

UTTLESFORD DISTRICT COUNCIL

INSPECTIONS FOR PRIVATE HIRE AND HACKNEY CARRIAGE  
VEHICLES

FORM OF APPLICATION

1 **MOT Test Station Number** .....

2 **Addresses at which inspections will be carried out**

.....  
.....  
.....

3 **Number of Qualified MOT testers currently employed** .....

4 **Opening Hours**

State your days of operation, eg Monday to Friday, Monday to Saturday etc

.....

State your opening hours, eg 8.00 am – 4.00 pm

.....

5 **To the best of your knowledge:**

Do the owners, management or employees of your garage have any involvement with any Hackney Carriage or Private Hire business in Uttlesford, as vehicle proprietors, drivers, operators, or hold any contracts for the maintenance of such vehicles or act as agents for taxi manufacturers?

Yes/No

If Yes, state in what capacity there is such involvement

.....  
.....  
.....

6 **Do you intend to carry out inspections**

(a) On a pre-booked basis only ..... Yes/No

(b) on a 'while you wait' basis (no appointments) ..... Yes/No

7 How many inspections are you able to carry out

(a) Per day ..... (state amount)

(b) Per week ..... (state amount)

Signed ..... Date .....

(Please print name) .....

Name of organisation .....

Position held within organisation .....

## **HACKNEY CARRIAGE AND PRIVATE HIRE INSPECTIONS**

Uttlesford District Council is responsible for licensing hackney carriages and private hire vehicles being used in the District of Uttlesford. Currently approximately 830 such vehicles are licensed. Vehicles are inspected on behalf of the council when first licensed and then annually for vehicles under 5 years old and six monthly thereafter.

The inspection will consist of a full Class IV MOT test together with certain additional items – first aid kit, fire extinguisher, spare tyre, clean internal and external condition, no body damage or visible corrosion, in accordance with our current licensing conditions.

The Council welcomes applications from testing stations to carry out this work.

The inspection cost will be at the rate agreed between the proprietor/operator of the vehicle and the garage (subject to any limits imposed by VOSA with regard to the MoT element of the inspection). Payment will be made to the garage direct by the proprietor/operator. No cost will be borne by this Council.

The Council has a Code of Practice for Contractors and contractors will be expected to acknowledge it and work in accordance with its conditions. Co-operation will be expected in providing details of risk assessments, written health and safety policy documents and your equality and diversity policy.

The majority of drivers are employed by companies but some are self-employed. Approved VOSA testing stations should be able to accommodate short notice bookings, ie within 48 hours.

In the case of any dispute between the operator/proprietor as to the fitness of the vehicle the Council will arrange for the vehicle to be independently assessed at the VOSA HGV/PSV testing station in Chelmsford. The cost of this further test will be borne by the proprietor/operator of the vehicle.

An application pack will be sent to those garages who have expressed an interest in undertaking this work. A judgement will be made on the service offered including opening hours, booking system, number of qualified testers employed.

The procedure to be adopted will be as follows:-

- 1 The proprietor/operator of the vehicle will be notified by the Council when their vehicle is due for an inspection, ie six monthly or annually.
- 2 The proprietor/operator selects the nominated garage and arranges with garage owner a date for the vehicle to be inspected.
- 3 All inspection fees are paid directly to the garage by the proprietor/owner of the vehicle.
- 4 The approved garage will then conduct the test to the standards outlined in the Council's current vehicle licensing conditions.

- 5 At the conclusion of the test the garage will complete the requisite forms and e-mail the result direct to the Council at the following address [licensing@uttlesford.gov.uk](mailto:licensing@uttlesford.gov.uk).
- 6 Should a vehicle fail to meet the current licensing standards and/or the VOSA MOT then the garage proprietor will have authority to remove the licence plate and shall notify the Council forthwith so that the vehicle licence may be suspended.
- 7 The Assistant Chief Executive has delegated powers to deal with matters involving any dispute over vehicle inspections.

### **Termination of Approval**

The Council may withdraw its approval of any garage as an inspection centre for vehicles in its absolute discretion at any time.