



MECHANICAL INSPECTION OF HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

VEHICLE MECHANICAL CHECK

THE VEHICLE INSPECTION MAY ONLY BE UNDERTAKEN AT A
DEPARTMENT OF TRANSPORT TESTING STATION

Guidance notes for DVSA Vehicle Examiners are located on pages 5-7
of this inspection form, these must be read and applied being passing or failing the vehicle

The guidance Notes must NOT be removed from this Inspection form.
Any form submitted which is incomplete will not be accepted by the Council and will be rejected.

APPLICANT: Name and address of person submitting vehicle for examination	
Full Name	
Address	

VEHICLE IDENTIFICATION	
Registration No	
Plate No	
Make	
Model	
Colour	
Recorded Mileage	
Fuel	

VEHICLE EXAMINATION

(Please see guidance notes located page 5-7, if notes are not attached DO NOT COMPLETE THE INSPECTION)

All sections must be completed by Authorised DVSA MOT Examiner

If the vehicle fails on any requirement during inspection and is subsequently repaired, please detail this in the remarks and failure sections.

1. LIGHTING EQUIPMENT	PASS	FAIL	REMARKS
(a) Obligatory Front Lights			
(b) Obligatory Rear Lights			
(c) Obligatory Head Lights			
(d) Daytime Running Lights			
(e) Head Lamp Aim			
(f) Stop Lamps			
(g) Rear Reflectors			
(h) Direction Indicators			
(i) Auxiliary Front Lamps			
(j) Hazard Warning Lamps			
(k) Front Fog Lamps			
(l) Reversing Lamps			
(m) Rear Fog lamps			
(n) Roof Sign (Hackney Carriage)			
(o) Other (please specify)			

2. STEERING & SUSPENSION	PASS	FAIL	REMARKS
(a) Steering Controls			
(b) Steering Mechanism			
(c) Power Steering			
(d) Transmission Shafts			
(e) Stub Axle Assemblies			
(f) Wheel Bearings			
(g) Suspension			
(h) Shock Absorbers			
(i) Other (please specify)			

3. BRAKING SYSTEM		PASS	FAIL	REMARKS
(a)	Service Brake Condition			
(b)	Parking Brake Condition			
(c)	Service Brake Efficiency			
(d)	Parking Brake Efficiency			
(e)	Service Brake Balance			
(f)	Discs/Drums/Pads/Shoes–Condition.....			
(g)	Other (please specify)			

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4. TYRES & WHEELS		PASS	FAIL	REMARKS
(a)	Tyre Type			
(b)	Tyre Condition			
(c)	Road Wheels			
(d)	Spare Wheel and Tyre			
(e)	Car Jack & Wheel Changing Equip			
(f)	Tyre Repair & Inflation Equip			
(g)	Other (please specify)			

Tyre Tread Depth Millimetres*

*A minimum of 2mm of tread is required across the whole width and around the entire circumference of each tyre

Near Side Front	
Off Side Front	
Near Side Rear	
Off Side Rear	
Spare	

5. SEAT BELTS		PASS	FAIL	REMARKS
(a)	Security of Mountings			
(b)	Condition of Belts			
(c)	Operation			
(d)	Seats – Condition if Covered			
(e)	Other (please specify)			

6. GENERAL ITEMS		PASS	FAIL	REMARKS
(a)	Windscreen Washers & Wipers			
(b)	Windscreen			
(c)	Horn			
(d)	Exhaust System Condition			
(e)	Exhaust Emissions			
(f)	Effectiveness of Silencer			
(g)	Vehicle Structure and Condition			
(h)	Passenger Doors & Controls Op			
(i)	Opening Windows Operation			
(j)	Seat Security & Int Obstructions			
(k)	Courtesy Light Operation			
(l)	Speedometer/Odometer Operation			
(m)	Instruments & Warning Lights Op			
(n)	Check Engine Mountings			
(o)	Security & Damage			
(p)	Body Condition			
(q)	Oil Leaks			
(r)	Mirrors			
(s)	Road Test Vehicle			
(t)	Other (please specify)			

GUIDANCE NOTES FOR EXAMINER/TESTERS OF HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES INCLUDING ITEMS NOT COVERED BY DVSA MOT TESTING GUIDE

(A) General

Upon presentation for inspection, the exterior of the vehicle should be clean so that rust damage, dents and scratches can be clearly identified. Vehicle interiors should also be clean and tidy and free of accumulations of litter and rubbish. Faults should be marked on the attached inspection report form.

The vehicle is to be tested to a standard higher than that for a standard Department of Transport test and tester's attention is drawn to items in the testers manual that are advisory. **If in the tester's opinion any items or vehicle defect affects the safety, performance or appearance or the vehicle or the comfort or convenience of persons carried therein, the item or items should be noted on the inspection and the vehicle failed.**

Should it be considered by the tester that the vehicle is unsafe to be used to carry members of the public, the tester is requested to inform the Councils Licensing Team on 01403 215471 OR via email Licensing@horsham.gov.uk without delay.

(B) Exterior - Rust, Dents and Scratches

(i) Rust

Any vehicle presented should be free from any significant areas of visible rusting. Although minor blemishes should not constitute a failure, the following general criteria should be followed:

Any vehicle with more than three visible rust patches or more than 3cm in diameter or a single rust patch of more than 20cm should be failed.

(ii) Dents

Any vehicle with minor dents or three or more panels where such dents are more than 5cm in diameter/length or a single dent of more than 20cm in length should be failed.

(iii) Scratches

Any vehicle with unrepaired scratches down to bare metal on three or more panels, of 5cm in length, or a single scratch of more than 20cm in length, should be failed.

(iv) Paint Work

All panels on the vehicle should be painted in colours consistent with the general colour scheme of the vehicle, panels with unmatched colours or in primer, should be deemed as 'failures'.

(C) Interior

(i) Seat

In addition to the DTp test requirement of all seats, including the drivers must be free from unrepaired cuts, tears or cigarette burns, except of a very minor nature. Any repairs must have been carried out in a professional and neat manner.

(ii) Carpets/Floor Covering

All carpets and floor covering should be complete and free from cuts, tears or serious staining.

(iii) Headlining and Other Trims

All interior trim, including headlining, shall be clean, complete, properly fitted and free from serious cuts, tears or major soiling.

(D) Boot/Luggage Compartment

When presented for inspection, this should be empty, except for spare wheel, essential tools and first aid kit. The compartment should be clean and any coverings free from major cuts, tears and other damage.

(E) Road Test

The tester shall test drive vehicle and report on excessive noise or vibration paying particular attention to engine and transmission, steering pull and efficiency of suspension. The vehicle should be failed if in the tester's opinion the general requirement at (A) of these notes cannot be achieved.

NOTES FOR EXAMINER/TESTERS

TEST ITEM	METHODS OF TEST	REASON FOR FAILURE
Mot Test Items (All)	As per MOT Testers Manual	MOT failure item or any item that in the opinion of the tester is unsafe or dangerous.
Passenger Doors and Controls Operation 6 (h)	Open all passengers doors from inside and out	Door controls not working. Door not shutting properly. Door not opening fully.
Opening Windows Operation 6 (i)	Wind down all windows under passengers control.	Mechanism very stiff or inoperative.
Seating Security and Interior Fittings 6 (j) + C (i)	Sit in each passenger seat and check equipment and projections.	Seat insecurely fixed. Items of equipment positioned so that they could obstruct entry or egress of passenger or catch on clothing.
Courtesy Light Operation 6 (k)	Check that the interior light works.	Not operational.
Speedometer/Odometer 6 (l)	Check that speedometer / odometer are fitted and operational.	Not operational.
Instrument & Warning Lights 6 (m)	Check all dashboard instruments and warning lights for correct operation.	Non operational instruments or warning lights showing.
Brakes 3	Brake pipes and hoses to be checked under pressure with engine running.	Any leak or malfunction.

Brakes 3	Check visually Pads/Shoes for wear check plates/drums for damage, fractures, excess scoring, pitted or worn	Discs/Pads: - worn to extent that replacement is necessary Plates/Drums: - fractured, excessively scored, pitted or worn.
Tyres and Wheels 4	Correct fitment of valves. Inspect for cracks, damage. Examine rims.	Incorrect fitment. Cracks, excessive rim or tyre damage or punctures.
Roof Sign 1 (n) Hackney Carriage Only	Check visually for damage security. Operation and condition	Missing. Inoperative Roof Sign not of approved type.
Seat Belts 5	Check security of mountings within 30cm of mounting point. All seat belts to be checked.	As testers manual.
Bumpers and Trim 6 (o)	Check or Security and Damage	Insecure, damaged missing.
Body Condition 6 (p) + B (i)(ii)(iii)(iv)	Check for damage to body Refer to note (b) exterior rust, dents and scratches	Damage to bodywork of vehicle that has exposed the metal of the vehicle, sharp edges or any accident repair, damage or rust to the paintwork of the vehicle.
Exhaust System 6 (d)(e)	In addition to DVSA requirement check for security. Any leaks from exhaust system. Damaged mounting.	Insecure. Damage mounting. Leak from system. Fails emissions test. DPF tampered with.
Suspension and Steering 2	As for MOT	Any wear or play that in the opinion of the tester will not comply with Section (A)
Oil Leaks 6 (q)	Check for oil leaks	Excessive oil
Corrosion 6 (g) + B (i)	As testers manual but note Section A of these notes.	Any corrosion that in the opinion of the tester would weaken the safety of the vehicle.
Road Test		
Test Drive Vehicle 6 (s) + E	Note noise. Condition of vehicle when driven, Transmission noise, engine noise, vibrations, steering pull, efficiency of suspension	Excessive noise vibration
Any other information		

All sections must be completed by an Authorised DVSA MOT Examiner

<u>First inspection</u>		
Full name of Authorised DVSA MOT Examiner		
Date:	Time:	Mileage
Result *Delete as appropriate	*Pass	*Fail
Details of Failure: 		
Please report all failures to Horsham Licensing Team on 01403 215471 OR via email Licensing@horsham.gov.uk		

<u>Result (after re-inspection)</u> *Delete as required	
*Pass	*Fail
Full name of Authorised DVSA MOT Examiner	
Date:	Time:

I have today inspected the above vehicle and in my opinion it is fit to be licensed as a hackney carriage or private hire vehicle and I have read guidance notes attached:-										
<u>Certificate of Fitness</u> I certify that I am an authorised DVSA MOT Examiner and the above vehicle is fit to be used as a hackney carriage/private hire vehicle										
Signed: Print Name: Date: / / Testing Station Number: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										Garage Stamp