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STATUTORY INSTRUMENTS

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**2004 No. 255**

**SECURITY INDUSTRY**

**The Private Security Industry (Licences) Regulations 2004**

*Made* - - - - *4th February 2004*  
*Laid before Parliament* *5th February 2004*  
*Coming into force* - - *1st March 2004*

The Secretary of State, in exercise of the powers conferred upon him by sections 8, 9 and 24(5) of the Private Security Industry Act 2001<sup>(1)</sup>, having regard to the definition of “prescribed” in section 24(1), and having consulted, in accordance with section 24(4) of that Act, the Security Industry Authority, hereby makes the following Regulations:

**Citation, commencement and interpretation**

1.—(1) These Regulations may be cited as the Private Security Industry (Licences) Regulations 2004 and shall come into force on 1st March 2004.

(2) In these Regulations, “the Act” means the Private Security Industry Act 2001.

**Application form to engage in licensable conduct**

2. The form set out in Schedule 1 to these Regulations, or a form to the like effect, is hereby prescribed for the purposes of section 8(2)(a) of the Act (form of application for the grant of a licence).

**Form of licence to engage in licensable conduct**

3. For the purposes of section 8(5)(a) of the Act (form of licence to engage in any description of licensable conduct) the forms of licence that are hereby prescribed are—

- (a) in the case of a person who falls within section 3(2)(a), (b), (c) or (h) of the Act (person carrying out licensable conduct) in relation to any of the activities to which paragraph 8 of Schedule 2 to the Act (door supervisors, etc for public houses etc) applies, the form set out in Schedule 2 to these Regulations, or a form to the like effect;
- (b) in the case of a person (not coming within paragraph (a) above) who falls within section 3(2)(d), (e), (f), (g) or (i) of the Act (person acting as a manager, director, employer or partner in relation to licensable conduct) in relation to any of the activities to which

paragraph 8 of Schedule 2 to the Act applies, the form set out in Schedule 3 to these Regulations, or a form to the like effect.

### **Licence conditions**

4.—(1) The granting by the Authority of a licence to a person who falls within section 3(2)(a), (b), (c) or (h) of the Act (person carrying out licensable conduct) in relation to any of the activities to which paragraph 8 of Schedule 2 to the Act applies shall be subject to the conditions set out in paragraph (2).

(2) Those conditions are—

- (a) the licensee shall display the licence on his person at all times when he is carrying out any activities to which paragraph 8 of Schedule 2 to the Act applies, unless the licence is in the possession of the Authority, or its loss or theft has been notified in accordance with sub-paragraph (b);
- (b) the licensee shall notify the Authority and the police as soon as practicable if he discovers that the licence has been lost or stolen;
- (c) the licensee shall return the licence to the Authority if the Authority so requests;
- (d) the licensee shall notify the Authority as soon as practicable if he receives any conviction or caution, or if he is charged, for an offence identified as a relevant offence for the purposes of this regulation by the Authority in licensing criteria published under section 7 of the Act;
- (e) the licensee shall notify the Authority as soon as practicable of any change in his name or address;
- (f) the licensee shall produce his licence for inspection on the request of any constable, any member or employee of the Authority or other person so authorised by a direction of the Authority;
- (g) the licensee shall not deface or alter his licence, and shall not display a licence which has been defaced or altered;
- (h) the licensee shall notify the Authority as soon as practicable of any change to his right to remain or work in the United Kingdom.

(3) The granting by the Authority of a licence to a person (not coming within paragraph (1) above) who falls within section 3(2)(d), (e), (f), (g) or (i) of the Act (person acting as a manager, director, employer or partner in relation to licensable conduct) shall be subject to the conditions set out in sub-paragraphs (b) to (h) of paragraph (2) above.

(4) The granting by the Authority of a licence to engage in any licensable conduct in relation to any activities to which paragraph 8 of Schedule 2 to the Act applies which has been granted to any extent in reliance on the validity of a qualification or licence gained outside the United Kingdom, shall additionally be subject to the conditions set out in paragraph (5).

(5) Those conditions are—

- (a) the licensee shall notify the Authority as soon as practicable of any changes to the validity of that qualification or licence;
- (b) the licensee shall notify the Authority as soon as practicable of any disciplinary action taken or proposed to be taken against him in connection with that qualification or licence.

### **Licence fee**

5. The fee payable in relation to an application for the grant of a licence is hereby prescribed as £190.

Home Office  
4th February 2004

*Hazel Blears*  
Minister of State

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 1

Regulation 2

Application form to engage in licensable conduct

**LA F01 Licence Application Form** Security Industry Authority **sia**

**Section I - Payment Details**

Please DO NOT send cash. Only payments by debit are acceptable. NOTE: Applications will only be processed once your payment is cleared. Payment is for the application and not the licence.

The licence application(s) will cost

**DEBIT/CREDIT CARD PAYMENTS**

1. Method of payment (Please write your name in the address space on the back of the cheque and DO NOT send post dated cheques)

2. Card number

3. Valid from date

4. Expiry date

5. Name on card

6. Card-holder's address (Please include house number, street, town)

7. Post town

8. Post code

9. Country

10. Issue number (if shown)

11. Signature of cardholder I authorize payment of the amount

Date

**Section J - Application Declaration and Consent**

I confirm that I have read and understand the contents of the Licensing Leaflet LI L02. I confirm that the information I have provided in support of this application is, to the best of my knowledge, true and complete in every respect. I understand that it is a criminal offence under section 22 of the Private Security Industry Act 2001, knowingly to make a false statement to get an SIA licence, and may lead to my application being refused, or my licence being cancelled, and may lead to prosecution. I understand that information about my licence will be placed on a public register.

I understand that the SIA will conduct a criminal record check through the Criminal Records Bureau about me and may ask third parties for information about my mental history, professional qualifications and other information of direct relevance to my application if necessary, including from appropriate authorities overseas.

I give my consent to these checks being made.

**Data Protection Act 1998**

All information provided in connection with your application will be treated in confidence by the SIA and processed in accordance with the Data Protection Act 1998, but it may be disclosed to other government departments, agencies, local authorities and other bodies to carry out the functions of the SIA and where legally required to do so. The information in Section A will also become known to BT plc, a third party engaged by the SIA for the processing of applications. I understand that by signing below, I consent to the SIA processing sensitive personal information about me.

I agree to be bound by the terms and conditions of holding an SIA licence as outlined in the Licensing Leaflet.

We will not accept this application unless you sign below in black ink and your signature is completely within the white area

Keep your signature within the white box

Date

Keep your signature within the white box

**LA F01 Licence Application Form** Security Industry Authority **sia**

**FAILURE TO COMPLY WITH THE INSTRUCTIONS BELOW MAY RESULT IN YOUR APPLICATION BEING REJECTED**

Please READ the accompanying 'Form Completion Notes IN F01' BEFORE completing this form. This form is for use by the ADDRESSEE ONLY. It is non-transferable. CRIME INFORMATION has been pre-completed for you. Do not amend these details unless they are incorrect or have changed. You must use BLACK INK only and write in BLOCK CAPITALS.

The type of application you are making is for a

Your unique reference number is (if paying by cheque write the number in the box on the envelope)

**Section A - Applicant Details**

A1. Title

A2. Gender

A3. Surname/ family name

A4. Forename(s) (if given name(s))

A5. Surname/ family name at birth, if different to A5

A6. Usual email address

A7. Any other surname used

A8. From

A9. Any other telephone number

A10. From

A11. Daytime telephone number

A12. When are you available to receive a telephone call? Morning Afternoon

A13. E-mail address

A14. Date of birth

A15. National insurance number

A16. Town of birth

A17. Country of birth

A18. Nationality

A19. Alias (surname/ family name)

A20. Alias given name

PEEL HERE

Please refer to the Completion Notes IF For better you attach your photograph

PEEL

Attach a colour photograph of your face on a plain white background

**LA F01 Licence Application Form** Security Industry Authority **sia**

**Section B - Relevant Qualifications**

Other use:

B1. Award reference

B2. Award name

B3. Awarding body

B4. Award date

B5. Award reference

B6. Award name

B7. Awarding body

B8. Award date

B9. Award reference

B10. Award name

B11. Awarding body

B12. Award date

B13. Award reference

B14. Award name

B15. Awarding body

B16. Award date

**Section C - Details of licence and role applied for**

C1. Business sector(s) and role applied for

C2. Do you hold a current valid non-UK Private Security Industry European Economic Area (PIE SIA) licence? Yes No

**Section D - Supporting Documents**

I confirm that I have read and understood the Form Completion Notes IN F01, and have provided a complete set of documents in support of this application

**Section E - Countersignatory Identity**

Please write your unique reference number on the back of your photo

Complete this section for your initial application only. It is not required for renewals.

E1. Countersignatory's full name (family name)

E2. Countersignatory's forename(s)

E3. Countersignatory's address

E4. Post town

E5. Postcode

E6. Country (use title if UK)

E7. Countersignatory's occupation

E8. Daytime telephone number

Countersignatory's signature and date

The back of your photo must be signed and dated by your countersignatory.

**LA F01 Licence Application Form** Security Industry Authority **sia**

**Section F - Address History**

PLEASE PROVIDE YOUR ADDRESS HISTORY FOR THE LAST 5 YEARS LISTED IN REVERSE ORDER OF OCCUPANCY MOST RECENT FIRST. IF THERE ARE ANY GAPS OF A MONTH OR MORE IN THE 5 YEAR HISTORY, THIS APPLICATION WILL BE RETURNED AS INCOMPLETE.

F1. Current address (do not include house number, street)

F2. Post town

F3. Post code

F4. Country (use black flag)

F5. Resident from M M Y Y Y Y to present

F6. Previous address (do not include house number, street)

F7. Post town

F8. Post code

F9. Country (use black flag)

F10. Resident from M M Y Y Y Y to M M Y Y Y Y

IF YOU HAVE LIVED AT ANY OTHER ADDRESS IN THE LAST 5 YEARS THAT YOU HAVE NOT DETAILED ON THIS FORM THEN CROSS THIS BOX

**Section G - Mental Health**

G1. Have you been compulsorily detained within the last 5 years under mental health legislation? Yes No

G2. If yes, please write here the name and address of the hospital/doctor or other person supervising your detention. If you cannot provide this, please give details of your GP. In providing this information you allow us to request information about your detention to help in our decision about your suitability for a licence.

Please see the Licensing Leaflet LI L02 for details of whether this applies to you, or visit our website at [www.sia.org.uk](http://www.sia.org.uk)

**Section H - Criminal Record Information**

If you answer YES to any of these questions please provide offence and date information.

H1. Have you had a conviction, caution or warning within the last 12 months? If yes, please state whether it was a conviction, caution or warning and the date the penalty was given. Yes No


Description of offence eg Conviction for theft, 3 months imprisonment Date eg 1/10/2013

H2. Have you been charged with an offence that is awaiting trial? If yes, please give the date and nature of the charge. Yes No

Description of offence eg Charged with theft Date eg 1/10/2013

If you need more space (please use the continuation sheet provided)

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	<b>Continuation Sheet</b>	 Security Industry Authority
←	<small>If you need to use this sheet please; Write your unique reference number in this box. You will find your unique reference number on the front page of your Licence Application Form.</small>	
<b>Criminal Record Information</b>		
If you have answered YES to any of the following questions, you must provide full written details below:		
H1. Have you had a conviction, caution or warning within the last 12 months? If yes, please state whether it was a conviction, caution or warning and the date the penalty was given.		
H2. Have you been charged with an offence that is awaiting trial? If yes, please give the date and nature of the charge.		
Description of offence	Date	
Description of offence	Date	
Description of offence	Date	
Description of offence	Date	
Official use:		

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### Continuation Sheet



Security Industry Authority

If you need to use this sheet please:  
Write your unique reference number in this box.  
You will find your unique reference number on  
the front page of your Licence Application Form.

#### Address History

<b>Address</b> (flat number, house number, street)	<input type="text"/>
<b>Post town</b>	<input type="text"/>
<b>Post code</b>	<input type="text"/>
<b>Country</b> (leave blank if UK)	<input type="text"/>
<b>Resident from</b>	M M Y Y Y Y to M M Y Y Y Y

<b>Address</b> (flat number, house number, street)	<input type="text"/>
<b>Post town</b>	<input type="text"/>
<b>Post code</b>	<input type="text"/>
<b>Country</b> (leave blank if UK)	<input type="text"/>
<b>Resident from</b>	M M Y Y Y Y to M M Y Y Y Y

<b>Address</b> (flat number, house number, street)	<input type="text"/>
<b>Post town</b>	<input type="text"/>
<b>Post code</b>	<input type="text"/>
<b>Country</b> (leave blank if UK)	<input type="text"/>
<b>Resident from</b>	M M Y Y Y Y to M M Y Y Y Y

<b>Address</b> (flat number, house number, street)	<input type="text"/>
<b>Post town</b>	<input type="text"/>
<b>Post code</b>	<input type="text"/>
<b>Country</b> (leave blank if UK)	<input type="text"/>
<b>Resident from</b>	M M Y Y Y Y to M M Y Y Y Y

Official use:

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SCHEDULE 2

Regulation 3(a)

**Licence to carry out door supervision of public houses etc**



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SCHEDULE 3

Regulation 3(b)

**Licence to act as manager, director, employer or partner in relation to doorsupervision of public houses etc.**



< Name >  
< Address Line 1 >  
< Address Line 2 >  
< Town/City >  
< County >  
< Postcode >  
< Country >

< Date >

Application reference number < number >

Dear < Name >

This letter confirms that your licence application has been successful. This entitles you to work in the door supervision sector as a non-front line manager, supervisor or employer of a licensed door supervisor or as the director or partner of a company or partnership providing door supervision services [delete roles as appropriate]. This licence does not entitle you to act as a door supervisor.

**Your licence number is <number> and expires on <date>**

Please keep this letter safe. You will not receive a licence card or certificate.

**The conditions of this licence are:**

<conditions here >

We reserve the right to add to or amend these conditions.

The following details about your licence will be available to the general public on our website and through the SIA contact centre.

<name> <licence number> <role> <sector>

If you wish to make any enquiries please contact us on 08702 430 100 between 8am—6pm Monday to Friday, quoting your licence number.

YOURS SINCERELY

SIA CONTACT CENTRE

08702 430 100

[www.the-sia.org.uk](http://www.the-sia.org.uk)



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## EXPLANATORY NOTE

*(This note is not part of the Regulations)*

These Regulations make provision in relation to applications to the Security Industry Authority for the grant of licences under the Private Security Industry Act 2001 to engage in the activity of door supervision for public houses, clubs and comparable venues.

Regulation 2 prescribes the application form to be used for such applications.

Regulation 3 prescribes the forms of licence to be issued for that activity. A distinction is made between licences for people who carry out that activity themselves and licences for those who act as manager, supervisor, employer or director etc of people who carry out that activity.

Regulation 4 prescribes the conditions on which a licence may be granted.

Regulation 5 specifies the fee to be paid to the Security Industry Authority on the making of an application for a licence.