



Northern
Ireland
Office

JUSTICE & SECURITY (NORTHERN IRELAND) ACT 2007

Regulation of the Provision of Security Services Application Pack

Please read the 'notes for guidance' carefully before completing this application.

Please write/type clearly in **black ink**.

Part A - To be completed by all applicants

Do you hold a current licence under the Terrorism Act 2000:

YES

NO

Do you hold a current licence under the Justice & Security (Northern Ireland) Act 2007:

YES

NO

If you have answered 'Yes' please give reference number

Full name

Mr/Mrs/Miss/Ms

Are you applying as: an individual? a partnership? a body corporate?

Business Name
(if applicable)

Contact Details

Name:
Address:
Telephone Number:
Email:

Please state date you commenced/intend to commence trading.

*** Please be aware that it takes approximately 3 months to process an application**

Please give brief details of the security services you provide/intend to provide

How many guards do you currently employ in Northern Ireland?

How many guards do you intend to employ?

Are you VAT registered? **YES** **NO**

if yes please provide your VAT number _____

Please complete the details requested overleaf for ***all*** persons who are in control of the business.

These include any persons who:

- is an individual applicant,
- is, or will be, the partner of an individual applicant,
- is, or will be, a member of a partnership,
- is, or will be, a Director, a Manager or Secretary of a body corporate, or
- gives, or will give, instructions or directions about the conduct of business of a body corporate, whether or not that person owns part of the business or holds any formal office.

If you require more space, please use a photocopy of this page, and attach it to your application.

FULL NAME (ALPHABETICAL ORDER)	FORMER NAMES	DATE OF BIRTH	ADDRESS	PREVIOUS ADDRESS(ES) OVER PAST 5 YEARS	NATIONAL INSURANCE NO
ROLE IN APPLICANT BUSINESS					
GIVE DETAILS OF HIS/HER INVOLVEMENT IN ANY OTHER BUSINESS INVOLVING THE PROVISION OF SECURITY SERVICES					
FULL NAME	FORMER NAMES	DATE OF BIRTH	ADDRESS	PREVIOUS ADDRESS(ES) OVER PAST 5 YEARS	NATIONAL INSURANCE NO
ROLE IN APPLICANT BUSINESS					
GIVE DETAILS OF HIS/HER INVOLVEMENT IN ANY OTHER BUSINESS INVOLVING THE PROVISION OF SECURITY SERVICES					
FULL NAME	FORMER NAMES	DATE OF BIRTH	ADDRESS	PREVIOUS ADDRESS(ES) OVER PAST 5 YEARS	NATIONAL INSURANCE NO
ROLE IN APPLICANT BUSINESS					
GIVE DETAILS OF HIS/HER INVOLVEMENT IN ANY OTHER BUSINESS INVOLVING THE PROVISION OF SECURITY SERVICES					
FULL NAME	FORMER NAMES	DATE OF BIRTH	ADDRESS	PREVIOUS ADDRESS(ES) OVER PAST 5 YEARS	NATIONAL INSURANCE NO
ROLE IN APPLICANT BUSINESS					
GIVE DETAILS OF HIS/HER INVOLVEMENT IN ANY OTHER BUSINESS INVOLVING THE PROVISION OF SECURITY SERVICES					

Part B - To be completed only if the application is made on behalf of a partnership.

- Please attach the Partnership Deed or a certified copy.
- If a partner is a limited company, write the name below and complete Part C in respect of this company.
- Continue on a separate sheet if necessary.

Full name (inc former names) address (inc any previous addresses within 5 years) and DOB of each Partner	Proportion of financial interest in the business

Part C - To be completed only if the application is made by a body corporate.

- Please attach a copy of the Memorandum and Articles of Association (*Not required for a renewal licence*)
- Continue on a separate sheet if necessary.

Full name and address of company/firm/body corporate

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What type of company is it? _____

Address of the registered office of the company (*if different from above*)

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Please give details of shareholders holding more than 5% of the issued capital

Full name(including former names), Address(including previous addresses with in 5 years) and Date Of Birth of shareholders	Holdings

How many remaining shareholders are there?

Is the company a wholly or partly owned subsidiary of another company? Yes No

If yes please give **full** details, on a separate sheet, about the parent company and the controlling company when it is a separate company.

Part D - Additional Information

Additional information which you wish the Secretary of State to take into account should be given below

Part E – Declaration

Under paragraph 8 of Schedule 6 to the Justice and Security (Northern Ireland) Act 2007, a person commits an offence if in connection with an application for a licence he –

- (a) makes a statement which he knows to be false or misleading in a material particular, or***
- (b) recklessly makes a statement which is false or misleading in a material particular.***

Paragraphs 17 & 18 of Schedule 6 to the Justice & Security (Northern Ireland) Act 2007 require you to notify the Secretary of State if any material change occurs and information about this has not already been provided as part of the application process. A material change could be a new security guard, a new partner, a new or additional director or a change in the officers of the body where the application for a licence was made by a body corporate. If you do propose to employ a new security guard you must forward the information on pages 4 & 5 not less than 14 days before the employment is to begin. Any other changes should be notified not less than 14 days before the change occurs or if this is not reasonably practicable, as soon as is reasonably practicable. A person commits an offence if he fails to comply with paragraph 17 and 18.

This declaration *must* be signed as follows:

- if the applicant is an individual, by the applicant himself/herself,
- if the application is made by a company, by both the Director and the Secretary of the company,
- if the application is made on behalf of a partnership, by all the partners.

(If one or more of the partners represents a company, a Director and the Secretary of each company should sign.)

I/we declare that the information given is complete and true

Signed	<input type="text"/>	Date	<input type="text"/>
Signed	<input type="text"/>	Date	<input type="text"/>
Signed	<input type="text"/>	Date	<input type="text"/>
Signed	<input type="text"/>	Date	<input type="text"/>

**Return the completed form to: Security Services Licences Branch, Northern Ireland Office,
Stormont House Annexe, Stormont, Belfast BT4 3SH**

SECURITY LICENCE APPLICATION CHECKLIST.

	Please tick appropriate answer and follow instructions.	YES	NO
1	Have you read the guidance notes provided?	Please proceed with all remaining questions	<i>We recommend you familiarise yourself with the guidance notes to ensure you are fully aware of the schemes regulations.</i>
2	Is this the first time you have applied for a security licence?	<i>Please proceed with all remaining questions</i>	<i>Please proceed to question 5</i>
3	Is this application representing a partnership?	<i>Please ensure you have enclosed a certified copy of the Partnership Deed.</i>	<i>Please proceed to question 4</i>
4	Is this application representing a company or corporate body?	<i>Please ensure you have attached a copy of the Memorandum and Articles of Association.</i>	<i>Please proceed to question 5</i>
5	Have you provided details of every person you employ, or propose to employ as a security guard?		<i>We refer you to paragraphs 17-19 of Schedule 6 to the Justice & Security (Northern Ireland) Act 2007.</i>
6	Have you signed and dated the form at Part E?	<i>Please read through your form ensuring all parts are fully completed, this will ensure your application can be processed without any unnecessary delays.</i>	

NOTES FOR GUIDANCE - APPLICATION FOR SECURITY LICENCE

Please read these notes carefully before completing the application form.

WHAT IS THE LAW?

The Justice and Security (Northern Ireland) Act 2007 requires persons offering or providing security guard services for reward to obtain a licence from the Secretary of State. Provision of such services without a valid licence is an offence punishable on conviction on indictment by a term of imprisonment up to 5 years or a fine or both.

The purpose of this legislation is to prevent paramilitary organisations and persons engaged in criminal activity raising funds under the guise of legitimate private security businesses. The Secretary of State may refuse a licence on certain grounds.

Paragraph 9 of Schedule 6 to the Justice & Security (Northern Ireland) Act 2007 provides that the Secretary of State shall grant an application for a licence unless satisfied that any of Conditions 1 to 4 applies.

Condition 1 for the refusal of a licence is that a proscribed organisation, or an organisation which appears to the Secretary of State to be closely associated with a proscribed organisation, would be likely to benefit from the licence.

Condition 2 for the refusal of a licence is that there are reasonable grounds to suspect that any of the following is engaged in criminal activity:

- (i) a business involving the provision for reward of security services which is, was or is proposed to be carried on by the applicant.
- (ii) a person whom the applicant employs or proposes to employ as a security guard.
- (iii) a partner or proposed member of the applicant (where the applicant is a partnership), and
- (iv) an officer or proposed officer of the applicant (where the applicant is a body corporate)

Condition 3 for the refusal of a licence is that the applicant has persistently failed to comply with the requirements of Schedule 6 to the Justice & Security (Northern Ireland) Act 2007.

Condition 4 for the refusal of a licence is that the refusal of a licence is that the applicant has failed to comply with a condition imposed under paragraph 10 of Schedule 6 to the Justice & Security (Northern Ireland) Act 2007.

WHAT DOES 'ENGAGED IN CRIMINAL ACTIVITY' MEAN?

The objective is to prevent individuals and companies who are involved in violent and organised crime from exploiting the private security industry as part of their criminal enterprise, or for money laundering purposes.

The phrase 'engaged in criminal activity' in this context means ongoing and current activity. In assessing this, it would be reasonable to look at recent activity. The test would not enable the Secretary of State to refuse licences to people merely because they have one or more previous convictions, however serious, unless they fall into one of the categories stipulated in Conditions 1 to 4 which are detailed above.

DO I NEED A LICENCE?

You **will** need a licence:

- if your business involves the provision of any form of security guard - including static guards, mobile patrols, dog handlers or security vans;
- if you are a self-employed security guard - even if you do not employ any other guards.

You **will not** need a licence:

- if your business is concerned only with supplying or installing security equipment such as alarms, safes or cameras;
- if you employ your own staff on security duties to protect your own premises or property - e.g. a factory which employs its own watchman.

WHO CAN HOLD A LICENCE?

A licence may be issued to individuals, partnerships or companies. Individual applicants should note that the licence will be valid **only** for the person to whom it is issued, if the named person dies or gives up the business it will be illegal for another person to carry on the business.

HOW LONG IS A LICENCE VALID?

Licences are valid for a period of one year. Application for a fresh licence must be received at least 3 months before the expiry of the licence currently held. If your application for renewal is not received by that date it will be assumed that you no longer intend to provide security services. **It is an offence to continue to operate without a valid licence.**

HOW DO I APPLY?

Complete the application form and return it to the address below. **It is an offence, punishable on conviction on indictment by up to 2 years imprisonment for knowingly or recklessly giving information which is false or materially misleading.**

WHAT IF MY CIRCUMSTANCES CHANGE?

If, after making your application, you decide to employ new security guards or if you propose to make any changes in the management of your business you are obliged to advise this office, in writing, not less than 14 days before the date of change occurs or if this is not reasonably practicable, as soon as is reasonably practicable. A person commits an offence if he fails to comply with paragraphs 17 and 18.

FURTHER INFORMATION

These notes are for guidance only. If you wish to obtain further information please contact:

**THE SECURITY SERVICES LICENCES BRANCH, NORTHERN IRELAND OFFICE,
STORMONT HOUSE ANNEXE, STORMONT, BELFAST, BT4 3SH. TELEPHONE (028) 9076 5460,
FAX (028) 9052 7807. Email at secretary@nio.x.gsi.gov.uk**