

## **GUIDELINES ON ASSESSING THE SUITABILITY OF FIRST GRANT APPLICANTS WHO HAVE NOT LIVED IN THE UK FOR A CONTINUOUS PERIOD OF 5 YEARS**

Where first grant applicants have lived abroad in the five years preceding the date of application (disregarding short periods of up to 4 weeks at a time for holidays, family visits etc.), the following guidelines will apply:

- a) The applicant will be requested to produce a "Certificate of Good Conduct" from any relevant non-UK country. For these purposes, "Certificate of Good Conduct" means an extract from the judicial record or equivalent document issued by a competent judicial or administrative authority in the relevant country testifying to good conduct or to any criminal convictions recorded against the individual. The "Certificate of Good Conduct" must contain the contact details of the issuer in order to for the Taxi Licensing Office (TLO) to verify authenticity. The applicant would obtain this from the appropriate embassy or legation and a translation will be required if it is not provided in English.
- b) Where an applicant is unable to produce a "Certificate of Good Conduct", he or she will need to explain why, and to produce references from individuals or bodies who can vouch for his or her time in the relevant country.
- c) The absence of "Certificate of Good Conduct" or references will not prevent an application being considered but the failure to provide such information without good reasons will be taken into account when making a decision.
- d) In all cases, the applicant will be required to make a declaration as to any criminal record.
- e) The above policy will not be applied as a requirement or condition. The authority will consider each individual case on its merits, having regard to the need to protect the safety of the public and whether the applicant has demonstrated in the light of the information he or she has provided and all the evidence available, that he or she is a fit and proper person to hold the licence.
- f) Originals of the "Certificate of Good Conduct" and/or references including any translations will be retained by the TLO with photocopies issued to you if requested. The TLO will check the authenticity of the documents and inform you of the outcome.