

HOW TO APPLY FOR A CRIMINAL RECORDS BUREAU DISCLOSURE FORM

Would all applicants applying for a licence to drive a Hackney Carriage or Private Hire Vehicle please note the process for completion of the **Criminal Records Bureau Enhanced Disclosure** as follows:

To begin the process, please contact the Licensing Office to make an appointment to call at our Tavistock office, address as below, and complete the application form, which will then be sent to the CRB in Liverpool for processing.

You are required to provide relevant documents (an applicants guide booklet can be sent with the licence forms) which include:

- your DVLA Drivers Licence
- a current Passport
- Birth Certificate
- two documents to confirm your address - i.e. utility bills, banks statement, mobile phone bill or letter from the Inland Revenue.

METHOD OF PAYMENT

The fee for the CRB check is £36.00 and is payable to West Devon Borough Council. It can be paid either by cheque, cash or credit/debit card.

CONTACT US:

Licensing Section, West Devon Borough Council, Kilworthy Park, Tavistock, PL19 0BZ

Telephone: 01822 813600

Fax: 01822 813634

Text: 07624 804164

Email: licensing@westdevon.gov.uk

Website: www.westdevon.gov.uk