

Borough Council of
**King's Lynn &
West Norfolk**



Licensing and Appeals Board Panel Hearing

Agenda

**Wednesday, 12th July, 2023
at 10.00 am**

in the

**Kempe Room
Town Hall
Saturday Market Place
King's Lynn**



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200

Tuesday, 4 July 2023

Dear Member

Licensing and Appeals Board

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 12th July, 2023 at 10.00 am** in the **Kempe Room - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Appointment of Chair for the meeting

2. Apologies for Absence

To receive any apologies for absence.

3. Items of Urgent Business

To determine any other items of business which the Chair decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972.

4. Declarations of Interest (Page 5)

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part

of the meeting or simply observing the meeting from the public seating area.

5. **Application for a Private Hire Vehicle Licence in respect of a vehicle registered as a category N1**

- a) **Procedure for Determining Hackney Carriage/Private Hire Licence applications and Disciplinary Hearings** (Pages 6 - 7)
- b) **Report of the Licensing Officer** (Pages 8 - 44)

To:

Licensing and Appeals Board: Councillors A Bubb, C J Crofts and S Nash

Officers:

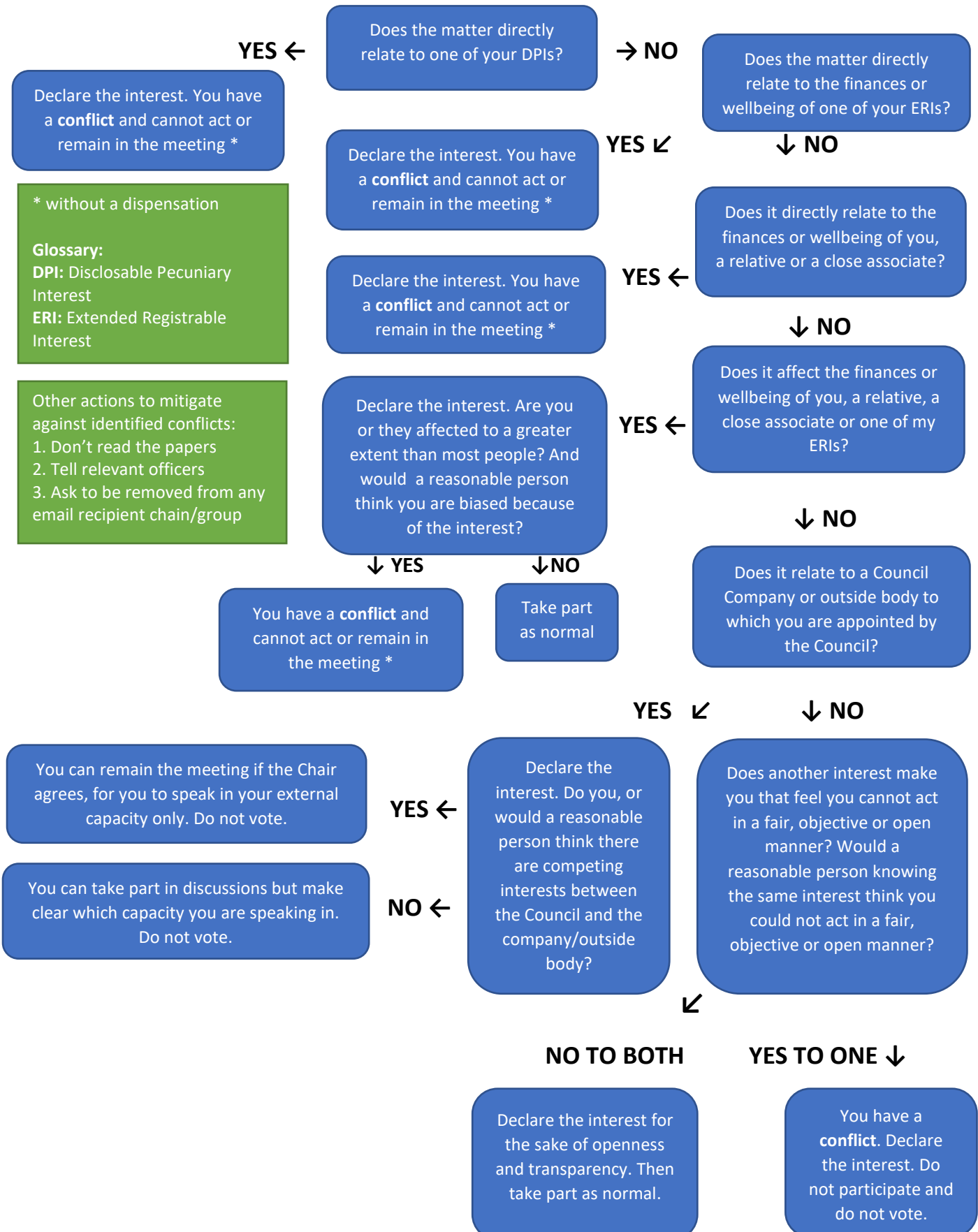
Craig Pease – Licensing Enforcement Officer

James Arrandale – Legal Advisor

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

Procedure for Determining Hackney Carriage/Private Hire/Special Event Licences Applications and Disciplinary Hearings

Introductions

- 1 The Chair of the Panel should introduce him/herself.
- 2 The Chair should introduce the Members of the Panel.
- 3 The Chair should introduce the Legal Advisor to the Panel and explain his/her impartial role.
- 4 The Chair should introduce the Council's Representative and explain their role.
- 5 The Chair should introduce the Democratic Services Officer and explain her role.
- 6 The Chair should invite the applicant or the person subject of consideration to introduce themselves and any representative they may have.

The Procedure

- 7 Those present to be made aware that all questions and comments should be directed through the Chair.
- 8 The Chair should invite the Legal Advisor to outline the procedure.

The Application/Person Subject of Consideration

- 9 The Chair will invite the Council's Representative to present his/her report, outlining the case and the background, having regard to existing policy and conditions.
- 10 The Council's representatives may call witnesses to support the Council's case.

Questions

- 11 The Chair should only allow questions when he/she is satisfied that the substance of the case has been presented by the Council's Representative.
- 12 First from the applicant/person under consideration, then Members of the Panel.
- 13 Multiple questions should be avoided.
- 14 Questions must be relevant to the matter in hand.

The Applicant's Case/Person Subject of Consideration

- 15 The Chair then invites the Applicant/person under consideration or their representative to present their case. They can make statements and can call witnesses (the applicant/person subject of consideration may be a witness if represented).
- 16 Any witness called must be open to questioning, firstly by the Council's Representative and then Members of the Panel.
- 17 Multiple questions should be avoided.
- 18 Questions must be relevant to the matter in hand.

Summing Up

- 19 The Chair then invites the Council's Representative to sum up his/her case. He/she may comment on what has been said but no new evidence should be introduced.
- 20 The Chair then invites the Applicant/person under consideration or their representative to sum up their case. They may comment on what has been said but no new evidence should be introduced.

Reaching a Decision

- 21 The Chair will invite the Legal Advisor to address the Panel on any outstanding matters.
- 22 The Chair will then thank all those who have spoken and invite the Panel to retire to consider the case, accompanied by the Legal Advisor and Democratic Services Officer. The Chair will explain that the Legal Advisor and Democratic Services Officer will take no part in the decision making.
- 23 The Panel will then debate the case presented to them at the hearing and will seek to reach a decision and reasons for their decision.
- 24 Once a decision has been made, the Panel (and relevant officer/Legal Advisor) will return back in to the room and the Legal Advisor will announce in public any legal advice he/she has given in private.
- 25 The Chair will read out the decision and the reasons for the decision (unless the Panel is unable to reach a determination at the conclusion of the hearing).
- 26 The Chair will explain that notification of the outcome of the decision and reasons for the decision will be made in writing.
- 27 If the Panel are unable to reach a decision, the Chair will explain that all parties will be notified as soon as possible (but within 5 working days) of the decision and the reasons for such.

Borough Council of King's Lynn & West Norfolk

Report to Licensing Panel: **4th July 2023**

Prepared By: **Craig Pease, Licensing Enforcement Officer**

Application for a Private hire vehicle licence in respect of vehicle registered as Category N1

Introduction

1. This report is for Members to consider whether to grant a Private Hire Vehicle Licence to Mr David Paisley in respect of a Peugeot Boxer Van bearing the vehicle registration mark [REDACTED] which has been professionally converted to a minibus to carry 5 passengers and 1 wheelchair or 3 passengers and 2 wheelchairs. The DVLA vehicle category is currently N1, whilst Borough Council Procedures and Conditions state all vehicles for licensing must be M1.

2. Mr Paisley submitted an application to licence the above vehicle on 25th May 2023. The vehicle was tested in accordance with the Borough Council's procedures and conditions at Kerry Motor Services on the same day, and with the exception of not bearing the Council's signage passed both the inspection and MOT tests without advisories. The application and relevant test results are attached to this report at Appendix 1.

Additional Information

3. Mr Paisley originally ordered a newly manufactured vehicle from Peugeot in November 2021 to be converted by GM Coachwork Group. With delays to manufacturing delivery was expected in the summer of 2022. In December 2022 it became apparent that Peugeot were still no closer to fulfilling his order. Due to rising costs of maintaining his current vehicle Mr Paisley changed his order to a used vehicle of the same specifications which GM Coachworks would convert and cancelled his original order.

4. Mr Paisley was unaware that as the used vehicle had already been registered with the DVLA as category N1, this would not be possible to change. Consequently, he was unaware his new vehicle would not meet the Borough Council's Procedures and Conditions.

5. Mr Paisley has provided the Licensing Enforcement Officer with several documents showing the original purchase order and the change of order to the new vehicle. These also specify the conversion process to be followed, and detail the original vehicle being classified as M1 and the replacement being to the same specification but with a category of N1. He has also supplied several letters from GM coachworks as supporting documentation. These are attached to this report at Appendix 2.

6. Mr Paisley has supplied the licensing enforcement officer with the Voluntary Individual Vehicle Approval (VIVA) report showing a pass to M1 standards as well as a copy of previous tests performed on the specified wheelchair conversion which are attached to this report at Appendix 3.

7. The panel should be aware that category N1 vehicles are classified as light goods vehicles up to 3500kg. When manufactured they are not required to incorporate passenger safety systems in the rear compartment of the vehicle and are not subjected to the same safety tests as category M1. This question was put to GM Coachworks by Mr Paisley at the request of the Licensing Enforcement Officer, and they have supplied a response which is included in this report as Appendix 4.

Conditions

8. The Borough Council's Licensing Conditions and Procedures Approved by Full Council on 25th April 2022 state the following relative to vehicle type:

3.18 The vehicle shall have four side opening doors (designed for the purpose of permitting persons access to/from the interior)-any lift-up tailgate shall not be included; or a vehicle shall have three side opening doors (designed for the purpose of permitting persons access to/from the interior) and two rear opening doors (designed for the purpose of permitting persons access to/from the interior).

3.19 Any vehicle's suitability for licensing will also be determined by the positioning of its seating, fittings and fixtures for the ingress and egress of passengers and their safety.

3.21 The vehicle must have European Community Whole Vehicle Type Approval (ECWVTA) and must show category M1 on the V5C/logbook.

3.22 If the requirements in Condition 3.21 above cannot be satisfied, or if the vehicle has been altered from the original manufacturers specification, then a Driver and Vehicle Standards Agency (DVSA) Individual Vehicle approval (IVA) or Voluntary Individual Vehicle Approval (VIVA) inspection must be undertaken and a satisfactory report produced.

3.36 An altered vehicle is any vehicle which has been altered from the original manufacturer's specification, re-registered or has been an insurance loss ...

Determination

9. The Panel are requested to consider the application, including any submissions put forward by Mr Paisley and dispose of the matter by either:

- i. Refusing the application,
- ii. Granting the application, or
- iii. Any other action deemed appropriate

10. The Panel are reminded that grounds for their decision must be given as there is provision for appeal to the Magistrates' Court against that decision.



Craig Pease

Licensing Enforcement Officer

Legal Services & Licensing

4th July 2023

Appendices

1. Vehicle application and test certificates.
2. Correspondence from GM Motors confirming order of vehicles and conversion details as well as explanation of Category and supporting documentation.
3. Voluntary IVA in respect of vehicle and documentation regarding Wheelchair system used
4. Response from GM Coachworks regarding passenger safety

Background Papers

1. Local Government (Miscellaneous Provisions) Act 1976.
2. Borough Council of King's Lynn & West Norfolk "Hackney Carriage & Private Hire Licensing Procedures & Conditions" approved by Full Council on 25th April 2022.
3. Local Government Association – Taxi and PHV Licensing - Councillors' Handbook (revised July 2021)

Your ref no: Form ref:
WNPSBMQT

For

Appendix 1 to
Report to Licensing Panel
Re: Mr David Paisley
Dated: 4th July 2023

Page: Coversheet

This form was started at:	25/05/2023 11:41:19
This form was completed at:	25/05/2023 11:50:15
Internal form classification:	N / A
Openprocess state:	(!) Process started inside customer portal

Page: Tell us who you are

Title	Mr
Full Forename (s)	David [REDACTED]
Surname	Paisley
Date of birth (dd/mm/yyyy)	[REDACTED]
Address line 1	[REDACTED]
Address line 2	[REDACTED]
Address line 3	[REDACTED]
Address line 4	[REDACTED]
Postcode	[REDACTED]
Daytime telephone number	[REDACTED]
Mobile telephone number	[REDACTED]
Email address - this needs to be typed in lower case (small letters)	[REDACTED]

Page: Licence details

Will there be additional licence holders?	No
What type of licence are you applying for?	Private hire

What you will need to pay

Private hire vehicle licence	£118.00
Private hire sticker	£19.00
Licence plate	£15.00

Page: Private hire vehicle

Once your private hire vehicle is licensed, a sign must be clearly displayed on each of the front side doors. You can choose from two options: [Sticker A](#) or [Sticker B](#)

Sticker A: Pre-booked only and a declaration about insurance

Please confirm the name of the private hire company

[REDACTED]

Is the vehicle wheelchair accessible?

Yes

Page: Vehicle details

Are you the sole owner of the vehicle?	Yes
Please confirm the date of first registration (dd/mm/yyyy)	████████
Vehicle registration number	████████
Vehicle make	PEUGEOT
Vehicle model	BOXER
Vehicle colour	WHITE
Vehicle body type	Minibus
Vehicle engine size in CC, for example 5.0 litres would be 5000	2200
Mileage	10
Number of seats in vehicle (excluding driver)	5
Vehicle fuel type	Diesel
Has the vehicle been altered from the manufacturers specification since it's been first registered? (for example colour, number of seats etc.)	Yes
Please confirm what has been changed on the vehicle	Panel van converted professionally by GM Coachworks and IVA approved M1 standard

Page: Further information

Which approved testing station did you use?	Kerry Motor Services
What date was your vehicle tested? (dd/mm/yyyy)	25/05/2023
Fire extinguisher number	██████
What insurance documentation do you have?	Certificate

If you've received a copy of your insurance electronically, then please forward the email to ehlicensing@west-norfolk.gov.uk or you can **post** the original to us.

What date does your insurance expire? (dd/mm/yyyy)	11/05/2024
What type of V5 do you have?	Full V5

We need to see your original documentation, along with your MOT and Fire Certificate, so please can you **post** or **drop off** the original to us.

Please use this box to tell us about anything else you think is relevant	
--	--

Page: Terms and conditions

It's your responsibility to ensure that you comply with our [licensing conditions](#) at all times. If you're in any doubt, please contact us. If you don't comply, it may invalidate or delay your application. In some cases it may mean that you don't qualify to hold a licence.

In particular, please confirm:

- ✓ I confirm I have read the [Borough Council's Licensing Conditions](#)
- ✓ I confirm there have NOT been any changes to the vehicle since the compliance test
- ✓ I confirm that all the named persons on this application have a right to work in the UK

Page: Declaration and payment

Review your answers

Before submitting your form you can review all of the answers you have given so far by clicking on the following link.

[Open a read only view of the answers you have given \(this will open in a new window\)](#)

Privacy notice

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the taxi licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Local Government (Miscellaneous Provisions) Act 1976 and Town Police Clauses Act 1847, as amended.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, **password-protected database on the Council's computer system.**

Your personal information will be kept for as long as you require a taxi licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](#) page. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](#) page.

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner](#).

What you need to pay

Private hire vehicle licence	£118.00
Private hire sticker	£19.00
Licence plate	£15.00
<hr/>	
Total	£152.00

Declaration

Please read this declaration carefully before you press submit.

- I certify to the best of my knowledge and belief, the information supplied by me on this form is accurate.
- I understand the personal information collected on this form will be used by the Borough Council of King's Lynn and West Norfolk to process my request, and deliver the service.
- I understand that the information provided on this form is subject to the provisions of the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force in the UK from 25 May 2018) (GDPR).
- I confirm I have read the Borough Council's Licensing Conditions

You can find out more detailed information about our Privacy Policy, on our [privacy notice page](#).

I confirm that all of the details I have provided are correct and I understand that the information provided on this form is subject to the provisions of the above privacy notice.

Once you've completed the declaration, please 'submit' your form. You will then be passed to a secure site to make your payment.

From: [BCKLWN Taxi Inspection form](#)
To: [EH Licensing](#)
Subject: Taxi Inspection report [Garage] Kerry Motor Services [Reg] [REDACTED] [Plate num]
Date: 25 May 2023 11:54:16

[External Email]
[Think before you click on links]

Borough Council of
King's Lynn & West Norfolk

COUNCIL GDPR NOTICE

Please ensure you **delete** this email within the agreed-upon GDPR timescale (please check with your line manager if you are unsure).

Taxi Inspection - Kerry Motor Services

A "Taxi Inspection" form has been submitted with the following details:

Name of person presenting vehicle

Full name: Dave Paisley

Phone number:

Vehicle details

Make: Peugeot

Model: Boxer

Vehicle registration number (VRN): [REDACTED]

Colour: White

Year: 2021

Plate number:

Taxi type: Private hire

Number of passengers: 5

VIN or chassis number: [REDACTED]

Mileage: 10553

Fire extinguisher number: [REDACTED]

Inspection & MOT summary

Inspection overall result:	FAIL
MOT advisory result:	PASS
Inspected on:	25 May 2023
Inspected by:	Mervyn Gorman
Garage:	Kerry Motor Services
GDPR statement read to driver?:	Yes
Tested to Council Standards?:	Yes
Requires immediate attention?:	No

Inspection checklist

1.0 - Exterior of vehicle:	PASS
2.0 - Boot:	PASS
3.0 - Engine compartment:	PASS
4.0 - Tyres and spare wheel:	PASS
5.0 - Interior of vehicle:	PASS
6.0 - Fire extinguisher:	PASS
7.0 - Vehicle signage:	FAIL
8.0 - Underside of vehicle:	PASS

MOT advisory checklist

1.0 - MOT Body Chassis Structure:	N
2.0 - MOT Brakes Steering Suspension:	N
3.0 - MOT Lamps Reflectors and Electrical Equipment:	N
4.0 - MOT Noise Emissions and Leaks:	N

**5.0 - MOT Road
Wheels Tyres:** **N**

**6.0 - MOT Seat Belts
and Supplementary
Restraint systems:** **N**

7.0 - MOT Visibility: **N**

**8.0 - MOT Other
Advisory Defect:** **N**

Unique ID: 1044394040646f3ce907fcd

This is a new service – [Complete a quick survey](#) to help us improve.

[< Back](#)

PEUGEOT BOXER

[Check another vehicle](#)

Colour

White

Fuel type

Diesel

Date registered

30 November 2021

MOT valid until

24 May 2024

[Get an MOT reminder](#) by email or text.

[Download test certificates](#)

If you think the MOT expiry date or any of the vehicle details are wrong: [contact DVSA](#).

Show all sections

MOT history

Check mileage recorded at test, expiry date, and test outcome

Hide

Date tested

25 May 2023

PASS

Mileage

10,553 miles

Test location

[▶ View test location](#)

MOT test number

3348 9149 9433

Expiry date

24 May 2024

From: [David Paisley](#)
To: [Craig Pease](#)
Subject: Fwd: Minibus order: J38373
Date: 23 May 2023 18:04:48
Attachments: [REDACTED]

[External Email]
[Think before you click on links]

Hi Craig

Thankfully GM coachworks have finally come through with this.
I lost a lot of files due to a corrupted hard drive, I sent you the draft ones that survived earlier then realised that they should have come direct from GM and forwarded to you.

I hope this is good enough

Kind Regards

David

----- Original Message -----

From: [REDACTED]
To: "David Paisley" [REDACTED]
Sent: Tuesday, 23 May, 23 At 15:21
Subject: Minibus order: [REDACTED]

Good Afternoon David,

Please see attached the two confirmations you received from [REDACTED]

First confirmation – [REDACTED] – cancelled due to delivery delays from Peugeot.

Second confirmation – [REDACTED] – current converted vehicle to the same specification.

Also, please see the Wheelchair Report which supports conversion of vehicles from N1 to M1 with wheelchair adaptations.

This report is provided to the DVSA with all our IVA and COIF conversions for wheelchair accessible vehicles.

The diagrams accompanying the confirmations are generic.

1 wheelchair option: Front wheelchair positioned to the far right would allow comfortable access to all rear seats.

2 wheelchairs option: With both wheelchairs in position, access to the two rear seats would not be available.

I can confirm your current vehicle conversion, [REDACTED], is suitable for 2 wheelchairs.

Currently the IVA dated 17/05/2023 shows 5 x seats and 1 wheelchair.

Kind regards

[REDACTED]

Minibus Administrator

E: [REDACTED]

T: [REDACTED]

DD: [REDACTED]

GM Coachwork Ltd | Teign Valley | Trusham | Newton Abbot | TQ13 0NX

MAXUS | Shuttle

DESIGNED FOR HARD WORK

DIESEL AND ELECTRIC

- 13-16 seat accessible minibus
- Available now
- Choice of 7 seat layouts

The advertisement features a white Maxus Shuttle minibus in the center. To the left are the Maxus and Shuttle logos. To the right is a blue circular badge with the text 'DIESEL AND ELECTRIC'. Below the bus, there is a list of three bullet points. The background is a light blue gradient.

gm MINIBUS
SPECIALIST VEHICLES LEADING THE WAY

CELEBRATING 35 YEARS 1988-2023

LEADING THE WAY
Bringing inclusive transport to all

The advertisement is split into two sections. The left section has a light grey background with the GM Minibus logo and a 35th anniversary logo. The right section features a photograph of a white minibus parked on a road next to a tree, with the text 'LEADING THE WAY' and 'Bringing inclusive transport to all' overlaid.



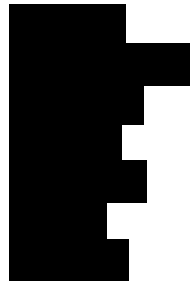
QUOTATION PREPARED FOR

09 Nov 2021

Mr David Paisley



Your ref: L3 Boxer



Contact tel :



SPECIALISTS IN VEHICLE CONVERSIONS

QUOTE PREPARED BY:
NAME:
TEL:
EMAIL:



Confirmation of order:

Dear Dave

Further to our conversations, I have pleasure in confirming your order to supply the following specification for a new wheelchair accessible vehicle. I will order the base vehicle straight away and advice from Peugeot indicates delivery into the UK July 22. Please bear in mind the industry is seeing delays which can change dates which is out of our control. Our admin team will keep you posted along the way

Base vehicle

Peugeot Boxer L3 H2/LWB 435 BlueHDi 140ps Euro 6.3 S&S 6 speed manual professional van fitted with twin front passenger seat, glazed rear doors, front air conditioning, cruise control, sat nav with touch screen, rear park sensors, delete bulkhead, driver and passenger airbags, reinforced twin leaf suspension, front and rear mud flaps, wheel arch protectors (supplied and fitted by dealer) and finished in thunder grey.

GVW 3500kgs

Conversion spec to be the same as previous vehicle

Fabrication

Re-mount spare to inside offside rear corner

Cut down rear wheel arches to improve seat legroom and height.

Interior

Fully line sides and roof with 6mm moisture resistant plywood and seal joints.

Carpet trim interior sides, roof and window surrounds in two shades of soft cord.

Overhead trimmed storage locker complete with lockable door.

Insulate interior sides and roof.

Flooring

Unwin Innotrax fully tested tracked flooring system complete with Altro non-slip flooring, coved and trimmed edges.

Entrance Steps

GM style low access roll out step complete with fold out ascending handrail and safety catch.

Handrails

Front passenger door small grab handle

QUOTE PREPARED BY:

NAME:

TEL:

EMAIL:



Side load door right hand entrance handrail complete with courtesy panel. All handrails to be rigidised and yellow.

Windows

Bonded side windows to front compartment including two top slides tinted glass.

Seating

Three removable 450mm wide Phoenix Blenheim seats on fully tested tracked floor complete with lap and diagonal inertia reel safety belt and headrest, ABS backs to increase leg room complete with 'fasten seat belt' decal on the rear of the seat.

Seats are trimmed in blue Amble with yellow piping and open yellow headrests.

Wheelchair Equipment

Braun Vista split platform tail lift fitted into rear of vehicle. This lift is fully electrically controlled for raise/lower and fold/unfold. (No manual effort required). Complete with rear door isolator.

1 set of combined Unwin Gemini Quattro Standard 4pt wheelchair fixing. 140kgs

Electrical

Two LED saloon lights complete with night lights and one switch.

Entrance step light LED style at passenger and side load door

Lift/Ramp LED work lamp with override switch

Reverse alarm complete with double engage reverse isolation.

One pair of rear saloon speakers.

Entrance / exit light and buzzer.

Heating

Fuel fired 2 Kw heater complete with 30-minute timer and dash control.

Miscellaneous

First aid kit located in front door pocket

Two fire extinguishers - 1 located in the cab and 1 behind rearmost offside seat

Driver's safety pack.

Legal sign writing to include: "Mind your head" to side and rear doors, "No Smoking" & "Fasten Seat Belt Signs", "First Aid" & "Fire Extinguisher" signs, "Seating Capacity" sign, Wheelchair Equipment Instruction Signs where applicable, Dash Switches, tyre pressures above wheel arches and Controls Decals

Heavy-duty rear door stays.

M1 IVA Test (Type Approval Certificate)

Type Approval certification became compulsory for registration of a new M1 vehicles

Trimmed storage box fitted to the rear o/s floor of vehicle.

QUOTE PREPARED BY:
NAME:
TEL:
EMAIL:



High-level rear door release

Modify rear doors to comply with minibus C & U regulations. Doors to have two stage lock and open in one movement.

Vehicle built in accordance with VSE 87/1 and construction & use regulations 1986, DIPTAC where possible.

Vehicle dimension plate on dash in metric and imperial

Vehicle cost.....	
Conversion cost	
Wheel arch protector kit	
Delivery to end user.....	£inc
Wheel arch protectors.....	£TBC
Front fog lights.....	£TBC
Subtotal.....	
Plus VAT	
RFL.....	
1 st reg fee	
Total OTR	

All prices quoted are current at the time of preparations subject to VAT unless supplied to a registered disabled person or a charity that qualifies for VAT exemption.

Payment terms:

An initial payment of £10,000.00 is now due with the balance payable upon completion.

Ref:

Our bank details are:



Sort code:

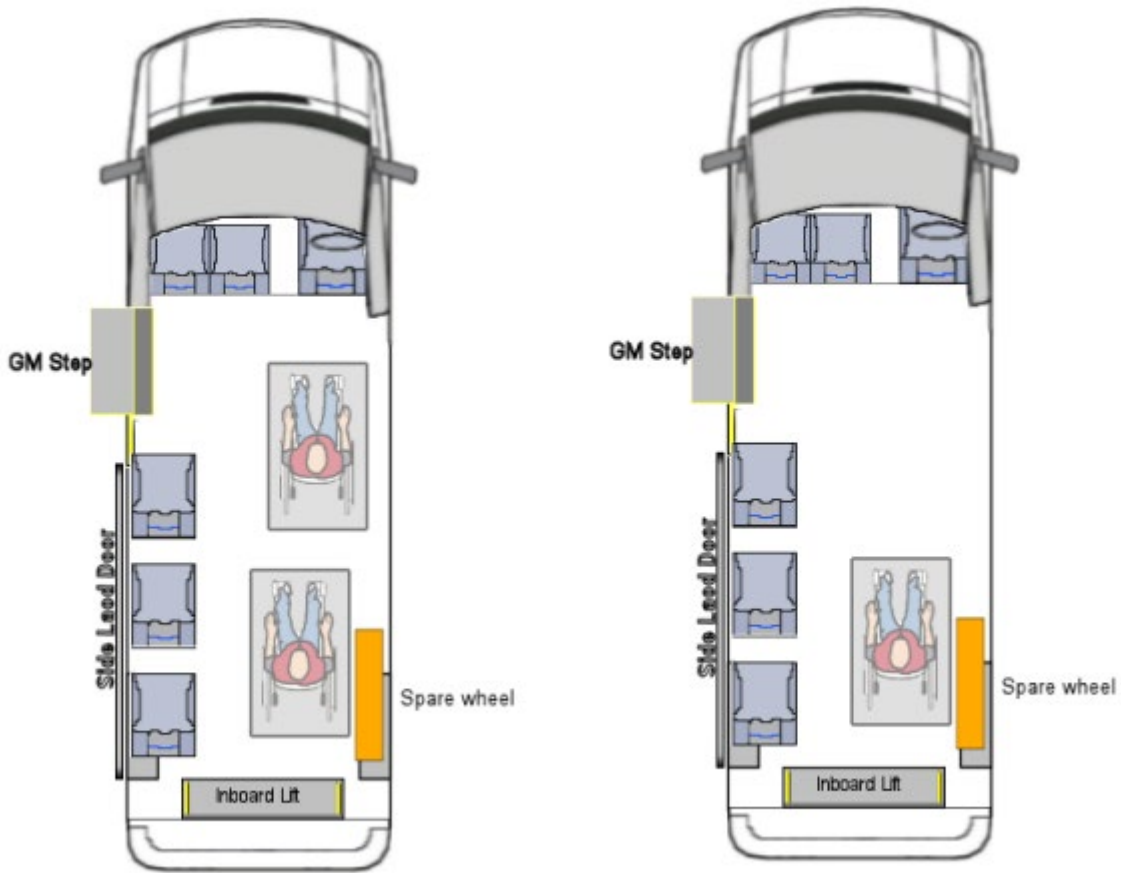
Account number:

Our vehicles are built to suit individual customer requirements; please do not hesitate to contact us for further information.

QUOTE PREPARED BY:
NAME:
TEL:
EMAIL:



Yours sincerely



GM Coachwork Limited



QUOTATION PREPARED FOR

09 Jan 2023

Mr David Paisley

[Redacted]

[Redacted]

Your ref: 71 reg boxer conv

Contact tel : [Redacted]



SPECIALISTS IN VEHICLE CONVERSIONS

QUOTE PREPARED BY:
NAME:
TEL:
EMAIL:



Confirmation of order: 

Dear Dave

Further to our conversation I have pleasure in confirming the order to supply the following specification for a wheelchair accessible vehicle. We'll transfer any deposit already paid from your last order to this one.

Base vehicle

Peugeot Boxer L3/LWB 335 L3H2 professional panel vans in white
71reg
Mileage less than 11k miles

Fabrication

Re-mount spare to inside offside rear corner
Cut down rear wheel arches to improve seat legroom and height.

Interior

Insulate interior sides and roof.
Fully line sides and roof with 6mm moisture resistant plywood and seal joins.
Carpet trim interior sides, roof and window surrounds in two shades of soft cord.
Overhead trimmed storage locker complete with lockable door.

Flooring

Unwin Innotrax fully tested tracked flooring system complete with Altro nonslip flooring, coved and trimmed edges.

Entrance Steps

GM style low access roll out step complete with fold out ascending handrail and safety catch.

Handrails

Front passenger door small grab handle
Side load door right hand entrance handrail complete with courtesy panel.

Windows

Bonded rear door windows clear glass.
Bonded side windows to rear compartment
Note: no opening vents required

Rear air con

Rear air conditioning
This is to be fitted in the locker above the driver and vented rearwards into the rear cabin

QUOTE PREPARED BY:

NAME:

TEL:

EMAIL:



Seating

Three removable 450mm wide Phoenix Blenheim seats on fully tested tracked floor complete with lap and diagonal inertia reel safety belt and headrest, ABS backs to increase leg room complete with 'fasten seat belt' decal on the rear of the seat.

Seats are trimmed in blue Amble with yellow piping and open yellow headrests.

Wheelchair Equipment

Braun Vista split platform tail lift fitted into rear of vehicle. This lift is fully electrically controlled for raise/lower and fold/unfold. (No manual effort required). Complete with rear door isolator.

1 set of combined Unwin Gemini Quattro Standard 4pt wheelchair fixing. 140kgs

Electrical

Two LED saloon lights complete with night lights and one switch.

Entrance step light LED style at passenger and side load door

Lift/Ramp LED work lamp with override switch

Reverse alarm complete with double engage reverse isolation.

One pair of rear saloon speakers.

Entrance / exit light and buzzer.

Heating

Fuel fired 2 Kw heater complete with 30 minute timer and dash control.

Miscellaneous

Wheel arch protectors

First aid kit located in front door pocket

Two fire extinguishers - 1 located in the cab and 1 behind rearmost offside seat

Driver's safety pack.

Legal sign writing to include: "Mind your head" to side and rear doors, "No Smoking" & "Fasten Seat Belt Signs", "First Aid" & "Fire Extinguisher" signs, "Seating Capacity" sign, Wheelchair Equipment Instruction Signs where applicable, Dash Switches, tyre pressures above wheel arches and Controls

Decals

Heavy duty rear door stays.

COIF test certificate

Type Approval certification became compulsory for registration of a new M1 vehicles

Trimmed storage box fitted to the rear o/s floor of vehicle.

High level rear door release

Modify rear doors to comply with minibus C & U regulations. Doors to have two stage lock and open in one movement.

Vehicle built in accordance with VSE 87/1 and construction & use regulations 1986, DIPTAC where possible.

Vehicle dimension plate on dash in metric and imperial

QUOTE PREPARED BY:
NAME:
TEL:
EMAIL:



Total vehicle and conversion cost..... + VAT
RFL £tbc
Delivery + VAT

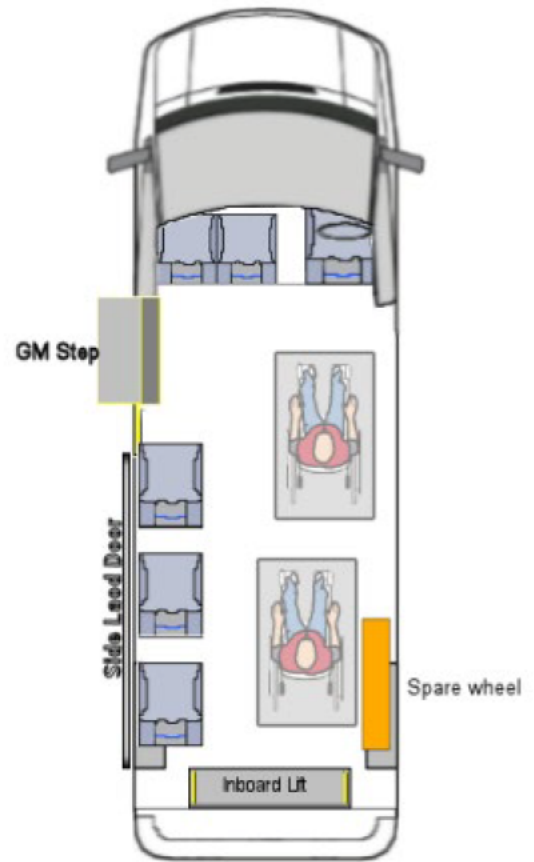
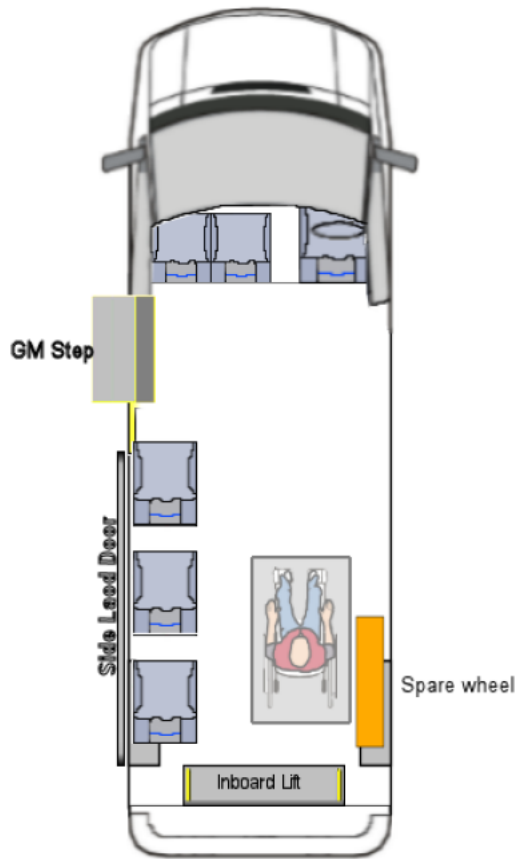
All prices quoted are current at the time of preparations subject to VAT unless supplied to a registered disabled person or a charity that qualifies for VAT exemption.

If the manufacturer of the vehicle changes the recommended retail price after you have placed the order, we will notify you of the price revision.

Our vehicles are built to suit individual customer requirements, please do not hesitate to contact us for further information.

Yours sincerely





GM Coach

Dear Sir or Madam,

I can confirm David Paisley placed an order on the 09/11/2021, for GM Coachwork Ltd to supply a new Peugeot Boxer L3 H2/LWB 435 speed manual professional van to be converted to an M1 wheelchair accessible vehicle. This vehicle is still on order with Peugeot who have not yet confirmed a production date for the base vehicle.

The worldwide motor trade industry has experienced unprecedented delays with supplies of semi-conductors and other parts since the Covid lockdowns and then further exacerbated by the Russia/Ukraine war where wiring looms are produced.

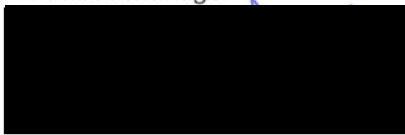
This has caused a massive worldwide backlog of vehicles requiring parts already in very small supply.

For the last 18 months Peugeot had said overseas production was starting up again but we are only now starting to see production moving slowly forward. This has affected over 900 vehicles we have on order with Peugeot and other manufacturers.

Whilst waiting for the supply of his vehicle on order, but without any arrival date Peugeot, David Paisley had no alternative but to purchase a used stock vehicle from GM Coachwork for conversion to meet the specific needs of his occupation.

Kind Regards

Minibus Manager



Dear Sir or Madam,

GM Coachwork confirm the conversion of the following vehicle:

Registration Number: [REDACTED]

Chassis Number: [REDACTED]

Vehicle Make & Model: Peugeot Boxer Professional Panel Van

This is a N1 pre-registered professional van, converted the exact same specification we convert any new Peugeot Boxer N1 vans to M1 vehicles.

This vehicle has been converted and tested by the VCA with a Voluntary IVA test.

As the vehicle has been first registered as a N1 panel van, this cannot be changed with the DVLA. N1 vehicles are exempt from type approval and therefore outside the scope of graduated vehicle excise duty (VED).

It is the DVLA's view that the legislation states that as the vehicle was first licensed under the graduated VED scheme according to its type approval, it must continue to do so despite being converted from a N1 to a M1 vehicle.

I trust this information clarifies any issues.

GM Coachworks
[REDACTED]



Driver & Vehicle
Standards
Agency

INDIVIDUAL VEHICLE APPROVAL (IVA)
CONFIRMATION OF COMPLIANCE
CAR / LIGHT GOODS VEHICLES
IVA 6

The vehicle having the registration/chassis number

[REDACTED]

has been examined in accordance with the criteria applicable to an application for an Individual Approval Certificate. It is hereby confirmed that on the date of the examination the vehicle complied with the requirements specified in Schedule 2 Part 2 in respect of a "Basic" IVA or Schedule 2 Part 2 and Part 3 in respect of a "Normal" IVA of the Road Vehicles (Approval) Regulations 2020.

Make :

Model :

PEUGEOT	BOXER
---------	-------

Class Code :

Test Type (Basic/Normal) :

WROL	NORMAL
------	--------

Category (Passenger/Goods) :

Number of Seats (including driver) :

M1	DRIVER + 5 +1 WHEELCHAIR
----	--------------------------

Station Location :

Examiner Name :

EXETER GVTS 18	[REDACTED]
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Date of Issue :

Examiner Signature :

17/05/2023	[REDACTED]
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Continued overleaf ►



IVA Inspection Measurements and Results

Z Number: XXXXXXXXXX
Vehicle Make: PEUGEOT
Vehicle Model: BOXER

MEASUREMENTS

Weights and Distances

Measurement	Value
Wheelbase (mm)	4035
Distance from Datum Point to Axle 1 (mm)	580
Centre of gravity height (mm)	N/A
Kerb Weight - Axle 1 (kg)	1320
Kerb Weight - Axle 2 (kg)	1140
Weight with driver - Axle 1 (kg)	N/A
Weight with driver - Axle 2 (kg)	N/A
Design Weight - Axle 1 (kg)	1870
Design Weight - Axle 2 (kg)	2000
Design Gross Weight (kg)	3500

Loads

Weight Type	Quantity	Distance from Datum Point (mm)
Both	3	1600
Both	1	3250
Both	1	3900
Both	1	4600
Wheelchair	1	3600
LOAD in KG	68	2500
None	0	
None	0	
None	0	
None	0	

Brake Forces

	P1	P2	P3	P4	P5	Bind
Axle 1 N/S (kg)	N/A	N/A	N/A	N/A	N/A	N/A
Axle 1 O/S (kg)	N/A	N/A	N/A	N/A	N/A	N/A
Axle 2 N/S (kg)	N/A	N/A	N/A	N/A	N/A	N/A
Axle 2 O/S (kg)	N/A	N/A	N/A	N/A	N/A	N/A

Brake Efforts

	N/S	Lock?	O/S	Lock?
Service Axle 1 (kg)	N/A	N/A	N/A	N/A
Service Axle 2 (kg)	N/A	N/A	N/A	N/A
Park (kg)	N/A	N/A	N/A	N/A

Brake Efforts (Depleted)

Service Axle 1 (kg)	N/A	N/A	N/A	N/A
Service Axle 2 (kg)	N/A	N/A	N/A	N/A

Brake Split	N/A
Servo / Pressure Hydraulic?	N/A

Additional Information

Towbar?	No
Dist. from datum pt (mm)	N/A
Nose Weight Rating (kg)	N/A

Off-road vehicle?	No
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Train Weight (kg)	N/A
Max Towable Mass (kg)	N/A

RESULTS

Laden Weight Calculations	Brake Efficiency Calculations																
<table border="1"> <tbody> <tr> <td>Axle 1 Calculated Weight</td> <td>1587.86</td> </tr> <tr> <td>Axle 2 Calculated Weight</td> <td>1490.14</td> </tr> <tr> <td>Gross Calculated Weight</td> <td>3078.00</td> </tr> <tr> <td>DWA1 + DWA2 ≥ DGW?</td> <td>Pass</td> </tr> <tr> <td>At least 30% Weight on Axle 1?</td> <td>Pass</td> </tr> <tr> <td>DWA1 ≥ CWA1?</td> <td>Pass</td> </tr> <tr> <td>DWA2 ≥ CWA2?</td> <td>Pass</td> </tr> <tr> <td>DGW ≥ GCW?</td> <td>Pass</td> </tr> </tbody> </table>	Axle 1 Calculated Weight	1587.86	Axle 2 Calculated Weight	1490.14	Gross Calculated Weight	3078.00	DWA1 + DWA2 ≥ DGW?	Pass	At least 30% Weight on Axle 1?	Pass	DWA1 ≥ CWA1?	Pass	DWA2 ≥ CWA2?	Pass	DGW ≥ GCW?	Pass	N/A
Axle 1 Calculated Weight	1587.86																
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DWA1 ≥ CWA1?	Pass																
DWA2 ≥ CWA2?	Pass																
DGW ≥ GCW?	Pass																
Brake / Weight Distribution Calculations	N/A																
Maximum Towable Mass / Train Weight Verification	N/A																



Dept. of Engineering & Technology
Manchester Metropolitan University
Chester Street, Manchester M1 5GD

Tel: 0161 247 6240
Fax: 0161 247 6779
Web: www.status.org.uk

Seat Belt Anchorage & Wheelchair System Test Report

Report Ref No: 1305AT

For an In-Vehicle Test
To EC Directive, ECE Regulation Requirements

CONFIDENTIAL



Manchester
Metropolitan
University

Client : G M Coachwork Ltd
Teign Valley
Trusham
Newton Abbot
South Devon
TQ13 0NX

Vehicle Type: Peugeot Boxer based WAV / Minibus adaptation

Test date: 03/10/2011 – 04/10/2011

Objective:

To test the seat belt anchorages in the sample supplied of the above vehicle for compliance with the positional and strength requirements of EC Directive 76/115/EEC as amended by 2005/41/EC & ECE Regulation 14.07 for vehicle Category M1 & M2

To test the M1 wheelchair & occupant restraint anchorages for compliance with the requirements of Annex XI appendix 3 of EC directive 70/156/EEC as amended by 2007/46/EC and as defined for UK NSSTA.

To test the M2 wheelchair & occupant restraint anchorages for compliance with the requirements of section 3.8.1 of Annex VII of EC directive 2001/85/EC & section 3.8.2 of Annex 8 of ECE Regulation 107.03

Conclusions:

The vehicle seat belt anchorages tested in the sample supplied complied with the positional requirements stipulated in section 4.4 of Annex 1 of Directive 76/115/EEC (as amended by 2005/41/EC) & section 5.4 of ECE Regulation 14.07 as demonstrated by the data in Appendix 1 and the strength requirements stipulated in section 5 of Annex 1 of Directive 76/115/EEC (as amended by 2005/41/EC) & section 6 of ECE Regulation 14.07 for vehicle Category M2 as shown in the graphs in Appendix 2.

The M1 wheelchair and occupant restraint anchorages complied with the requirements of Annex XI appendix 3 of EC directive 70/156/EEC as amended by 2007/46/EC as defined for UK NSSTA

The M2 wheelchair and occupant restraint anchorages complied with the requirements of section 3.8.1 of Annex VII of EC directive 2001/85/EC & section 3.8.2 of Annex 8 of ECE Regulation 107.03

Test Witnessed by: [REDACTED]

VCA Job number: ESM243585

Report Authorised by: [REDACTED] **Position:** STATUS Manager

Signature: [REDACTED] **Date:** 13/10/2011

Test Vehicle / Structure details:

The vehicle was a Peugeot Boxer based wheelchair Accessible vehicle (WAV) / Minibus with an Unwin innotrax floor system bolted into the load area of the vehicle utilising angle brackets under the vehicle and washers where appropriate. The innotrax floor had 10 lengths of tracking and an additional length of Unwin surface mount tracking was mounted to the side wall on each side of the van above the windows along the full length of the load area.

The range of seats that could be fitted to the vehicle were Phoenix seating's Blenheim and Optimum seats and Star seating's Solar seat. All seats were single seats and mounted on two legs with the exception of the Optimum seats over the wheel arches which were fixed via one leg and a sidewall fixing with the wheel arches lowered to accommodate them. All the seats feature 3 point seatbelts with all the anchorages located on the seat.

All the seats were located into the tracking using either "T" bolts or Unwin lockables.

The front RH wheelchair position (WAV & Minibus configuration) utilised Unwin Quatro wheelchair & occupant restraints with all the wheelchair restraint anchorages located in the floor system tracking along with the lower occupant restraints. The upper occupant restraint anchorage was on the C pillar.

The rear LH wheelchair position (Minibus configuration) utilised Koller wheelchair & occupant restraints with all the wheelchair restraint anchorages located in the tracking along with the lower occupant restraints. The upper occupant restraint anchorage was on the rearmost D pillar

June 6th 2023

Dear David

Regarding your recent purchase [REDACTED]

Make: Peugeot Boxer Panel Van Professional L3/LWB

Model: L3 LWB 2.2 Blue HDI 120PS

Chassis: [REDACTED]

Registration: [REDACTED]

To Confirm in relation to the Side Strength of the vehicle.

The base vehicles arrive from Peugeot already 'crash tested' as they are pre-designed for converting to Minibuses.

We also fit Type Approved glass to each panel van when they are converted to window vans.

The Panel & Window Vans supplied; both have the same safety standards on them.

Therefore, no additional SIPS system is required to be installed.

The vehicle has a legal IVA test done by the VCA and DVSA tester to make the vehicle road legal after the conversion of it from a Panel Van to an M1 Minibus/Passenger Vehicle.

This certificate is supplied to you to show this.

I hope the above clarifies the query on your purchase.

Yours sincerely

[REDACTED]

GM Minibus Manager

