



Department for Environment and Community Services

5 Year address history in the UK and background check

As part of your application process and when completing a Disclosure and Barring Service application form you will be required to produce evidence of your right to remain and work in the UK and a 5 year address history.

Because of the potential seriousness of some offences this Licensing Authority will need to ensure that sufficient background checks are conducted therefore if an applicant is not able to provide a 5 year traceable history in the United Kingdom or has spent 6 continuous months or more abroad in a calendar year this Licensing Authority will expect to see evidence of Criminal Record Check / Certificate of good conduct or equivalent from all countries visited or resided.

For information on how to apply for an overseas check, please visit the following website and view the relevant instructions for the country in which you visited/lived: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Where a document written in a foreign language is submitted in support of an application it should be submitted with an English translation attached. It should be provided by a translator registered with an official organisation such as the Institute of Linguists or the Institute of Translation & Interpreting.

An official translation prepared overseas may be accepted provided this Licensing Authority is satisfied that the translator is a member of an official body in their own country, or where the translation has been certified as a true copy by the relevant Foreign Embassy.

Please note that the requirement to obtain this information is your responsibility and failure to provide this may result in your application being delayed.

Unable to provide a 5 year address history and/or background check

This Licensing Authority is aware that there may be instances such as an immigration status where an applicant cannot provide a 5 year address history due to living abroad and may not be able to provide evidence from their home country.

It is acknowledged that often in this situation that circumstances may be beyond the applicants control, however public safety must be paramount and therefore all applications with less than a 5 year address history resulting in failure to provide a criminal history check for this period will result in the application being referred to a Licensing Sub-Committee to be considered upon its own merits.

Should this be required an applicant is advised to support their application and that they provide as much of the below as possible:

- A letter from the applicant explaining the reason why they are unable to provide a 5 year address history and criminal record checks for this period.
- Evidence to show current immigration status
- A statutory declaration of good character made with the assistance of a solicitor and dated within 3 months of submission.
- A Certificate of Good Conduct from each country the applicant has lived in (apart from Home Country) outside the UK for more than six months since the age of 18, if applicable
- Suitable character references from persons in good standing and dated within 3 months of submission
- Any other information deemed relevant by the applicant.

It is advised that you contact the Licensing Service (licensing@southglos.gov.uk) at the earliest opportunity in order to avoid any delay with your application.