Appendix A   <u>**Character References in Support of Application**</u>

Two character references will be required from persons of standing within the community or a professional person who has known you for at least two years. The person providing the written reference must **not** be related to you.

Character references are required for each individual applicant but are <u>not</u> required if you are already licensed by the Council as a hackney carriage/private hire vehicle driver.

In respect of an application from a partnership or from a company, <u>two references must be provided for every partner, or company director or secretary. (please print off additional sheets of reference below if required)</u>

Persons from whom references may be provided include:

- Any person with professional qualifications (e.g. accountant, solicitor, teacher)
- Bank or Building Society Official
- Civil Servant
- Justice of the Peace
- General Practitioner
- Ministers of Religion
- Director or Secretary of a Limited Company (cannot be fellow directors within same company applying for the licence)
- Councillor

The Council may carry out checks on persons who have acted as references in order to confirm their authenticity.

Please copy this form twice and hand one to each of your referees for them to complete. Once completed and returned to you, enclose with your application to be submitted to the Council. These references should be <u>no more than 3 months</u> old when submitted with the complete application.

Appendix A - Character Reference

I confirm that the applicant is known to me personally and I have observed his/her conduct during the period stated opposite my respective name. I can confirm that he/she is honest and of good character and I know of no good reason why he/she is not a fit and proper person to hold a licence to operate private hire vehicles.

Name & Address of Person Providing Reference (BLOCK CAPITALS)	Profession or Occupation	Length of Time Applicant Has Been Known to Me	Signature and Date