

DEPARTMENT OF ENVIRONMENT & NEIGHBOURHOODS

INFORMATION FOR HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS OF VEHICLES IN FOR TEST AT SHEARBRIDGE DEPOT

YOUR VEHICLE APPOINTMENT IS AS FOLLOWS:-

STATUS	PLATE NUMBER	DATE
	REGISTRATION NUMBER	TIME

PLEASE NOTE: A WASTED TEST FEE WILL BE REQUIRED BEFORE THE VEHICLE IS REBOOKED IF:-

- THE VEHICLE IS UNFIT FOR TEST
- YOU FAIL TO ATTEND FOR TEST WITHOUT GIVING 48 HOURS NOTICE
- YOU FAIL TO ATTEND ON TIME

INSURANCE

HACKNEY CARRIAGES **MUST** BE COVERED FOR **PUBLIC HIRE** AND MUST HAVE FULLY COMPREHENSIVE COVER.

PRIVATE HIRE VEHICLES **MUST** BE COVERED FOR PRIVATE HIRE. WE WILL **NOT** ACCEPT COVER FOR **PUBLIC AND PRIVATE HIRE**

WE **WILL** ACCEPT COVERNOTES OR CERTIFICATES; WE WILL **NOT** ACCEPT RECEIPTS, RENEWAL NOTICES OR PHOTOCOPIES OR FAXED COPIES.

MOTS

HACKNEY CARRIAGE VEHICLES REQUIRE AN MOT AFTER ONE YEAR FROM FIRST DATE OF REGISTRATION.

PRIVATE HIRE VEHICLES REQUIRE AN MOT AFTER THREE YEARS FROM FIRST DATE OF REGISTRATION

YOUR ATTENTION IS DRAWN TO OUR VEHICLE CONDITIONS

No signs, notices, advertisements, plates, marks, numbers, letters, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except as may be required by any statutory provisions or permitted by these conditions.

IF YOU ARE NOT ATTENDING FOR A VEHICLE INSPECTION, YOU **MUST NOT** PARK IN THE DEPOT DUE TO CONGESTION **YOUR VEHICLE WILL BE CLAMPED AND A RELEASE FEE WILL BE PAYABLE**

PLEASE DO

- BE PUNCTUAL FOR YOUR APPOINTMENT **YOU MUST ARRIVE 5 MINUTES** BEFORE YOUR INSPECTION TIME. FAILURE TO ARRIVE ON TIME WILL RESULT IN YOUR VEHICLE **NOT** BEING TESTED AND **A WASTED TEST FEE WILL BE PAYABLE**
- DRIVE SLOWLY WHILST IN THE DEPOT
- PARK IN AN ALLOCATED PARKING SPOT **BEFORE** YOUR TEST
- REPORT TO THE VEHICLE EXAMINERS RECEPTION
- HAVE A FIRST AID KIT AND FIRE EXTINGUISHER AVAILABLE (FIRE EXTINGUISHER MUST IN DATE, 2 FIRE EXTINGUISHERS REQUIRED FOR 5 PASSENGERS AND ABOVE).

HEALTH & SAFETY

- YOU MUST NOT DRIVE YOUR VEHICLE INTO THE WORKSHOP UNLESS INSTRUCTED BY THE EXAMINER. PLEASE REMOVE ANY VALUABLES FROM YOUR CAR.

AFTER YOUR TEST

- RETURN TO THE HACKNEY CARRIAGE RECEPTION WITH CURRENT INSURANCE IN PROPRIETORS NAME. MOT CERTIFICATE (WHERE APPLICABLE) AND LOGBOOK IN PROPRIETORS NAME.

PLEASE DO NOT

- ALLOW MORE THAN ONE PERSON PER TEST TO GO INTO THE WORKSHOP
- PARK IN FRONT OF THE WORKSHOP DOOR
- PARK ON YELLOW LINES
- BLOCK ANY PARKED VEHICLES
- TAKE YOUR VEHICLE INTO THE WORKSHOP UNLESS INSTRUCTED BY THE EXAMINER
- ATTEMPT TO PUT YOUR VEHICLE ON THE RAMP UNSUPERVISED

FAILURE TO COMPLY WITH SOME ITEMS ABOVE WILL RESULT IN YOUR VEHICLE BEING CLAMPED AND A RELEASE FEE WILL BE PAYABLE