

Licensing a Hackney Carriage Vehicle in Basingstoke and Deane

What is Hackney Carriage licensing?

The Licensing Team is responsible for the licensing and regulation of hackney carriages (also known as taxis) in the borough.

Taxis in Basingstoke and Deane are purpose built wheelchair accessible vehicles with a 'taxi' roof light. Typically these are the London style black cabs or approved converted people carrier vehicles. A hackney carriage vehicle can only be driven by a driver who holds a dual hackney carriage and private hire driver's licence. Licences are granted to hackney carriage vehicles to be used primarily (at least 5 days in 7) within this Borough to:

- carry passengers for hire or reward
- be hailed by a prospective passenger
- park on a rank to await the approach of passengers
- ply for hire
- be pre-booked for journeys either direct or through a licensed private hire operator.

This guidance document outlines the procedure that must be followed in order to apply for a new hackney carriage vehicle licence.

Separate guidance is available on our website on the procedure to apply for a new dual hackney carriage and private hire driver's licence. The guidance to drivers also includes further information on how to upgrade an existing private hire driver's licence to a dual licence.

Further guidance documents are also available on our website for applicants wishing to transfer the ownership of an existing licensed vehicle, update their vehicle licence to reflect a change of registration number or apply for a temporary vehicle licence in the event that their vehicle is involved in an accident.

How long will my application take?

The Licensing Team estimates that the application process for a new vehicle licence application will take up to 6 working days (assuming the vehicle meets the councils criteria) . If your application is delayed due to failure to provide a complete application or your vehicle requires additional inspection the process may take longer than stated above. You are reminded that it is an offence to permit a vehicle to be used as a hackney carriage until you are in possession of a current hackney carriage vehicle licence issued by Basingstoke and Deane Borough Council.

What do I need to consider before I apply to licence a Hackney Carriage vehicle?

Licensed hackney carriage vehicles may only be driven by persons holding a dual hackney carriage and private hire driver's licence issued by the same council who issue the vehicle licence. This means other persons such as employees, family members or private hire drivers who do not hold a dual licence may not lawfully drive the licensed vehicle. The approved vehicle makes and models which may be licensed as hackney carriages in the borough of Basingstoke and Deane are:

London Taxi TX1 and TX2
Volkswagen Transporter/Shuttle/ Caravelle
Peugeot Euro 7 (or variations)
Mercedes Vito
Fiat TW200

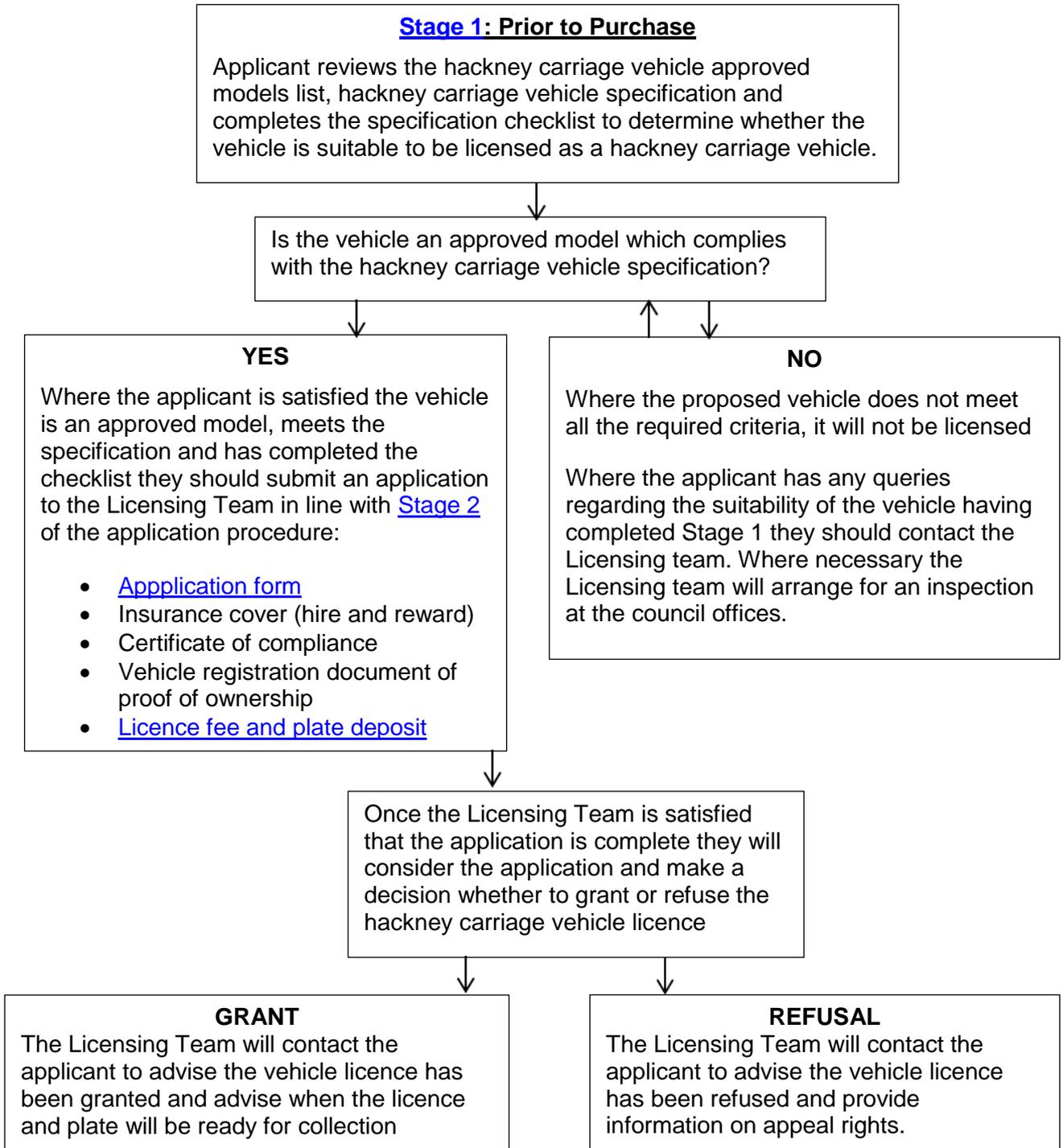
(The Fiat, Volkswagen, Peugeot and Mercedes vehicles must be converted by an approved conversion company).

Any of the approved vehicle models will be suitable for licensing providing the vehicle complies with the council's specification for vehicles to be licensed as hackney carriages in Basingstoke and Deane. Before you make an application you should consider the following:

General Requirements	
The intended use of the vehicle must be mainly for use within the Borough of Basingstoke and Deane.	
Applicants must complete and give to the Council an application on the form provided and pay the current licence fee.	Section A
Applicants must produce a current certificate of insurance/cover note to include hire and reward.	
Applicants must produce an original certificate of compliance from one of the council's authorised testing centres .	
Hackney carriage drivers are required to have public liability insurance to a minimum of £2,000,000. If your public liability insurance is included within a vehicle or operator policy and you change the vehicle you drive, you must ensure your public liability remains in place and you remain covered.	
Applicants must produce the vehicle registration document stating that they are the registered keeper of the vehicle. If you do not have the vehicle registration document you will be required to provide other proof of ownership (sales invoice or receipt) and supply the vehicle registration document within one month.	
Before submitting a new vehicle licence application all applicants must ensure the proposed vehicle is an approved model and meets the criteria outlined within the hackney carriage vehicle specification.	Section B
A checklist is provided at the end of the specification document for completion by the applicant. The specification includes requirements in relation to seating capacity, leg room, engine size, luggage space etc.	Section C
All hackney carriage vehicles must be less than 3 years old at first licence.	
All hackney carriage vehicles must be constructed to facilitate the carriage of disabled persons and be capable of accommodating	

<p>the disabled person in a standard wheelchair within the passenger compartment.</p>	
<p>Applicants must be prepared to provide and affix a taximeter within the hackney carriage vehicle which shall be maintained in full working order at all times. The hackney carriage taximeter must only be programmed in line with the current Basingstoke and Deane Borough Council fare table.</p> <p>The driver of a hackney carriage vehicle is not entitled to charge the hirer a fare for their journey in excess of the fare prescribed by the Basingstoke and Deane Borough Council fare table.</p>	
<p>Applicants must be prepared to permanently affix the hackney carriage vehicle licence plate and 'taxi' roof sign to the vehicle at all times and in accordance with hackney carriage vehicle licence conditions.</p>	
<p>Applicants who wish to licence a vehicle which has a front bench seat should be aware that bench seats will only be licensed for two passengers where the seat in question complies with the measurements required by the hackney carriage vehicle specification and provides adequate leg room.</p>	
<p>Applicants wishing to display advertising on their hackney carriage vehicle must seek prior approval from the Council before applying any advertising material to the hackney carriage.</p>	

New Hackney Carriage vehicle licence application procedure



Stage 1: Is the vehicle you intend to purchase suitable to be licensed?

Once the applicant has identified which of the approved models they intend to purchase they should compare their chosen vehicle to the hackney carriage vehicle specification and complete the standard checklist at the end of the document. Applicants must be satisfied that the vehicle meets the hackney carriage vehicle specification before committing to purchasing a vehicle. If the proposed vehicle does not meet all the required criteria, it will not be licensed.

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

Where necessary the Licensing Team will arrange for an inspection of the vehicle at the council offices by a member of the Licensing Team.

Stage 2: What do I need when I submit my application?

Postal applications should be sent to The Licensing Team, Civic Offices, London Road, Basingstoke, RG21 4AH.

Applications can also be submitted in person to the Parklands reception at the civic offices where a member of the customer services team will check your application. If you bring your application to the Parklands reception you will need to take a ticket and the officers will photocopy any original documents and return those to you. Please do not leave your application without it being checked.

Your application MUST be complete. The following documents must be submitted:

- | | |
|---|--------------------------|
| 1. Application form fully completed, signed and dated (Section A) | <input type="checkbox"/> |
| 2. Current certificate of insurance/cover note to include hire and reward | <input type="checkbox"/> |
| 3. Original certificate of compliance from a Council authorised testing centre | <input type="checkbox"/> |
| a) J Davy, West Ham, Basingstoke, RG22 6PL | |
| b) L&M Autos, Unit 5 Bell Road, Daneshill Estate, Basingstoke RG24 8FB | |
| c) Bryant and Freeman, Beresford Centre, Wade Road, Basingstoke RG24 8PL | |
| 5. Vehicle registration document or other proof of ownership | <input type="checkbox"/> |
| 6. Licence fee and plate deposit (where applicable) (Section A) | <input type="checkbox"/> |

Replacement vehicle application

Applicants may apply to replace an existing licensed vehicle with a new vehicle at mid-licence however, all replacement vehicles must be licensed for a full year. Any unused licence can be transferred to the new vehicle licence and deducted from the annual fee payable. The Licensing Team will calculate the fee based on the number of full or part months that have expired since the issue date.

What happens next?

Following completion of Stage 1 of the application process the Licensing Team will process your application which will be subject to a six working day turn around period. Where necessary the Licensing Team will request that the vehicle be presented at the council offices for inspection by a member of the Licensing Team.

Where a decision is made to grant the hackney carriage vehicle licence the applicant will be notified when their licence and plate is ready for collection from the council offices. All hackney carriage vehicle licences are issued subject to compliance with the standard hackney carriage vehicle licence conditions which will be provided on issue of your vehicle licence. Further copies of all private hire and hackney carriage licence conditions and byelaws are available to download at basingstoke.gov.uk.

Where a decision is made to refuse the hackney carriage vehicle licence the applicant will be notified in writing and provided the opportunity to appeal the decision to the Licensing Sub-Committee or the Magistrates Court within 21 days.

What do I need to do once my licence is issued?

All hackney carriage vehicles must display the corporate identity. The display of the corporate identity will form part of the vehicle compliance test. Please refer to the hackney carriage vehicle licence conditions issued at the time of licence for further guidance on how to display your vehicle plate.

Vehicle testing requirements

A hackney carriage vehicle will require a certificate of compliance test on first licence and annually thereafter up to a period of three years from date of first registration. Hackney carriage vehicles between three and five years of age will require a certificate of compliance test every six months and hackney carriage vehicles over eight years of age will require a certificate of compliance test every four months. Your vehicle may be tested up to thirty days in advance of the expiry date, as the new certificate of compliance may be predated accordingly, as long as you take the existing certificate with you to the testing station.

How do I renew my vehicle licence?

Hackney carriage vehicle licences are due for renewal every year. You will be sent a renewal reminder by the Licensing Team between 4-8 weeks before your hackney carriage hire vehicle licence is due for renewal. Renewal applications must be submitted at least 10 working days before your current licence expires. Failure to do so could mean your licence is not renewed before your current licence expires and therefore you will be unable to work.

LICENSING

APPLICATION FOR A NEW HACKNEY CARRIAGE VEHICLE LICENCE

This form **MUST NOT** be used for a renewal vehicle licence application, or if the vehicle is being transferred, or you are changing the registration number.

PLEASE COMPLETE PAGE ONE AND TWO IN CAPITAL LETTERS USING BLACK INK			
PROPRIETOR DETAILS:			
1. NAME (in full)			
2. ADDRESS			
3. HOME TEL. NO.		4. MOBILE TEL. NO.	
5. EMAIL ADDRESS			
VEHICLE DETAILS:			
6. MAKE		7. MODEL	
8. ENGINE SIZE		9. REGISTRATION NO.	
10. PASSENGER SEATING CAPACITY		11. DATE OF VEHICLE REGISTRATION	
12. VEHICLE TAXIMETER TYPE			
13. VEHICLE TAXMITER NUMBER			
12. CO-PROPRIETOR OR INTERESTED PARTY			
<p>Provide the name and addresses of co-proprietors or any other persons who have an interest in the vehicle.</p>			
13. DECLARATION			
<p>I hereby declare that the information and particulars given by me in all pages of this application are true and correct to the best of my knowledge and belief and I make it knowing that if it is tendered inaccurately, any licence determined and issued in connection with it may be suspended, modified and /or revoked.</p>			
Signature:		Name (please print):	
		Date:	
FOR OFFICE USE ONLY:		APPFORM	
		PLATE NO:	
FORM NO:		Revision date: May 2018	
LIC_TXVP		Next revision date: May 2020	

1. Application Form fully completed, signed and dated (Section A)			<input type="checkbox"/>
2. Current certificate of insurance/cover note to include hire and reward			<input type="checkbox"/>
3. Original certificate of compliance from a Council authorised testing centre			<input type="checkbox"/>
a) J Davy, West Ham, Basingstoke, RG22 6PL			
b) L&M Autos, Unit 5 Bell Road, Daneshill Estate, Basingstoke RG24 8FB			
c) Bryant and Freeman, Beresford Centre, Wade Road, Basingstoke RG24 8PL			
4. Vehicle registration document or other proof of ownership			<input type="checkbox"/>
5. Licence fees (Section A)			<input type="checkbox"/>

Fees 2019	Vehicle Licence Fee	Office Use Only: Code	
1 Year Licence	£173	1-B4603001-YB61	£173.00

Payment information:

- *Payment can be made in person at Parklands reception or over the phone with our contact centre (01256) 844844 or online via the pay for it function on the council website*
- **Replacement vehicle**
The yearly licence fee may be subject to change where the new vehicle is a replacement for an existing licensed vehicle at mid-licence. Any unused licence can be transferred to the new vehicle licence and deducted from the annual fee payable. The licensing team will calculate the fee based on the number of full or part months that have expired since the issue date. The payment of plate deposit will not be required where the new vehicle replaces an existing licensed vehicle. For confirmation of the payment required for a replacement vehicle please contact the Licensing Team.

Basingstoke and Deane Borough Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see the Level 2 notice on Basingstoke and Deane Borough Council website which can found at: <http://www.basingstoke.gov.uk/council/keydocs/antfraud.htm> or contact David Robb, Head of Corporate Governance on 01256 845315 (direct line) or email: david.robb@basingstoke.gov.uk

HOW WE COLLECT AND USE INFORMATION

We will use the information given in this form and any supporting evidence you send us to process your Hackney carriage /private hire application. We may pass the information to other agencies or organisations, such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities, and private-sector companies such as banks and organisations that may lend you money. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us.

Basingstoke and Deane Borough Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us. You have a right of access to the information that this Council holds about you. To request this please write to: Information Management (Legislation and RIPA) Officer, Basingstoke and Deane Borough Council, Civic Offices, London Road, Basingstoke, RG21 4AH

SECTION B

Construction and Licensing of Hackney Carriages

Specification relating to the Construction and Licensing Hackney Carriages in the Borough of Basingstoke and Deane

Part I – Conditions of Fitness

Part II – Directions

Part III – Specification for Licensing of Mini Buses

Head of Street Scene, Parks and Regulatory Services
Licensing
Basingstoke and Deane Borough Council
London Road
Basingstoke
Hampshire
RG21 4AH

Acknowledgement

Parts I and II of this Construction and Licensing Specification are reproduced by kind permission of the Receiver of the Metropolitan Police.

FORM NO:	LIC_TXHCVSPEC	Revision date: May 2013	Next revision: May 2015
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2. Steering
3. Brake and Steering Connections
4. Turning Circle
5. Tyres
6. Brakes
7. Suspension
8. Transmission
9. Bolts and Nuts
10. Fuel Tanks
11. Interior Lighting
12. Electrical Equipment
13. Fire Appliances
14. Exhaust Pipe
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17. Wheelchair Facilities
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41. Wheelchair Facilities
42. Wheelbase

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 15 February 1990 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 hackney carriage.

PART 1

Conditions of Fitness

General Construction

1. (1) Every vehicle must comply in all respects with the requirements of any Acts and Regulations relating to motor vehicles in force at the time of licensing.
- (2) Vehicles must be so constructed as to facilitate the carriage of disabled person and be capable of accommodating the disabled person in a wheelchair within the passenger compartment.
- (3) Every vehicle must meet the EC Whole Vehicle Type Approval (ECWVTA) at manufacture and also where any conversion works has been carried out since 1st registration. The ECWVTA must apply to the whole vehicle including any subsequent conversion.

Steering

2. (1) The steering wheel must be on the offside of the vehicle.
- (2) The steering mechanism must be so constructed or arranged that NO overlock is possible and the road wheels do not in any circumstances foul any part of the vehicle.
- (3) The steering arms and connections must be of adequate strength and as far as possible protected from damage by collision.

Brake and Steering Connections

3. Where brake and steering connections are secured with bolts or pins, the bolts or pins must be fitted with approved locking devices and they must be so placed that, when in any position other than horizontal, the head of the bolt or pin is uppermost.

Turning Circle

4. (1) The vehicle must be capable of being turned on either lock so as to proceed in the opposite direction without reversing between two vertical parallel planes not more than 8.535 metres apart.
- (2) The wheel turning circle kerb to kerb on either lock must not be less than 7.62 metres in diameter.

Tyres

5. All tyres at normal pressure under load must be approved as having a suitable minimum circumference for correct operation of the taximeter.

Brakes

6.
 - (1) All brakes must act directly on the wheels of the vehicle.
 - (2) The brakes of one of the braking systems must be applied by pedal.
 - (3) 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.
 - (4) Cable connections are not permitted in the pedal operated system.

Suspension

7.
 - (1) Every vehicle must be fitted with an efficient suspension system so designed and constructed that there is no excessive roll or pitch.
 - (2) Every vehicle must be so constructed or adapted that a failure of a spring, torsion bar or other similar component of the suspension system is not likely to cause the driver to lose directional control of the vehicle.
 - (3) When the vehicle is complete and fully equipped for service and loaded with weights placed in the correct relative positions to represent the driver and a full complement of passengers and luggage and is placed on a plane surface it must not overturn when the plane is tilted to either side to an angle of 40 degrees from the horizontal.

Notes:

- (a) For the purposes of this condition 65 kilogrammes shall be deemed to represent the weight of one person and 65 kilogrammes the weight of a full complement of luggage.
- (b) For the purposes of conducting tests of stability the height of any stop used to prevent a wheel from slipping sideways must not be greater than two-thirds of the distance between the surface upon which the vehicle stands before it is tilted and that part of the rim of that wheel which is then nearest to such surface when the vehicle is loaded.

Transmission

8. Vehicles using automatic or semi-automatic transmission must be fitted with a device to prevent the engine started with the transmission selector in a DRIVE or REVERSE position.

Bolts and Nuts

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

Fuel Tanks

10. (1) Fuel tanks must not be placed under the bonnet and must be adequately protected from damage by collision.
- (2) All fuel tanks and all apparatus supplying fuel to the engine must be so placed or shielded that no fuel overflowing or leaking therefrom can fall or accumulate upon any part or fitting where it is capable of being readily ignited or can fall into any receptacle where it might accumulate.
- (3) The filling point 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.
- (4) A device must be provided by means of 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. In the case of an engine powered by LPG or petrol the device must be visible and readily accessible at all times from outside the vehicle.

Interior Lighting

11. Adequate lighting must be provided for the driver and passengers. Separate lighting controls for both passenger and driver must be provided. In the case of the passengers compartment an illuminated control switch must be fitted in an approved position. Lighting must also be provided at floor level to every passenger door and be actuated by the opening of those doors.

Electrical Equipment

12. (1) 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.
- (2) All electrical circuits must be protected by suitable fuses.
- (3) Batteries must be so placed and protected that they cannot be a source of danger.

Fire Appliances

13. 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.

Exhaust Pipe

14. 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.

Body

15. (1) The body must be of the fixed head type with a partially glazed partition separating the passenger from the driver.
- (2) (a) Outside Dimensions
- (i) The overall width of the vehicle exclusive of driving mirrors must not exceed 1.755 metres.
 - (ii) The overall length must not exceed 4.575 metres.
- (b) Inside Dimensions of Passengers' Compartment
- (i) The vertical distance between the point of maximum deflection of the seat cushion when a passenger is seated to the roof immediately above that point must not be less than 96.5 centimetres.
 - (ii) The width across the rear seat must not be less than 1.07 metres.
- (3) Any curvature of the floor of the passengers' compartment must be continuous and must not exceed 2 centimetres of the partition and 5 centimetres at the base of the rear seat when measured between the centre line and the sills.
- (4) The door and doorway must be so constructed as to permit of an unrestricted opening across the doorway of at least 75 centimetres. The minimum angle of the door when opened must be 90 degrees.
- (5) The clear height of the doorway must not be less than 1.195 metres.
- (6) Grab handles must be placed at door entrances to assist the elderly and disabled.
- (7) Where a boot-lid is hinged at the bottom a restriction must be fitted to prevent the boot lid serving as a luggage platform.

Steps

16. (1) The top of the tread for any entrance must be at the level of the floor of the passenger compartment and must not exceed 38 centimetres above ground level when the vehicle is unladen.
- (2) The outer edge of the floor at each entrance must be fitted with non-slip treads. If a colour contrast is used to aid a partially sighted person it must be of an approved type.

Wheelchair Facilities

17. (1) Approved anchorages must be provided for the wheelchair and chair bound disable person. These anchorages must be either chassis or floor linked. If floor linked they must be affixed in such a manner that the forces are distributed evenly throughout the floor area by means of a suitable galvanised plate of minimum dimensions 200 x 200mm which must be used beneath the floor. Restraints for a wheelchair and a person seated therein must be independent to each other. Anchorages must also be provided for the safe stowage of a wheelchair when not in use whether folded or otherwise if carried within the passenger compartment. All anchorages and restraints must be so designed that they do not cause a foreseeable danger to other passengers.
- (2) A ramp or ramps for the loading of a wheelchair and occupant must be available at all times for use of the nearside passengers' door. An adequate locating device must be fitted to ensure that the ramp/ramps do not slip or tilt when in use. The ramp/ramps must be capable of being stowed safely when not in use.

Paintwork and Body Finishes

18. Only the manufacturer's colour range may be used on exterior or interior body finishes.

Passengers' Seats

19. (1) The measurements from the upholstery at the back to the front edge of the back seat must be at least 40 centimetres and for each adult person carried a minimum of 40 centimetres must be available when measured along the front parallel edge of the seat cushion.
- (2) The width of each front seat must not be less than 40 centimetres and such seats must be at least 35.5 centimetres when measured from the back to the front of the upholstery.
- (3) The vertical distance between the highest point of the undeflected seat cushion and the top of the floor covering must not be less than 35.5 centimetres.

- (4) Where seats are placed facing each other there must be a clear space of 48 centimetres between any part of the front of a seat and any part of any other seat which faces it.

This measurement may be reduced to 43.5 centimetres provided adequate foot room is maintained at floor level. Where all seats are placed facing to the front of the vehicle there must be a clear space of at least 66 centimetres in front of every part of each seat squab.

- (5) Front seats must be so arranged as to rise automatically when not in use. They must be symmetrically placed and at least 4 centimetres apart. When not in use front seats must not obstruct doorways.
- (6) Suitable means must be provided to assist persons to rise from the rear seat with particular attention to the needs of the elderly and disabled.

Driver's Compartment

20. (1) The driver's compartment must be so designed that the driver has adequate room, can easily reach and quickly operate the controls and give hand signals on the offside of the vehicle.
- (2) The controls must be so placed as to allow reasonable access to the driver's seat and when central placed, must be properly protected from contact with luggage.
- (3) The driver's seat must be designed to accommodate the driver only and be adjustable for height and reach.
- (4) The vehicle must be fitted with adequate devices for demisting, defrosting and washing the windscreen and with a sun visor adjustable by the driver.
- (5) Director indicators of an approved type must be fitted.
- (6) Every cab 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.

Windows

21. (1) Windows must be provided at the sides and at the rear.
- (2) Passenger door windows must be capable of being opened easily by passengers when seated. The control for opening a door window must be easily identified so as not to be mistaken for any other control.

Heating and Ventilation

22. An adequate heating and ventilation system must be fitted for the driver and passengers and means provided for independent control by the driver and

passengers.

Glass

23. The windscreen must be of a laminated construction and not be tinted. All other windows and glass must be of an approved safety type.

Door Fittings

24. (1) An approved type of automatic door locking device must be fitted to passenger doors. When the vehicle is stationary the passenger doors must be capable of being readily opened from the inside and outside the vehicle by one operation of the latch mechanism. The interior door handle must be easily identified so as not to be mistaken for any other control.
- (2) Double catches of approved type must be fitted to all doors.

Fare Table and Number

25. A frame must be provided for the Fare Table and interior number plate and fitted in an approved position. The words "The number of this cab is" are to be shown above the position for the interior number plate.

Floor Covering

26. The floor covering of the passengers' compartment must be covered with non-slip material which can easily be cleaned.

Luggage

27. Provision must be made for carrying luggage and an efficient method of securing it must be provided.

Horn

28. A horn of approved pattern must be fitted.

Taximeter

29. A taximeter of an approved type must be fitted in an approved position.

"Taxi" Signs

30. A "Taxi" sign of an approved pattern, clearly visible both by day and by night when the cab is not hired, must be fitted.

Radio Apparatus

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

therein.

- (2) Any other radio equipment, either in the passenger or driver compartment, must be approved.

Fittings

32. No fittings other than those approved may be attached to or carried upon the inside or outside of the vehicle.

Maintenance

33. Vehicles, including all fittings, advertisements 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 serviced on the owner prohibiting him from using the vehicle until the defect has been remedied.

PART II

Directions

Advertisements

34. (1) Suitable advertisements may be allowed on the inside and outside of the vehicle subject to the approval of the Basingstoke and Deane Borough Council.
 - (2) Inside advertisements may be displayed only on the base of the occasional seats or along the bulkhead on top of the passenger/driver partition. All such advertisements must be encapsulated in clear non-flammable plastic.
 - (3) Except as provided for in paragraph 35 below, outside advertisements may be displayed only on the lower panels of the front doors and must be of an approved size. All advertisements must be correctly affixed to a continuous flat surface.
 - (4) Advertisements must be of such a form as not to become easily soiled or detached.

Badges/Emblems

35. (1) In addition to advertisements displayed in accordance with paragraph 34, the official badge or emblem of a motoring organisation which provides genuine round-the-clock emergency vehicle and recovery services may be affixed to the radiator grill. Only one such badge or emblem may be so displayed.

- (2) No advertisement, badge or emblem, including stick-on-types, is to be exhibited other than as provided for in the directions contained in this paragraph or paragraph 34.

PART III

Specification for Licensing of Mini Buses

Legislation Regulations

36. (1) 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.
- (2) 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.
- (3) 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.

Sliding Doors

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

Emergency Exit

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

Safety Rails

39. 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.

40. Mini buses be constructed as far as it practicable in accordance with the following codes of practice:-
 - (i) The Safety of Passengers in Wheelchairs on Buses VSE87/1; and
 - (ii) Recommended specifications for buses used to operate local services;
41. Mini buses be constructed to carry at least two wheelchairs; and
42. Mini buses to have a minimum wheelbase of 100 inches.

NEW HACKNEY CARRIAGE VEHICLE SPECIFICATION CHECKLIST

Before purchasing a new vehicle to be submitted for licensing as a hackney carriage vehicle, applicants must check that the vehicle is an approved model and that the vehicle meets the hackney carriage vehicle specification. A checklist is provided below for ease of reference which covers some of the key specification criteria. However, please ensure you read the entire specification document before committing to buy a vehicle.

Please use this checklist when considering purchasing a vehicle for licensing and prior to paying any deposit for a vehicle. If the answer to any of the questions within the checklist is no or the vehicle does not meet the minimum measurement requirements the vehicle will not be licensed.

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 or the number of passengers for which a vehicle will be licensed 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. Where necessary the licensing team will request a copy of the completed checklist and arrange for an inspection of the vehicle at the council offices by a member of the licensing team.

		YES	NO
Approved model	Is the vehicle one of the following approved models? London Taxi TX1 and TX2 Volkswagen Transporter/Shuttle/ Caravelle Peugeot Euro 7 (or variations) Mercedes Vito Fiat TW200		
Age	Is the vehicle newer than 3 years old?		
Wheelchair Facilities	Is the vehicle constructed to facilitate the carriage of disabled person and capable of accommodating a disabled person in a wheelchair within the passenger compartment?		
	Does the vehicle meet the EC Whole Vehicle Type Approval (ECWVTA) at manufacture and also where any conversion works has been carried out since 1st registration? (The ECWVTA must apply to the whole vehicle including any subsequent conversion.)		
	Are any ramps for the loading of a wheelchair available at all times for use of the nearside passengers' door?		
	Are any ramps capable of being stowed safely when not in use?		