



# **BARNSELEY**

Metropolitan Borough Council

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

To be completed by a householder or Council Tax payer, not a near relative, **and** by a minister of religion, school teacher, lawyer, bank officer, senior public official, or other responsible person who has known the applicant personally for the past three years.

Please note, neither a person connected with the private hire / hackney carriage trade is eligible to act as a referee.

### **Part 1 – to be completed by the applicant**

|              |  |
|--------------|--|
| First name   |  |
| Last name    |  |
| Address      |  |
| Postcode     |  |
| Phone number |  |

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 willfully 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**

|   |   |
|---|---|
| What is your occupation / profession?   |   |
| How do you know the applicant?  |   |
| 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<br><br>(Delete as appropriate) |
| General comments as to the suitability of the applicant. Eg 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      |  |
| Signature  |  |
| Date       |  |

**Part 3 – To be completed by referee 2**

|   |   |
|---|---|
| What is your occupation / profession?   |   |
| How do you know the applicant?  |   |
| 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<br><br>(Delete as appropriate) |
| General comments as to the suitability of the applicant. Eg 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      |  |
| 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