DBS Disclosure Certificate Procedure

You will receive the only copy of the Disclosure Certificate and it is your duty to check the information it contains and to submit the original certificate to us, before we can process your application.

Please read the enclosed instructions with this letter very carefully, as failure to follow the requirements may cause a significant delay to your licence application. And may therefore result in you being unlicensed while your application is completed.

What you will need to do:
We will process your application to the DBS as normal and this will typically take between 10 and 60 days depending on individual circumstances.
When all of the checks have been completed, the DBS will produce one copy of the Disclosure Certificate and post it to your address stated at the time of application.
As soon as you receive the DBS Disclosure Certificate, please check the details carefully. If there is any incorrect information (e.g. details of a conviction which you do not recognise) follow the instructions on the back of the certificate and contact the Disclosure Barring Service as soon as possible. Please also contact the Licensing Team and let us know that you have challenged the information.

If you are satisfied that the information on the certificate is correct, we recommend that wherever possible, you hand-deliver this during weekday opening hours to the Council's Contact Centres at Delamere House or Macclesfield Town Hall. The advisor will verify the certificate and send the original to the Licensing Team. If you need to post the Certificate to us we suggest that you use a tracked delivery service, such as Royal Mail’s Recorded Delivery or Special Delivery. We accept no responsibility for lost or delayed Certificates sent by any other means.
When the Licensing Team receives your Certificate, the contents will be reviewed and if all of the other required licensing checks have been completed, a decision will be made as to whether or not to grant your application.

Please note that in accordance with DBS guidance, we must receive your original Certificate. We cannot process applications on a photocopied, faxed or emailed copy of the disclosure.

Certificates should be sent to us within 28 days of receipt. If you fail to submit your Certificate within this period, you will be required to apply for a new disclosure. Temporary Licences will not be issued where a DBS Certificate has been issued but not submitted to us. A delay in providing the check to us may result in you being unlicensed and not able to drive a licensed vehicle.

If your certificate does not contain any information you do not have to submit it to the Licensing Department.

If you have any questions about this process or queries about your application, contact the Licensing Team on 0300 123 5015