

DBS Check/ Application Process – Personnel Checks

Personnel Checks will work with all new applicants to ensure that the required documentation is present and correctly completed. The new applicant will then be fully prepared when they attend the Council's Taxi Licensing Surgery and will be able to continue with their application.

Personnel Checks will hold details of all existing driver licence renewal dates and the expiry of medical and DBS certificates, along with the driver's contact details.

Personnel Checks aim to contact existing drivers to remind them of the renewal of their DBS but this is an additional service and is not guaranteed. Once you become a licensed driver it is your responsibility to ensure that you submit the required documentation in relation to your licence at the required times during the course of your licence, such as the DBS certificate every 3 years, medical every 5 years (or every year after you reach the age of 65) etc and that you renew your licence in time. You should ensure that you are aware of all of your key dates as failure to submit the required documentation in time may result in the suspension of your licence.

It is important that we have up to date contact information, please email taxi.licensing@stockport.gov.uk with any changes to your contact details.

If your DBS is due in the forthcoming 6 weeks and you have not received any contact from Personnel Checks in relation to renewing your DBS, please make contact with them by telephoning 01254 355665 or in person at their offices in Blackburn in order to make the application to renew your DBS.

The cost of the DBS is now not included in the Licence fee and is instead payable direct to Personnel Checks. Payment can be made by card over the phone or in person.

You will be required to submit supporting DBS ID documentation which can still be submitted locally. Drivers have three options to get their original documents to Personnel Checks:

a) Take the documents into the Taxi Licensing surgery (drop in) at Fred Perry House, where scanned copies will be taken and forwarded to Personnel Checks **FREE OF CHARGE**;

OR

b) Take the documents directly to Personnel Checks' office in Blackburn (there will be an admin charge of £25 by Personnel Checks for this);

OR

c) Take the documents to a Post Office, who will charge a fee of £8 to make certified copies of the documentation which can then be posted to Personnel Checks.