

13th July 2015**Notice of meeting:****Licensing & Regulatory Committee****Tuesday 21st July 2015 at 10.00 a.m.****Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA****AGENDA**

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Item No	Item
1.	Apologies for absence.
2.	Declarations of Interest.
3.	To confirm for accuracy the minutes of the Licensing and Regulatory Committee held on: <ul style="list-style-type: none">• Tuesday 9th June 2015 (copy attached).• Thursday 25th June 2015 – Special Meeting (copy attached).
4.	To consider whether to exclude the press and public from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 12 of Part 4 of Schedule 12A to the Act, having regard to the certificates prepared under Schedule 12A of the Local Government Act 1972 – Exemption From Disclosure of Documents (Proper Officer's view attached).
5.	To consider whether to issue a Hackney Carriage/Private Hire Drivers Licence (copy attached).
6.	To note the date and time of the next Licensing and Regulatory Committee: <ul style="list-style-type: none">• Tuesday 15th September 2015 at 10.00am.

MONMOUTHSHIRE COUNTY COUNCIL

CYNGOR SIR FYNWY

THE CONSTITUTION OF THE LICENSING & REGULATORY COMMITTEE IS AS FOLLOWS:

County Councillors:

R. Chapman
R. Edwards
D.J. Evans
L. Guppy
R.J. Higginson
P. Jones
J.I. Marshall
J. Prosser
B. Strong
F. Taylor
P. Watts
A.E. Webb

Aims and Values of Monmouthshire County Council

Building Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

Minutes of the meeting of the Licensing and Regulatory Committee held at County Hall, Usk on Tuesday 9th June 2015 at 10.00 a.m.

PRESENT: County Councillor: L. Guppy (Chairman)

County Councillors: R. Chapman, R. Edwards D.J. Evans, P. Jones, J. Prosser, B. Strong, P. Watts and A.E. Webb.

OFFICERS IN ATTENDANCE:

Mr. D. Jones	-	Head of Public Health and Culture
Mrs. L. O’Gorman	-	Principal Licensing Officer
Mr. C. Rann	-	Senior Licensing Officer
Mrs P. Perkins	-	Legal Assistant
Mr. R. Williams	-	Democratic Services Officer

1. ELECTION OF CHAIRMAN

Nominations for Chairman were received and seconded for County Councillors R.F. Chapman and L. Guppy.

Upon being put to the vote, the following votes were recorded:

In favour of County Councillor R.F. Chapman - 3 votes.
In favour of County Councillor L. Guppy - 6 votes.

We elected County Councillor L. Guppy as Chairman.

The Chairman welcomed County Councillor P. Jones to her first Licensing and Regulatory Committee meeting.

2. APPOINTMENT OF VICE-CHAIRMAN

We appointed County Councillor B. Strong as Vice-Chairman.

3. APOLOGIES FOR ABSENCE

We received apologies for absence from County Councillors R.J. Higginson and F. Taylor.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MINUTES

We confirmed and signed the minutes of the Licensing and Regulatory Committee held on 21st April 2015.

Minutes of the meeting of the Licensing and Regulatory Committee held at County Hall, Usk on Tuesday 9th June 2015 at 10.00 a.m.

The Committee agreed that the agenda order would be changed, as follows:

- Item 8. Hackney Carriage/Private Hire Drivers Licence
- Item 9. Hackney Carriage/Private Hire Drivers Licence
- Item 6i. Draft Statement of Gambling Policy
- Item 6ii. Proposal for Casinos.

6. EXCLUSION OF PRESS AND PUBLIC

We resolved to exclude the press and public from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972 on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 12 of Part 4 of Schedule 12A to the Act.

7. HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE

We resolved to defer consideration of the hearing to a future Licensing and Regulatory Committee following a request by the applicant, as they were currently on holiday.

8. HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE

The Chairman welcomed the applicant to the meeting and introduced Members of the Committee and the attending Officers and explained the protocol for the meeting.

The applicant confirmed their name and address to the Committee and confirmed that they were content to proceed without legal representation.

The Principal Licensing Officer presented a report which recommended that members consider and determine whether the applicant for a Hackney Carriage/Private Hire drive was a fit and proper person to continue to hold a licence.

The key issues and details of the application were read out to the Committee.

The applicant was then provided with the opportunity to address the Committee, to put forward any relevant explanations. Following this, Members of the Committee put forward questions to the applicant and discussion ensued.

Following questioning, officers and the applicant left the meeting to allow the Committee the opportunity to deliberate and discuss the findings.

Upon re-commencement, the Chairman advised that the Committee had considered the application and had resolved to defer consideration of the application to a Special Meeting of the Licensing and Regulatory Committee on 25th June 2015 at 10.00am to allow officers to obtain further information which would be presented to the Committee for consideration.

9. RE-ADMISSION OF PRESS AND PUBLIC

The press and public were re-admitted to the meeting.

**Minutes of the meeting of the Licensing and Regulatory Committee held at
County Hall, Usk on Tuesday 9th June 2015 at 10.00 a.m.**

10. DRAFT STATEMENT OF GAMBLING POLICY

We considered the proposed draft Statement of Gambling Policy 2015 prior to submission to submission to Full Council.

We resolved that the report be presented to Full Council.

11. PROPOSAL FOR CASINOS

We considered the approach to be adopted by Monmouthshire County Council with regard to any casino application for premises within the County.

We resolved to endorse the current policy and that it be presented to Full Council.

12. TIME AND DATE OF NEXT MEETING

Special Meeting – 25th June 2015 at 10.00am.

Ordinary Meeting – 21st July 2015 at 10.00am

The meeting ended at 11.55am.

Minutes of the Special Meeting of the Licensing and Regulatory Committee held at County Hall, Usk on Thursday 25th June 2015 at 10.00 a.m.

PRESENT: County Councillor: L. Guppy (Chairman)

County Councillors: R. Edwards, D.J. Evans, P. Jones, R.J. Higginson, J. Prosser, F. Taylor, B. Strong, P. Watts and A.E. Webb.

OFFICERS IN ATTENDANCE:

Mrs. L. O’Gorman	-	Principal Licensing Officer
Mr. C. Rann	-	Senior Licensing Officer
Ms. D. Davies	-	Social Services
Mrs P. Perkins	-	Legal Assistant
Mr. R. Williams	-	Democratic Services Officer

1. APOLOGIES FOR ABSENCE

We received apologies for absence from County Councillor R.F. Chapman.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

The Committee agreed that the agenda order would be changed, as follows:

Item 4. Hackney Carriage/Private Hire Drivers Licence
Item 5. Hackney Carriage/Private Hire Drivers Licence

3. EXCLUSION OF PRESS AND PUBLIC

We resolved to exclude the press and public from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972 on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 12 of Part 4 of Schedule 12A to the Act.

4. HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE

County Councillor F. Taylor arrived during the hearing and therefore took no part in the proceedings in respect of this application.

The Chairman welcomed the applicant to the meeting and introduced Members of the Committee and the attending officers and explained the protocol for the meeting.

The applicant confirmed their name and address to the Committee and confirmed that they were content to proceed without legal representation.

It was noted that consideration of the application had been deferred at the Licensing and Regulatory Meeting held on 9th June 2015 to receive further information.

Minutes of the Special Meeting of the Licensing and Regulatory Committee held at County Hall, Usk on Thursday 25th June 2015 at 10.00 a.m.

The Principal Licensing Officer provided the Committee with details of a complaint made by the applicant.

The Senior Licensing Officer presented a report which recommended that Members consider and determine whether the applicant for a Hackney Carriage/Private Hire drive was a fit and proper person to continue to hold a licence.

The key issues and details of the application were read out to the Committee.

The applicant was then provided with the opportunity to address the Committee, to put forward any relevant explanations. Following this, Members of the Committee put forward questions to the applicant and discussion ensued.

Following questioning, officers and the applicant left the meeting to allow the Committee the opportunity to deliberate and discuss the findings.

Upon re-commencement, the Chairman advised that the Committee had considered the application and had resolved that the licence would not be revoked but issued a stern warning to the applicant.

5. HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE

The Chairman welcomed the applicant to the meeting and introduced Members of the Committee and the attending officers and explained the protocol for the meeting.

The applicant confirmed their name and address to the Committee and confirmed that they were content to proceed without legal representation.

It was noted that consideration of the application had been deferred at the Licensing and Regulatory Meeting held on 9th June 2015, as the applicant was on holiday.

The Principal Licensing Officer presented a report which recommended that Members consider and determine whether the applicant for a Hackney Carriage/Private Hire drive was a fit and proper person to continue to hold a licence.

The key issues and details of the application were read out to the Committee.

The applicant was then provided with the opportunity to address the Committee, to put forward any relevant explanations. Following this, Members of the Committee put forward questions to the applicant and discussion ensued.

Following questioning, officers and the applicant left the meeting to allow the Committee the opportunity to deliberate and discuss the findings.

Upon re-commencement, the Chairman advised that the Committee had considered the application and had resolved that the licence would not be revoked but issued a stern warning to the applicant.

The meeting ended at 11.50am.

**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

REPORT: To consider the application for a hackney carriage/private hire driver licence

AUTHOR: Samantha Winn

MEETING AND DATE OF MEETING: 21st July
Licensing and Regulatory Committee

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

Exemptions applying to the report:

Information relating to a particular individual as described in Paragraph 12 of part 4 of Schedule 12A to the Local Government Act 1972

Factors in favour of disclosure:

Openness and transparency in matters concerned with the public

Not applicable at this time (see below)

Prejudice which would result if the information were disclosed:

Applicable The applicant will be attending the Committee meeting on the Tuesday 21st July 2015 and any information disclosed prior to this date may jeopardise the applicant's right to a fair hearing

My view on the public interest test is as follows:

Factors in favour of **not disclosing** outweigh those against.

Recommended decision on exemption from disclosure:

Maintain exemption from publication in relation to report.

Date: 7th July 2015

Signed: 

Post: Senior Licensing Officer

I accept/do not accept the recommendation made above.


Proper Officer

Date: 13/7/15 _____

**MONMOUTHSHIRE COUNTY COUNCIL
REPORT**

SUBJECT: To consider whether to issue a Hackney Carriage/Private Hire Drivers Licence
DIRECTORATE: Chief Executives
MEETING: Licensing & Regulatory Committee
Date to be considered: 21st July 2015
DIVISION/WARDS AFFECTED: ALL WARDS

Non-Publication

This report contains information which, if disclosed to the public would reveal information likely to identify an individual and that the Authority proposes to give under any enactment a Notice under or by virtue of which requirements are imposed on a person (Paragraph 12 of Part 4 of Schedule 12A to the Local Government Act, 1972).

1. PURPOSE:

To consider whether Mr Lewis James Brown is "Fit and Proper" as required under Section 51(1)(a) and 59(1)(a) of the Local Government (Miscellaneous Provisions) 1976 to hold a Hackney Carriage/Private Hire Driver Licence.

2. RECOMMENDATION(S):

- 2.1 It is recommended that members consider and determine whether the applicant for a Hackney Carriage/Private Hire driver is a fit and proper person to hold a licence.

3. KEY ISSUES

- 3.1 An application form was received from Mr Lewis James Brown of 5 Sirhowy Court, Green Meadow, Sirhowy, Tredegar, NP22 4PL by the Licensing Section on 13th May 2015 for a Hackney Carriage/Private Hire Drivers licence. Mr Brown stated upon this application form that he had a conviction for Common Assault on 29th October 2013. (Application form attached as Appendix A).
- 3.2 A check was carried out with the Disclosure and Barring Service. The results of this check was received by the Licensing Section on 19th June 2015, which confirmed that Mr Brown had been found guilty of an offence of Battery by Hereford Magistrates Court on 29th October 2013. (Disclosure and Barring Service report attached as Appendix B).
- 3.3 As a result of the information received, a Section 115 was submitted to Gwent Police to substantiate details of the case that led to conviction of Battery mentioned in 3.2 above. The following was received regarding this conviction:-

BROWN was arrested for an offence of assault occasioning actual bodily harm. This occurred on 2nd June 2013 at 0145hrs at Commercial Road, Hereford.

The outline of the offence is as follows: The injured party was together with 3 female friends in Commercial Road, Hereford. BROWN was with another male friend. A dispute occurred between the two groups. BROWN without warning punched the injured party to the left side of his face with his right clenched fist causing the injured party to fall backwards and strike the back of his head on the pavement. BROWN then walked off and was followed by witnesses who pointed him out to Police officers.

On 29th October 2013 at Hereford Magistrates court BROWN pleaded guilty to the offence of Battery. He received a 12 month community order, Costs £100 and £500 compensation

3.4 Under the provisions of Sections 51 and 59, Local Government (Miscellaneous Provisions) Act 1976, the Licensing Authority is required to ensure that an applicant for the grant of a hackney carriage/private hire driver's licence is a "fit and proper" person to hold such a licence. If the applicant has any convictions, warnings, cautions or charges awaiting trial we will look into the following:

- How relevant the offences are to the licence being applied for
- How serious the offences were,
- How recent they were, and
- Whether they form part of a pattern of offending.

3.5 Under the guidelines of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 paragraph 8 states the convictions in relation to a "Taxi driver" are no longer spent. The definition of "Taxi driver" includes Hackney Carriage Vehicle Driver and Private Hire Vehicle Driver.

4. REASONS:

4.1 Mr Brown was convicted of Battery on the 29th October 2013.

Paragraph 6.5 of the Authorities Hackney Carriage and Private Hire Licensing Policy Fitness Criteria for Drivers and Operators states:

An application will normally be refused or an existing licence suspended or revoked where the applicant / licence holder has a conviction(s) or other matters(s) to be considered for an offence listed below and the conviction(s) or other matter(s) to be considered is **less than 3 years** prior to the date of the application:

- Affray
- Assault occasioning actual bodily harm;
- Common assault;
- Criminal damage;
- Obstruction;
- Possession of a weapon (or imitation weapon) or any other weapon related offence other than a firearm;
- S5 Public Order Act 1986 offence (harassment, alarm or distress);
- S.4 Public Order Act 1986 offence (fear of provocation of violence);
- S4A Public Order Act 1986 offence (intentional harassment, alarm or distress);
- Similar offences or offences which replace the above.

It must be drawn to the attention of members that the policy adopted by Monmouthshire County Council at the Licensing Committee on the 17th June 2014 is for guidance only and if it is deemed necessary to take all convictions into consideration. This can be done under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002.

5. RESOURCE IMPLICATIONS:

5.1 Nil

- 6. CONSULTEES:**
Disclosure & Barring Service
Heddlu Gwent Police

7. BACKGROUND PAPERS:

Local Government (Miscellaneous Provisions) Act 1976.
Monmouthshire County Council's Hackney Carriage/Private Hire Conditions for Drivers, Vehicles, Proprietors and Operators (Dated 15th March 2010).
Monmouthshire County Council's Hackney Carriage and Private Hire Licensing Policy Fitness Criteria for Drivers and Operators (Dated 17th June 2014)

8. AUTHOR:

Samantha Winn
Senior Licensing Officer

Tel: 01633 644221
Email: samanthawinn@monmouthshire.gov.uk

no 102199
 Choque t22400

**APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE
 DRIVER LICENCE FOR THE COUNTY OF
 MONMOUTHSHIRE**
 POST TO THE LICENSING SECTION, MONMOUTHSHIRE COUNTY
 COUNCIL, THE MELVILLE CENTRE, PEN-Y-POUND, ABERGAVENNY,
 MONMOUTHSHIRE, NP7 5UD



Choque t44
 Choque no 102200

All questions must be answered unless specified

**PLEASE COMPLETE IN BLOCK
 CAPITALS**

English test passed (✓)	✓	Attempt No.	1	Date:	30/5/15
Knowledge test passed (✓)	✓	Attempt No.	1	Date:	

FULL NAME:
 LEWIS JAMES BROWN

OFFICE USE ONLY			
Date Application received		Officer Initials	
Driving Licence Examined	YES	TBP	
Medical Certificate Required	YES	NO	
Badge Number			
Fee	£	Receipt No.	
Grant		Renewal	
Date Granted			
DBS Sent			
Expiry Date			
Licence Issued By		Updated by	

MAIN RESIDENTIAL ADDRESS:
 18 KING STREET
 SIRHOWY
 TREDEGAR
POST CODE: NP224

**If this is a renewal application please
 state badge number: D**

The applicant is asked to give the following information

1. Date of birth

2. National insurance No.

3. Details of Current Driving Licence

Driver No.	BROWN805307LJ9EV
Groups	AM/A/B1/B/E/K/P/Q
Details of any endorsements	NONE

4. How long have you held a full Driving licence/(Applicants must have held a full licence for a continuous 12 months)

5. Give the name and address of the person or company for whom you intend to drive a licensed vehicle.

6. Following the introduction of the Rehabilitation of Offenders Act 1974 (Exemptions (Amendments) Order 2002, you are now required to disclose **ALL PREVIOUS CONVICTIONS AND CAUTIONS** regardless of whether they are deemed spent or not (i.e. regardless of the age of conviction) **PLEASE DETAIL ALL PREVIOUS CONVICTIONS AND CAUTIONS**

You must write NONE in this box if you have no convictions or cautions to declare. (please declare convictions or cautions regardless of whether they are deemed spent or not)
 yes - COMMON ASSAULT
 29/10/13

7. Are there any court proceedings pending against you? **ANSWER YES OR NO.** If yes, give details.

NO

8. Have you previously held a Driver's Licence issued by this or any other Authority? If so, where and when.

YES	<input checked="" type="checkbox"/>	Private Hire / Hackney Carriage	H/C
NO	<input type="checkbox"/>	Name of Authority	BLAENAU Gwent ^{July 2011}

9. Was any licence held under No. 8 suspended or revoked by that authority? If so give details

YES	<input type="checkbox"/>		
NO	<input checked="" type="checkbox"/>	Reason	

10. Do you need a work permit to work in the UK? YES NO

I have read the conditions of licence issued by Monmouthshire County Council which are applicable to a Hackney Carriage / Private Hire Vehicle Driver's Licence and in the event of a licence being granted to me, I agree to comply with the said conditions.

I enclose an application fee for the sum of £ 106.00 (£62.00 for the driver application and £44.00 for the DBS) made payable to Monmouthshire County Council and note that if the application is refused the fee is not refundable.

I declare to the best of my knowledge and belief the above information is correct. I understand that if I knowingly or recklessly make a false statement or omission I render myself liable to prosecution and my licence may be suspended or revoked.

I understand that in pursuance of the prevention or detection of crime, personal information may be released to Government Agencies such as the Benefits Agency and the Inland Revenue.

Signature	L L BROWN
Tel No.	
Mobile No.	0789534408
Email address	
Date	11/05/15

N.B. The driver's badge is the property of the Council and shall be returned on the expiry, suspension or revocation of the licence.

- (1) All applicants for driver's licences are required to submit a Disclosure Barring Service (DBS) check in respect of their application and every three years thereafter.
- (2) NO Hackney Carriage/Private Hire Driver licence can be granted unless a DVLA driving licence or proof that you hold a current licence from the DVLA is produced.
- (3) Produce a medical certificate signed by **your general practitioner** to the effect that you are physically fit to be a driver of a Hackney Carriage/Private Hire vehicle.
- (4) Complete a Driving entitlement consent form (three month mandate) from the DVLA.
- (5) submit a recent passport style photograph of themselves. No photocopies or persons wearing hats or sunglasses allowed, applicants must write their name on the back of the photo.
- (6) No application will be accepted unless all the above requirements are strictly complied with. This form must be posted to the Licensing Section, Monmouthshire County Council, The Melville Centre, Pen-y-Pound, Abergavenny, NP7 5UD. Cheques should be made payable to the Monmouthshire County Council and be supported by a current guarantee card. **NO VISITORS ARE ACCEPTED AT THIS SITE.**

DBS Fee Charged

Certificate Number

001490801141

Date of Issue:

19 JUNE 2015

Applicant Personal Details

Surname: BROWN
Forename(s): LEWIS JAMES
Other Names: NONE DECLARED
Date of Birth: 30 MAY 1987
Place of Birth: ABERGAVENNY
Gender: MALE

Employment Details

Position applied for:
OTHER WORKFORCE TAXI LICENCE SCHOOL CONTRACT
Name of Employer:
BROWN'S TAXI

Countersignatory Details

Registered Person/Body:
MONMOUTHSHIRE COUNTY COUNCIL
Countersignatory:
LINDA O'GORMAN

Police Records of Convictions, Cautions, Reprimands and Warnings

Surname: BROWN	Last known occupation: UNEMPLOYED
Forename(s): LEWIS JAMES	Alias Name(s): NONE RECORDED
Gender: MALE	Alias Date of Birth: NONE RECORDED
Birth Details: 30 MAY 1987 ABERGAVENNY	

Conviction Details

Conviction: 1	Date of Conviction: 29 OCTOBER 2013 BROWN, LEWIS JAMES	Court: HEREFORDSHIRE MAGISTRATES
1	Offence: BATTERY ON 02 JUNE 2013 CRIMINAL JUSTICE ACT 1988 S.39	Disposal: COMMUNITY ORDER 28/10/14 COSTS 100.00 COMPENSATION 500.00 UNPAID WORK REQUIREMENT VICTIM SURCHARGE 60.00

Cautions/Reprimand/Warning Details

Cautions: 1	Date of Caution: 29 OCTOBER 2011 BROWN, LEWIS JAMES	Police Force: GWENT POLICE
1	Offence: BEING DRUNK AND DISORDERLY ON 29 OCTOBER 2011 CRIMINAL JUSTICE ACT 1967 S.91(1)	

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Certificate Number 001490801141

Information from the list held under Section 142 of the Education Act 2002

NONE RECORDED

DBS Children's Barred List information

NONE RECORDED

DBS Adults' Barred List information

NONE RECORDED

Other relevant information disclosed at the Chief Police Officer(s) discretion

NONE RECORDED

Enhanced Certificate

This document is an Enhanced Criminal Record Certificate within the meaning of sections 113B and 116 of the Police Act 1997.

Use of certificate information

The information contained in this certificate is confidential and all recipients must keep it secure and protect it from loss or unauthorised access. This Certificate must only be used in accordance with the Disclosure and Barring Service's (DBS) Code of Practice and any other guidance issued by the DBS. Particular attention must be given to the guidance in the fair use of the information in respect of those whose Certificate reveals a conviction or similar information. The DBS will monitor the compliance of Registered Bodies with this Code of Practice and other guidance.

This Certificate is issued in accordance with Part V of the Police Act 1997, which creates a number of offences. These offences include forgery or alteration of Certificates, obtaining Certificates under false pretences, and using a Certificate issued to another person as if it was one's own.

This Certificate is not evidence of the identity of the bearer, nor does it establish a person's entitlement to work in the UK.

Certificate content

The personal details contained in this Certificate are those supplied by or on behalf of the person to whom the Certificate relates at the time the application was made and that appear to match any conviction or other details linked to that identity.

The information contained in this Certificate is derived from police records, and from records held of those who are unsuitable to work with children and/or adults, where indicated. The police records are those held on the Police National Computer (PNC) that contains details of Convictions, Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included. The DBS reserves the right to add new data sources. For the most up to date list of data sources which are searched by the DBS please visit the DBS website.

The Other Relevant Information is disclosed at the discretion of the Chief Police Officers or those of an equivalent level in other policing agencies, who have been approached by the DBS, with due regard to the position sought by the person to whom the Certificate relates.