manufacture \_\_\_\_\_

(g) Engine Size \_\_\_\_\_

(h) Number of Doors \_\_\_\_\_

(i) Seating Capacity as insured (excluding driver) \_\_\_\_\_

(j) Which private hire firm do you operate from \_\_\_\_\_

Full / Part time

(k) Is your vehicle over 4 seats? If yes how many seats is it? \_\_\_\_\_

Has it been imported? If yes give details \_\_\_\_\_

Has it been modified after manufacture? If yes you will need to obtain a seat belt  
certificate from the Vehicle Inspectorate before the dates of your annual test.

See admin staff if any more information is required.

(l) Does your vehicle have tinted windows? Yes/No

**ADVERTISEMENTS**

(m) Does the vehicle display any advertisements? Yes/No

(n) If yes, have they been approved by the Licensing Manager? Yes/No

(o) If yes, what are the design and the measurements \_\_\_\_\_

**DETAILS OF METER**

(p) Make \_\_\_\_\_

- (q) Model \_\_\_\_\_  
 (r) Have you changed your meter within the last 12 months? Yes/No \_\_\_\_\_  
 (s) If yes where was it calibrated \_\_\_\_\_

**INSURANCE DETAILS**

- (t) Name of Insurance Broker \_\_\_\_\_  
 (u) Contact Number for Broker \_\_\_\_\_

**NAME AND ADDRESS OF PROPRIETOR/PART PROPRIETOR (S) PARTNERSHIP**

NAME	HOME ADDRESS	TEL No	D.O.B

NATIONAL INSURANCE NUMBER \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_

**DECLARATION**

- ⌘ I/We wish to apply for a licence to use the above vehicle for private hire use.  
 ⌘ I/We declare that information I have given on this form is true, and to the best of my knowledge is correct.

APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS A SERIOUS OFFENCE.

- ⌘ I/We will comply with any conditions, which may be attached to this licence.  
 ⌘ I/We declare that if this application is granted the Council or its Authorised Officers may disclose to any person who claims to have been a party to an accident involving this vehicle details as to its proprietorship and insurance.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Signed \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Ticket Number	Receipt No & date	Insurance	Documents
	Rec No:  £339.00 fee	Yes/No	Log book <input type="checkbox"/> V62 <input type="checkbox"/> Receipt <input type="checkbox"/>
	Debit/Credit		

❖ In view of the vehicle being over the recommended age limit (5 years) I understand that the decision in respect of the fitness of the vehicle will be taken on **first inspection only** and I accept that no retest will be allowed. Should my vehicle be refused I understand I will lose an admin fee and test fee from my application.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Witnessed \_\_\_\_\_ Date \_\_\_\_\_

**Approved Standards for Private Hire Vehicles**

<b>Requirement</b>	<b>Detail</b>
<b>Vehicle Type</b>	<p><b>Four Door Saloon</b> – with suitable boot capacity</p> <p><b>Five Door Hatchback</b> – Fitted with parcel shelf</p> <p><b>Estate</b> – Luggage guard / a security blind between rear seat and luggage area</p> <p><b>Minibuses/MPV</b> - **Passengers must have clear access to all seats without having to fold or move any other passenger seat. Seats will not be sideways facing to the direction of travel and will comply with seat belt regulations. The vehicle must have adequate luggage space</p>
<b>Colour of Vehicle</b>	Any colour except white or similar type of colour e.g. cream, beige or silver. If in Authorised Officers opinion, the colour would lead to a person confusing the vehicle with a hackney carriage, then the vehicle will be refused
<b>Engine Capacity</b>	Minimum of 1300 c.c. Nominal (1290 c.c. upward)
<b>Rear Seat Dimensions</b>	There must be a minimum of 400mm (16 inches) of seat available per person
<b>Age of Vehicle</b>	Normally, applications (both initial and renewal) will not be accepted where the vehicle is more than 5 years old, i.e. a maximum of 5 years from the date of the vehicles first registration to date of application. For vehicles over 5 years old, applicants will be refused unless the applicant can demonstrate that the vehicle is in extremely well maintained condition
<b>Fare Meters</b>	Approved and tested fare meters to be fitted, in a location, where the passengers may readily see the display. Negotiated price work is still possible

\*\*Applied to vehicles **not** currently licensed

<b>Evidence of Insurance Cover</b>	Failure to provide evidence of suitable and continued insurance cover within the period requested, will lead to automatic suspension and possibly revocation of the Private Hire Vehicle Licence
<b>Signs on Vehicles</b>	<p style="text-align: center;"><b><u>FRONT DOOR SIGNS</u></b></p> <p>The vehicle must at all times have displayed on both front doors a permanently fixed vinyl door sign complying with the following;</p> <p>The name and where appropriate, the company logo  The operator telephone number  The words “<b>ADVANCED BOOKINGS ONLY</b>” in clear visible letters at least <b>40mm</b> high  The whole sign should be at least 600mm x 250mm  The minimum standard for the material of which the sign is made is <b>STANDARD REMOVABLE VINYL</b>  Any door sign <b>MUST</b> be approved by this Licensing Authority</p> <p style="text-align: center;"><b><u>FRONT SCREEN VISOR STICKER</u></b></p> <p>The window screen visor sticker must comply with Road Traffic Legislation and does not affect the driver’s area of vision. The sticker must not encroach more than <b>10cm</b> from the top of the screen, and must not be within the sweep of the window screen wipers</p> <p style="text-align: center;"><b><u>REAR WINDOW SCREEN SIGN</u></b></p> <p>The sign must not encroach more than 5cm from the top of the screen. It must be a single line with either the company logo/name and telephone number</p> <p style="text-align: center;"><b><u>BOOT/TAILGATE SIGN</u></b></p> <p>The sign must not be more than 8cm in depth. It must be a single line with either the company logo/name and telephone number</p>
<b>Tinted Windows</b>	If your vehicle has tinted windows please see admin staff so an assessment of the vehicle can be arranged

## **PRIVATE HIRE VEHICLE PROCEDURE GUIDANCE**

### **FAILED APPOINTMENTS**

A receipt will be issued, and a vehicle test appointment will be made. If you fail to attend this appointment **without giving 48 hours notice** (Monday to Friday) **an additional fee of £61.20 will be charged.**

### **Vehicle examination - RE TEST**

A Private Hire vehicle is required to have a vehicle examination on application and renewal. If your vehicle fails the examination and it is less than 5 years old, you will be entitled to a re-test. The examiner will list the defects on the vehicle examination sheet; when the faults have been rectified you will need to come to the Licensing reception point and pay the re test fee of £61.20

### **Mechanical Examination - SAFETY CHECK**

When the vehicle examiner has examined the Private Hire vehicle, you will be issued with an examination sheet, if the vehicle has passed then you will need to bring it to the Licensing reception point. **This sheet must be presented to the Licensing Section within 7 days of issue.** Failure to do this will result in your vehicle requiring a safety check. A fee of £61.20 is payable to the Licensing Section for this safety check.

### **VEHICLES OVER 5 YEARS OLD - VEHICLE EXAMINATION FAILURE**

If your vehicle fails the vehicle examination test no re-test is permitted. You should present the vehicle examination sheet to the Licensing Section. You will be issued with a refusal letter stating the reasons for refusal. The right of appeal for refusal is to the Magistrates Court.

### **Fire Extinguisher**

A fire extinguisher must be carried in the vehicle at all times. The fire extinguisher must be securely affixed and in such a position as to be easily available for use. The extinguisher must be suitable for dealing safely with flammable liquid fires and fires involving electrical equipment. The dry powder fire extinguisher must be a minimum of 1kg to a maximum of 2 kg and must be clearly marked with the appropriate British Standards Institution specification number and with the name and address of the manufacturer or vendor thereof. If the extinguisher is a "throw away" type then once it has been discharged then it should be replaced immediately

The fire extinguisher should be clearly visible to the vehicle examiner / authorised officer.

### **Dash Board Numbers**

The plate number of the vehicle must be clearly displayed and maintained so that it can be clearly visible at all times to the persons being carried in the vehicle.

REV 01.06.17

## **General Information.**

### **Location**

Licensing Service  
Number One Riverside  
Smith Street  
Rochdale  
OL16 1XU

Telephone Number: 01706 924114  
Fax No: 0844 332 0324

### **Vehicle Testing Station**

Green Lane  
(Approx. 200yds from Gregg Street, over level crossing)  
Heywood

Telephone Number: 01706 922031

Find out how we use your personal information at [rochdale.gov.uk/privacy](http://rochdale.gov.uk/privacy).



## **ENVIRONMENTAL MANAGEMENT**

### **Customer Notice**

In the interests of safety, and to ensure quality standards are maintained, vehicles presented for test at Green Lane test station will be randomly selected for quality control checks after the initial test has taken place. If your vehicle is selected, the checks to be conducted will take approximately 15 minutes.

Please accept our apologies for any inconvenience this may cause. Thank you in anticipation of your continuing support to ensure we are able to maintain the quality standards expected from the vehicle test facility at Green Lane, Heywood.

**Transport and Fleet Services Manager  
Environmental Management  
Green Lane  
Heywood**