

## GUIDANCE NOTES FOR PRIVATE HIRE OPERATORS CRIMINAL RECORD CHECK

The Council shall not grant a Licence unless they are satisfied that the applicant is a fit and proper person to hold an Operator's Licence for Private Hire Drivers and Vehicles.

The applicant must provide a basic criminal record disclosure and provide appropriate photographic identity documentation on initial application and then at 3 year intervals on renewal.

Where the applicant has also submitted an application for a Hackney Carriage or Private Hire Driver Licence to the Licensing Authority, the enhanced criminal record check that is undertaken as part of that application will be accepted instead of needing to provide a basic criminal record disclosure.

You can obtain a basic criminal record disclosure by following the link below.

<https://www.gov.uk/request-copy-criminal-record> .

Convictions which are spent for the purposes of the Rehabilitation of Offenders Act 1974 should not be revealed. The table below sets out the periods after which the convictions referred to therein become spent at the time of preparation of this form. However, the applicant is responsible for checking the situation at the time of making his/her application, if necessary.

<u>Sentence</u>	<u>Becomes Spent After:</u>
Imprisonment of between 6 months and 2.5 years	10 years
Imprisonment of up to 6 months	7 years
Borstal training	7 years
A fine or other sentence not otherwise covered in this table	5 years
Absolute discharge	6 months
Probation Order, conditional discharge or bind over	1 year (or until order expires, whichever is the longer)
Detention Centre Order	3 years
Remand home, attendance centre or approved school order	The period of the order and a further year after the order expires.
Hospital Order under the Mental Health Act	The period of the order and a further 2 years after the order expires.
Cashiering, discharge with ignominy or dismissal with disgrace from the Armed Forces.	10 years
Dismissal from Armed Forces	7 years
Detention	5 years

**N.B A sentence of more than 2.5 years imprisonment can never become spent.**

**If you were under 17 years of age on the date of conviction, please halve the period shown in the right-hand column.**