



### Disclosure & Barring Service (DBS) Application Process

As part of the application process, the council will undertake a check of your criminal record. A failure to declare a conviction, caution or pending police action on your application form will be taken into account and may have a significant impact on how your application will be determined, or whether your licence will continue.

North Yorkshire County Council do the DBS check on behalf of Craven District Council online via their website [www.northyorks.gov.uk/dba](http://www.northyorks.gov.uk/dba)

In order to apply for an online DBS check and complete the application form, you must register for an account.

To register you will require an email address; you can use a work, personal or family email address. Please note an individual email address must be used per applicant, as the same email address cannot be used by someone else. If you do not have one you can easily create an email address and an email account free by using widely available internet resources such as Google, Hotmail, Yahoo, BT Internet, Freeserve etc.

#### Required Documentation

The online DBS application form requires you to record details of certain documents (if you have them) in the application form. It will therefore help you to have the following documents available before commencing – National Insurance Number, Passport and Driving Licence

**Where information is contained on documents or required on forms e.g. last name, first name, address(es) then this information must be identical on all the forms and all the documents that you supply. (So your surname, first & second name(s) must be the same on your hackney carriage / private hire driver licence application and your DBS Application, passport and DVLA Licence.)**

#### Helpful Hints

- All fields marked with an asterix\* at the right hand side of the box are mandatory and must be completed.
- The progress tracker at the top right of the screen will prompt you to complete any missing mandatory fields.
- Please remember to click 'save and proceed' to move forward to the next section.
- Where you see an 'i' icon this indicates that there is information available which you should read to help you fill in the field correctly.

Once you have registered, and have clicked on the apply button the following steps will take place:

### **Personal/Applicant Details**

Please complete all mandatory fields. Please take care to record surname and forename in the correct fields.

Address details: If you have lived at a different address in the past 5years, you will need to record details of 'from' and 'to' dates. Please ensure that the post code is recorded in upper case. If you have lived in any of the Channel Islands, you will need to select UK as the country.

### **Personal Documents**

If you hold any of the following documents, you must record the appropriate identity numbers on the form – National Insurance Number; Passport Number; Driving Licence Number.

### **Please note – Driving Licence**

Your driving licence number contains the first five letters of your surname (or all of it if it is shorter than five letters), and your first two initials (only one initial if you don't have a middle name). Validation is applied to compare this information with data recorded on other parts of the form, so if you are experiencing a problem with your driving licence number, please check it's not due to one of the following reason:

- 1 If you have changed your name since originally applying for your driving licence, and have not updated your name (e.g. recently married/name changed by Deed Poll), then for the purposes of verifying your identity, your licence is not valid. In order to submit the application form successfully, you will need to answer 'No' to the question – Do you have a valid driving licence?

### **Declaration**

Please complete all questions in this section.

### **Submit the form**

- Once you are happy that you have completed all mandatory fields, you should click 'submit'. If you wish you can save a copy for your records.
- You will receive an email to confirm receipt using the e-mail address that you have registered with. All correspondence will be sent to this e-mail address so please ensure that you regularly check your e-mail account.
- If there are errors within any sections of the forms, this will be indicated to you by an 'x' showing against that section (right hand side of the screen). You will also be shown a list of the errors contained within each of the sections that

will need to be corrected in order to submit the application. You will not be able to submit the form if there is missing data or if you have entered data into a field in an incorrect format.

Once you have submitted your online DBS application form you will then need to complete Stage 2 of the process by submitting your identification documents to the Licensing Office at 1 Belle Vue Square, Broughton Road, Skipton BD23 1FJ

## Stage 2 – Verification of Evidence

Once you have submitted your online DBS form the second stage is where you are required to provide documentary evidence on a face to face basis to the Licensing Team to prove your identity. **This will be at the time that you make your application for a Hackney Carriage or Private Hire Driver Licence. ALL DOCUMENTATION MUST BE IN THE SAME NAME WITH SAME SPELLINGS OR YOUR APPLICATION WILL BE REJECTED.**

**Only the documentation listed below will be accepted:**

All applicants must initially be considered for Route one.

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (refer to list of Valid Identity Documents below); and
- 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

If the applicant has satisfied this route, then the document check is complete.

Every applicant must produce a Current Driving Licence as part of this application therefore this route will nearly always be satisfied. If you have any issues producing a document from Group 1, please contact the Licensing Office for further guidance on which documents you will be required to produce.

## Group 1 – Primary Trusted Identity Credentials

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card with counterpart where one is issued	UK/Isle of Man/Channel Islands and EU (full or provisional) (Please note some European countries do not issue counterparts) All licences must be valid in line with current DVLA requirements
Birth certificate – issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

## Group 2a – Trusted Government/State Issued Documents

Document	Notes
Current driving licence – photo card (where a counterpart has been issued but no counterpart is presented)	All countries (full or provisional) All licences must be valid in line with current DVLA requirements
Current driving licence – paper version	UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current DVLA requirements
Birth certificate – issued after time of birth	UK and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

## Group 2b – Financial/Social History Documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card		Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK – for 16 to 19 year olds in full time education Only to be used in exceptional circumstances if other documents cannot be provided	

To avoid any delays or inconvenience, please ensure that you adequately prepare to provide the required documentation.

It is essential that you complete this task without delay, as your application will not be processed until this information has been checked and submitted.

Your online DBS form will not be progressed until the Licensing Team have received your identification documents and your completed Hackney Carriage or Private Hire Driver application form.

The Licensing Team will take copies of all your documents and return them to you.

### **Stage 3 – Processing your DBS Application and Receiving your Results**

Once your evidence has been confirmed with North Yorkshire County Council it will be matched with your application and then submitted to the Disclosure and Barring Service who will then undertake the necessary checks.

On completion the Disclosure and Barring Service will send you a paper Certificate to your home address. You must then produce this at the Licensing Office within 7 days of its receipt so that your application can be progressed further.

### **In addition you must sign up to the Disclosure and Barring Service Update Service.**

Registration costs £13 per year (payable by debit or credit card only).

#### **How to register**

If you've not yet applied for a DBS check, you can [register for the update service](#) using your application reference number (the 'form ref' on your application form). DBS must receive your application form within 28 days.

You can register for the update service using your DBS certificate number. You must do this within **19 days of the certificate being issued**.

#### **What you get**

Once you've registered, you can [use the update service](#) to:

- add or remove a certificate
- give employers permission to check if anything's changed on your certificate
- see who's checked if anything's changed on your certificate
- view your details

#### **Renewing your subscription**

A subscription to the update service lasts for one year.

You must renew your subscription through the update service, either:

- when you first register, by choosing automatic renewal;

- Up to 30 days before your current subscription ends - but you can't renew on the last day of your subscription.

If you don't renew your subscription before it ends, you'll need to apply for a new DBS check and [register for the update service](#) again.

You will have to complete the DBS Application when you make your first application for a hackney carriage or private hire driver licence. Upon renewal a DBS check will be undertaken using the online facility via the Update Service. You will only be required to undertake a new DBS Application if the online check reveals a change to your information.

If your licence lapses you will have to start the whole application process again which will mean doing another DBS record check.

Once you have received your certificate from the DBS you must provide it to the council so that it can be reviewed and considered as part of the application process. The council will use the information contained within your Disclosure Certificate (along with other information) to assess whether you are a fit and proper person to hold a driver licence, it will do this with reference to council's "Policy relating to the relevance of previous convictions and other relevant information".

## **Craven District Council Policy Statement on the Licensing of ex-Offenders**

- As an organisation using the Disclosure & Barring Service (DBS) service to assess applicants' suitability for positions of trust, Craven District Council complies fully with the DBS Code of Practice and undertakes to treat all applicants/licence holders fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the Basis of conviction or other information revealed.
- Craven District Council is committed to the fair treatment of its applicant's/licence holders, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- The Disclosure is part of the recruitment process, we require all applicants to provide details of their criminal record at an early stage in the application process when completing the application form.
- We ensure that all those in Craven District Council who are involved in the licensing process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974
- At Interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the application and the progress of any application including referral to the Licensing and Appeals Sub Committee.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and a copy is available on request.

Having a criminal record will not necessarily bar you from being licensed by us. This will depend on the nature of the offence, how long ago and what age you were when it was committed and any factors which may be relevant.

Failure to declare a conviction, caution or pending police action, will be taken into account and may have a significant impact on how your application will be determined, or whether your licence will continue.