

## About the referee

I have personally completed this report and have been honest in giving this information. I have not made any false statements and understand that it is a serious offence to give false or misleading information in support of the applicant.

Signature of referee

Print Name

Date

### Address of Referee

Number:

Street:

District:

Town:

County:

Postcode:

Telephone:

### For office use

Date received Referee contacted Reference accepted

/ /

Y/N

Y/N

Comments of licensing staff following contact with referee

Dated / /

You can get this Portsmouth City Council information in large print, Braille, audio or in another language by calling 9283 4073.

## Character Reference in confidence

### For Taxi and Private Hire Driver applicants

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

### Address

Licensing Section  
Civic Offices  
Guildhall Square  
Portsmouth PO1 2AL

### Email

licensing@  
portsmouthcc.gov.uk

### Telephone

(023) 9283 4830 or  
(023) 9283 4073

### Fax & answerphone

(023) 9283 4811  
(Secure in our office)

### Opening Hours

Monday-Thursday  
8.30am-5.00pm  
Friday  
8.30am-4.00pm

LIC\_CharacterReferenceinconfidence-4866

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You have been asked to supply a written reference in support of an applicant for a driver's licence. Please read the following notes carefully before completing this form:

- ▶ You should have known the applicant for at least 3 years.
- ▶ You must not be a relative or partner of the applicant.
- ▶ You must not be in the Private Hire or Hackney Carriage trade - independent references are required.
- ▶ Once completed please give this form back to the applicant or return to the Licensing Office at the address overleaf.
- ▶ You may be requested by a Council Licensing Officer to submit further information if considered necessary.
- ▶ All information will be treated in confidence.

## About the applicant

Applicant's full name.

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How long have you known them?

---

How often do you see them?

---

In what way do you know the applicant?  
(tick appropriate box)

Friend  Work Colleague  Neighbour

Employee  Other (specify)

What employment do they have?

---

What professional or trade skills do they have?

---

What hobbies or sports does the applicant enjoy?

---

Are you aware of any motoring or criminal convictions recorded against the applicant? (If 'YES' then say why you consider the applicant to be suitable).

---

Are you aware of any drug or alcohol dependency problems affecting the applicant either now or in the past? (If 'YES' then say why you consider the applicant to be suitable).

---

Give examples to support the applicant's honesty.

---

Give examples to show that the applicant is responsible and of good character.

---

Give examples to show that the applicant is a careful and considerate driver.

---

Do you know of any reason why the application should not be approved?

---

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