

**NEWCASTLE – UNDER – LYME BOROUGH COUNCIL  
OPERATIONAL SERVICES TRANSPORT WORKSHOP**

RECEIPT NO: \_\_\_\_\_ HACKNEY CARRIAGE / PRIVATE HIRE \_\_\_\_\_

DEPARTMENT OR OWNER	REG NO	DATE
MAKE & MODEL	YEAR	CHASSIS NO
RECORDED MILEAGE	ENGINE CAPACITY	SEATING CAPACITY

	PASS	FAIL	REMARKS
<b><u>LIGHTING EQUIPMENT</u></b>			
1. Oblige. Front Lamp			
2. Oblige. Rear Lamp			
3. Oblige. Head Lamps			
4. Headlamp Aim & adjustment			
5. Stop Lamps			
6. Rear Reflectors			
7. Direction Indicators			
8. Speedometer operation			
9. Hazard waning device			
<b><u>STEERING &amp; SUSPENTION</u></b>			
10. Steering Controls			
11. Steering Mechanism			
12. Power Steering			
13. Stub Axle Assemblies			
14. Wheel Bearings			
15. Suspension			
16. Shock Absorbers			
<b><u>BRAKING SYSTEM</u></b>			
17. Service Brake Condition			
18. Parking Brake Condition			
19. Service Brake Efficiency			
20. Parking Brake Efficiency			
21. ABS system			
22. CRS system			
<b><u>TYRES &amp; WHEELS</u></b>			
23. Tyre Type			
24. Tyre Condition			
25. Road Wheels & Spare			
<b><u>SEAT BELTS</u></b>			
26. Security of Belts			
27. Condition of Belts			
28. Operation of Belts			

<b>GENERAL ITEMS</b>	<b>PASS</b>	<b>FAIL</b>	<b>REMARKS</b>
29. Transmission / Universal Joints			
30. Engine / oil leaks / mounts			
31. Exhaust System			
32. Effectiveness of Silencer			
33. Dynamo / Alternator			
34. Battery			
35. Security of wiring & equipment			
36. Starter			
37. Windscreen Side & Rear Glass			
38. Windscreen Wipers (& rear if fitted)			
39. Windscreen Washers (& rear if fitted)			
40. Driver's view of road			
41. Mirrors (incl. rear view)			
42. Horn			
43. Bonnet Release			
44. Driving Controls			
45. Door Locks, Catches & Hinges			
46 Fuel Tank & System			
47. VIN or chassis number			
48. Condition of Vehicle Structure & Bodywork			
49. Registration plate			
50. Signage (doors)			
51. Advertising (approved)			
52. Licence plate and holder			
53. Taxi Meter (if applicable)			
54. Fire Extinguisher			
55. Luggage Carrier			
56. Seating & Upholstery			
57. First Aid Box			
58. Child Safety Locks			
59. Smoke Emission			
60. Wheelchair facility			
61. Authorised illuminated sign (if applicable)			
62. Security of auxiliary equipment			

**Pass / Fail:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**Mechanic**

**Printed:** \_\_\_\_\_

**Date:** \_\_\_\_\_