

The City of Edinburgh Council

**Guidance – Taxi and Private
Hire Vehicle Inspection criteria**

Content	
Introduction	3
Licensing Conditions and MOT test Requirements	3
Vehicle Compliance Inspection	3
Abandoning a test	4
The Test	4
Vehicle Compliance Pass	5
Vehicle Compliance Fail	5
Vehicle test appeal process	5
Licence Conditions and MOT test Requirements	6
Document Check	6
Car insurance write-off vehicles	6
Lights and Electrical system	6
Drivers Compartment and Controls	6
Steering, Drive and Suspension	9
Wheels, Tyres and Brakes	10
Fuel and Exhaust system	10
Vehicle Cleanliness/ Appearance/ Structure	11
Doors, windows and visibility	12
Meter Testing	13
Approved and Non-Approved additional extras	13
APPENDIX 1 - Taxi/ PHC inspection form	17
APPENDIX 2 - Taxi & PHC bodywork / paint work Guidance for Examiners	19
APPENDIX 3 – Appeals process	21
APPENDIX 4 - Insurance Write-Off Categories and Policy	23

TAXI AND PRIVATE HIRE VEHICLE INSPECTION

Introduction

The licensing of taxis and private hire cars (PHCs) is an optional activity in terms of (Scotland) Act 1982 ('the Act'). The City of Edinburgh Council passed a resolution in terms of Section 9 of the Act to the effect that Sections 10 to 23 of the Act shall have effect throughout the city and that licences shall be required for taxis and Private Hire Cars as from 1 July 1984 (The City of Edinburgh Taxi and Private Hire Car Driving Resolution 1983)

In terms of current Council policy, Taxis, Private Hire Cars and Special Events Vehicles are required to comply with the City of Edinburgh Council's Licensing Conditions for Taxis and Private Hire Cars (PHC) and Taxi and Private Hire Drivers, in particular:

- Schedule A - Conditions of Fitness for Taxis (Appendix 1).
- Schedule B - Conditions of Fitness for Private Hire Cars (Appendix 2)
- Schedule A - Conditions of fitness of Special Event Private Hire Cars (Appendix 3)

To comply with licensing conditions, drivers are required to present their vehicles to the council for inspection on an annual, six-monthly or on request.

The purpose of this document is to provide general guidance for the Taxi and Private Hire vehicle trade within the City of Edinburgh Council and to outline the standards expected for the vehicle inspection. This document and items listed is not exhaustive and needs to be read in conjunction with the City of Edinburgh Council's Licensing Conditions for Taxis and Private Hire Cars and Taxi and Private Hire Drivers

Licensing Conditions and MOT test Requirements

The testing of taxis and PHCs is carried out at the Council's test facility, the Licensing Hub 33 Murrayburn Road, Edinburgh. The Hub is an approved MOT testing station authorised and governed by the Driver and Vehicle Standards Agency (DVSA). The Examiners responsible for inspecting vehicles are experienced professionals and are trained as DVSA Nominated Testers. They are required to use their judgement when conducting an inspection to determine the suitability and safety of vehicles inspected.

DVSA requires that each MOT centre has an "Authorised Examiner" who is accountable for any action carried out by staff, that staff are well supervised, fully trained, capable of carrying out an MOT test to required standards and have kept up to date with special notices and MOT scheme changes. The senior examiner at the Licensing Hub is the appointed "Authorised Examiner".

The "Authorised Examiner" must carry out quality control checks on each tester at least every two months, which is a minimum requirement.

Vehicle Compliance Inspection

The City of Edinburgh Council is one of a number of councils throughout the UK that have adopted an annual testing regime for the vehicles that it licenses that exceeds the MOT testing standards set by the Driver and Vehicle Standards Agency [DVSA;] The rationale for which is to set the testing standard higher than that expected of a private motor vehicle. Licensed vehicles are used more frequently on the highway, for longer periods of time and will therefore be subject to more 'wear and tear' and mileage.

The City of Edinburgh Council have been granted an exemption by the Secretary of State for Transport permitting it to issue a Certificate of Compliance to a vehicle that it had tested to an

agreed standard; annually in accordance with the regulations under Regulation 6 (4) of the Motor Vehicle (Tests) Regulations 1981.

All vehicles that pass the mandatory test and which are then subsequently licensed by The City of Edinburgh Council are subject to the City of Edinburgh Council's Licensing Conditions for Taxis and Private Hire Cars and Taxi and Private Hire Drivers. A copy of which can be found on our website together with all other licence conditions and the current policy.

All licensed vehicles, irrespective of age, are tested to MOT standards. This includes emissions testing, where applicable, and a full compliance check with City of Edinburgh Council's Taxi and Private Hire licensing conditions. It should be noted that the MOT standard is a minimum standard and vehicles should be maintained in a roadworthy condition at all times.

Vehicle inspections for Taxis and Private Hire vehicles must take place annually, unless the vehicle is older than 10 years old, where compliance Tests will be conducted every 6 months.

The inspection will extend beyond assessing the mechanical condition and will also cover bodywork condition, cleanliness and suitability to operate as a Taxi or Private Hire vehicle.

Compliance Certificates cannot be issued until a vehicle has been tested to standards that are at least equal to those of a MoT test and comply with local conditions.

A list of standards required are contained in pages 6 - 14

Should the vehicle inspection result in a failure, it is the responsibility of the licence holder to arrange any remedial work prior to being presented for a re-test and pay the necessary fee.

In addition to the annual inspection, spot checks on vehicle condition may be conducted periodically by an authorised officer of the City of Edinburgh Council, an authorised officer Driver Vehicle Standards Agency (DVSA) or by the Police.

If any defects or breach of licensing conditions are found during a vehicle inspection, an Authorised Person could issue the licence holder with a **rectification Notice** (green slip)

This will highlight the issues that need to be rectified and the timescale in which the vehicle must then be submitted to the Licensing Hub for re-inspection.

If there are issues with the vehicle that present a risk to public safety or a serious breach of licensing conditions, then an authorised officer of the council or police constable can withdraw the vehicle from service. The vehicle licence will be suspended, and a **suspension / prohibition Notice** (red label) will be affixed both inside and on the outside of the vehicle showing the date the vehicle was withdrawn from Service. Anyone attempting to remove the label or operate the vehicle for hire would be liable to prosecution.

Abandoning a test

If during an examination, it becomes apparent that the vehicle has not been prepared for examinations as per conditions the vehicle examinations will be terminated, will require a new test to be booked and a further test fee will be required. Where a test is abandoned a list of defects will not be provided.

The Test

The vehicle must fully prepare for inspection, the underside and engine bay should be free from road dirt, excess oil and grease and all handles and interior touch points are wiped down.

The vehicle must comply with all current licensing conditions, as set out by the City of Edinburgh Council.

The vehicle must be presented for test at the Licensing Hub approximately 15 mins before the allotted test time to allow time for the V5 document and Insurance certificate checks to be completed.

Any vehicle presented for test after the allotted test time, may not be tested

This is to prevent any delays with the remaining tests scheduled for that day. A vehicle presented late for a test could result in the test having to be rebooked and a further test fee will be payable.

Vehicle Compliance Pass

If the vehicle passes the compliance tests, the vehicle examiner will provide a copy of the compliance certificate on the day and an MoT certificate will be available [online](#)

- **New vehicles**, once the vehicle has passed the compliance tests and the licence has been granted, a new licence pack will be available to collect from the Licensing Hub, the next working day. An appointment time to collect the licence pack will be provided. Licence packs for new vehicles consist of the following:
 - the Taxi or Private Hire Vehicle licence document
 - one small front plate and plate holder
 - one large rear plate and plate holder
 - badge holder.
 - two door stickers – *Private Hire Vehicles only*
 - No smoking signs

- **Renewal vehicles**, once the vehicle has passed the compliance tests a licence will be granted, and a renewal licence pack will be available to collect from the Licensing Hub, the same day. Licence packs for renewal vehicles consist of the following:
 - one small front plate
 - one large rear plate
 - internal plate
 - badge holder
 - two door stickers – Private hire vehicles only

Vehicle Compliance Fail

If the vehicle fails the compliance test, the following will apply:

- **New vehicle:**
 - the vehicle examiner will provide a copy of the failure compliance test
 - a vehicle retest will need to be booked within 10 working days of the previous test
 - if the vehicle cannot be repaired and retested within 10 working days, a full new

vehicle test must be booked, and a further fee will be required

- **Vehicle renewal:**

- the vehicle examiner will provide a copy of the failure compliance test
- a retest will need to be booked within 10 working days of the previous test
- if the vehicle cannot be repaired and retested within 10 working days, a full new vehicle test must be booked, and a further fee will be required

VEHICLE TEST APPEAL PROCESS

If you believe that the decision of the Vehicle Examiner is incorrect in respect of a test failure you are entitled to lodge an appeal.

If you wish to query a test result you can do so on an informal basis in the first instance, however you must do so before you leave the Test Centre so that it can be logged and investigated.

If you are not satisfied at the conclusion of the informal appeal, you are then entitled to lodge a formal appeal.

In order for your appeal to be valid you must follow the procedure set out in appendix 3

Car insurance write-off vehicles

Car insurance assessors use various categories of car insurance write-off to rank the seriousness of accident damage. (appendix 4)

The City of Edinburgh Council will only consider vehicles that have been Categorised as N & S

Categories A & B should not be repaired and will not be considered as suitable for licence.

As part of the compliance check we require a copy of the Insurance Company report which will detail why a vehicle has been classified as a “write off” and a copy of the repairer’s invoice.

If the Vehicle has extensive repair work carried out, we may also ask for an independent engineers report as well.

If there is no insurance or repairers’ paperwork then an independent engineers report will be required

No examination will be carried out until all the relevant paperwork is produced.

Licence Conditions and MOT test Requirements

Items shown in blue below relate specifically to Licence condition checks.
 The list is not exhaustive and needs to be read in conjunction with the City of Edinburgh Council's Licensing Conditions for Taxis and Private Hire Cars and Taxi and Private Hire Drivers s

Document Check	
Inspection	Reason for Failure
Check Application	Competent Application not submitted. No Fee
Check V5 Document (Required on day of Test)	Not in the Name of the Licence Holder Absent
Check Insurance (Required on day of Test)	No Hire Car Insurance Not in the Name of the Licence Holder Absent
Check vehicle against age and emissions Policy	Vehicle does not meet age and emission policy or have relevant exemption.
PHC only Check Engine capacity Power to weight ratio	The vehicle does not have an engine capacity with a 'Power to Weight' ratio equal to or greater than 0.0648 hp per kg.

Lights and Electrical system	
Inspection	Reason for Failure
Check operation of all lights and indicators	Lights not working Insecure Not fitted Flickers Cracked lens Insufficient illumination Out of alignment Bulb discolouration Indicator rate of flash too fast (60-120per minute) Indicators do not self-cancel
Check battery and terminals	Insecure, Leaking Corroded terminals
Check engine compartment components	Wiring not secure or insulated Signs of chafing Components insecure Sound Deadening material not properly secured

Drivers Compartment and Controls

Inspection	Reason for Failure
Check driver compartment is clean and in good condition	Dirty/Dusty Contains any rubbish Contains any items likely to interfere with the proper control of the vehicle
Check condition and security of driver's seat & passenger seats	Seat insecure or structurally weakened Padding or covering is seriously deteriorated Seat belts must be operational and in good condition(not structurally weakened) Not as originally fitted by manufacturer or subsequently approved by the council
Check PHC Seating <ul style="list-style-type: none">• Must have seats for not less than 4 people including the driver• The width across the rear seat cushion must be not less than 1.07 metres	Not compliant with Standard conditions
Check Taxi Seating <ul style="list-style-type: none">• The measurement from the upholstery at the back edge of the seat to the front must be not less than 40 centimetres in the case of the back seat and 35.5 centimetres in the case of the tip-up seat.• The width of each tip-up seat must not be less than 40 centimetres.• The vertical distance between the highest point of the undefeated seat cushion and the top of the floor covering must not be less than 35.5 centimetres.• Tip-up seats must be fitted so that they stow automatically when not in use. They must be symmetrically placed and at least 4 centimetres apart. When not in use, tip-up seats must not obstruct doorways.	Not compliant with Standard conditions
Check seat adjustment mechanism	Insecure, ineffective

<p>Check steering wheel and drivers controls</p>	<p>Controls inoperative, ineffective, insecure Damage to steering wheel Movement between shaft and steering wheel Excessive radial movement at top of steering wheel Excessive steering shaft end float Not on the offside of the vehicle</p>
<p>Check approved means of communication between the passenger and the Driver.</p> <p>Taxi</p> <ul style="list-style-type: none"> • Every Licensed Vehicle must be provided with an approved means of communication between the passenger and the Driver. When a sliding window is fitted at the rear of the driver's compartment, the maximum width of the opening must not exceed 11.5 centimetres 	<p>Not working</p>
<p>Check approved means of communication between the passenger and the Driver</p> <p>PHC not required but if fitted must be in working order</p>	<p>Not working</p>
<p>Check Horn</p>	<p>Horn control or horn faulty Sound emitted not loud enough to be heard by another road user or pedestrian</p>
<p>Check Speedometer operation</p>	<p>Not working Clearly registering incorrectly</p>
<p>Check the operation of all ventilation equipment and heaters</p>	<p>Heater doesn't emit heat Ventilation not supplying adequate airflow to windscreen or car interior Insecure vents Control mechanism is inoperative</p>
<p>Check PHC Doors</p> <ul style="list-style-type: none"> • must have at least 4 doors • Passenger doors must be capable of being readily opened • Doors and doorways must be so constructed to permit reasonably unrestricted access for passengers 	<p>Less than 4 doors Doors not working properly. Access issues</p>

Check door locking system (doesn't apply to PH vehicles)	Not working
Check Sliding doors <ul style="list-style-type: none"> Where any Licensed Vehicle has sliding doors, there shall be a clearly visible sign displayed across the top rear of the Licensed Vehicle which will state "Doors Opening" with arrows pointing to the relevant side(s) of the Licensed Vehicle. This sign must illuminate automatically as soon as the doors are unlocked and any sliding door handle is operated. (doese't apply to PH vehicles)	Not working Lights not working. Cracked lens Insufficient illumination
Check Internal signs	No complaints notice No no-smoking signs No Internal Plate Numbers No unauthorised signage

Advertising	
Check Advertising Taxi <ul style="list-style-type: none"> Advertisements may only be displayed in the interior of Licensed Vehicle on the underside of the tip-up seats. Advertisements on the exterior of taxis will be categorised as either door, super-sides or full livery. Door advertisements may only be fitted to the lower panels of the front and rear doors. No material may be placed on any glass including the dividing glass partition, other than notices approved by the Council 	Adverts not displayed in line with standard conditions Adverts covering windows
Check Advertising PHC <ul style="list-style-type: none"> No Advertisements may be displayed on the interior or exterior 	Adverts displayed Cannot use the word taxi

Steering, Drive and Suspension	
The steering wheel must be set on the offside of the vehicle	
Inspection	Reason for Failure
Check steering mechanism	Any part of mechanism that is not working correctly, fouling or obstructing movement at wheel rims/brake pipes Dust covers/gators damaged/ not intact
Check Power steering operation and inspect for leaks	Power steering inoperative Leak in system Pipe damaged/ fouling Pump insecure/ drive system defective
Check transmission shafts	Any obvious damage Excessive wear in a shaft bearing Loose or missing flange bolts, flange cracked or loose on the transmission shaft Bearing housing cracked/ insecure Excessive wear in universal joint Deterioration of flexible coupling Damaged, cracked or bent shaft Fouling Dust covers/ gators damaged/ not intact
Check wheel bearings	Excessive free play or "roughness in wheel" that could result in failure
Check suspension (front/ rear)	Incorrect geometry Fracture, displacement or distortion that could affect steering operation
Check shock absorbers (front/rear)	Missing, leaking, potential to detach Condition likely to adversely affect control of vehicle
Wheel alignment	Visible incorrect steering geometry e.g. feathering of tyres
Check clutch operation	Pedal not secure, pedal rubbers worn excessively Excessive wear and/or defective clutch operation

Wheels, Tyres and Brakes	
Inspection	Reason for Failure
Check circumference of all wheels/tyres	Different to that specified by taximeter
Check tyre type/size	Incorrect type of tyre (as per manufacturers standard specification) Incorrect tyre size
Check tyre condition	Any obvious damage/faults: Worn Bulge Incorrectly seated Cut(s) Tread depth is less than 1.6mm across the width of the tyre

Check wheels	<p>Incorrect size Wheels different from manufacturers specification Any obvious damage to wheel or rim Spare wheel is not full size, or a is not a manufacturers recommended space saver wheel in the absence of a spare then no Relevant breakdown cover</p> <p>Non-matching wheels or wheel trims</p>
Check wheel security	Insecure, loose nuts
Check foot pedal/ hand brake	<p>Operation/condition/ fitment and performance Any side play Excessive wear/ travel. Pedal rubbers worn excessively. Brake pads friction material - less than 3.0mm Handbrake pawl insecure/ineffective</p>
Check service brake operation	<p>General condition, fitment & performance Failure on brake tester, vacuum ,not building.</p>
Check brake pipes	<p>Leaks Corrosion and rust, insecure, fouling.</p>
Check jack and wheel key	There is no appropriate wheel key or jack securely stored; or no relevant breakdown cover

Fuel and Exhaust system	
Inspection	Reason for Failure
Check fuel tanks	<p>Not original manufacturers equipment Leaking or insecure Tank condition, free of corrosion</p>
Check (all visible) fuel system components	<p>Unshielded, Overflowing, Leaking Fuel accumulating in/on any fitting or receptacle</p>
Check exhaust system	<p>Insecure, leaking / “blowing”, corroded Not standard specification</p>
Smoke emission	Failure to meet specified standards per vehicle type

Vehicle Cleanliness/ Appearance/ Structure

Inspection	Reason for Failure
Check bodywork security/condition <ul style="list-style-type: none"> • The bodywork, bonnet and wings must be free from any dents or other irregularities • 	Bodywork damage Bodywork extensively corroded
Check paint finish <ul style="list-style-type: none"> • The bodywork must properly painted or cellulosed and the paintwork properly smoothed down and polished 	Different colours/shades Not to a uniform finish Surface deficiencies i.e. paint runs, peeling Scratched Broken paint surface
Check external cleanliness	Dirty/ Dusty exterior
Check vehicle underside	Not free from road dirt Excess grease Excess oil
Check engine compartment	Dirty, Greasy, Oily Insecure components Defective engine mounting Any leaks
Check passenger compartment is clean and in good condition. Check interior upholstery for security, cleanliness and condition.	Dirty/Dusty Contains any rubbish Upholstery, trim or headlining is dirty, missing, insecure, torn or in such a condition as to soil clothing or adversely affect passenger comfort Incorrectly/unsafely stowed, insecure, not in good condition, unstable
Check Ramps and steps for disabled access <ul style="list-style-type: none"> • that all ramps carried within the Licensed Vehicle are stamped with the registration number of that Licensed Vehicle and have a certificate of safe working load affixed to them • appropriate access and restraint equipment for the carrying of wheelchairs is serviceable, in a safe condition and is carried on the Licensed Vehicle at all times; • where the lift and ramps were not provided at the time of manufacture of the vehicle, ensure that all such equipment these complies with British Standard (BS 6109 and BS1756-2:2004) or any replacement standards. • where wheelchair tie down and 	Incorrectly/unsafely stowed, insecure, not in good condition, unstable No relevant certification

occupant restraint systems were not provided at the time of manufacture of the vehicle ensure that all such equipment complies with ISO 10542 or any replacement standards.	
Check front and rear licence plate	Not displayed Damaged or Illegible Not secured with approved fixing kit Out of date
Check Taxi number displayed on vehicle door	Absent Insecure
Check roof mounted "Taxi" sign (doesn't apply to PHC vehicles)	Absent Insecure Fails to illuminate
Check PHC . stickers correctly positioned Pre booked Hire (fronts doors) Company logo(rear doors) (if approved)	Missing Incorrectly positioned Containing information that has not been approved
Check Taxi Steps <ul style="list-style-type: none"> The top of the tread on the lowest step for any entrance, or where there is no step on the floor level itself at the lowest entrance, must not be more than 38 centimeters above the ground when the vehicle is unladen Where any step in the Licensed Vehicle is electronically operated, it must be fully retractable, tamper and weather-proof Any such step must be equipped with sensors and a warning system to alert the driver when the step is extended. This step should be under the automatic control of the Driver in such a way that it cannot be left extended when the vehicle is moving 	Fails to meet standard conditions Step inoperative

Doors, windows and visibility	
Inspection	Reason for Failure
Check operation of door opening mechanisms	Inoperative, defective Door seals damaged/ missing
Check door hinges	Worn, insecure
Check door pillars	Insecure, weakened by damage, corroded

<p>Check windows (including view to front and rear)</p> <p>Taxi / PHC Windows</p> <ul style="list-style-type: none"> • Must be provided at side and rear • At least one rear passenger window must be capable of being open easily except where air conditioning is fitted • The windscreen all windows and glass partitions where fitted must be made of safety glass • An unrestricted view may permit a tint of up to 25% (+/-2%) 	<p>Any obstruction that limits the view out of front or rear windows</p> <p>Insecure</p> <p>Not made of safety glass</p> <p>Crack, scratch or surface damage, which impairs the driver's vision to the front and rear</p> <p>Tinted out with conditions</p> <p>Obscured by signs/stickers</p>
---	---

Meter Testing	
Inspection	Reason for Failure
Check Taxi meter (where fitted), lights, seal and calibration	<p>Incorrect specification</p> <p>Missing or broken seal</p> <p>Failure to illuminate</p> <p>Fails road test</p> <p>Defective</p>

Approved and Non-Approved additional extras	
Inspection	Reason for Failure
Check fire extinguishers	<p>Absent</p> <p>Not easily accessible</p> <p>Not properly secured</p> <p>Discharged or lack of pressure charge</p> <p>Damaged</p> <p>Last maintenance check in excess of 12months</p> <p>Conforming to BS5432</p>
No tow balls or electrics to be fitted	<p>Tow ball fitted</p> <p>electrical wiring</p>
First Aid Kit	Absent
Roof Box	Roof box fitted
CCTV – Forward facing Cameras	<p>System not compliant with Standard conditions</p> <p>Equipment is not installed as prescribed by the equipment and/or vehicle manufacturer installation Instructions</p> <p>equipment installed in such a manner that increase the risk of injury and/or discomfort to the Driver and/or passengers.</p> <p>Temporary fixing methods such as suction cups fitted</p> <p>Equipment obscures the drivers view</p> <p>Viewing screens have been installed within the vehicle</p> <p>No warning stickers or signs as required by the Data Protection Act 2018 are displayed</p>

CCTV – Safety Cameras	<p>System not compliant with Standard conditions Equipment is not installed as prescribed by the equipment and/or vehicle manufacturer installation / Instructions equipment installed in such a manner that increase the risk of injury and/or discomfort to the Driver and/or passengers. Temporary fixing methods such as suction cups fitted Equipment obscures the drivers view Viewing screens have been installed within the vehicle Audio recording systems installed that enable continual recording No warning stickers or signs as required by the Data Protection Act 2018 are displayed</p>

Taxi & Private Hire Car – MOT & Compliance Checksheet

Date:	Time:	Ramp no:	
Examiner no:			
Plate No	Registration number		
Vehicle Make & Model			
Mileage		Euro standard	
Chassis no			
Engine capacity (CC or BHP)			

Lighting and Ancillary Equipment	Pass	Fail	Advisory	Defects/Comments/Advisory – delete as appropriate
Front & Rear Lamps (including Fog)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Head Lamps & Head Lamp Aim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Panel Lights, Warning Lights, Switches, Interior Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stop Lights/ Reverse Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard Warning and Direction Indicators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rear Reflectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Battery Wiring Engine Compartment Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Passenger Door Safety Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Taxi Sign (for hire) Light, Wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meter Lights Seals Calibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windscreen (driver's view of road)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windscreen (cracks/scratches)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windscreen wipers and washers (F/R)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speedometer Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steering and Suspension	Pass	Fail	Advisory	Defects/Comments/Advisory – delete as appropriate
Steering Wheel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steering Mechanism System Turning Circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power Steering Operation and Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transmission Shafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Wheel Bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Front Suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rear Suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shock Absorbers (F/R)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wheel Alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brakes	Pass	Fail	Advisory	Defects/Comments/Advisory – delete as appropriate
Controls Foot Pedal/Hand Brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Service Brake System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Brake System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand Brake Pan/ Ratchet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brake Pipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel System	Pass	Fail	Advisory	Defects/Comments/Advisory – delete as appropriate
All Visible Fuel System Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tyres and Road Wheels and Trims	Pass	Fail	Advisory	Defects/Comments/Advisory – delete as appropriate
Tyre Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tyre Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tyre Condition / TPMS system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Road Wheels and Nut Wheels Trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General	Pass	Fail	Advisory	Defects/Comments/Advisory – delete as appropriate
Vehicle Structure (Chassis Cross Engine Mountings Gear Box)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oil Leaks Eng. – G/Box R/Axle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Interior Seats/Floor Mats etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wheelchair Equipment/Ramps/Steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seat Belts and Fixings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Door Hinges, Weather-Strips, Windows, Locks, CH, Straps, Pillars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior and External Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registration Plates and Bumpers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Door Stickers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Paintwork Body Panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke Emission Petrol/ Diesel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Clutch Pedal Clutch Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Extinguisher BS. No.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No Smoking/Vaping Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-Approved Additional Extras	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is Vehicle Displaying Scale of Charges Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Displaying Door Lock Safety Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reg. No. of Taxi Displayed Inside Passenger Compartment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Break Test Results if required

	Service	Lock		Park	Lock		Imbalance
Axle 1 N/S			N/S			Axle 1 N/S	
Axle 1 O/S			O/S			Axle 1 O/S	
Axle 2 N/S			Total			Difference	
Axle 2 O/S						Result	
Total			Service		Park		Imbalance

Prohibition Notice Affixed to Vehicle *Please note the information below*

The vehicle is Meantime Certified Unfit for Public Use and cannot operate until the Prohibition Notice has been removed by an authorised officer

Vehicle to be uplifted as considered dangerous *Please note the information below*

The vehicle is dangerous, and you may be committing an offence if driven from the Examination Centre

OUTCOME	PASS	<input type="checkbox"/>				
	FAIL	<input type="checkbox"/>	FULL MOT	<input type="checkbox"/>	RETEST	<input type="checkbox"/>

NOTE

- It is the licence holder's responsibility to ensure the vehicle is returned for retest by 10 working days from date of first test, failure to do so will result in another full test being carried out
- This sheet must be produced on the day of any re-test
- All 'Tests' must be pre-booked by calling 0131 529 4042 (Option 6)

Examiners Signature:

Appendix 2 - Taxi & PHC bodywork / paint work Guidance for Examiners

General

While the City of Edinburgh Council's Licensing Conditions for Taxis and Taxi Drivers layout what a vehicle owner requires to comply with, it is reasonable when examining a vehicle a common-sense approach should be adopted when examining bodywork and paintwork, similar to standards adopted by the British Vehicle & Leasing Association (BVRLA) which adopted a "what is reasonable approach".

There must be no rust, corrosion, or discoloration on any painted areas, including painted bumpers, body mouldings and mirrors.

Repaired chips, scratches and dents are acceptable provided that the work is completed to a professional standard by repairers who can provide full warranty on their work.

Obvious evidence of poor repair, such as flaking paint, preparation marks, paint contamination, rippled finish or poorly matched paint is not acceptable.

Chips

Chips of 3mm or less in diameter are acceptable provided they are not rusted. A maximum of four chips on any panel, 6 chips per door edge and eight chips on any forward-facing panel is permitted

Dents

Minor dents of 15mm or less in in length are acceptable provided that there are no more than 2 per panel and the paint surface has not been penetrated to the bare metal.

Chips within dents are not acceptable.

Dents on the roof or on the swage line of any panel are not acceptable.

Scratched Paintwork

Surface light scratches of up to 25mm or less in length where the primer or bare metal is not showing are acceptable provided, they can be polished out. A maximum of four scratches on any one panel is acceptable.

Bumper sections and rubbing strips.

Provided these are not broken, cracked, or deformed, small areas of scuffing and score marks are acceptable.

Wheels and wheel trims

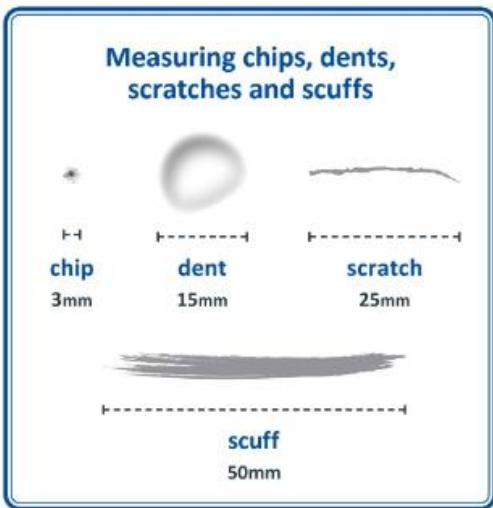
Dents or damage to the rim or main body of the wheel are unacceptable. Anything other than small scuff marks on wheel trims is also unacceptable.

Vehicle Interior

The interior upholstery and trim must be clean and odourless with no burns, scratches, tears dents or staining.

Carpets should not have holes. All seats and headrests originally supplied must be present. Torn or split floor coverings and damaged surrounding trim panels are not accepted.

Interior fittings such as seatbelts, rereview mirrors, courtesy lights, sun visors, door bins etc. must be present, intact, clean, and free of damage.



Glossary

Chip

Removal of the surface material (glass or paintwork) in a concise area

Dent

Deformation of the surface structure, usually caused by impact damage.

Scratch

A mark or score with raised edges in the surface material glass or paint work.

Scuff

Light scaping on top surface not penetrating base material.

Swage line

Folded edge on a panel of the vehicle

If there is any doubt the Vehicle Examiner should consult with the Senior Examiner.

It is important that the examination process is fair transparent and consistent.

APPENDIX 3- VEHICLE TEST APPEAL PROCESS

City of Edinburgh Conditions Compliance Inspection Appeals process

- 1.1 In the first instance any concerns re a condition compliance test failure should be discussed with the Vehicle Examiner at the end of the test the examiner will offer to show you why the vehicle has failed the test by doing a 'walk around' of the vehicle. You are entitled to be shown the item failures and have them explained fully. If you wish to look under the vehicle whilst it is on the ramp you must ensure you are wearing the appropriate protective clothing as required by Health & Safety legislation
- 1.2 If you are not satisfied with the vehicle examiners explanation you should ask to speak to the Senior Examiner at the LICENSING HUB who is the appointed "Authorised Examiner"
- 1.3 The vehicle examiner will explain the item failures, and these will be checked and verified by the senior examiner.
- 1.4 Where the Senior Examiner agrees with the test result of the vehicle examiner you are still not satisfied, you are entitled to lodge a formal appeal
- 1.5 The MOT Test fees table and complaints notice will be displayed on the notice board within the reception area the Taxi Examination Centre

DVSA Appeals process if vehicle failed MOT

- 1.6 It is important that the test results are discussed with the test centre before anyone starts repairs.
- 1.7 An appeal against the failure can be made to DVSA within 14 working days of the test. In order to lodge a formal appeal you must:
 - Ask for form (VT17) – obtainable from this testing station or the DVSA website
 - Send the completed form to the Driver Vehicle Standards Agency customer services centre* at the address below, within 14 working days of the refusal notice issue date
 - If the appeal is successful, the fee or, if appropriate, part of it will be returned to you
 - Do not have your vehicle repaired before your appeal is considered. This is because any change to your vehicle may affect the outcome of the appeal

DVSA Customer Services Centre
DVSA
The Ellipse
Padley Road
Swansea
SA1 8AN

DVSA website: www.gov.uk/dvsa

- 1.8 DVSA will contact you within five days to discuss the appeal.
- 1.9 If DVSA decides to recheck the vehicle, it will be necessary to arrange a date and pay the full test fee again. DVSA will send out an inspection report listing any vehicle defects.
- 1.10 No repairs should be made until the appeal process has finished.
- 1.11 If the appeal is upheld a MOT Certificate will be issued by DVSA

1.12 If the decision to refuse an MoT certificate is reversed by DVSA and they issue the MoT, the City of Edinburgh Council is under no obligation to issue a Compliance Certificate or Licence. The City of Edinburgh Council are fully entitled to apply standards that are higher than those of an MoT.

1.13 In the event that matters cannot be resolved the matter should be referred to The Licensing Service Manager, City Chambers, 249 High Street Edinburgh EH1 1YJ

Retests and Appeals

Retests (Re-Examinations)

- Providing the testing station has not changed ownership► If the vehicle is brought back to the same test station and retested before the end of the next working day on one or more of the following items only: No Additional Fee (Partial Re-Examination)

Access panels	Entrance door remote control**	Registration plates	Trailer electrical sockets
Battery	Entrance/exit steps**	Seat belts (but not anchorages)	Tyre pressure monitoring system
Bonnet	Fuel filler cap	Seat belt load limiter	Vehicle identification number (VIN)
Boot lid	Headlamp cleaning or levelling devices (not requiring a headlamp aim check)	Seat belt pre-tensioner	Windscreen and glass
Brake pedal anti-slip	Horn	Seats	Windscreen wipers/washers
Break glass hammer**	Lamps (excluding headlamp aim)	Sharp edges or projections	Wheels* and tyres*
Doors (including hinges, catches and pillars)	Loading door	Stairs**	
Door open warning device**	Main beam 'tell-tale'	Steering wheel	
Dropsides	Mirrors	Tailboard	
Electrical wiring	Rear reflectors	Tailgate	
Emergency exits and signs**		Towbars (excluding body around anchorage points)	(* excludes class 1 and 2 ** class 5 only)

- If the vehicle is left at the testing station for repair and is retested before the end of 10 working days following the day of the initial failure, then only a partial retest is needed for which no fee may be charged.
- If the vehicle is removed from the testing station for repair and returned for retest within 10 working days following the day of the initial failure, then only a partial retest is needed and a partial retest fee may be charged.

Only one Partial Re-Examination is permissible per full examination

- In any other case full re-examination **Full Fee**
- Appeal test fee **Full Fee**

Appeals

If you wish to appeal against refusal to issue a test certificate for your vehicle:

- Ask for a form (VT17) - obtainable from this testing station or the DVSA website.
- Send the form to the Driver and Vehicle Standards Agency Customer Service Centre, address shown below, within 14 working days of the refusal notice issue date.
- If your appeal is successful, the fee or, if appropriate, part of it will be returned to you.
- Do not have your vehicle repaired before your appeal is considered. This is because any change to your vehicle may affect the outcome of the appeal.

DVSA Customer Service Centre: **DVSA, The Ellipse, Padley Road, Swansea, SA1 8AN**

Telephone: **0300 123 9000***

DVSA website: **www.gov.uk/dvsa**

* Calls provided by BT are charged at a low rate. Charges from other providers may vary. Your call may be monitored or recorded for lawful purposes.

VT9A PART2 V2

Appendix 4 - Insurance Write-Off Categories and Policy

Car insurance write-off categories explained.

Car insurance assessors use various categories of car insurance write-off to rank the seriousness of accident damage.

Up to 1 October 2017, the four categories used included A, B, C, D, whereby the level of damage would decrease in severity by category, starting from A.

After review, the ABI has updated the salvage code, in order to shift focus away from the mere cost of repair and instead highlight structural issues that affect safety. The categories are now A, B, S and N.

Category	Repairing the vehicle	Using the vehicle
A	Cannot be repaired	Entire vehicle has to be crushed
B	Cannot be repaired	Body shell has to be crushed, but you can salvage other parts from it
N	Can be repaired following non-structural damage	You can use the vehicle again if it's repaired to a roadworthy condition
S	Can be repaired following structural damage	You can use the vehicle again if it's repaired to a roadworthy condition

Category A

Scrap only. For cars so badly damaged they should be crushed and never re-appear on the road. Even salvageable parts must be destroyed.

Category B

Body shell should be crushed. Signifies extensive damage, although some parts are salvageable.

Should never re-appear on road, although reclaimed parts can be used in other road-going vehicles.

Category N (formerly Category D)

Vehicles graded accordingly haven't sustained structural damage, so the issue may be cosmetic, or a problem with the electrics that isn't economical to repair.

Don't assume such vehicles are drivable, however; non-structural faults may include brakes, steering or other safety-related parts.

Category S (formerly Category C)

The new Category S means the vehicle has suffered structural damage.

This could include a bent or twisted chassis, or a crumple zone that has collapsed in a crash. Category S damage is more than just cosmetic, therefore, and the vehicle will need to be professionally repaired.

Also, it won't be safe to drive until then.

Cars written off as a Category S case, must have a Form V23* submitted by the insurer, self-insurer or agent to DVLA as soon as the categorisation decision is made and without waiting for V5.

However, it is the responsibility of the keeper to notify DVLA when a vehicle is passed to an insurer following a total loss payment.

No notifications are made to the Driver and Vehicle Licensing Agency (DVLA) or VOSA when a car is written off in a Category N situation.

Edinburgh Policy

The City of Edinburgh Council will only consider vehicles that have been Categorised as N & S

Categories A & B should not be repaired and will not be considered as suitable for licence.

As part of the compliance check we require a copy of the Insurance Company report which will detail why a vehicle has been classified as a “write off” and a copy of the repairer’s invoice.

If the Vehicle has extensive repair work carried out, we may also ask for an independent engineers report as well.

If there is no insurance or repairers’ paperwork, then an independent engineers report will also be required

No examination will be carried out until all the relevant paperwork is produced.