

**Standard Conditions attached to the grant of a Motor Tricycle Special Vehicle Licence**

**1. Type of Vehicle**

- (a) The vehicle must hold 'European Whole Vehicle Type Approval' and must be maintained in its standard manufactured form. Any modification or adaptation must be made by the manufacturer who must attain 'European Whole Vehicle Type Approval' in the vehicles modified or adapted form.
- (b) A vehicle licence will not normally be granted if it has sustained accident damage resulting in structural distortion beyond the accepted limits of the vehicle manufacturer, or, has been disposed of under an insurance salvage agreement (categories A, B, C, and D)<sup>1</sup>
- (c) Once a vehicle has been inspected and a licence granted, it shall be maintained in that form and condition including continued compliance with condition 1b relative to accident damage. No change in the specification, design or appearance of the vehicle or addition of any bodywork or accessories shall be made within the duration of the licence without prior written approval of the Council.
- (d) The vehicle must have a Maximum net power output not less than 57Kw. The engine must be the manufacturer's standard type and design and must not be modified or adapted in any way to exceed standard power, emission or noise output.
- (e) The vehicle will be equipped with passenger head restraints as part of its standard design and construction and the component parts must be provided as standard equipment factory fitted by the vehicle manufacturer.
- (f) The vehicle must be equipped with side restraints as part of its standard design and construction and the component parts must be provided as standard equipment factory fitted by the vehicle manufacturer.
- (g) The vehicle must be equipped with a passenger forward restraint bar as part of its standard design and construction which locks in place across the front of passengers while being transported and the component parts must be provided as standard equipment factory fitted by the vehicle manufacturer.
- (h) Suitable 'foot plates' are to be fitted to the frame work of the Motor Tricycle where passengers are expected to tread or rest their feet while mounting, dis-mounting or being transported on the vehicle. The foot plates must prevent the feet & ankles of passengers passing through the vehicle framework. They should provide a 'non-slip' surface and should not introduce any trip hazard or sharp edges. The foot plates must be fabricated and fitted to acceptable engineering industry standards and approved by Authorised Officers of the Council.
- (i) The vehicle shall be fitted with suitable seatbelts/lap belts which meet approved BSI standards to provide additional level of safety and to prevent 'submarining'. The anchorage points must be mounted on the main framework of the vehicle and fitted in line with product specification to acceptable engineering industry standards and approved by Authorised Officer of the Council.
- (j) A Fire Extinguisher must be carried in each vehicle. The extinguisher must be securely fixed in a position readily available to the driver. It must be certified in accordance with the appropriate British Standard. The date of manufacture must be clearly visible and it must be marked clearly with the vehicle registration number or licence plate number.

- (k) First Aid Kits must be carried in all vehicles and must be suitable for treating minor injuries and should comply with advice of the Health and Safety Executive as a minimum. This must be readily available to the driver at all times.

The First aid kit must be marked clearly with either the registration number or vehicle licence plate number of the vehicle.

## 2. Age Criteria

- (a) The age of a vehicle, for licensing purposes, shall be determined by the date of first registration on the V5 registration document (Log Book). A vehicle will only be accepted for licensing if it is less than 3 years old from the date of application. Vehicles can continue to be licensed until they are 10 years old so as long as they continue to meet the specifications.
- (b) A vehicle licence expires 12 calendar months from the date of issue. Any application for renewal should be made prior to the licence expiry date. Failure to renew prior to the expiry of a licence will result in the vehicle being unable to be used as a hackney carriage or private hire vehicle until such time as a new application has been made and a licence granted and issued. Such applications must comply with taxi policy requirements to licence a new vehicle.

All renewal applications must be submitted together with valid supporting documents and necessary fee, no earlier than 30 days but not later than 5 days before expiry date.

- (c) Other than in exceptional circumstances, if a vehicle licence is allowed to expire the full application process must be treated as a new application.
- (d) Once a vehicle has been inspected and a licence granted, it shall be maintained in that form and condition including continued compliance with Condition 1(b) relative to accident damage. No change in the specification, design or appearance of the vehicle or addition of any body work accessories shall be made within the duration of the licence without the prior written approval of the Council.

## 3. Number of passengers

The private hire Motor Tricycle vehicle shall carry no more than 3 passengers at any one time regardless of designed passenger carrying capacity. This will allow for no more than one driver, two adult passengers and 1 Child passenger (Subject to a minimum Height restriction of 135 cm and the ability to reach the footrest to be checked at pre-booking and at the induction) being transported on the vehicle for the purpose of a private hire service.

## 4. Inspection and testing

Motor Tricycle Special Vehicles will be subject to an annual compliance test by one of the Council's approved garages. All vehicles over 3 years old will be subject to 2 compliance tests per year, 6 months apart. The vehicle test will meet the specifications set out in this Appendix and in the vehicle inspection form.

In addition each vehicle may be subject to an inspection by an Authorised Officer. This inspection will ensure that the vehicle meets the standards between compliance tests. Any vehicle found not to be of the required standard may be suspended.

Authorised Officers may carry out roadside checks at any time. If a vehicle is found to be defective in any respect a Vehicle Defect notice may be issued. If the defects are not rectified as required in the defect notice within two months the licence will be deemed to be revoked, unless there are exceptional circumstances.

Melton Borough Council may carry out further checks together with Police and VOSA or any other agency.

The Council will, from time to time, review the compliance and formal inspection forms used by inspectors.

Notwithstanding this policy the Council may request up to 3 formal inspections at an approved garage at any time during a 12 month period.

The costs of compliance tests at one of the Council's approved garages will be borne by the proprietor of the vehicle.

## **5. Signs and Markings**

Vehicles shall, at all times, display the external and internal plate supplied by the Council. The proprietor must provide a suitable weather proof licence holder to ensure the internal plate is protected, maintained and legible at all times.

In addition to this Private Hire vehicles shall display the door stickers. The rear plate must be securely fixed to the rear of the vehicle (magnetic or adhesive fixing is not permitted).

Advertising shall be restricted to the minimum of the proprietor's company logo/name and telephone number etc on Private Hire Vehicles.

## **6. Communication Equipment**

Radio or other data communication equipment for use in the communication of bookings from the Private Hire Operators base station cannot be fitted.

All bookings are for exceptional events and must take place in a formal manner including the exchange of a written contract and acceptance prior to the commencement of a journey

The carrying or use of scanning equipment is not permitted within a licensed vehicle.

The vehicle will be equipped with two way radio communication equipment (with headsets) which allows constant means of communicating between the driver and passengers throughout the duration of a journey.

## **7. General Condition Cleanliness and Appearance of Vehicle**

Every vehicle shall be maintained in a safe and pristine condition at all times and be subject to such examinations as are required by the Council.

Seats must be maintained to a standard commensurate with passengers reasonable expectations and should remain comfortable, free of stains, tears, cigarette burns or repair, and not threadbare.

Luggage and storage areas must be kept as free space for passenger's luggage.

The driver of a licensed Motor Tricycle shall, at the request of an Authorised Officer of the Council or a Police Constable, stop the vehicle, whether or not passengers are being carried, to enable it to be checked for compliance with all the Conditions of the vehicle, driver and Operator licences granted by the Council and relevant legislation and shall not proceed until the Authorised Officer or Constable has given approval.

## **8. Incident Reporting**

Any incident causing damage materially affecting the safety, performance or appearance of the vehicle must be reported to the Council within 72 hours of the incident.

An Authorised Officer may either suspend the use of the vehicle until it is repaired and conforms to the requirements of this Policy or agree a timescale with the proprietor for repairs to the vehicle.

Replacement parts whether mechanical, body or trim, fittings or furnishings, will be supplied by the vehicle manufacturer.