

## DRAFT POLICY SPECIFICATIONS – JULY 2019

### 25. CRIMINAL RECORD CHECKS

#### 25.1 Disclosure and Barring Services (DBS)

25.1.1 A criminal record check of current and spent convictions and police cautions, is seen as an essential safety measure in assessing whether or not an applicant is suitable to hold a Driver's Licence.

25.1.2 HC Drivers and PHV Drivers are an 'excepted profession' under the Rehabilitation of Offenders Act 1974<sup>1</sup>.

25.1.3 All new applicants for a Driver's Licence, must provide a current (less than 3 months old at the date of application) Enhanced DBS Disclosure Certificate at the point of their initial application, register for the DBS Update Service, provide the Licensing Authority with their DBS account access code and consent to the Licensing Authority checking the status of their Certificate, as considered necessary by the Licensing Authority.

25.1.4 Renewal applicants who are not registered with the DBS Update Service must provide a current (less than 3 months old at the date of application) Enhanced DBS Disclosure Certificate at the point of their renewal application, register for the DBS Update Service, provide the Licensing Authority with their DBS account access code and consent to the Licensing Authority checking the status of their Certificate, as considered necessary by the Licensing Authority.

25.1.5 Once registered with the DBS Update Service, registration must be maintained throughout the period of the Driver's Licence. Drivers who fail to maintain registration will be required to apply for a further Enhanced DBS Disclosure Certificate through the Licensing Authority, at their expense, in order that they can apply/reapply to join the DBS Update Service within the required timescales set by the DBS.

25.1.6 The Licensing Authority reserves the right to check the status of Enhanced DBS Disclosure Certificates via the DBS Update Service as part of the renewal application process for a Driver's Licence, or at any other time considered necessary, during the period of the Driver's Licence.

25.1.7 Within seven (7) days of the following, Drivers must disclose/report to the Licensing Authority:

- all new convictions, official cautions and fixed penalty notices;
- any incident involving a passenger(s), Driver and/or the police.

Relevant forms can be downloaded from the Licensing Authority's website [www.dartford.gov.uk](http://www.dartford.gov.uk)

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<sup>1</sup>Police Act 1997 (Criminal Records) Regulations 2002 (as amended) & Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)