

Licensing Section,  
Customer Service Centre  
85 New Square  
Chesterfield  
Derbyshire S40 1AH

E-Mail: [licensing@chesterfield.gov.uk](mailto:licensing@chesterfield.gov.uk)

TO ALL DRIVERS,  
PROPRIETORS AND OPERATORS

Please ask for  
Direct Line 01246 345230  
Fax 01246 345235  
Our Ref  
Your Ref

Date 17 October 2018

Dear Sir / Madam,

### **The DBS Update Service and Amendments to Policy**

#### **DBS**

A reminder that subscriptions to the DBS update service last for one year and must be renewed to remain valid. In particular, where you have chosen automatic renewal and received a replacement bank card you must update the DBS with the new card details or the renewal will fail and you will have to obtain a new DBS certificate, at extra cost.

#### **Amendments to policy**

It is necessary, from time to time, to update the council's Hackney Carriage and Private Hire Licencing Policy. On Wednesday 10 October 2018 the Appeals and Regulatory Committee approved a series of amendments to the policy, outlined below.

These amendments are subject to a period of consultation until **Friday 16 November 2018**. If you have any comments or observations please contact the licensing office by the following means:

Telephone - 01246 345230

Email - [licensing@chesterfield.gov.uk](mailto:licensing@chesterfield.gov.uk)

Letter – Customer Service Centre, 85 New Square, Chesterfield, S40 1AH.

#### **a) National Anti-Fraud Network (NAFN)**

The council intends joining the national database of taxi/private hire revocation and refusals that has been established by NAFN, the aim of which is to enable licensing authorities to share information that will assist in determining the suitability of applicants. The database includes historical cases, estimated to be in the region of 25 for Chesterfield.

**b) Conviction policy**

In line with recent advice from the Institute of Licensing, the exclusion period following conviction during which an application will be refused will change from date of conviction to the date any sentence imposed was completed.

**c) Knowledge tests**

The process of knowledge tests will change to multiple-choice options on a computer programme, increasing the availability from 8 a week to 25 and halving the cost as just one test will be taken.

**d) Payment for initial application**

An increasing number of applicants are exercising their right to plead their case before the committee when officers have refused their application due to previous convictions. It is proposed to charge all applicants an initial fee of £66 to cover their application; if granted the £66 is deducted from the outstanding balance, if refused it is not refunded.

**e) Inform council of operator**

Following difficulties experienced with some investigations private hire drivers must notify the council of the operator they are driving for. Failure to do so may attract an award of 3 penalty points.

**f) Code of conduct**

Has been amended to reflect recent advice from the government's equality office that while dress codes do not have to be identical the standards imposed should be equivalent. For example, instead of prohibiting 'short skirts' the policy now states that 'shorts and skirts must be at least knee length'.

**g) Financial reference**

Has been replaced by a self-declaration form following the reluctance of banks to issue them.

Yours faithfully,



Trevor Durham  
Licensing Manager