



## **VEHICLE TEST INFORMATION & APPEAL PROCESS**

**Please ensure you read the following important information carefully  
Hard copies of this document are available to collect from the Taxi Licensing Drop in  
session**

### **Overview**

All vehicles licensed by Stockport Council for Hackney or Private Hire work are required to undergo a vehicle test every 6 months at our approved Test Centre:

Go Plant Fleet Services  
Endeavour House  
Bredbury Parkway  
Bredbury  
Stockport  
SK6 2SN

Test Fees are as follows:

DVSA MOT plus taxi compliance test - £65.82  
Full 12 and 6 month test - £54.85  
Full 12 and 6 month retest - £54.85  
Partial retest - £27.43  
Free retest – no charge

New vehicles are required to undergo an initial test before the first licence is issued and plates are issued for 12 months. The vehicle is then required to undergo a further 6 month test by the 6 month anniversary of the licence (see our Guide to Test Dates at <https://www.stockport.gov.uk/online-bookings/taxi-vehicle-testing> to calculate the dates by which your vehicle must be tested according to your licence issue date). Where the vehicle licence is to be renewed the vehicle must undergo a further 12 month test before the expiry of the licence.

All vehicles including any payable retests must be booked online directly with the garage using their online booking system. This can be accessed by following the link on our website to 'book your vehicle test' at <https://www.stockport.gov.uk/online-bookings/taxi-vehicle-testing>

The vehicle can be presented for test no more than 4 weeks before the due date. It is your responsibility to book the vehicle test and to ensure that your vehicle has a valid Certificate of Compliance or MOT certificate issue by our approved Test Centre.

You must ensure that you book the correct vehicle test type and within the required timescales. You must also ensure that the details provided during the booking correspond to the vehicle presented for test. Your vehicle will be turned away from the Test Centre if it is booked in for the wrong test type,

outside of the timescales or a different vehicle is presented for test to that which was booked.

Failure to ensure that your vehicle has passed the test by the due dates will result in either the suspension or expiry of your vehicle licence. This will mean that the vehicle will not be licensed and you will commit a criminal offence if you use it for licensed work or drive it without a valid Certificate of Compliance or MOT.

## The Test

The vehicle must be presented for test at the Test Centre at the allotted test time to allow enough time for the relevant paperwork to be completed. You will be provided with an emissions test questionnaire before the test which must be completed unless the Tester deems it unnecessary.

**If the vehicle is presented for test after the allotted test time leaving insufficient time to complete the relevant paperwork, your vehicle will not be tested.** This is to prevent any delays in the remaining tests scheduled for that day. Late attendance will require you to rebook the vehicle for test and will incur a retest fee.

Please refer to the terms and conditions when booking your vehicle test for further information regarding booking rules, cancelling or amending a test.

Vehicle Licence Conditions require you to maintain your vehicle in a satisfactory condition at all times and to present your vehicle for test in a clean condition. The vehicle must be sufficiently clean of oil, grease and dirt accumulations to enable the examiners to properly examine the vehicle. We recommend that the vehicle is steam cleaned prior to the test. You risk being turned away from the Test Centre if you fail to present your vehicle in this condition and will incur a retest fee.

You will be provided with a Test Report at the end of the test which will give details as to the items that have been examined and a Certificate of Compliance where the vehicle has passed the test. Section A of the Report refers to the MOT testable items and Section B refers to the supplementary items that are tested under the provisions of the Local Government (Miscellaneous Provisions) Act 1976. In relation to Section A, vehicles submitted for test are required to meet the minimum standards set by the MOT testing requirements and in some cases the taxi test has a higher standard (e.g. tyre tread depth).

Where the Test Report indicates that the vehicle has passed the 12 month test, the licence plates and paper licence will be ready for collection from Taxi Licensing Surgery drop-in, 2 working days after all of the following documents have been received:

- The renewal application;
- Payment of the licence renewal fee;
- Receipt of the Certificate of Compliance and test report from the Test Centre; and
- Production of a valid certificate of insurance. This can either be hard copy or an emailed copy directly from your insurance provider.

The vehicle will then be required to attend a further vehicle inspection within the following 6 months for which you need to book an appointment through the online booking system via the link on our website [www.stockport.gov.uk/taxilicensing](http://www.stockport.gov.uk/taxilicensing). **You will not receive a reminder when this is due.**

**You should refer to the ‘Guide to test due dates’ under related documents on our website which will show you when your test is due based on your licence issue date.** Failure to book your vehicle in for the 6 month test will result in the suspension of your vehicle once it reaches the 6 month anniversary of the licence. You must take into account any weekends or bank holidays when calculating your due dates. If the due date falls on a weekend or bank holiday you must ensure that the vehicle has passed the test before that time. We advise you to book your vehicle tests in advance of the due dates to give you time, where necessary, to address any issues within the required timescales.

Where the Test Report and Certificate of Compliance indicates that the vehicle has passed the 6 month test, Taxi Licensing will be informed by the Test Centre and you do not need to take any further action.

If the vehicle fails the test, you will be provided with the Test Report which will indicate what type of retest you are required to book and the applicable retest requirements.

Table 1 below gives details of what type of retest is required for each failure type, the time and mileage requirements.

**Table 1**

<b>Failure</b>	<b>Restrictions on retest</b>	<b>Retest type</b>	<b>Failure to return vehicle for retest within the specified time/mileage or as directed by the vehicle examiner</b>
2 or less minor MOT items from Section A of the Report, (i.e. those listed in Table 2 below)	The vehicle must be presented for retest within 10 working days of the original test.	Free retest	Suspension of vehicle (if it has not already been suspended) by Taxi Licensing Enforcement Officer. You must return your plates to Taxi Licensing. The vehicle must then pass the full test within 2 months or the licence will be automatically revoked.
4 or less supplementary items from Section B of the Report	The vehicle must be presented for retest within 10 working days of the original test.	Free retest	Suspension of vehicle, as above, and full retest within 2 months or the licence will be automatically revoked.
3 or more minor MOT items from Section A of the Report (i.e. those listed in Table 2 below) OR 5 or more supplementary items from Section B of Report OR 2 or less non-minor	The vehicle must be presented for retest within 3 working days of the original test and must not have travelled more than 300 miles since the original test.  If the vehicle has not been presented for test within 3 working days / 300 miles of the original test. The vehicle must be presented for retest within 10 working days of the	Partial retest  Full retest	A full retest will be required within 10 working days  Suspension of vehicle (If it has not already been suspended) by Taxi Licensing Enforcement Officer. You must return your plates to Taxi Licensing. The vehicle must then pass the full

Failure	Restrictions on retest	Retest type	Failure to return vehicle for retest within the specified time/mileage or as directed by the vehicle examiner
MOT items from Section A of the Report (in addition to any minor MOT items from Section A or supplementary items from Section B)	original test.		test within 2 months or the licence will be automatically revoked
All other failures	The vehicle must be presented for retest within 10 working days of the original test.	Full retest	Suspension of vehicle, as above, and full retest within 2 months or the licence will be automatically revoked.

**Table 2**

MINOR MOT ITEMS FROM SECTION A OF THE TEST REPORT	
Hazard Warning lamps	Rear reflectors
Direction indicators	Lamps (excluding headlamp aim)
Seats (security)	Seatbelts (not anchorages)
Boot lid	Door
Tail board	Drop sides
Tailgate	Loading door
Sharp edges/projections on bodywork	Horn
VIN	Brake pedal anti-slip rubber
Registration plate	Steering wheel
Fuel filler cap	Mirrors
Windscreen wipers/washers	Tyres

**Retest arrangements**

Free retests are carried out at the Test Centre and can be arranged directly with the Tester. Please be aware that during busy periods you may be turned away and asked to re-present your vehicle later the same day or the following day. Free retests are usually carried out at the following times:

Monday to Thursday - 8.45am, 10.45am, 11.45am, 13.45pm and 14.45pm

Friday - 8.45am 10.45am, 11.45am and 13.45pm

Partial and full retests must be booked and paid for directly with the garage using their online booking system which can be accessed via the link on our website [www.stockport.gov.uk/taxilicensing](http://www.stockport.gov.uk/taxilicensing).

If you don't have access to a suitable device to access the website and/or are struggling to use the online system, there are computers available in Fred Perry House reception and staff who will be able to assist you. There are also computers available to use in all local libraries.

## **VEHICLE TEST APPEAL PROCESS**

If you believe that the decision of the Vehicle Examiner is incorrect in respect of a test failure you are entitled to lodge an appeal.

We aim to make the process as fair and transparent as possible. Feedback has told us that our customers do not always feel comfortable in querying a test result for various reasons and so we are addressing this by looking to create an environment which encourages you to do so. A robust system is required that allows genuine queries to be addressed whilst ensuring that the standard of Stockport licensed vehicles is not compromised.

If you wish to query a test result you can do so on an informal basis in the first instance, however you must do so before you leave the Test Centre so that it can be logged and investigated. If you are not satisfied at the conclusion of the informal appeal you are then entitled to lodge a formal appeal.

In order for your appeal to be valid you must follow the procedure set out below:

- 1) At the end of the test the examiner will offer to show you why the vehicle has failed the test by doing a 'walk around' of the vehicle. You are entitled to be shown the item failures and have them explained fully. If you wish to look under the vehicle whilst it is on the ramp you must ensure you are wearing the appropriate protective clothing as required by Health & Safety legislation.
- 2) If you are not satisfied with the vehicle examiners explanation you should ask to speak to one of the following more senior members of staff:
  - i) Site Manager (MOT)
  - ii) Authorised Examiner (MOT)
  - iii) Fleet Manager (Totally Local Company)This list of persons is also shown in the Test Centre waiting room.
- 3) The vehicle examiner will explain the item failures and these will be checked and verified by one of the above.
- 4) Where the more senior member of staff agrees with the test result of the vehicle examiner and you are still not satisfied, you are entitled to lodge a formal appeal.
- 5) In order to lodge a formal appeal you must lodge this with the one of the persons listed above.
- 6) A full retest of the vehicle will then take place within 2 days by the Test Centre. The Test Centre will liaise with Taxi Licensing to arrange this. You will be required to pay for this retest but will be fully reimbursed should your appeal be upheld.
- 7) If your appeal is not upheld you are entitled to request that the vehicle is examined by an independent tester. The members of staff listed above will be able to advise you further and will arrange this.