

LICENSING TEAM

Southampton & Eastleigh Licensing Partnership

Southampton City Council
Civic Centre
Southampton
SO14 7LY

Please address all correspondence to:
**Licensing Team,
Southampton & Eastleigh Licensing
Partnership
PO Box 1767, Southampton SO18 9LA**



Direct dial: **023 8083 3002**
Our ref: DBS CHECKS

E-mail: licensing@southampton.gov.uk
Please ask for: Taxi Licensing

DBS CHECKS WITH A DRIVER RENEWAL APPLICATION

26th October 2020

It has come to our attention a number of licensed drivers have attempted to submit a Basic DBS certificate with their driver renewal application. **Please be reminded that an enhanced DBS check must be carried out.**

A further reminder of the process

You should complete the renewal application form and then photograph both sides with your mobile phone or scan it and send it with a picture of a right to work document (UK/EU passport, valid biometric residents permit etc) to: licensing@southampton.gov.uk . Please ensure that your mobile/landline phone numbers are up to date. We will then contact you to obtain payment over the phone by credit/debit card. The licence fee is £170. We will also carry out a driving licence check online at a cost of £10 so we will be contacting you for a payment of £180 over the telephone

Following this we will send you instructions on how to obtain your DBS certificate from our partner Personnel Checks Ltd. The cost of this will be £49.60 payable directly to them. (Note that if you are on the DBS update service you should send an image of your current DBS certificate with your application).

The DBS disclosure will usually take a minimum of six weeks from the date on which you make the application with Personnel Checks Ltd. It is your responsibility to allow enough time for the DBS disclosure to be returned before your licence expires.

We are no longer issued with your DBS disclosure. It is therefore your responsibility to produce your original disclosure to us. You will **not** be issued with a renewed licence until **you** have produced the original DBS disclosure to us by email to the Licensing Office.

Yours sincerely,

Licensing Manager