

The Security Industry Authority – Northern Ireland

The remit of the Security Industry Authority (SIA) is to be extended to Northern Ireland on the 1st December 2009, creating a single regulatory scheme for the private security industry throughout the United Kingdom. On 1st December 2009 all those working in designated sectors of the private security industry in NI will need to hold an SIA licence.

Guidance Note – The Security Industry Authority

In addition to managing the licensing of individuals, the SIA are required under the Private Security Industry Act 2001 to coordinate a system of inspection for security providers registered under the SIA's Approved Contractor Scheme (ACS).

Approved Contractors have authorisation from the SIA to deploy staff while their licence applications are being processed. Authorisation to deploy unlicensed security staff is given to an Approved Contractor in the form of an SIA Licence Dispensation Notice (LDN).

Licence Dispensation Notice (LDN)

Once an application has passed validation, the Approved Contractor issues a personal LDN to each individual member of staff. The personal LDN is issued on an Approved Contractor's own stationery but conforming to a template issued by the SIA (overleaf) and is valid for 10 weeks with the opportunity to extend.

Checking an LDN

You can ensure that an LDN is valid for deployment by following 3 basic steps:

1. Ensure that the company deploying the operative is an SIA Approved Contractor. Status can be confirmed at http://sia.homeoffice.gov.uk/home/acs/roac_intro.htm
2. Make sure that the company is approved for the designated licensable activity. For example, only companies with ACS approval for door supervision can deploy door supervisors under licence dispensation. You can confirm the ACS status of a company at http://sia.homeoffice.gov.uk/home/acs/roac_intro.htm
3. Applicants can only be deployed under Licence Dispensation once their application has been received and validated by the SIA. You can confirm the status of an application using the SIA's application tracker at http://sia.homeoffice.gov.uk/home/licensing/status_intro.htm



INVESTORS
IN PEOPLE

EXAMPLE LDN



SIA Personal Licence Dispensation Notice

SecuriGroup is an SIA Approved Contractor and is authorised to deploy the security operative named below, without the necessary SIA licence, under the following circumstances:

1. The operative is carrying out licensable activity as our employee (or equivalent) and holds proof of identity in the form of Company ID and
2. the operative has applied for the necessary licence and that licence application is pending; and
3. an application by the operative to carry out the same licensable activity has not previously been refused; and
4. the SIA has given notice that we have the authority to deploy security operatives who have a licence application pending and we are listed on the SIA Register of Approved Contractors as approved for the relevant licensable activity (www.the-sia.org.uk/acs)

Full Name of Security Operative: <i>(block capitals)</i>	JOHN SMITH		
Dispensation Start Date: <i>(maximum duration 10 weeks)</i>	01/12/2009	End Date:	08/02/09
Dispensation Number: <i>(from organisation records)</i>	1234	Issue Number: <i>(maximum of one issue without further SIA check)</i>	1

Applicable Licensable Activities (Sectors):	
SECURITY GUARD	DOOR SUPERVISOR

Organisation Name:	SECURIGROUP
Address:	307 WEST GEORGE STREET, G2 4LF

Representative declaration: I confirm that the named individual qualifies for a dispensation from holding a licence under the terms of the Approved Contractor Scheme.			
Name:	ANN EXAMPLE		
Signature:	<i>Ann Example</i>	Telephone Number:	0844 8080 999

Operative declaration: I confirm that I have applied for an SIA licence for each licensable activity indicated and have not previously been refused a licence or had a licence revoked for the same activity.			
Licence application reference number:	000123456789		
Signature:	<i>John Smith</i>	Telephone Number:	01234 567 890

The contents of this statement may be verified by contacting the Security Industry Authority ACS Team:

Email: ACSenquiries@the-sia.org.uk; PO Box 49768, London WC1V 6WY
Tel. 020 7025 4190: 9am to 5pm Monday to Friday

SAFETY • QUALITY • EFFICIENCY

LDN START DATE

ACTIVITIES FOR WHICH LDN IS VALID

STAFF MEMBER'S NAME

LDN EXPIRY DATE

URN (UNIQUE REFERENCE NUMBER) CAN BE USED TO CHECK STATUS ON SIA'S ONLINE APPLICATION TRACKER