

Character reference questionnaire in support of an application to drive a hackney carriage or private hire vehicle

The character references:

- Must be a householder or payer of Council Tax
- Must not a near relative
- At least one must be completed by a minister of religion, schoolteacher, lawyer, bank officer, senior public official, or other responsible person who has known the applicant personally for the past three years – please see attached accepted list. If you are unsure, please contact licensing@barnsley.gov.uk.

Please note, any person connected with the private hire / hackney carriage trade is **not** allowed to act as a referee.

Part 1 – to be completed by the applicant

First Name	
Last Name	
Address	
Postcode	

The answers given in this form are true to the best of my knowledge and belief and I give this information knowing that my licence will be refused or revoked if I have wilfully given any information which I know to be false or do not believe to be true.

Driver's signature	
Date	

Part 2 – To be completed by referee 1

Please completed in blue or black ink.

What is your occupation / profession?	
Please state your employer and/or relevant qualification*	
We will use the above information to ensure that you meet the criteria as a character reference. Please refer to the list of accepted occupations.	
How many years have you known the applicant?	
Do you regard the applicant as being suitable to be granted a licence to drive motor vehicles for the purposes of carrying passengers for hire or reward?	Yes / No Please delete as appropriate
General comments as to the suitability of the applicant, i.e. their smartness, punctuality, sociability, honesty, etc.	

I, the undersigned, hereby certify that the above-named applicant has been known to me personally during the period stated above, and that he is sober, honest, of good character, cleanly in his person and civil in manner and behaviour. In my opinion, he is a suitable person to be licensed to drive a private hire or hackney carriage vehicle.

First name	
Last name	
Address	
Postcode	
Phone number	
Signature	
Date	

Part 2 – To be completed by referee 2

Please completed in blue or black ink.

What is your occupation / profession?	
Please state your employer and/or relevant qualification*	
*We will use the above information to ensure that you meet the criteria as a character reference. Please refer to the list of accepted occupations.	
How many years have you known the applicant?	
Do you regard the applicant as being suitable to be granted a licence to drive motor vehicles for the purposes of carrying passengers for hire or reward?	Yes / No Please delete as appropriate
General comments as to the suitability of the applicant, i.e. their smartness, punctuality, sociability, honesty, etc.	

I, the undersigned, hereby certify that the above-named applicant has been known to me personally during the period stated above, and that he is sober, honest, of good character, cleanly in his person and civil in manner and behaviour. In my opinion, he is a suitable person to be licensed to drive a private hire or hackney carriage vehicle.

First name	
Last name	
Address	
Postcode	
Phone number	
Signature	
Date	

Character References – Further Information

At least one of your character references must be a responsible person who has known the applicant personally for the past three years. A responsible person is considered to be someone who:

- works in (or be retired from) a recognised profession
- is 'a person of good standing in their community'

This individual **cannot** be connected to the taxi or private hire trade in any way.

Recognised professions

Examples of recognised professions include:

- accountant
- airline pilot
- articled clerk of a limited company
- assurance agent of recognised company
- bank or building society official
- barrister
- chairman or director of a limited company
- chiropodist
- commissioner for oaths
- councillor, for example local or county
- civil servant (permanent)
- dentist
- director, manager or personnel officer of a VAT-registered company
- engineer with professional qualifications
- financial services intermediary, for example a stockbroker or insurance broker
- fire service official
- funeral director
- insurance agent (full time) of a recognised company
- journalist
- Justice of the Peace
- legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
- local government officer
- manager or personnel officer of a limited company
- member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- minister of a recognised religion (including Christian Science)
- nurse (RGN or RMN)
- officer of the armed services
- optician



- paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- person with honours, for example an OBE or MBE
- pharmacist
- photographer (professional)
- police officer
- Post Office official
- president or secretary of a recognised organisation
- Salvation Army officer
- social worker
- solicitor
- surveyor
- teacher or lecturer
- trade union officer
- travel agent (qualified)
- valuer or auctioneer (fellow or associate members of the incorporated society)
- Warrant Officers and Chief Petty Officers