



0845 129 77 77

High Peak Borough Council

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

IJN/MO

Date:

Dear Sir/Madam

The above named has applied for a Hackney Carriage/Private Hire Driver's Licence and has referred me to you for a character reference.

If granted a Licence, the applicant will be in a position of great trust.

As part of their duties, Licence holders frequently have to look after old people, children and other people's property. I should be grateful therefore if you would answer the questions on the reverse of this letter to the best of your knowledge. Space is provided at the end of the questionnaire for any additional relevant information you may wish to supply.

Please return the questionnaire to me in the enclosed freepost envelope as soon as possible so that I may proceed with the application.

Yours faithfully

**For Head of Environmental Health Service**

Enc.

**QUESTIONS**

**ANSWERS**

1. How long have you known the applicant? \_\_\_\_\_
  
2. In what capacity is the applicant known to you? \_\_\_\_\_  
\_\_\_\_\_
  
3. Have you ever known the applicant to be guilty of dishonesty or irregularity of conduct? \_\_\_\_\_
  
4. If the answer to 3 above is Yes, please give details below. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Since the applicant, if granted a licence, will have to look after children, old age pensioners and other people's property, do you consider him/her a fit and proper person to be licensed by the Council as a Private Hire/Hackney Carriage Driver? \_\_\_\_\_  
\_\_\_\_\_
  
6. Do you know if the applicant has had any serious road traffic accidents? \_\_\_\_\_  
\_\_\_\_\_
  
7. Additional relevant information  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Occupation \_\_\_\_\_

Age (must be over 21) \_\_\_\_\_ Date \_\_\_\_\_