

Appendix 4

Extract from the 'Guide to obtaining a licence' policy and guidance document

2.1.2 Why do I need to undertake a DBS disclosure to be licensed?

Your role as a licensed driver and/ or Operator may bring you into contact with vulnerable groups such as the infirm, elderly, mentally ill and young people under the age of 18. To protect these vulnerable client groups we must check for the existence and content of any criminal record.

A Standard disclosure contains details of any spent and unspent convictions, as well as cautions, reprimands and warnings, recorded by the police centrally. Additionally, enhanced disclosures may contain non-convicted information from local Police records which a Chief Police Officer thinks may be relevant in connection with the matter in question. Your licence application will be subject to an Enhanced Disclosure.

You will receive your disclosure at your home address, direct from the DBS

A further criminal records check must be undertaken if your licence has not been granted within 3 months of the date stated on your disclosure. For example, if you do not attend and pass your English comprehension test within 3 months you will be required to complete a further disclosure form, at your own expense, before a licence is granted.

It is very important for you to be aware that a criminal record will not necessarily prevent you from obtaining a licence. Any information disclosed will be treated fairly and you will have the opportunity to make representations to the Officer dealing with your application. (Please see 6. I'm interested in becoming a Private Hire driver but I have a criminal conviction – can I still apply? for further guidance.)

Please note that the application you have submitted is exempt from the *Rehabilitation of Offenders Act 1974*, which means all convictions, cautions, reprimands and final written warnings on your criminal record need to be disclosed on your application form. You should also provide details of any Police enquiries undertaken following allegations against you which may have a bearing on your application.

In line with Department for Transport best practice guidance, all licence holders are also required to undertake a 3 yearly DBS checks at their own expense to ensure that they remain a fit and proper person to transport members of the travelling public.