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# how to apply

Inspection of  
Vehicles  
(Other Than  
Private Cars)



## **How to apply for inspection of vehicles (other than private cars and light goods vehicles with a gross vehicle weight not exceeding 1.9 tonnes)**

The purpose of this leaflet is to inform those affected by the Annual Inspection Scheme for public and private buses, taxis, public and private light buses, goods vehicles, trailers and special purpose vehicles of the procedures to be followed and the way in which the scheme operates.

The Licensing Hotline of the Transport Department (Tel 2804 2600) will advise on whether a particular vehicle needs to be inspected whilst queries about the inspection of all new taxis, light buses, goods vehicles, trailers and the first make and model of private cars and motor cycles upon first registration and the examination of modified vehicles should be directed to the department's Vehicle Safety and Standards Division on Tel. 2829 5466. Queries about the inspection of new public and private buses, and modified buses, should be made on Tel. 2189 7082.

The annual inspection of private cars and light goods vehicles with a gross vehicle weight not exceeding 1.9 tonnes is carried out by Government-designated Car Testing Centres. For details, please refer to another leaflet entitled Vehicle Inspection At Car Testing Centres.

### **Which Vehicles Have to Undergo Annual Inspection**

All public and private buses, taxis, public and private light buses, goods vehicles, trailers and special purpose vehicles.

Licence renewal application for vehicles in the above categories must be accompanied by the Certificate of Roadworthiness. Only examination certificates or reports issued during the four months prior to the commencement of the new licence will be accepted.

### **Where Will the Inspection be Conducted**

Class of Vehicle	Inspected at	Enquiries Tel. No.
HK & Kowloon Taxis	Kowloon Bay Vehicle Examination Centre, 2 Cheung Yip Street, Kowloon.	2759 7573
New Territories Taxis	Sheung Kwai Chung Vehicle Examination Centre, Wo Yi Hop Road, Sheung Kwai Chung, Tsuen Wan, New Territories.	2426 9085
Lantau Taxis	New Lantao Bus Co. (1973) Ltd., Mui Wo Depot, Mui Wo Ferry Pier Road, Lantau.	2333 3112
Public & Private Buses	To Kwa Wan Vehicle Examination Centre, 9-10 Long Yuet Street, Kowloon.	2364 7211

Class of Vehicle	Inspected at	Enquiries Tel. No.
Public & Private Light Buses, Goods Vehicles & Special Purpose Vehicles (with a gross vehicle weight exceeding 16 tonnes).	Kowloon Bay Vehicle Examination Centre, 2 Cheung Yip Street, Kowloon.	2759 7573
Goods Vehicles & Special Purpose Vehicles (with a gross vehicle weight exceeding 1.9 tonnes but not more than 16 tonnes), Trailers.	New Kowloon Bay Vehicle Examination Centre, 8 Tsui Hing Street, Kowloon.	2751 8862

### **How Much Will the Inspection Cost**

Details of the inspection fees charged in respect of the various classes of vehicle can be obtained from the above vehicle examination centres.

### **How to Make an Appointment**

An appointment may be booked up to four months in advance (except public buses). The date given for the examination must be within four months of the licence expiry date.

Obtain form VE19 'Application for an Annual Examination of a Motor Vehicle, Trailer or Semi-trailer'. This form is available at all Licensing Offices and Vehicle Examination Centres.

Indicate on the form when you want your vehicle to be examined. The vehicle examination date must be within four months of the licence expiry date. You have two choices but if neither of these can be met the nearest possible date and time to your choice will be given.

After you have completed the application form, take it to the public counter at the Vehicle Examination Centre where the appointment date will be confirmed and booked. On receipt of the appropriate fee a "Vehicle Examination Appointment"(VE4) form will be issued, advising you the time, date and lane number. This appointment letter also acts as the receipt of payment.

Alternatively, you can also use our electronic service delivery system to make appointment booking for vehicle annual examination at [www.gov.hk](http://www.gov.hk).

### **If You Are Unable to Keep Your Inspection Appointment**

Should you be unable to keep the inspection appointment, please notify the inspection centre at least 14 days in advance and apply for refund in writing. Your examination fee will not be refunded if the appointment is cancelled less than 14 days notice in writing. A new appointment will need to be made and paid for again.

## What you should Do before An Inspection

To avoid unnecessary cost and inconvenience, it is essential to have your vehicle checked and repaired before your inspection date. A vehicle must be presented in sufficiently clean condition to enable the inspection to be properly carried out.

## What to Do on the Day of Inspection

Bring your VE4 'Vehicle Examination Appointment' form, either your original vehicle registration document or a certified photocopy, with your vehicle on the date and time to the vehicle examination centre. The vehicle shall be supplied with sufficient fuel and oil for use during examination. The vehicle will then be directed to the inspection lane for the vehicle examination. You or your agent will be required to accompany the vehicle during the various stages of the inspection and will be requested to operate the vehicle controls as guided by centre staff.

## How Will the Inspection be Conducted

The inspection will be carried out by trained vehicle testers, or examiners, in four stages:

Stage I: Check the vehicle identification, smoke emission, road wheels, tyres, body including all seats and interior fittings, windows, mirrors, wipers, interior controls, horn, speedometer and fire extinguisher.

Stage II: Inspect the chassis frame, underbody condition, electrical wiring, oil leaks, fuel tank and pipes including fuel cut-off device, exhaust system, transmission system, suspension - front and rear, steering system and braking system.

Stage III: Check all obligatory lamps including headlamps, direction indicators, reflectors and stop lamps.

Stage IV: Test the foot and parking brakes.

*Note:* Some public and private buses are subject to additional checks on their structural integrity, at specific ages. For details of these particular inspection requirements, please contact the relevant vehicle examination centre direct.

## If Your Vehicle Passes the Inspection

If the examination is passed, a Certificate of Roadworthiness (COR) or report whichever is appropriate will be issued.

## If Your Vehicle Fails the Inspection

You will be issued with a Vehicle Repair Order listing all defects found during the inspection. You are required to rectify the defects listed on the Repair Order and submit your vehicle for re-examination at a later date. You are required to make an appointment, producing the Vehicle Repair Order, at the public counter of the respective centre for re-examination.

Your vehicle will be required to undergo a full examination in order to clear the defects. The same fee for the first examination will be levied. However, some defects do not attract a re-examination fee, and if all the defects fall within this "free re-examination" category, you will not be required to pay. It should be noted that only one "free re-examination" appointment is available.