



GLAA Brief

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GLAA Active Check service

This brief publishes information on the GLAA Active Check service. It replaces GLAA Brief 69 – Launch of the new active check service.

Introduction

This brief explains how you can access the GLAA Active Check service. It also provides updated information on the notifications that will be issued to users.

Background

The GLAA's Active Check service allows an organisation to receive written confirmation of any changes. Registering for Active Checks also means you will receive further notifications about the licence holder(s) you are interested in.

The Active Check service is available online only.

Registering for Active Checks

You can register to use the Active Check service online at <https://www.gla.gov.uk/i-am-a/i-use-workers/keep-up-to-date-with-licence-changes-active-checks/>. You will then receive electronic notifications to the email address that you provided during the registration process. Please be aware the licence holder will be notified about who has carried out a check on them as well as confirmation of the Active Check user's address and telephone number if they have been supplied.

If you are a Principal Authority of an existing licence holder, you will be able to access the Active Check service through your online licensing portal. You will not be able to register to use the Active Check service using the same email address that you use to access the licensing portal.

What will you be notified about?

When you first check if a labour provider is licensed:

- You will receive immediate online confirmation that the labour provider is licensed. You will then be asked to check whether you are dealing with an individual or post holder who is listed as being authorised on the licence. If the individual or post holder is not listed, you will be asked to email details to the GLAA. We may then contact you to obtain more information. You may be committing an offence under

section 13 of the Gangmasters (Licensing) Act 2004 (the “2004 Act”) if you make (and continue to make) arrangements for the supply of workers or services with a person who is not authorised on a licence.

- We will write to you confirming the licence holder’s Unique Reference Number (URN), name of the Principal Authority, address, telephone number and provide you with a URL link so that you can access the business’s Public Register entry.

If any authorised persons or post holders change:

- We will notify you when the Principal Authority or any other person named on the licence has changed. You will be provided with the URL link so that you can access the business’s Public Register entry. The licence holder will be notified that the changes have been made.

If the labour provider is no longer licensed and they are removed from the Public Register:

- You will be notified if the licence expires. This will occur if the business has not renewed its licence. The notification will state that the status of the business has “expired”. A labour provider may be marked as “expired” if it has forgotten or been unable to renew its licence for some reason. If you are aware that is the case, please ask them to contact the GLAA immediately to discuss their options for being re-licensed. Please be aware that the GLAA reserves the right to consider enforcement action for any period of unlicensed trading.
- You will be notified if a business no longer holds a licence because they are no longer trading. This notification states the business has “ceased trading”.
- You will be notified if a business decides to cancel its licence. The notification will state that the licence status is “cancelled”.

You will also be notified if a business has had its licence suspended or revoked:

- You will be notified straightaway if the licence is suspended (which means the business has to stop trading in the GLAA sectors immediately during the suspension period until the formal licence decision is made) or revoked with immediate effect (which means the business has to stop trading in the GLAA sectors immediately).
- For licences revoked without immediate effect, you will be notified once the decision has taken effect. That will be either:
 - the date from which the right to make an appeal has expired if no appeal is made, or
 - if an appeal has been dismissed by the Appointed Person, the date from which the decision becomes effective, or
 - once an appeal is withdrawn by the licence holder.

There is a period of 20 working days from the date of receipt of the licensing decision for a licence holder to submit an appeal against a revocation without immediate effect.

Further information

1. If you have any further queries, please contact the GLAA helpline on 0345 602 5020 or email contact@gla.gov.uk.
2. For the latest news and updates from the GLAA follow us on Facebook:



www.facebook.com/TheGLAA