

Greater Manchester's Clean Air Plan to Tackle Nitrogen Dioxide Exceedances at the Roadside

Appendix 1 - GM Clean Air Plan Policy following Consultation



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1 Purpose of this Document

- 1.1 Government has instructed many local authorities across the UK to take quick action to reduce harmful Nitrogen Dioxide (NO₂) to within legal limit values in the “shortest possible time”. The Secretary of State has issued a direction to the 10 local authorities in Greater Manchester in March 2020 that requires them to take steps to implement the local plan for NO₂ compliance, so that compliance with the legal limit for nitrogen dioxide is achieved in the shortest possible time, and by 2024 at the latest, and so that exposure to levels above the legal limit for nitrogen dioxide are reduced as quickly as possible. That local plan involves a Charging Clean Air Zone Class C with additional measures. The direction also required the submission of an interim full business case to the Secretary of State once any necessary public consultation had been completed in respect of the scheme.
- 1.2 In Greater Manchester, the 10 local authorities, the Greater Manchester Combined Authority (GMCA) and Transport for Greater Manchester (TfGM), collectively referred to as “Greater Manchester” or “GM”, have worked together to develop a Clean Air Plan to tackle NO₂ Exceedances at the Roadside, referred to as the GM CAP.
- 1.3 This is the GM CAP Policy. This document:
- sets out the policy for each of the measures, which together constitute the GM CAP, namely:
 - Greater Manchester Charging Clean Air Zone (Section 2)
 - Clean Bus Fund (Section 6)
 - Vehicle Finance (Section 7)
 - Clean Commercial Vehicle Fund (Section 8)
 - Clean Taxi Fund (Section 9)
 - includes reference to specific technical materials which are published as part of the evidence base for the GM CAP.
 - does not and is not intended to provide detailed information on the processes that underpin the delivery of the Policy for the GM CAP, e.g. how discounts and exemptions are applied for. Relevant information is available at: cleanairgm.com/clean-air-plans.

- 1.4 The policy set out within this document takes into account the responses received in the GM CAP Consultation held between 8th October and 3rd December 2020. It also reflects the findings of the further analysis that has been undertaken, including examining the impact of COVID-19 and the economic implications report of the GM CAP. The Consultation provided an opportunity for all those with an interest in the GM CAP to provide feedback on the proposals. More detail on the Consultation can be found in the AECOM¹ Consultation Report, which, along with the GM Authorities' Responses to the Consultation, are both appendices in the June 2021 GMCA report.

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¹ AECOM are the independent agency that managed and analysed the GM CAP consultation responses.

2 Greater Manchester Charging Clean Air Zone (GM CAZ)

- 2.1 The 10 local authorities in GM have been directed by the Government to introduce a charging Clean Air Zone Class C across the region². This means that, for the following vehicle types, if the vehicle does not comply with the vehicle emission standards in the Government's Clean Air Zone Framework³ it is a requirement to pay a daily charge for driving within the zone:
- Buses
 - Coaches
 - Heavy Goods Vehicles (HGVs)
 - Light Goods Vehicles (LGVs)
 - Minibuses
 - Licensed Hackney Carriages
 - Licensed Private Hire Vehicles (PHVs)
- 2.2 The CAZ vehicle categories and minimum emission standards as set out in the Clean Air Zone Framework⁴ are provided in **Appendix A**. Vehicles which meet the emissions standards are not subject to charges. A Clean Air Zone Class C does not include private cars and motorbikes.
- 2.3 A central government database (the Government vehicle checker) will determine if a vehicle is in scope for a charge. This vehicle checker is primarily linked to the Driving and Vehicle Licensing Agency (DVLA) database holding information on the classification of vehicles (often found on a V5C document). The vehicle checker can be accessed online at: gov.uk/check-clean-air-zone-charge. Any queries relating to the classification of vehicles are a matter for the registered keeper⁵ and the DVLA.
- 2.4 The GM CAZ will be implemented through a Joint Local Charging Scheme Order⁶ with charging anticipated to commence on 30th May 2022⁷.

² In July 2019, a ministerial direction under the Environment Act 1995, the Environment Act 1995 (Greater Manchester) Air Quality Direction 2019 was made, which requires all ten of the Greater Manchester (GM) local authorities to implement a charging Clean Air Zone Class C across the region. In March 2020, this was superseded by a further ministerial direction, the Environment Act 1995 (Greater Manchester) Air Quality Direction 2020 was made, requiring all ten of the Greater Manchester (GM) local authorities to implement a charging Clean Air Zone Class C across the region so that: a. compliance with the legal limit value for nitrogen dioxide is achieved in the shortest possible time and by 2024 at the latest; and, b. exposure to levels above the legal limit value for nitrogen dioxide are reduced as quickly as possible.

The Environment Act 1995 (Greater Manchester) Air Quality Direction 2019 is available at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/817395/air-quality-direction-greatermanchester.pdf

The Environment Act 1995 (Greater Manchester) Air Quality Direction 2020 is available at:

<https://democracy.greatermanchesterca.gov.uk/documents/s8753/Appendix%20-%20-%20200316%20Greater%20Manchester%20NO2%20Plan%20Direction.pdf>

³ Department for Environment, Food & Rural Affairs and Department for Transport. 2020. Clean Air Zone Framework. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/863730/clean-air-zone-framework-feb2020.pdf

⁴ Department for Environment, Food & Rural Affairs and Department for Transport. 2020. Clean Air Zone Framework, Annex A – Clean Air Zone minimum classes and standards. Available at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/863730/clean-air-zone-framework-feb2020.pdf

⁵ The "registered keeper" means: (i) in relation to a vehicle registered in the United Kingdom, the person in whose name the vehicle is registered under the Vehicle Excise and Registration Act 1994; or (ii) in relation to any other vehicle, the person by whom the vehicle is kept;

⁶ Secondary legislation which empowers traffic authorities to charge road users, in accordance with the Transport Act 2000.

⁷ Subject to joint GM and JAQU agreement on overall 'readiness', including that the Central Charging Portal and national Vehicle Checker is 'GM ready'.

- 2.5 It is anticipated that, once implemented, the Clean Air Zone will remain in full operation until at least the second half of 2026. In accordance with Government advice, if it is demonstrated by the second half of 2026 that two consecutive years' of compliance with the legal limit value for NO₂⁸ has been met, and there is confidence that compliance will continue to be maintained then, subject to GM governance processes, the local authorities will notify the Secretary of State of their intention to revoke the Charging Scheme Order and decommission the GM CAZ.
- 2.6 Transport for Greater Manchester is to be responsible for day-to-day operation of the GM CAZ.
- 2.7 **Table 1** provides a summary of the key characteristics of the proposed GM CAZ.

⁸ The EU Ambient Air Quality Directive set the Legal Limit value of an annual mean of 40ug/m³, which was transposed into UK legislation under the Air Quality Standards Regulations 2010. The requirement to meet compliance with the legal limit is set out by the Environment Act 1995 (Greater Manchester) Air Quality Direction 2020. Under this direction the GM Authorities are obliged to meet the Legal Limit.

Table 1: Key Characteristics of the GM CAZ

Clean Air Zone: Boundary	Primarily aligned with the administrative boundary of Greater Manchester Authorities, excludes the Strategic Road Network (SRN) ⁹ . cleanairgm.com/which-roads-are-affected/
Clean Air Zone: Times of Operation	24 hours a day, 7 days a week
Clean Air Zone: Vehicles Affected ¹⁰	Buses Coaches HGVs LGVs Minibuses Licensed Hackney Carriages Licensed Private Hire Vehicles
Clean Air Zone: Exemptions	Certain vehicle types eligible for exemptions as detailed in section 2.8
Clean Air Zone: Discounts	Certain vehicle types eligible for discounts as detailed in section 2.8
Clean Air Zone: Daily Charges	Daily charges apply for each day a non-compliant vehicle is used within the GM CAZ, with one charge imposed per vehicle, per 'Charging Day' (midnight to midnight), however much a vehicle drives within the GM CAZ in that 24-hour period. <ul style="list-style-type: none"> • Buses – £60 per 'Charging Day' • Coaches – £60 per 'Charging Day' • HGVs - £60 per 'Charging Day' • LGVs - £10 per 'Charging Day' • Minibuses – £10 per 'Charging Day' • Licensed Hackney Carriages – £7.50 per 'Charging Day' • Licensed Private Hire Vehicles – £7.50 per 'Charging Day' <p>The relevant charge is to be paid via a Central Government Payment Portal for non-compliant vehicles used within the GM CAZ. The Government portal allows a user to pay 6 days before the day of travel (Charging Day), any time on the day of travel (Charging Day), or, 6 days following the day of travel (Charging Day).</p>
Penalty for non/late payment of CAZ charge	£120 (in addition to the daily charge) will be applied to all relevant vehicles (reduced to £60 plus the daily charge if paid within 14 days of Penalty Charge Notice being issued)

⁹ i.e. roads for which the Secretary of State is the highway authority (as opposed to roads which are managed by local traffic authorities), namely motorways and trunk roads managed by Highways England. The SRN is illustrated on the Highways England Network Management Map available at: <https://www.gov.uk/government/publications/roads-managed-by-highways-england>

¹⁰ Further detail on the vehicles affected is available in Appendix A.

2.8 **Discounts and Exemptions** – The Government’s Clean Air Zone Framework³ has a general presumption that the requirements for charging CAZs will apply to all vehicles according to the relevant zone class, but it also recognises that there are certain circumstances where discounts or exemptions from a charge may be appropriate.

2.8.1 It is the responsibility of the owner/registered keeper of a vehicle to apply for discounts and exemptions where an application is required. Where GM is using an existing database to identify exempted vehicles, it is the responsibility of the owner/registered keeper of a vehicle to ensure their information held with the relevant agencies, e.g. DVLA, is up to date and accurate.

2.8.2 The Framework sets out the national permanent exemptions (those vehicles which are exempt from charges for all CAZs including the GM CAZ). These are provided for some types of vehicle which are particularly difficult or uneconomic to adapt to comply with the Framework’s requirements. They also cover vehicles that are engaged in particularly unique or novel operations.

2.8.3 National permanent exemptions that apply to all CAZs are set out in **Table 2** along with the Government’s rationale for each of them.

Table 2: Permanent Exemptions to CAZ Charges, set by the Government

Permanent exemptions	Description	Rationale	Further Information
Historic vehicles	Vehicles within the DVLA Historic Vehicle Tax Class ¹¹ (vehicles built or first registered more than 40 years ago)	Exempt due to age and unsuitability for compliant retrofitting	A database of these nationally exempt vehicles is managed via the Central Government Payment Portal, so vehicles are automatically exempt with no additional action required by the owner or registered keeper.
Military vehicles	Vehicles in use by UK Armed Forces	Exempt from charges by virtue of Section 349 of the Armed Forces Act 2006	
Disabled Passenger Vehicle	Vehicles within the DVLA Disabled Passenger Vehicle Tax Class, used by organisations providing transport for disabled people.	This group of vehicles may include a range of specialist and/or novel or adapted vehicles, where it may generally not be practical to upgrade to a vehicle compliant with the emission standards of the GM CAZ.	
Specialist Emergency Service Vehicles	Specialist vehicles in use by emergency services, such as aerial ladders and major incident command vehicles.	This group of vehicles may include a range of specialist and/or novel or adapted vehicles where it may generally not be practical to upgrade to a vehicle compliant with the emission standards of the GM CAZ.	

¹¹ Information on tax classes for vehicles is available at: <https://www.gov.uk/government/publications/v3551-notes-about-tax-classes>

- 2.8.4 In addition to stipulating national exemptions, the Government's Clean Air Zone Framework³ makes provision for local authorities to consider allowing additional exemptions or discounts based on particular local circumstances, specifically highlighting the need to liaise with emergency services operating in the area to understand the type of vehicles in their fleets and the activities for which they are used. Further local exemptions and discounts can be proposed on this basis so long as they do not undermine the ability to achieve compliance with the relevant legal limits on nitrogen dioxide in the shortest possible time.
- 2.8.5 GM has provided local exemptions and discounts, which fall into three categories:
- Permanent local exemptions (set out in **Table 3**);
 - Temporary local exemptions¹² (set out in **Table 4**); and
 - Permanent local discounts (set out in **Table 5**).
- 2.8.6 Tables 3, 4 and 5, below, set out the local discounts and exemptions which will apply to the GM CAZ. The descriptions set out relate to UK-based vehicles. Non UK-based vehicles which, were they registered as UK-based vehicles, would meet the relevant discount or exemption description, are also eligible to apply for an discount or exemption, save where the nature of the discount or exemption is inherently local (e.g. GM-licensed taxis) or UK-based (e.g. vehicles used by the emergency services). Non UK-based vehicles will always need to make an application to benefit from any discount or exemption.
- 2.8.7 Further detail on discounts and exemptions, including how to apply (where applicable) can be found at: cleanairgm.com/clean-air-plans.

¹² A temporary local exemption is a time limited exemption, applied for a fixed period. Within this temporary local exemption period, eligible vehicles would not pay a charge. Following the expiry of a temporary local exemption, non-compliant vehicles are charged. Note there may be a requirement to apply for discounts and exemptions.

Table 3: Permanent local exemptions

Permanent local exemptions	Description	Rationale	Further Information
Specialist Heavy Goods Vehicles	<p>Certain types of heavily specialised HGVs, such as certain vehicles used in construction or vehicle recovery.</p> <p>The following are eligible to apply for exemption:</p> <ul style="list-style-type: none"> • Vehicles in the DVLA Special Types Tax Class¹³ and specified in an Order under Section 44 of the Road Traffic Act 1994; • Vehicles in the DVLA Special Vehicles Tax Class and meeting the definition of a “special vehicle” under Part IV of Schedule 1 of the Vehicle Excise and Registration Act 1994 (VERA); • Vehicles in the DVLA Recovery Vehicle Tax Class and meeting the definitions and criteria in Part V of Schedule 1 of the VERA; • Vehicles in the DVLA Special Concessionary Tax Class and meeting the definitions and criteria in paragraphs 20B, 20C, 20D, 20E, 20F, 20H or 20J of Schedule 2 of the VERA. • Vehicles in the DVLA Limited Use Tax Class and meeting the definition and criteria in paragraph 20A of Schedule 2 of the VERA. 	<p>This group of vehicles includes certain novel or adapted road going HGVs of a particularly specialised nature, meaning it may not be practical to upgrade to a vehicle compliant with the emission standards of the GM CAZ.</p>	<p>Owners or registered keepers of specialist HGVs need to apply for this exemption, as there is no national database of these vehicles.</p>

¹³ Information on tax classes for vehicles is available at: <https://www.gov.uk/government/publications/v3551-notes-about-tax-classes>

Permanent local exemptions	Description	Rationale	Further Information
Non-road-going vehicles	Certain types of non-road going vehicles which are allowed to drive on the highway such as agricultural machines; digging machines; and mobile cranes.	This group of vehicles includes a range of specialist and/or novel or adapted vehicles, where it may generally not be practical to upgrade to a vehicle compliant with the emission standards of the GM CAZ.	A database of these nationally exempt vehicles is managed via the Central Government Payment Portal, so vehicles are automatically exempt with no additional action required by the owner or registered keeper.
Vehicles used by emergency services	Certain types of vehicles used by emergency services front line emergency and certain non-emergency vehicles.	This group of vehicles includes a range of vehicles, associated with front line emergency response, and where it may generally not be practical to upgrade to a vehicle compliant with the emission standards of the GM CAZ, which are not captured by the national exemption.	A GM managed database of vehicles exempted has been developed in liaison with emergency services.
Community minibuses	Those operating under a permit under section 19 or section 22 of the Transport Act (1985), issued by a body designated by the Secretary of State.	These vehicles provide important access to employment, education and training for people who may otherwise be isolated, including those with mobility issues and located in areas with poor public transport accessibility. They also facilitate inclusion in social and community activities.	Owners or registered keepers of community minibuses need to apply for this exemption, as there is no national database of these vehicles.
Showmen's vehicles	Fairground/funfair vehicles which are registered with the Showmen's Guild, in the tax classification of Showman's HGV or Showman's Haulage under the DVLA Special Vehicles Tax Class and meet the definition of a 'showman's vehicle' or a 'showman's goods vehicle' within the meaning of section 62 of the VERA.	This group of vehicles includes a range of specialist and/or novel or adapted vehicles, where it may generally not be practical to upgrade to a vehicle compliant with the standards of the GM CAZ.	GM will need to be notified of the vehicles eligible for exemption registered with the Showmen's Guild, as there is no national database of these vehicles.

Permanent local exemptions	Description	Rationale	Further Information
Driving within the zone because of a road diversion	<p>Vehicles driving within the zone because of a road diversion who would otherwise not have entered the GM CAZ.</p> <p>Applies only while the diversion is active and subject to non-compliant vehicles being on the designated diversion route.</p>	<p>This exemption is aimed at protecting road safety and recognises that vehicles may enter the GM CAZ for reasons outside of the driver's control.</p> <p>The exemption will apply to vehicles which enter the GM CAZ as a direct result of a road diversion only.</p>	No additional action is required by the owner or registered keeper of a non-compliant vehicle driving on a diversion route who would otherwise not have entered the GM CAZ.
Disabled Tax Class vehicles	Vehicles used by, or for the purposes of a disabled person which are exempt from vehicle tax, i.e. those in the DVLA Disabled Tax Class and meeting the definitions and criteria in paragraphs 18 and 19 of Schedule 2 of the VERA are eligible to apply for exemption.	<p>This exemption is complementary to the exemption for Disabled Passenger Vehicles.</p> <p>An exemption certificate will have been secured for vehicles within this group, following a successful application to the Driver and Vehicle Licensing Authority (DVLA) for exemption from vehicle tax. The vehicle must be used solely for the purposes of the disabled person.</p>	A database of these vehicles is managed via the Central Government Payment Portal, so vehicles are automatically exempt with no additional action required by the owner or registered keeper.
LGVs and minibuses adapted for a disabled user	LGVs and Minibuses specifically adapted for use by a disabled user and not used for hire or reward. These vehicles will have a substantial and permanent adaptation to the vehicle, specific to suit a disabled wheelchair user's particular needs to enable them to travel in the vehicle, or enter and drive it ¹⁴ .	This exemption recognises privately owned LGVs and Minibuses specially adapted for use by a disabled user, which are not covered by the Disabled Tax Class exemption. The exemption is subject to restrictions on its use through eligibility criteria to ensure it is used primarily for the transport of a disabled	Owners or registered keepers of eligible LGVs and Minibuses adapted for a disabled user need to apply for this exemption, as there is no national database of these vehicles. The decision on whether to grant the exemption to the Applicant rests with TfGM in its total discretion.

¹⁴ The definition of substantial and permanent adaptation draws on guidance from HMRC that: The adaptation to the vehicle must be both necessary and specific to suit the disabled wheelchair user's particular needs to enable them to travel in the vehicle, or enter and drive it. The adaptation should alter the vehicle in a meaningful way, enabling the wheelchair user to use the vehicle which they could not use before it was adapted. For a vehicle to be considered as substantially and permanently adapted it is expected that significant change to the vehicle has been made with the adaptations being bolted or welded to the body or chassis of the vehicle. Adaptations that are wired into the electrics of the vehicle could also qualify as substantially and permanently adapted. For adaptations to be considered permanent it's expected that they should be fitted to the vehicle for the shorter of either a minimum of 3 years or the lifetime of the vehicle. If the adaptation is removed before this time, then the adaptation may not be (continued p11)

Permanent local exemptions	Description	Rationale	Further Information
		person and is not used for hire or reward.	
Driver training buses	Buses adapted for use for, and dedicated to, driver training purposes and owned by the Applicant prior to 3 rd December 2020.	This exemption recognises specially adapted buses for dedicated use as driver training vehicles, which are specialist and/or novel or adapted vehicles, where it may generally not be practical to upgrade to a vehicle compliant with the standards of the GM CAZ.	<p>A GM managed database of vehicles eligible to be exempted has been developed in liaison with bus operators, as there is no national database of these vehicles.</p> <p>No additional vehicles can be added to the list once established and any replacement training buses will need to be compliant or pay a charge.</p>
Heritage buses not used for hire or reward	Heritage buses which are over 20 years old and which are not used for hire or reward.	This exemption recognises privately owned heritage buses over 20 years old that do not fall within the Historic Vehicle Tax Class, which are specialist and/or novel or adapted vehicles, where it may generally not be practical to upgrade to a vehicle compliant with the standards of the GM CAZ. The exemption is subject to restrictions on its use through eligibility criteria to ensure the vehicle is not used for hire or reward.	Owners or registered keepers of eligible heritage buses will need to apply for this exemption, as there is no national database of these vehicles. The decision on whether to grant the exemption to the Applicant rests with TfGM in its total discretion.

considered to be permanent and therefore the vehicle should not have been eligible for exemption. A disabled person who usually uses a wheelchair needs to be able to take it with them in the vehicle. Vehicles often need to be substantially adapted to allow a fixed frame or motorised wheelchair designed for permanent use to be transferred into the vehicle, using a ramp and a winch or a hoist, and for it to be held safely and securely in place throughout the journey. Where a wheelchair can be folded and stowed in the boot of a vehicle, the vehicle does not need to be substantially and permanently adapted to carry it. Whilst some minor adaptations may be required, it's not sufficient to meet the 'substantially and permanently adapted' qualifying condition and the vehicle will not qualify for exemption. The following are not considered as substantial and permanent adaptations because they are widely available accessories or upgrade options: the fitting of a roof rack or standard roof box; attachment of a trailer to the back of a vehicle; fitting of automatic transmission; fitting of parking or reversing sensors. This list is not exhaustive. Further information available at: <https://www.gov.uk/guidance/vat-relief-on-adapted-motor-vehicles-for-disabled-people-and-charities-notice-1002#sec3>

Table 4: Temporary local exemptions

Temporary local exemptions	Description	Rationale	Further Information
<p>LGVs and minibuses (which are not a licensed hackney or PHV or used on a registered bus service within GM)</p>	<p>Light Goods Vehicles (LGVs) and minibuses which are not used as a licensed hackney, PHV or on a registered bus service within GM, are eligible for a temporary exemption until 31st May 2023.</p> <p>After 31st May 2023, non-compliant vehicles will be charged.</p>	<p>GM evidence indicates that the cost and availability of new, second and third hand compliant LGVs will not provide a viable or an affordable option for many operators (especially for the smallest businesses and sole traders) to upgrade to a compliant vehicle in 2022, given the scale of the GM CAZ.</p> <p>Introducing a charge in 2022 risks many operators having to switch from using an LGV to a pre-Euro 6 diesel car or stop trading.</p> <p>Given the number of LGVs operating in GM, there is also a high risk of there being insufficient time in advance of 2022 to administer the funding required to support affected parties to upgrade to compliant LGVs.</p>	<p>This exemption is managed centrally so eligible vehicles are automatically exempt with no additional action required by the owner or registered keeper.</p>
<p>GM licensed Hackneys and PHVs</p>	<p>Hackneys and Private Hire Vehicles (PHVs), which are licensed to one of the 10 GM Authorities as of the 3rd December 2020 are eligible for a temporary exemption until 31st May 2023.</p> <p>After 31st May 2023, non-compliant vehicles will be charged.</p>	<p>The evidence from the COVID-19 impacts analysis shows major impacts on the GM taxi trade. This exemption recognises GM licenced hackneys and private hire vehicles require time to recover from the financial effects of COVID-19 and to invest in upgrades to compliant alternatives before a charge is applied.</p>	<p>A database of vehicles eligible for temporary exemption is taken from the Taxi and PHV Centralised Database. Therefore, no additional action is required by the owner or registered keeper.</p>

Temporary local exemptions	Description	Rationale	Further Information
Coaches and buses not used on a registered bus service.	<p>Coaches and buses not used on a registered bus service are eligible for a temporary exemption until 31st May 2023.</p> <p>After 31st May 2023, non-compliant vehicles will be charged.</p>	<p>The evidence from the COVID-19 impacts analysis, shows major impacts on coach operators. This exemption recognises the high upgrade cost of coaches and that they require time to recover from the financial effects of COVID-19. 69% of coach operators are small businesses, with many providing services for vulnerable groups, particularly children, elderly people and those on low incomes.</p> <p>A temporary exemption provides further time for non-compliant vehicles to be upgraded to meet the standards required by a GM CAZ and protects vital services.</p>	Owners or registered keepers of coaches and buses not used on a registered bus service need to apply for this exemption, as there is no database of these vehicles.
Outstanding finance or lease on non-compliant vehicles	<p>Non-compliant vehicles subject to finance or lease agreements entered into before 3rd December 2020 which will remain outstanding at the time at which the GM CAZ becomes operational, are eligible for a temporary exemption until the agreement ends or until 31st May 2023, whichever is sooner.</p> <p>After 31st May 2023, non-compliant vehicles will be charged.</p>	A move to a compliant vehicle is not considered feasible due to outstanding finance, which was entered into before information on the GM CAZ had been made publicly available.	Owners or registered keepers of non-compliant vehicles which are subject to outstanding finance or lease agreements at the time at which the GM CAZ becomes operational need to apply for this exemption, as there is no national database of these vehicles.
Limited supply (awaiting delivery of a compliant vehicle)	Owners or registered keepers of non-compliant vehicles that can demonstrate they have placed an order for a compliant replacement vehicle or retrofit solution, are eligible for a temporary exemption until such a time as they are in receipt of the compliant replacement	Upgrade to a compliant vehicle is not immediately possible due to an issue with the supply of a compliant vehicle or retrofit solution on order, which is considered outside of the control of the Applicant.	Owners or registered keepers of non-compliant vehicles who can evidence that they have placed an order for a compliant replacement vehicle or retrofit solution, which is yet to be received, need to apply for this exemption, as

Temporary local exemptions	Description	Rationale	Further Information
	<p>vehicle or retrofit solution, or for 12 weeks, or until 31st May 2023, whichever is sooner.</p> <p>After 31st May 2023, non-compliant vehicles will be charged.</p>	<p>The temporary exemption will end on 31st May 2023 as it is reasonable to expect vehicle owners have had sufficient notice to plan for upgrade during this time.</p>	<p>there is no national database of these vehicles.</p> <p>On expiry of the 12 week period of temporary exemption, vehicle owners may present further evidence of the delay in upgrade to a compliant alternative (beyond the first temporary exemption period), which could be considered on a discretionary/case by case basis for a further temporary exemption until such a time as they are in receipt of the compliant replacement vehicle or retrofit solution, or for 12 weeks, or until 31st May 2023, whichever is sooner.</p>
<p>Buses operating on school bus contracts entered into before 31st March 2019 and which expire in July 2022.</p>	<p>Buses used on a GM school bus service where the contract ends in July 2022 and where the contract was tendered prior to 31st March 2019 (submission of the GM CAP OBC¹⁵) are eligible for a temporary exemption to 31st July 2022. These buses must have been identified on the GM bus fleet register for at least 6 months. These vehicles will not be considered for funding under the GM CAP scheme. The vehicles must not be used for registered bus services within GM beyond 31st July 2022.</p>	<p>101 school bus contracts were entered into before 31st March 2019 and are due to expire in July 2022. 39 buses operating on those contracts, are reaching end of life and cannot be retrofitted.</p>	<p>A locally managed database of vehicles eligible to be exempted has been developed in liaison with bus operators whose school bus contracts were entered into before 31st March 2019 and which expire in July 2022.</p>

¹⁵ GM submitted an Outline Business Case (OBC) setting out the GM CAP proposal to the Government at the end of March 2019.

Table 5 Permanent local discounts

Permanent local discounts	Description	Rationale	Further Information
Private HGV Tax Class vehicles	<p>Owners or registered keepers of vehicles in the DVLA Private HGV Tax Class¹⁶ and meeting the definition of a “special vehicle” in paragraph 4(2)(bb) of Schedule 2 to the VERA.</p> <p>The vehicle would be subject to a charge equivalent to the LGV daily charge (£10 a day), rather than the HGV daily charge (£60 a day).</p>	<p>HGVs in the DVLA Private HGV Tax Class are used unladen, privately or for driver training purposes.</p>	<p>A database of these vehicles is managed by the DVLA. Therefore, no additional action is required by the owner or registered keeper to register the vehicle for a discounted charge.</p>

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¹⁶ Information on tax classes for vehicles is available at: <https://www.gov.uk/government/publications/v3551-notes-about-tax-classes>

- 2.9 **Enforcement** – Enforcement of the GM Clean Air Zone is undertaken in accordance with the prescribed process set out within Road User Charging Schemes (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2013 (the Penalty Charges Regulations)¹⁷.
- 2.9.1 The GM CAZ will use a network of automatic number plate recognition (ANPR) cameras, which together with data from the Government vehicle checker will identify non-compliant vehicles.
- 2.9.2 Data collected through the ANPR system is handled in accordance with the General Data Protection Regulations (GDPR) and Data Protection Act 2018.
- 2.9.3 Where the ANPR system identifies non-compliant vehicles travelling in the GM CAZ and charges have not been paid within 7 days of the journey date, the registered keeper or other liable person is liable to pay a penalty charge of £120, which will be notified via a Penalty Charge Notice (PCN).
- 2.9.4 If the person or organisation named on the PCN pays the amount specified on the PCN within 14 days of service of the PCN (as indicated on the PCN), the amount payable is reduced by 50% to £60 (payable in addition to the daily charge).
- 2.9.5 If the person or organisation named on the PCN does not either pay the amount specified on the PCN or make a formal challenge (called a 'representation') in relation to it (on certain grounds specified in the Penalty Charges Regulations), within 28 days of the date of service of the PCN then a Charge Certificate will normally be issued and the penalty charge will be increased by 50% (as set out in the Penalty Charges Regulations) to £180 (payable in addition to the daily charge).
- 2.9.6 A representation against a PCN is considered and if it is accepted the PCN will be cancelled and in the event that any sums have been paid towards the PCN, these will be reimbursed. If the representation is rejected, the person or organisation named on the PCN may appeal to an independent adjudicator within 28 days of rejection of the representation.
- 2.9.7 Where a charge certificate has been served and is not paid within 14 days of service, enforcement action may be taken to recover the increased penalty charge along with the daily charge. If these steps are taken, the associated additional costs will increase the sum sought from the individual or organisation.
- 2.9.8 Detail on making a representation against a PCN can be found at: cleanairgm.com/clean-air-plans.

¹⁷ Road User Charging Schemes (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2013, available at: <https://www.legislation.gov.uk/uksi/2013/1783/contents/made>

3 Funding to Upgrade to Compliant Vehicles

3.1 Owners/registered keepers¹⁸ of a non-compliant vehicle that is subject to the GM CAZ charge may be eligible to apply for financial support towards upgrading to a compliant vehicle, subject to meeting eligibility criteria. The aim of the funding is to support an upgrade to a compliant vehicle and to mitigate the negative socio-economic effects of the GM CAZ. The supporting funds are:

- A Clean Bus Fund to provide financial support for the upgrade of non-compliant buses used on registered bus services within GM (see Section 6).
- A Clean Commercial Vehicle Fund to provide financial support for the upgrade of non-compliant LGVs and HGVs, minibuses and coaches, which is targeted to support small and micro businesses, sole traders, the self-employed, charities, social enterprises and individuals in GM (see Section 8).
- A Clean Taxi Fund to provide financial support for the upgrade of non-compliant GM Licensed Hackney Carriage and Private Hire Vehicles (see Section 9).

3.2 The funding options are:

- a lump sum grant, which contributes to the cost of retrofit, replacement or running costs¹⁹ – the Applicant funds the remaining costs with their own capital or financing arrangements; or,
- Vehicle Finance²⁰, which contributes to the cost of financing a replacement vehicle through the GM scheme – the Applicant pays monthly for an agreed finance period.

3.3 Further information on funding options is available in the following sections, **Appendix B** and **Appendix C**.

3.4 Financial support as part of the GM CAP is offered on the basis of the following principles; that financial support is:

- only offered to upgrade non-compliant vehicles, which are vehicles that do not comply with the relevant GM CAZ emission standards;
- only offered to vehicles that are not eligible for a permanent national or local exemption;
- only offered to Applicants meeting the eligibility criteria for the relevant fund;

¹⁸ i.e. those with the legal authority to upgrade / trade-in the non-compliant vehicle.

¹⁹ Running cost grant option only available under the Clean Taxi Fund.

²⁰ Available under the Clean Commercial Vehicle Fund and Clean Taxi Fund.

- provided for the replacement of a non-compliant vehicle with a compliant vehicle on a 'like-for-like' basis²¹ with limited exceptions. For the Clean Commercial Vehicle Fund, flexibility of upgrade within the LGV and HGV vehicle type categories is permitted, but with the financial support based upon the type of non-compliant vehicle presented for upgrade. For the Clean Taxi Fund, flexibility of upgrade from a non-Wheelchair Accessible Vehicle (WAV) taxi to a WAV taxi²² is permitted, with the financial support based upon the vehicle being upgraded to. Replacing a non-compliant WAV taxi with a non-WAV taxi will not be permitted;
- issued directly to accredited suppliers of retrofit and replacement vehicle upgrade options, to ensure maintenance of a comprehensive audit trail, accountability for public funding and to reduce the risk of fraudulent activity and misappropriation of funds. The only exceptions to this are the Clean Bus Fund and running cost grants under the Clean Taxi Fund, which the financial support is paid to the Applicant;
- subject to the non-compliant vehicle being 'traded-in' against the replacement vehicle funded through the GM CAP and at the dealership where the compliant vehicle is being sourced;
- with the exception of the Clean Bus Fund, limited to a maximum of 5 vehicles per Applicant. Applications for a mix of vehicle types are permitted, up to a total of 5 vehicles per Applicant, across all vehicle types;
- with the exception of the Clean Bus Fund, financial support is limited to a monetary value of £325,000 per Applicant. This figure is inclusive of any cumulative financial benefit from discounts, exemptions, grants or Vehicle Finance secured through the GM CAP or any other applicable public funding source;
- only available insofar as it complies with UK's subsidy control regime²³;
- only offered as Vehicle Finance or running cost grant²⁴ when the compliant replacement vehicle being funded is also receiving a Government plug-in grant²⁵.

²¹ i.e. financial support will not be available to facilitate upgrade of a non-compliant vehicle to a compliant vehicle of a different vehicle type (e.g. LGV, HGV) or Euro Category (e.g. N1, N2) (see Appendix A, **Table A1** for details of vehicle types and Euro Categories)

²² The use of the term 'taxi' relates to Hackney Carriages and PHVs.

²³ Including the World Trade Organisation's (WTO) subsidy rules, known as the Agreement on Subsidies and Countervailing Measures (ASCM) and further commitments in various Free Trade Agreements (FTAs) with other countries including the EU-UK Trade and Cooperation Agreement (TCA). For further information please see: [Complying with the UK's international obligations on subsidy control: guidance for public authorities](https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities), available at: <https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>

²⁴ i.e. New Zero Emission Capable (ZEC) vehicles in receipt of a Government plug-in grant will not be provided with retrofit, replacement grant or Grant + Vehicle Finance options. Running cost grants are only available under the Clean Taxi Fund.

²⁵ Information on low-emission vehicles eligible for a plug-in grant is available at: <https://www.gov.uk/plug-in-car-van-grants>

4 Management of Funds

- 4.1 Transport for Greater Manchester is to be responsible for distributing the Clean Bus Fund, Clean Commercial Vehicle Fund and Clean Taxi Fund.
- 4.2 The Clean Commercial Vehicle Fund and Clean Taxi Fund are to be made available through funding rounds, designed to direct funding towards the smallest businesses and individuals, who are likely to be most economically vulnerable to the impacts of the GM CAZ. The funding rounds applicable to each of the Funds are set out within the corresponding sections of the Policy.
- 4.3 GM will keep the distribution of Funds under review. If funding has not been distributed at the end of the funding rounds specified in this Policy, the Air Quality Administration Committee²⁶ has the authority to consider possible changes to the eligibility criteria, including opening up the Funds to vehicle owners outside GM.

5 Distribution of Funds

- 5.1 Owners/registered keepers can use the Government vehicle checker to understand if their current vehicle is non-compliant. The vehicle checker can be accessed online at: gov.uk/check-clean-air-zone-charge. Any queries relating to the classification of vehicles, as used by the Government vehicle checker, is a matter for the owner/registered keeper and the DVLA.
- 5.2 Owners/registered keepers of non-compliant vehicles can access information about the funding options available to upgrade to a compliant vehicle at: cleanairgm.com/clean-air-plans. The website provides information on eligibility criteria for funding and how to apply and compare funding options before an Applicant needs to enter the formal application process.
- 5.3 Those wishing to proceed with an application, are directed to set up a secure online account and provide the necessary information to submit an application for funding. This includes providing data about themselves, their vehicle and their business, organisation, or as an individual and these details are verified through a series of validation checks to external data sources.
- 5.4 Following a successful eligibility assessment²⁷ and acceptance of the relevant terms and conditions of funding, the Applicant is provided with a funding award notification, which will set out the funding options available to them. At this stage, the Applicant is able to explore the funding opportunities available to them.
- 5.5 With the exception of the Clean Bus Fund and running cost grants under the Clean Taxi Fund, which are paid to the Applicant, all funds are paid directly through accredited suppliers of retrofit and replacement upgrade options, to ensure maintenance of a comprehensive audit trail, accountability for public funding and to reduce the risk of fraudulent activity and misappropriation of funds. 'Trade in' of the non-complaint vehicle is mandatory.
- 5.6 **Appendix B** provides more detail on the distribution of Funds.

²⁶ A Joint Committee of charging authorities and the GMCA to enable the joint discharge of the GMCA's and Local Authorities' functions and in relation to the Greater Manchester Clean Air Plan.

²⁷ subject to a funding round being open for the Applicant and vehicle type.

6 Clean Bus Fund

- 6.1 **Retrofit** – This Fund provides a financial support mechanism to retrofit buses with older engine standards to the less polluting Euro VI standard where possible. This funding is available to eligible vehicles used on registered bus services within GM.
- 6.2 Government have awarded GM £14.7m of funding to retrofit non-compliant buses operating on a registered bus service within GM. The Government's Joint Air Quality Unit²⁸ (JAQU) confirmed that this funding will be delivered as a continuation of the Clean Bus Technology Fund and it was subsequently opened to applications from December 2020.
- 6.3 The Fund provides a grant of up to £16,000 towards retrofit to a compliant standard via a Clean Vehicle Retrofit Accreditation Scheme (CVRAS) certified system. Funding is available to eligible vehicles that have been operating a registered bus service within GM, for not less than six (6) full consecutive calendar months immediately prior to the date of application and are less than 13 years old.
- 6.4 **Replacement** – It is estimated that there are nearly 350 non-compliant buses operating on registered bus services within GM that cannot be retrofitted. Government have awarded £3.2m to support the replacement of non-compliant vehicles for small and medium sized bus operators, operating on registered bus services in GM.
- 6.5 A grant of £16,000 is available towards the cost of replacing a non-compliant vehicle used on a registered bus service within GM with a compliant vehicle which meets GM CAZ emission standards.
- 6.6 Applicants for Replacement funding will need to demonstrate that²⁹:
- they are the registered operator for a registered bus service operating in GM³⁰;
 - they are a small (including micro business / entity)³¹ or medium-sized³² business;

²⁸ A joint unit of the DfT and the Department for Environment, Food and Rural Affairs, has led the Government's current work to try and ensure the UK is compliant with the legal limit values for nitrogen dioxide in the shortest time possible.

²⁹ It is the responsibility of the Applicant to ensure their information held with the relevant agencies, e.g. DVLA and Companies House, is up to date and accurate.

³⁰ For the purpose of the GM CAP scheme, a 'vehicle used on a registered bus service within GM' is any vehicle operated on a bus service within GM that has been registered with the Traffic Commissioner for the North West of England. The vehicle would be on the bus fleet data list which is captured every six months by Transport for Greater Manchester (TfGM) and which is marked and agreed as "Identified as PVR (Peak Vehicle Requirement) + Spare vehicles on GM services". Therefore, any vehicle identified as such on the bus fleet data list captured by TfGM will be considered to be 'a vehicle used on a registered bus service within GM' for the purposes of the GM CAP scheme.

³¹ A business/company are considered 'small' if it has any 2 of the following:

- a turnover of £10.2 million or less;
- £5.1 million or less on its balance sheet;
- 50 employees or less;

As defined by Companies House, June 2021. Available at: <https://www.gov.uk/annual-accounts/micro-entities-small-and-dormant-companies>

³² A business/company are considered 'medium' if it has any 2 of the following:

- the annual turnover must be no more than £36 million
- the balance sheet total must be no more than £18 million
- the average number of employees must be no more than 250.

As defined by Companies House, June 2021. Available at: <https://www.gov.uk/government/publications/life-of-a-company-annual-requirements/life-of-a-company-part-1-accounts>

- they have not been in receipt of, or be subject to, a current Application for public sector clean air funding in GM or elsewhere in the United Kingdom for upgrade (retrofit or replacement) of the same vehicle(s) that is to be upgraded through the GM Clean Bus Fund;
- they have been operating a registered bus service within GM, for not less than twelve (12) full consecutive calendar months immediately prior to the date of application³³;
- the non-compliant vehicle has been registered to³⁴ the Applicant and operated on a registered bus service within GM for not less than twelve (12) consecutive calendar months immediately prior to the date of application;
- the non-compliant vehicle has a valid MOT, road tax and suitable insurance to operate a bus passenger service, at the date of application;
- the upgraded vehicle is compliant with the GM CAZ emission standards as a minimum; and,
- the upgraded vehicle will continue to operate on a registered bus service within GM for a minimum of 5 years following receipt of funding. If it is replaced or taken out of service in GM it must be replaced by a vehicle which meets the same emissions standard or better, e.g. a compliant bus must be replaced with another compliant bus, and must be of the same age or younger.

6.7 If the Fund is oversubscribed, , in addition to Applicants meeting the eligibility criteria, a process could be applied which seeks to maximise air quality benefits, targeting funding towards the upgrade of the oldest vehicles first or those vehicles operating in areas with particularly poor air quality (points of exceedance).

7 Vehicle Finance

7.1 The Vehicle Finance measure will provide access to an affordable finance option for eligible Applicants who require assistance in funding the cost of upgrading to a compliant HGV, LGV, Coach, Minibus, GM licensed Hackney Carriage or GM licensed Private Hire Vehicle. It has been designed to address some of the potential reasons that finance might typically be refused, including affordability of finance re-payments or a thin credit file.

7.2 Vehicle Finance utilises the GM CAP Clean Commercial Vehicle Fund and Clean Taxi Fund to offer eligible Applicants, who require assistance in funding the cost of upgrading to a compliant vehicle, access to affordable finance through a panel of GM appointed finance providers.

7.3 The financial support set out in the sections for the Clean Commercial Vehicle Fund (Section 8) and Clean Taxi Fund (Section 9) outlines the maximum funding an Applicant can receive for each vehicle type. **Appendix C** sets out the detailed grant funding and Vehicle Finance offers by vehicle type.

³³ Bus operators who can demonstrate they have been running non-compliant vehicles on a school bus service within GM for a full academic year (September – July) are considered to have satisfied the eligibility criteria to have been operating a registered bus service within GM, for not less than twelve (12) full consecutive calendar months immediately prior to the date of application.

³⁴ i.e. the Applicant has the legal authority to upgrade / trade-in the non-compliant vehicle.

- 7.4 Access to Vehicle Finance is offered as an option alongside retrofit, replacement and running cost grants (where available) and Applicants will therefore be able to choose the option which best suits their individual circumstances.
- 7.5 In addition to meeting the eligibility criteria set out for the Clean Commercial Vehicle Fund (Section 8) or the Clean Taxi Fund (Section 9), Applicants for Vehicle Finance will need to satisfy the requirements of the Finance Provider (e.g. holding a UK bank account in the name of the Applicant/business, consenting to the Finance Provider carrying out credit reference searches, deposit contribution).
- 7.6 Vehicle Finance lending decisions rest with the Finance Provider and are subject to individual circumstances.
- 7.7 Where an Applicant is unsuccessful in securing a vehicle finance agreement, the replacement grant option will remain available to the Applicant.

8 Clean Commercial Vehicle Fund

- 8.1 Government have made various funding awards (detailed below) to help upgrade commercial style vehicles: HGVs, LGVs, minibuses and coaches, collectively referred to as the Clean Commercial Vehicle Fund (CCVF). Funding is targeted to support eligible small and micro businesses, sole traders, self-employed, charities, social enterprises and individuals in GM.
- 8.2 The use of the term 'commercial vehicle' relates to the vehicle type, i.e. HGVs, LGVs, minibuses and coaches, not its commercial use. Funding is available to both commercial and private owners/registered keepers of non-compliant vehicles, where eligible.
- 8.3 Eligible Applicants will be offered the option of:
- a grant towards retrofit, where the GM CAP funds contribute to the costs of retrofit; or,
 - a contribution towards a replacement compliant vehicle, where the GM CAP funds contribute to the costs of a replacement vehicle – this may be as:
 - a lump sum grant - the Applicant funds the remaining costs with their own capital or financing arrangements; or
 - access to Vehicle Finance – the Applicant pays monthly for an agreed finance period (as set out in Section 7 Vehicle Finance).
- 8.4 Further detail on funding options by vehicle type can also be found in **Appendix C**.
- 8.5 **HGVs** – Government have awarded £7.6m of funding towards the upgrade of non-compliant HGVs. This will provide funding towards the retrofit of vehicles to meet the GM CAZ emission standards, or to replace non-compliant vehicles with compliant vehicles. Funding is available to both commercial and private owners/registered keepers of non-compliant HGVs.
- 8.6 The following funding options are available for HGVs:

- up to £16,000 towards retrofit to a compliant standard via a Clean Vehicle Retrofit Accreditation Scheme (CVRAS) certified system are available; or,
- up to £12,000 towards a compliant replacement vehicle, dependent on the size of non-compliant vehicle for replacement; as follows:
 - 44t³⁵ HGV (up to 44t HGV) – up to £6,500
 - 32t rigid HGV (over 26t and up to 32t rigid HGV) – up to £12,000
 - 26t rigid HGV (over 18t and up to 26t rigid HGV) – up to £9,000
 - 18t rigid HGV (over 7.5t and up to 18t rigid HGV) – up to £7,000
 - Up to 7.5t rigid HGV (over 3.5t and up to 7.5t rigid HGV) – up to £5,000

8.7 **LGVs** – Government have awarded £70m of funding towards the upgrade of non-compliant LGVs. This will provide funding towards the retrofit of vehicles to meet the GM CAZ emission standards, or to replace non-compliant vehicles with compliant vehicles.

8.8 The following funding options are available for LGVs:

- up to £5,000 towards retrofit to a compliant standard via a Clean Vehicle Retrofit Accreditation Scheme (CVRAS) certified system; or,
- up to £4,500 towards a compliant replacement vehicle, dependent on the size of non-compliant vehicle for replacement; as follows:
 - under 1.6t³⁶ LGV – up to £3,500
 - over 1.6t and up to 3.5t LGV – up to £4,500

8.9 **Minibuses** (which are not a licensed hackney or PHV or used on a GM registered bus service) – Government have awarded £2m of funding towards the upgrade of non-compliant minibuses. This will provide funding towards the retrofit of vehicles to meet the GM CAZ emission standards, or to replace non-compliant vehicles with compliant vehicles.

8.10 The following funding options are available for minibuses:

- up to £5,000 towards retrofit to a compliant standard via a Clean Vehicle Retrofit Accreditation Scheme (CVRAS) certified system; or,
- up to £5,000 towards a compliant replacement vehicle.

³⁵ Weights given are Gross Vehicle Weight (GVW) - the weight of a vehicle or trailer, including the maximum load, that can be safely carried when it is being used on the road. This are listed in the owner's manual. Also known as the maximum authorised mass (MAM) or permissible maximum weight.

³⁶ Weights given are Gross Vehicle Weight (GVW) - the weight of a vehicle or trailer, including the maximum load, that can be safely carried when it is being used on the road. This are listed in the owner's manual. Also known as the maximum authorised mass (MAM) or permissible maximum weight.

- 8.11 **Coaches and Buses** (which are not used on a GM registered bus service) – Government have awarded £4.4m of funding towards the upgrade of coaches and buses which are not used on a GM registered bus service. This will provide funding towards the retrofit of vehicles to meet the GM CAZ emission standards, or to replace non-compliant vehicles with compliant vehicles.
- 8.12 The following funding options are available for coaches and buses which are not used on a GM registered bus service:
- up to £16,000 towards retrofit to a compliant standard via a Clean Vehicle Retrofit Accreditation Scheme (CVRAS) certified system are available, or,
 - up to £32,000 towards a compliant replacement vehicle, only available where the vehicle cannot be retrofitted.
- 8.13 **Eligibility criteria for the CCVF** - Applicants to the CCVF will need to demonstrate that³⁷:
- they are either:
 - a small business³⁸,
 - a micro business / entity³⁹;
 - self-employed / sole trader⁴⁰;
 - an entity regulated by the Charity Commission (including registered, active charities and active charities exempted from registration);
 - a social enterprise⁴¹ (including non-profit organisations); or
 - a private owner (owner/registered keeper) of a non-compliant vehicle⁴² which are not used for commercial purposes.

³⁷ It is the responsibility of the Applicant to ensure their information held with the relevant agencies, e.g. DVLA and Companies House, is up to date and accurate.

³⁸ A business/company are considered 'small' if it has any 2 of the following:

- a turnover of £10.2 million or less;
- £5.1 million or less on its balance sheet;
- 50 employees or less;

As defined by Companies House, June 2021. Available at: <https://www.gov.uk/annual-accounts/microentities-small-and-dormant-companies>

³⁹ A company are considered a micro-entity if it has any 2 of the following:

- a turnover of £632,000 or less;
- £316,000 or less on its balance sheet;
- 10 employees or less;

As defined by Companies House, June 2021. Available at: <https://www.gov.uk/annual-accounts/microentities-small-and-dormant-companies>

⁴⁰ Guidance on whether you are considered to be self-employed / a sole trader is available at: <https://www.gov.uk/working-for-yourself>

⁴¹ A business is probably a social enterprise if it:

- operates as a business with primarily social/environmental objectives, whose surpluses are principally reinvested for that purpose in the business or community rather than mainly being paid to shareholders and owners;
- does not pay more than 50 per cent of profit or surplus to owners or shareholders, as a social enterprise principally reinvests profit or surplus into the enterprise instead of paying it to owners or shareholders;
- typically it is registered with Companies House as an active company in the UK (or the Financial Conduct Authority if a cooperative); and,
- According to the legal structure may be beneficiary of government funds.

⁴² LGVs, HGVs, minibuses, or buses and coaches which are not used on a registered bus service within GM.

- they have had a business address within GM for not less than twelve (12) full consecutive calendar months immediately prior to the date of Application or, where they are a private owner, their only or main residential address has been within GM for not less than twelve (12) full consecutive calendar months immediately prior to the date of Application.
- they, and the non-compliant vehicle, have not already been in receipt of government clean air funding for the purpose of upgrade of the same non-compliant vehicle that is the subject of the application, in GM or elsewhere in the United Kingdom;
- they have not received and do not expect to receive more than £325,000 (or equivalent) of domestic or international funding/subsidy from any government/public sources over a period of three fiscal years. This figure is inclusive of any financial benefit from discounts, exemptions, grants or Vehicle Finance secured through the GM CAP or any other applicable public funding source.
- they are the owner/registered keeper⁴³ of the non-compliant vehicle;
- the non-compliant vehicle has been owned by/registered to the Applicant for not less than twelve (12) consecutive calendar months immediately prior to the date of Application. For the retrofit of coaches and buses, the non-compliant vehicle has been owned by/registered to the Applicant for not less than six (6) consecutive calendar months immediately prior to the date of Application;
- the non-compliant vehicle has been registered to an address in GM for not less than twelve (12) consecutive calendar months immediately prior to the date of Application. For the retrofit of coaches and buses, the non-compliant vehicle has been registered to an address in GM for not less than six (6) consecutive calendar months immediately prior to the date of Application;
- the non-compliant vehicle has a valid MOT (or annual test)⁴⁴, road tax and insurance, as appropriate for the vehicle use/organisation, at the date of Application;
- the non-compliant vehicle is replaced by a compliant vehicle on a like for like basis, or upgraded via a Clean Vehicle Retrofit Accreditation Scheme (CVRAS) certified emission reduction system, to meet GM CAZ emission standards;
- they declare the Applicant/organisation and the upgraded vehicle will continue to have a base location in GM for not less than twelve (12) full consecutive calendar months following receipt of funding.

⁴³ i.e. the Applicant has the legal authority to upgrade / trade-in the non-compliant vehicle.

⁴⁴ An annual test (MOT) applies for a lorry, bus or trailer. Further information is available at: <https://www.gov.uk/getting-an-mot/vehicles-exempt-from-mot>

8.14 The funding rounds for HGVs, Coaches and Buses, and Minibuses are:

- an initial round of funding open to eligible micro-businesses, self-employed, sole-traders, charities, social enterprises and private owners/registered keepers of a non-compliant vehicle; up to the vehicle cap (up to a total of 5 vehicles per Applicant); and
- subject to available funds, a second round of funding open to all eligible owners/registered keepers of a non-compliant vehicle; up to the vehicle cap (up to a total of 5 vehicles per Applicant).

8.15 The funding rounds for LGVs are:

- an initial round of funding open to eligible micro-businesses, self-employed, sole-traders, charities, social enterprises and private owners/registered keepers of a non-compliant vehicle of Euro Emission standard 4 (Euro 4) or older; up to the vehicle cap (up to a total of 5 vehicles per Applicant);
- subject to available funds, a second round of funding open to eligible micro-businesses, self-employed, sole-traders, charities, social enterprises and private owners/registered keepers of a non-compliant vehicle; up to the vehicle cap (up to a total of 5 vehicles per Applicant); and
- subject to available funds, a third round of funding open to all eligible owners/registered keepers of a non-compliant vehicle; up to the vehicle cap (up to a total of 5 vehicles per Applicant).

9 Clean Taxi Fund

9.1 The Clean Taxi Fund (CTF) will support the upgrade of non-compliant GM licensed Hackney Carriages⁴⁵ and private hire vehicles (PHVs). The use of the term 'taxi' relates to Hackney Carriages and PHVs.

9.2 Government have awarded £19.7m⁴⁶ of funding towards the upgrade of non-compliant taxis. This will provide funding towards the retrofit of vehicles to meet the GM CAZ emission standards or towards the replacement of non-compliant vehicles with compliant vehicles or towards running costs when the compliant vehicle acquired with GM CAP funds is also receiving a Government plug-in grant⁴⁷.

9.3 Eligible Applicants will be offered the option of:

- a grant towards retrofit, where the GM CAP funds contribute to the costs of retrofit; or,
- a running cost grant towards the running costs of a new Zero Emissions Capable (ZEC) vehicle; or,
- a contribution towards a replacement vehicle, where the GM CAP funds contribute towards the costs of a replacement vehicle – this may be as:

⁴⁵ i.e. those vehicles with a Hackney Carriage License.

⁴⁶ Government have awarded £10.2m for the upgrade of PHVs and £9.5m for the upgrade of Hackney Carriages.

⁴⁷ Information on low-emission vehicles eligible for a plug-in grant is available at: <https://www.gov.uk/plug-in-car-van-grants>

- a lump sum grant – the Applicant funds the remaining costs with their own capital or financing arrangements; or,
- access to Vehicle Finance – the Applicant pays monthly for an agreed finance period (as set out in Section 7 Vehicle Finance).

9.4 Further detail on funding options by vehicle type can also be found in **Appendix C**.

9.5 **Wheelchair accessible vehicles** - the following funding is available for upgrading a non-compliant taxi to a purpose-built Wheelchair Accessible Vehicle (WAV)⁴⁸:

- up to £5,000 towards retrofit to a compliant standard via a Clean Vehicle Retrofit Accreditation Scheme (CVRAS) certified system; or,
- up to £10,000 towards the running costs of a new purpose-built WAV Zero Emissions Capable (ZEC)⁴⁹ replacement vehicle. This option is available when the compliant replacement vehicle acquired with GM CAP funds is also receiving a Government plug-in grant; or,
- up to £10,000 towards a second-hand purpose-built WAV ZEC replacement vehicle; or,
- up to £5,000 towards a compliant purpose-built WAV replacement vehicle (Euro 4 petrol or Euro 6 diesel or better).

9.6 **Non-Wheelchair accessible vehicles** – the following funding is available for upgrading a non-compliant taxi to a non-Wheelchair Accessible Vehicle (WAV):

- up to £5,000 towards retrofit to a compliant standard via a Clean Vehicle Retrofit Accreditation Scheme (CVRAS) certified system; or,
- up to £6,000 towards the running costs of a new Zero Emissions Capable (ZEC) replacement vehicle⁵⁰. This option is available when the compliant replacement vehicle acquired with GM CAP funds is also receiving a Government plug-in grant; or,
- up to £6,000 towards a second-hand ZEC replacement vehicle; or,
- up to £3,000 towards a compliant replacement vehicle (Euro 4 petrol or Euro 6 diesel or better); or,
- up to £5,000 towards a compliant replacement 6+ seater vehicle (Euro 4 petrol or Euro 6 diesel or better).

⁴⁸ Purpose-built Wheelchair Accessible Vehicles (WAV) must satisfy the license requirements of the relevant GM Licensing Authority.

⁴⁹ A Zero Emissions Capable Vehicle (ZEC) is defined as having CO₂ emissions of less than 50g/km and a zero emission range of at least 70 miles, as defined by Government, available at: <https://www.gov.uk/plug-in-car-van-grants/eligibility>

⁵⁰ A Zero Emissions Capable Vehicle (ZEC) is defined as having CO₂ emissions of less than 50g/km and a zero emission range of at least 70 miles, as defined by Government, available at: <https://www.gov.uk/plug-in-car-van-grants/eligibility>

9.7 **Eligibility criteria for the CTF** - Applicants for the CTF will need to demonstrate that⁵¹:

- they are the owner/registered keeper⁵² of the non-compliant vehicle;
- the non-compliant vehicle is licensed for the purposes of Hackney Carriage or a private hire services with one of the 10 Local Authorities in GM and has been so licensed for not less than twelve (12) uninterrupted consecutive calendar months immediately prior to the date of Application;
- the non-compliant vehicle has been owned by the Applicant for not less than twelve (12) uninterrupted consecutive calendar months immediately prior to the date of Application;
- the non-compliant vehicle is replaced by a compliant vehicle or upgraded via a Clean Vehicle Retrofit Accreditation Scheme (CVRAS) approved emission reduction system, to meet GM CAZ emission standards.
- the non-compliant vehicle has current road tax and business insurance at the date of Application;
- they declare that they will remain licensed with one of the 10 GM Local Authorities for the purpose of performing Hackney Carriage or private hire duties within GM for two (2) years following the receipt of funding; and,
- they have not received and do not expect to receive more than £325,000 (or equivalent) of domestic or international funding/subsidy from any government/public sources over a period of three fiscal years. This figure is inclusive of any financial benefit from discounts, exemptions, grants or Vehicle Finance secured through the GM CAP or any other applicable public funding source.

9.8 The funding rounds for taxis are:

- an initial round of funding open to eligible owners/registered keepers of a non-compliant taxi, with a limit of one vehicle per Applicant;
- a second round of funding open to eligible owners/registered keepers of a non-compliant taxi, up to the vehicle cap (up to a total of 5 vehicles per Applicant).

10 Fraudulent Activity and Misappropriation

10.1 If an Applicant is found to have abused the application process for the funds, Vehicle Finance, discounts or exemptions (e.g. by the provision of falsified or misrepresented information), the right is reserved to terminate discounts or exemptions, terminate applications for funding or take enforcement action to seek to recover any losses where information provided is not truthful or accurate.

⁵¹ It is the responsibility of the Applicant to ensure their information held with the relevant agencies, e.g. DVLA and Licensing Authorities, is up to date and accurate.

⁵² i.e. the Applicant has the legal authority to upgrade / trade-in the non-compliant vehicle.

- 10.2 Furthermore, any Applicants found to have abused the application process, made a fraudulent application or misappropriated discounts, exemptions or funding, will not be eligible for any GM CAZ local discounts, local exemptions or further financial support and the matter may be referred to other relevant authorities where relevant.

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11 Appendix A – Clean Air Zone vehicle categories and minimum emission standards as set out in the UK Government’s Clean Air Zone Framework

Table A1 – CAZ vehicle categories and minimum emission standards as set out in the Clean Air Zone Framework⁵³

Vehicle Type	Euro Category	Minimum ⁵⁴ CAZ Compliant Euro Emission Standard	Example Vehicles ⁵⁵
Bus	M3 (Gross Vehicle Weight (GVW) over 5000kg and more than 8 seats in addition to the driver)	Euro VI (diesel)	Buses (single decker, double decker and midi), Coaches (single and double decker).
Coach		Euro VI (diesel)	
HGV	N2 (GVW ⁵⁶ over 3500 kg) N3 (GVW over 5000 kg)	Euro VI	Articulated vehicles, rigid HGVs, flatbed lorries, concrete mixers, 2-axle lorry, some motorised caravans (>3.5t) and motorised horseboxes (>3.5t).
Minibus	M2 (GVW not exceeding 5000 kg and more than 8 seats in addition to the driver)	Euro 6 and VI (diesel) Euro 4 and IV (petrol)	Minibuses (excluding those which are licensed as a Hackney Carriage or Private Hire Vehicle – see Hackney Carriage and Private Hire Vehicles below).
LGV	N1 (GVW not exceeding 3500 kg)	Euro 6 (diesel) Euro 4 (petrol)	Vans (short and long wheelbase), some car derived vans, some light 4x4 utility vehicles, pickups and campervans.
Hackney Carriage and Private Hire Vehicles	Minibus – M2 (GVW not exceeding 5000 kg and more than 8 seats in addition to the driver) M1 Passenger vehicle with up to 8 seats in addition to the driver	Euro 6 (diesel) Euro 4 (petrol)	Vehicles licensed as Hackney Carriages and/or Private Hire Vehicles.

⁵³ Defra and DfT. 2020. Clean Air Zone Framework, Annex A. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/863730/clean-air-zone-framework-feb2020.pdf

⁵⁴ Note the minimum compliant standard is specified in Table 3.1.2. Vehicles which meet Euro 5 (V) and 6 (VI) petrol standards will also be compliant.

⁵⁵ As set out by Greater Manchester. These example vehicles do not feature in the Government Guidance and are provided for guidance only.

⁵⁶ The weight of a vehicle or trailer, including the maximum load, that can be safely carried when it is being used on the road. This are listed in the owner's manual. Also known as the maximum authorised mass (MAM) or permissible maximum weight.

12 Appendix B – Funding Options and Application

12.1 Following a successful eligibility assessment⁵⁷ and acceptance of the relevant terms and conditions of funding, the Applicant is provided with a funding award notification. The Applicant is then able to explore the funding opportunities available to them, which could include:

- Grant – retrofit
- Grant – replacement vehicle
- Vehicle Finance – replacement vehicle⁵⁸
- Grant & Vehicle Finance – replacement vehicle⁵⁹
- Running Cost Grant – replacement to new Zero Emission Capable (ZEC) Taxis⁶⁰

12.2 **Grant – retrofit** – A contribution towards the cost of retrofit to a compliant standard via a Clean Vehicle Retrofit Accreditation Scheme (CVRAS) certified system. The Applicant is directed to suitable retrofitting suppliers to place an order. For retrofits funded by the Clean Commercial Vehicle Fund or Clean Taxi Fund, the cost of retrofit is paid directly to the retrofit supplier. For retrofits funded by the Clean Bus Fund, the cost of retrofit is paid to the Applicant.

12.3 **Grant – replacement vehicle** – A lump sum grant is available to the Applicant. The Applicant is directed to a list of Accredited Dealerships⁶¹ that can be used to source a compliant vehicle. The Accredited Dealerships are able to confirm the amount and status of the funding awarded, so that, once the replacement compliant vehicle is ready for the Applicant to complete their transaction, the Dealership can access the GM CAP grant funds to proceed with the transaction.

12.4 **Vehicle Finance – replacement vehicle** – Vehicle Finance is offered as a finance contribution to the Applicant through a panel of GM appointed Finance Providers. The Applicant is directed to a range of Finance Providers and dealerships in the Finance Provider's network that can be used to source a compliant vehicle. The Finance Providers will undertake an assessment of affordability. If successful, the Applicant is able to complete their transaction and vehicle handover with a dealership in the Finance Provider's network. Once the replacement compliant vehicle is ready for the Applicant to complete their transaction, the Dealership can access the GM CAP finance funds to proceed with the transaction.

⁵⁷ subject to a funding round being open for the Applicant and vehicle type.

⁵⁸ Option available under the Clean Commercial Vehicle Fund and Clean Taxi Fund.

⁵⁹ Option available under the Clean Commercial Vehicle Fund and Clean Taxi Fund.

⁶⁰ Option available under the Clean Taxi Fund.

⁶¹ Replacement vehicles obtained through the GM CAP Clean Commercial Vehicle Fund and Clean Taxi Fund will be funded through Accredited Dealerships. Accredited Dealerships must meet criteria/checks including:

- Company Check
- ID & V Check for Individual, Sole Trader and Partnership
- Companies House check to prove not a disqualified director
- FCA Accredited & current FCA license in the same name as the application
- Credit Bureau Checks (No CCJ over £500 or more than 2 in total)
- VAT Number - passes number formula check
- KYC and Money Laundering Check - Investigations passed

- 12.5 **Grant & Vehicle Finance – replacement vehicle** – In some cases, Vehicle Finance is available comprised of a lump sum grant and finance contribution. The Applicant is directed to a range of Finance Providers and dealerships in the Finance Provider's network that can be used to source a compliant vehicle. The Finance Providers will undertake an assessment of affordability. If successful, the Applicant is able to complete their transaction and vehicle handover with a dealership in the Finance Provider's network. Once the replacement compliant vehicle is ready for the Applicant to complete their transaction, the dealership can access the GM CAP grant and finance funds to proceed with the transaction.
- 12.6 **Running Cost Grant – replacement to new Zero Emission Capable (ZEC) Taxis** – Where replacement is to a new Zero Emission Capable (ZEC) taxi, a grant payment is available in the form of a contribution towards the running costs of a vehicle. In this instance, the grant payment is made directly to the Applicant via two staggered payments. The first payment is made following completion of the vehicle handover with the Accredited Dealership/dealership in the Finance Provider's network and upon confirmation that the vehicle is licensed as a Hackney or Private Hire Vehicle with one of the 10 Greater Manchester Authorities. The second payment will be made two (2) years after the date of the first payment and upon confirmation that the vehicle has been licensed during this period and remains licensed as a Hackney or Private Hire Vehicle with one of the 10 Greater Manchester Authorities.

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13 Appendix C – Detailed Funding Options by Vehicle Type

13.1 Appendix C sets out the detailed funding offers for the Clean Bus Fund, Clean Commercial Vehicle Fund & Clean Taxi Fund. All funding options shown in Appendix C are subject to the relevant criteria, as set out in the GM CAP Policy.

Clean Bus Fund

Vehicle Type	Retrofit grant (per vehicle)	Replacement grant ⁶² (per vehicle)
Vehicle used on a registered bus service within GM ⁶³	Up to £16,000	£16,000

⁶² Replacement funding is subject to the award of Government funding.

⁶³ For the purpose of the GM CAP scheme, a 'vehicle used on a registered bus service within GM' is any vehicle operated on a bus service within GM that has been registered with the Traffic Commissioner for the North West of England. The vehicle would be on the bus fleet data list which is captured every six months by Transport for Greater Manchester (TfGM) and which is marked and agreed as "Identified as PVR (Peak Vehicle Requirement) + Spare vehicles on GM services". Therefore, any vehicle identified as such on the bus fleet data list captured by TfGM will be considered to be 'a vehicle used on a registered bus service within GM' for the purposes of the GM CAP scheme.

Clean Commercial Vehicle Fund

Vehicle Type / Weight ⁶⁴		Retrofit grant (per vehicle)	Replacement grant (per vehicle)	Grant & Vehicle Finance (Replacement) (per vehicle)	Vehicle Finance (Replacement) (per vehicle)
HGV	44t HGV (up to 44t HGV)	Up to £16,000	£6,500	Up to £6,500	Up to £6,500
	32t rigid HGV (over 26t and up to 32t rigid HGV)	Up to £16,000	£12,000	Up to £12,000	Up to £12,000
	26t rigid HGV (over 18t and up to 26t rigid HGV)	Up to £16,000	£9,000	Up to £9,000	Up to £9,000
	18t rigid HGV (over 7.5t and up to 18t rigid HGV)	Up to £16,000	£7,000	Up to £7,000	Up to £7,000
	Up to 7.5t rigid HGV (over 3.5t and up to 7.5t rigid HGV)	Up to £16,000	£5,000	Up to £5,000	Up to £5,000
	New Zero Emissions Capable (ZEC) vehicle ⁶⁵	Not available	Not available	Not available	Up to £12,000 dependent on vehicle weight (set out above)
	Second-hand ZEC vehicle	Not available	Up to £12,000 dependent on vehicle weight (set out above)	Up to £12,000 dependent on vehicle weight (set out above)	Up to £12,000 dependent on vehicle weight (set out above)

⁶⁴ All weights given are Gross Vehicle Weight (GVW) - the weight of a vehicle or trailer, including the maximum load, that can be safely carried when it is being used on the road. These are listed in the owner's manual. Also known as the maximum authorised mass (MAM) or permissible maximum weight.

⁶⁵ A Zero Emissions Capable (ZEC) Vehicle (truck) is defined as having CO₂ emissions of less than 50g/km and a zero emission range of at least 60 miles, as defined by Government, available at: <https://www.gov.uk/plug-in-car-van-grants/eligibility>

Vehicle Type / Weight ⁶⁴		Retrofit grant (per vehicle)	Replacement grant (per vehicle)	Grant & Vehicle Finance (Replacement) (per vehicle)	Vehicle Finance (Replacement) (per vehicle)
LGV	under 1.6t LGV	Up to £5,000	£3,500	Up to £3,500	Up to £3,500
	Over 1.6t and up to 3.5t LGV	Up to £5,000	£4,500	Up to £4,500	Up to £4,500
	New ZEC vehicle ⁶⁶	Not available	Not available	Not available	Up to £4,500 dependent on vehicle weight (set out above)
	Second-hand ZEC vehicle	Not available	Up to £4,500 dependent on vehicle weight (set out above)	Up to £4,500 dependent on vehicle weight (set out above)	Up to £4,500 dependent on vehicle weight (set out above)
Minibus	N/A	Up to £5,000	£5,000	Up to £5,000	Up to £5,000
Coach or Bus not used on a registered bus service within GM	N/A	Up to £16,000	£32,000	Up to £32,000	Up to £32,000

⁶⁶ A Zero Emissions Capable (ZEC) Vehicle (van) is defined as having CO₂ emissions of less than 50g/km and a zero emission range of at least 60 miles, as defined by Government, available at: <https://www.gov.uk/plug-in-car-van-grants/eligibility>

Clean Taxi Fund

Vehicle Type		Retrofit grant (per vehicle)	Replacement grant (per vehicle)	Grant & Vehicle Finance (Replacement) (per vehicle)	Vehicle Finance (Replacement) (per vehicle)	Running Cost Grant (per vehicle)
Purpose-built Wheelchair Accessible Vehicle	New Zero Emissions Capable (ZEC) ⁶⁷	Not available	Not available	Up to £10,000	Up to £10,000	Up to £10,000
	Second-hand ZEC	Not available	£10,000	Up to £10,000	Up to £10,000	Only available for new Zero Emissions Capable Vehicles
	Compliant Vehicle (Euro 4 petrol or Euro 6 diesel or better)	Up to £5,000	£5,000	Up to £5,000	Up to £5,000	Only available for new Zero Emissions Capable Vehicles
Non-Wheelchair Accessible Vehicle	New Zero Emissions Capable (ZEC)	Not available	Not available	Up to £6,000	Up to £6,000	Up to £6,000
	Second-hand ZEC	Not available	£6,000	Up to £6,000	Up to £6,000	Only available for new Zero Emissions Capable Vehicles
	Compliant Vehicle 6+ seats (Euro 4 petrol or Euro 6 diesel or better)	Up to £5,000	£5,000	Up to £5,000	Up to £5,000	Only available for new Zero Emissions Capable Vehicles
	Compliant Vehicle (Euro 4 petrol or Euro 6 diesel or better)	Up to £5,000	£3,000	Up to £3,000	Up to £3,000	Only available for new Zero Emissions Capable Vehicles

⁶⁷ A Zero Emissions Capable (ZEC) Vehicle is defined as having CO₂ emissions of less than 50g/km and a zero emission range of at least 70 miles, as defined by Government, available at: <https://www.gov.uk/plug-in-car-van-grants/eligibility>