



### **The Disclosure & Barring Service (DBS) Update Service Policy Document**

#### **Background**

Halton Borough Council, like most licensing authorities requires all new and renewal applicants for hackney carriage and private hire vehicle drivers to obtain an Enhanced DBS check prior to the licence being considered in order to satisfy itself that the applicant is a fit and proper person as required by The Local Government (Miscellaneous Provisions) Act 1976.

This has since been amended in light of the recommendations from The Department for Transport (DfT) in their document “Statutory Taxi & Private Hire Vehicle Standards” (July 2020) to require all licensed drivers to subscribe to the Disclosure and Barring Service (DBS) update service.

This means that no licence will be granted (first or renewal) until the licensing section have received an Enhanced DBS certificate and verified that the applicant has subscribed to the DBS Update Service. Any information provided by the DBS must satisfy the Council’s current policy on Professional Standards.

All costs in respect of obtaining a DBS enhanced certificate and subscription to the DBS Update Service will be borne by the applicant/licence holder.

#### **The DBS Update Service**

The DBS Update Service is an online subscription service that allows the licence holder to keep their DBS certificates up to date. It allows licensing officers to check your certificate online, with your consent multiple times throughout the period of your licence as well as upon renewal.

Joining the subscription service will save time and money. Once registered the licence holder will not need to make a separate application for an enhanced disclosure certificate as part of the application to renew the licence. In the long term it is cheaper than applying for a new certificate every three years.

Details of how to apply and costs can be found on the Government website:  
<https://www.gov.uk/dbs-update-service>

## **Renewing your subscription to the Update Service**

Subscriptions last for one year from the 'date of issue' displayed on the DBS certificate – after this, the subscription will expire. It is the responsibility of the licence holder to ensure they keep the subscription up to date and pay the subscription fee every year. There is an option to automatically renew your subscription. Failure to maintain the subscription for any reason the licence will be suspended with immediate effect. The suspension will not be lifted or the licence re-instated until you have applied for and received a new enhanced DBS certificate, re-subscribed to the update service and the Council are satisfied with the contents of your new certificate.

## **Information Obtained from the Update Service Checks**

The online update service checks confirm that there has been no changes to the information that was previously provided on the DBS certificate. However, it may advise that the DBS certificate is no longer current. In these circumstances the applicant or licence holder will be required to obtain a further DBS certificate and enquiries will be made as to why the additional information had not been provided previously as per licensed driver conditions. The licence holder will then have to sign up to the update service again.

## **Notification of certain Criminal Offences**

During the period of a licence, should a licence holder notify the licensing team that they have been convicted of a recordable criminal offence, then following any action taken by the Council that does not result in the revocation of their licence a new DBS certificate will have to be obtained and register again with the update service.