



## Good-bye to ID and Drivers Licence requests!

We're very pleased to announce that as of today, we will no longer request copies of a self-employed driver's driving licence or any other photographic identification, as we have decided that every driver engaging Nova Contracting will undergo a DVLA licence check.

### *No more hassle*

We recognise that requesting endorsed ID and drivers licences from our customers can cause a considerable extra administrative burden which can lead to problems and delays when registering drivers with Nova.

From now on, Nova will register workers in the usual manner, but in addition request their driver numbers. We will then populate a consent form send this to them for signature and return. Once in possession of this, we will scan and email to our DVLA verification partner who will confirm everything is in order within 24 hours.

What this means to you is that we will be able to provide you with a Nova reference number a great deal quicker than we can at the moment.

IMPORTANT - We will allow the driver 2 weeks from the point of registration to return the consent form to us, after which we might have to consider withholding payment.

### *Ongoing checking – ongoing assurance*

What's more, Nova will then undertake further DVLA checks at least every 12 months, or in the case of drivers with more endorsements on their licences, more frequently. We will also be prompted to check drivers licences which are due to expire, or as dictated by any medical conditions which are relevant to the drivers entitlement to drive.

You can therefore be assured that all new drivers engaged by Nova on your clients vehicles will have had a recent DVLA check and will be subject to ongoing checks at least every 12 months.

There is no cost to the driver for this service, as it will be paid for by Nova.

We hope that this change will be welcomed by all our clients and look forward to speeding up the registration process whilst providing an extra layer of assurance. Understandably, there will still be instances where we will require identification ('Umbrella' employee workers for example) and proof of authority to work in the UK for those individuals outside of the EU, but the vast majority of cases will now fall within our new procedures.

If you have any questions whatsoever about this change in our processes, we're very happy to discuss in more detail with you, so please don't hesitate to call us on 0844 209 0800