Specification relating to the Construction and Licensing of Private Hire Vehicles in the Borough of Basingstoke and Deane

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Notes:

(i) The word “approved” in the conditions of fitness refers to approved by the Basingstoke and Deane Borough Council.

(ii) All parts of this specification are operative with effect from 17 January 1995 and those vehicles approved before this date remain subject to the conditions which were in force at the time of their approval.

(iii) It must be understood that, although the conditions set out in the specification may have been complied with, approval will be withheld if the council is of the opinion that the vehicle is unsuitable for public use.

(iv) Notwithstanding the above the council may, at its discretion grant approval to any vehicle which it considers suitable for use as a private hire vehicle.
PART 1

Specifications for Private Hire Vehicles

1. General

All licensed private hire vehicles must comply in all respects with the requirements of any Acts and Regulations relating to motor vehicles in force at the time of licensing.

Vehicles working under the authority of a private hire vehicle exemption notice must meet the specification within the Basingstoke and Deane exempt vehicle policy.

2. Wheels

Road Wheels
(a) All vehicles must have at least 4 full size road wheels and be of the correct type, size and pressure for that vehicle.

(b) Spare Wheel Provision
In cases where a vehicle manufacturer originally provides a full sized spare wheel, the driver/owner shall continue to use this type of wheel and tyre as spare wheel provision.

(c) Where the vehicle manufacturer originally supplies a vehicle with their approved:
- run flat tyre, or
- a spare wheel and tyre of a compact design, or
- a repair or inflation equipment kit (in place of a spare wheel) as standard with a new vehicle,

the vehicle shall at all times carry the manufacturer's alternative (and where appropriate tools suitable for wheel changing) and keep in a condition capable of being immediately used.

In other words, the spare wheel must be the original option as designed and delivered by the vehicle manufacturer when new. Space saver tyres and puncture repair kits will only be acceptable in vehicles that are manufactured without full size spare tyres and vehicles that are adapted in a way to prevent them carrying a full size spare tyre,

(d) In the event of the need arising for the fitting of a space saver tyre, the use of a run flat tyre or a repair or inflation kit then the appropriate remedial action to replace with 'new' (as per original specification) must be undertaken upon completion of the journey meaning no passenger(s) can be collected when any form of temporary wheel is in use.
3 Doors

All vehicles must have at least four doors, excluding any tailgate. Sliding doors must be fitted with a warning device to indicate when they are open.

4 Seating Access, Capacity, Head and Knee Room

(a) Seating Access

Access from the doors to the seats must be direct, without having to manoeuvre other seats or obstructions.

(b) Rear Seat (Length)

The length of the rear seat measured in a straight line lengthwise on the front of the seat must be such as will allow adequate seating accommodation to the extent of at least sixteen inches (400mm) per person.

(c) Seats (Width)

The width of the back seat from the squab to the front edge must not be less than eighteen inches (457mm).

(d) Knee Space Front and Rear passengers

There must be at least 28 inches distance between the squab of the rear and middle seats and the back of the front and middle seats when all seats are occupied. (Middle rows relates to MPV vehicles only)

There must be a minimum of 28 inches between the squab of the front passenger seat and the nearest point of the dashboard at knee level.

All front passengers must be able to sit squarely and without causing physical contact with the dashboard or with the driver whilst driving and using the controls.

(e) Height (Inside)

From the top of the seat cushions at its junction with the rear squab vertically must be not less than thirty two inches (813mm).

Subject to the further consideration of vehicle wheelbase and engine size as follows:

Any vehicle with a wheelbase of 100 inches (2.54cm) or more shall be licensed to carry 4 (or more to a maximum of 8) passengers subject to engine size of 1550cc and above and seat measurement criteria as at (b), (c), (d) and (e), above.
The number of persons licensed to be carried shall be exhibited outside the vehicle.

5 Estate Cars

Estates must have sufficient luggage space for the number of passengers the vehicle is licensed to carry for each journey without having to fold any seat. Must be fitted with a guard between luggage and passengers.

6 Steering

(a) The steering wheel must be on the offside of the vehicle.

(b) The steering mechanism must be so constructed or arranged that no overlock is possible and that the road wheels do not in any circumstances foul any part of the vehicle.

(c) The steering arms and connections must be of adequate strength and as far as possible protected from damage by collision.

7 Brakes

(a) All brakes must act directly on the wheels of the vehicle.

(b) The pedal operated braking system must be so designed that notwithstanding the failure of the brakes on any pair of wheels, either on one axle or diagonally opposite, there must still be available for application brakes on the other pair sufficient to bring the vehicle to rest within a reasonable distance.

8 Tyres

All tyres must be kept at correct pressure and meet legal requirements and be suitable for use on the vehicle.

9 Suspension

Every vehicle must be fitted with an efficient suspension system so designed and constructed that there is no excessive roll or pitch.

10 Transmission

Vehicles using automatic or semi-automatic transmission must be fitted with a device to prevent the engine starting with the transmission selector in a DRIVE or REVERSE position.
11 Modifications to vehicle

(a) No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the prior approval of the council at any time during the term of the licence.

(b) Safety screens may be installed in private hire vehicles but must be approved by the council prior to installation.

12 Bolts and Nuts

All moving parts and parts subject to severe vibration connected by bolts or studs and nuts must be fitted with an approved locking device.

13 Fuel Tanks

(a) Fuel tanks must not be placed in the engine compartment and must be adequately protected from damage by collision.

(b) All fuel tanks and all apparatus supplying fuel to the engine must be so placed or shielded that no fuel overflowing or leaking there from can fall or accumulate upon any part or fitting where it is capable of being readily ignited or can gall into any receptacle where it might accumulate.

(c) The filling points for all fuel tanks must be accessible only from the outside of the vehicle and filler caps must be so designed and constructed that they cannot be dislodged by accident.

(d) In the case of an engine powered by LPG a device must be fitted by which the supply of fuel to the engine may be immediately cut off. Its situation together with the means of operation and “OFF” position must be clearly marked on the outside of the vehicle.

(e) In the case of a battery powered engine there must be adequate charging capacity in the batteries to sustain the use of the vehicle for private hire.

14 Electrical Equipment

(a) All electrical leads and cables must be adequately insulated and where liable to be affected by exposure to water, diesel, petrol or oil, must be adequately protected.

(b) All electrical circuits must be protected by suitable fuses.

(c) Batteries must be so placed and protected that they cannot be a source of danger.
15 **Fire Appliances**

An appliance for extinguishing fire must be carried in such a position as to be readily available for use and such appliances must comply with the requirements relating to Fire Extinguishing Appliances for use on Public Service Vehicles.

16 **Exhaust Pipe**

The exhaust pipe must be so fixed or shielded that no inflammable material can fall or be thrown upon it from any other part of the vehicle and that it is not likely to cause a fire through proximity to any inflammable material on the vehicle. The outlet must be placed at the rear of the vehicle and in such a position as to prevent fumes from entering the vehicle.

17 **Body**

The body must be of the fixed head type. Approved sun roof may be fitted.

18 **Driver's Compartment**

The driver's seat must be designed to accommodate the driver only and be adjustable for reach.

The vehicle must be fitted with adequate devices for demisting, defrosting and washing the windscreen and with a sun visor adjustable by the driver.

Direction indicators of an approved type must be fitted.

19 **Windows**

(a) Windows must be provided at the sides and at the rear.

(b) Rear passenger door windows must be capable of being opened easily by passengers when seated.

20 **Heating and Ventilation**

An adequate heating and ventilation system must be fitted for the driver and passengers.

21 **Glass**

The windscreen and all windows must be safety glass in accordance with the latest British Standard at the time of approval.
22 Door Fittings

Passengers’ doors must be capable of being readily opened from inside and outside the vehicle by one operation of the latch mechanism. Approved central locking systems are permitted. Double catches of approved types must be fitted to all doors.

23 Floor Covering

The floor of the vehicle must be suitable covered and in good repair.

24 Luggage

(a) Provision must be made for carrying luggage sufficient for the number of persons for which the vehicle is licenced having regard to each specific journey type.

(b) If it is intended to carry luggage on the roof, the carrier must be of an approved type fitted to the roof guttering. It must not be used to carry weight in excess of the manufacturer’s recommendation.

25 Horn

A legal horn of an approved type must be fitted and maintained in working order.

26 Taximeter

If fitted, must be of an approved type and tested by or on behalf of the council.

27 Radio Apparatus

(1) Where apparatus for the operation of a two-way radio system is fitted, no part of the apparatus may be fitted in the rear boot compartment if LPG tanks or equipment are situated therein.

(2) Any other radio receiver fitting must be of an approved type.

28 Registration Marks

Must comply with the latest specifications.

29 Maintenance

Vehicles, including all fittings, etc, must be well maintained and kept clean and in good working order. The vehicles will at all times be subject to test and inspection and should it be found that a vehicle is not being properly maintained or that any part or fitting is not in good working order, a notice will be served on the owner prohibiting him from using the vehicle until the defect has been remedied.
PART II

Specification for Licensing of Mini Buses

30 Legislation Regulations

(a) All licensed vehicles must comply in all respects with the requirements of any Acts and Regulations relating to motor vehicles in force at the time of licensing.

(b) Vehicles registered on or after 1 April 1988 and manufactured after 1 October 1987 shall comply with the new unified standards of construction and equipment contained in Regulations 41 to 43 of the Road Vehicles (Construction and Use) Regulations 1986.

(c) Vehicles registered on or before 1 April 1988 and manufactured before 1 October 1987 and which do not comply with the new unified standards shall comply with the Mini Bus (Conditions of Fitness, Equipment and Use) Regulations 1977 as amended.

31 Sliding Doors

Sliding doors must be fitted with a warning device to indicate when they are open.

32 Seating Access

Access from the doors to the seats must be direct, without having to manoeuvre other seats or obstructions.

33 Emergency Exit

Rear doors must be clearly marked on the inside and outside of the vehicle “Emergency Exit” with the means of operation clearly indicated.

Operators are advised that Up and Over doors are not acceptable on safety grounds and emergency use.

34 Safety Rails

Vehicles converted or adapted by the removal of passenger seats must be fitted with safety rails constructed in such a manner:

(a) to prevent passengers from entering the space in the event of an accident.

(b) not to obstruct the driver’s view to the nearside.

(c) that any luggage loaded must not interfere with the driver’s controls.
(d) to prevent any luggage loaded from moving into the passenger compartment in the event of an accident.

35 Mini Buses to have a minimum wheelbase of 100 inches.
NEW PRIVATE HIRE VEHICLE CHECKLIST

Before purchasing a new vehicle to be submitted for licensing as a private hire vehicle, applicants must check that the vehicle meets the Private Hire Vehicle Specification.

Please use this checklist when considering purchasing a vehicle for licensing and prior to paying any deposit for a vehicle. This checklist covers some of the main specification criteria. Please ensure you read the entire specification document before committing to buy a vehicle which can be downloaded from www.basingstoke.gov.uk

Vehicles that do not meet this specification will not be licensed. Please submit this checklist to the Licensing team for consideration before you commit to buying any vehicle to be licensed.

Private Hire vehicles – Saloon and estate cars

<table>
<thead>
<tr>
<th>Wheels</th>
<th>Does the vehicle have four wheels and a matching size spare wheel or spare tyre/spare tyre repair provision as included within manufacturer specification and vehicles first sale?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doors</td>
<td>Does the vehicle have a minimum of 4 doors?</td>
</tr>
<tr>
<td></td>
<td>If sliding doors is there a warning device to indicate they are open</td>
</tr>
<tr>
<td>Seat access</td>
<td>Is there direct access to all seats without having to move seats or other obstructions?</td>
</tr>
<tr>
<td></td>
<td>What is the measurement of the length of the rear seat when measured along the front edge?</td>
</tr>
<tr>
<td></td>
<td>What is the measurement of the front seats when measured from the middle at the back of the seat to the middle at the front of the seat?</td>
</tr>
<tr>
<td></td>
<td>What is the measurement of the rear seat when measured from the middle at the back of the seat to the middle point at the front of the seat?</td>
</tr>
<tr>
<td>Category</td>
<td>Question</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>With the front seat located in its central position what is the measurement from the rear of the front seat to the back of the back seat.</td>
</tr>
<tr>
<td></td>
<td>What is the measurement of the seat back from the top of the seat base to the top of the seat back?</td>
</tr>
<tr>
<td>Estate Cars</td>
<td>Is there sufficient luggage space for the proposed number of passengers without the need to fold seats?</td>
</tr>
<tr>
<td></td>
<td>Is there a luggage guard fitted between the passengers and the luggage space at the rear?</td>
</tr>
<tr>
<td>Steering</td>
<td>Is the steering wheel fitted on the offside of the vehicle?</td>
</tr>
<tr>
<td></td>
<td>Are the steering arms and connections of adequate strength and as far as possible protected from damage by collision?</td>
</tr>
<tr>
<td>Brakes</td>
<td>Do all brakes act directly on the wheels of the vehicle?</td>
</tr>
<tr>
<td>Transmission</td>
<td>If the vehicle has automatic or semi-automatic transmission, does it have a device to prevent the engine starting with the gear stick in the DRIVE or REVERSE position?</td>
</tr>
<tr>
<td>Fuel Tank</td>
<td>If LPG, is there a device which will allow the immediate cut off of the fuel supply?</td>
</tr>
<tr>
<td>Driver's seat</td>
<td>Is the driver's seat of such design to seat only the driver i.e. not a shared bench seat?</td>
</tr>
<tr>
<td>Windows</td>
<td>Are windows fitted on both sides and at the rear of the vehicle?</td>
</tr>
<tr>
<td></td>
<td>Can the rear passenger door windows be opened easily by the passenger when seated?</td>
</tr>
<tr>
<td>Heating/Ventilation</td>
<td>Is there an adequate heating and ventilation system installed within the vehicle?</td>
</tr>
</tbody>
</table>
Door fittings | Can the passenger doors be easily opened as required from inside and outside by one operation of the door mechanism?
---|---
Floor covering | Is the floor covering suitable in good condition?
Luggage | Is there sufficient luggage space in the boot for the proposed number of passengers?

The above checklist is a guide to allow applicants to determine **before purchase** if a vehicle may be suitable for Licensing as a Private Hire Vehicle by Basingstoke and Deane Borough Council.

The council will refuse to licence a vehicle that does not meet the required specification. It is the responsibility of the applicant to provide the correct information and measurements.

The council cannot be held responsible for errors made by an applicant or loss of money on a vehicle purchase if a vehicle is found to be non-compliant with the specification.

If you have any queries about the suitability of a vehicle after reading the specification and completing this checklist please speak to a member of the Licensing Team on 01256 844844 or email licensing@basingstoke.gov.uk