



Security Industry Authority

Get Licensed

SIA licensing criteria



CONTENTS

INTRODUCTION	5
About the SIA	5
Better regulation	5
Responsibility for getting a licence	5
Getting help with applying	5
Penalties for operating without a licence	6
Keeping up to date	6
SIA licensing in Scotland	6
LICENSABLE ROLES	6
Roles	6
LICENSABLE ACTIVITIES	8
Manned Guarding	8
Exemptions	8
Cash and Valuables in Transit	9
Close Protection	9
Door Supervision	9
Public Space Surveillance (CCTV)	9
Security Guard	9
Manned Guarding flowchart	10
Immobilisation, restriction and removal of vehicles	12
Key Holding	12
LICENCE INTEGRATION	13
LICENSED PREMISES	13
Definition	13
Licensed premises open to the public	14
GETTING YOUR LICENCE	15
Qualifying for a licence	15
The cost of a licence application	15
Multiple licensing	16
How to apply for your licence	16
Licence renewals	16
Application processing time	17
Licence validity	17
Conditions of your licence	17
Further conditions for vehicle immobiliser licences	18
Public register of licence holders	19

TRAINING AND QUALIFICATIONS	19
Scottish – English/Welsh qualifications	20
Overseas licences and qualifications	20
Qualification for a Cash and Valuables in Transit licence	21
Training content	21
Where to get your qualification	22
Qualification exemptions	22
Overseas exemptions	22
Qualification for a Close Protection licence	23
Training content	23
Where to get your qualification	23
Qualification exemptions	24
Overseas exemptions	24
Qualification for a Door Supervisor licence	26
Training content	26
Where to get your qualification	26
Qualification exemptions	27
Overseas exemptions	28
Qualification for a Public Space Surveillance CCTV licence	28
Training content	28
Where to get your qualification	28
Qualification exemptions	29
Overseas exemptions	30
Qualification for a Security Guard licence	30
Training content	30
Where to get your qualification	31
Qualification exemptions	32
Overseas exemptions	32
Qualification for a Vehicle Immobiliser licence	32
Training content	32
Where to get your qualification	33
Qualification exemptions	34
Overseas exemptions	34
Qualification for a Key Holding licence	34

CRIMINAL RECORD CHECKS	34
How to check your own record	34
What we take into account in assessing your criminality	35
Assessment of seriousness	35
Offences	35
Serious offences	35
Assessment grid	36
Consider additional factors	36
Cautions and warnings	37
Rehabilitation	38
Charges awaiting trial	38
Ex-juvenile offenders	38
If you have lived or worked overseas (including Northern Ireland)	38
Armed forces records certificates	39
Previously held licences	39
Official sources not available to provide criminal record checks	39
OTHER CRITERIA	40
Mental health	40
Use of other information	40
The right to work	40
Further information	40
REFUSING A LICENCE	41
Mitigation	41
Revoking a licence	42
Suspending a licence	42
REPORTING UNLICENSED OPERATIVES	43
CONTACT US	44
CONTACT DETAILS	44
LIST OF OFFENCES	46
Juvenile offences	46
Overseas offences	46
List A – Front line and non-front line applicants	47
List B – Front line applicants	59

INTRODUCTION

If you work in one of the roles listed below in England, Wales or Scotland or employ someone who works in one of the roles, you may need an SIA licence. This booklet sets out when a licence is required and what you need to do in order to apply for one.

- Manned guarding including
 - Cash and valuables in transit
 - Close protection
 - Door supervision
 - Public space surveillance CCTV
 - Security guarding
- Vehicle immobilisation* (immobilisation, restriction and removal of vehicles)
- Key holding

*Does not apply in Scotland

About the SIA

The Security Industry Authority is the organisation responsible for regulating the private security industry. We are an independent body reporting to the Home Secretary, established in 2003 under the terms of the Private Security Industry Act 2001. Our mission is to help protect society by collaboratively developing and achieving high standards within the private security industry. Our remit currently covers England, Wales and Scotland.

We have two main duties. One is the compulsory licensing of individuals working in specific sectors of the private security industry; the other is to manage the Approved Contractor Scheme, which measures private security companies against a set of independently assessed criteria.

Better regulation

We are committed to the Government's principles of good regulation. We aim to be:

- Proportionate by intervening with regulation only where justified
- Accountable by reaching decisions in a logical and open manner
- Consistent by working with partners in the delivery of shared initiatives and policies
- Transparent by consulting on our policies, services and strategies and by ensuring people know what to expect from us
- Targeted by focussing our resources on tackling issues and problem solving

Responsibility for getting a licence

You, the operative, are responsible for obtaining a licence to work legally within the private security industry. You will be breaking the law if you work without a licence and your employer will be breaking the law if they use unlicensed staff. It is not your employer's responsibility to get you licensed, but it is their responsibility to ensure that their security staff always have the right licence for the role they ask them to perform.

Getting help with applying

If you do need a licence to do your job, you should ask your employer whether they have arrangements in place to help you to apply for your licence.

Many companies that employ licensable staff will want to ensure that their people are properly trained and ready to apply for a licence in good time. Most companies recognise that it makes good commercial sense to plan ahead so that they can manage staff training programmes and licence applications.

Penalties for operating without a licence

For those working in a licensable security role or supplying unlicensed security staff, without an SIA licence the penalties are currently as follows;

- summary conviction at a Magistrate's Court, Sheriff Court or District Court: a maximum penalty of six months imprisonment and/or a fine of up to £5,000, or
- (for supplying unlicensed staff only) trial on indictment at Crown Court, High Court of Justiciary or Sheriff and jury trial: an unlimited fine and/or up to five years imprisonment.

Interested parties should seek their own independent legal advice on this matter if they are concerned about their individual liabilities.

Keeping up to date

Our published criteria are revised from time to time. To ensure that you have the most recent version please either consult our website or call our contact centre and we will ensure that you are sent an up to date version of the criteria.

You are advised to consult private security industry regulations, these prescribe through secondary legislation the interpretation of licensable conduct that is defined in this booklet.

SIA licensing in Scotland

An SIA licence is currently required for those undertaking licensable activities in England and Wales. From 1 November 2007 this will be extended to include Scotland when it will become illegal to undertake licensable activity without an SIA licence. Applications are now being accepted and processed for those undertaking licensable activity in Scotland.

LICENSABLE ROLES

Whether or not a licence is required is determined by the [role](#) that is performed and the [activity](#) that is undertaken. These are described fully in Section 3 and Schedule 2 of the Private Security Industry Act 2001 (as amended).

Roles

The following list shows the [roles](#) that are licensable. If a role you undertake is shown below then you will need a licence if you also undertake a licensable [activity](#). These role definitions are an interpretation for presentational purposes and are produced in good faith. However, the wording in the Private Security Industry Act 2001 always overrides them.

There are two types of licence:

a [front line licence](#) is required if undertaking designated licensable activity, other than key holding activities (this also covers undertaking non front-line activity). A front line

licence is in the form of a credit card sized plastic card that must be worn, subject to the licence conditions.

a [non-front line licence](#) is required for those who manage, supervise and/or employ individuals who engage in designated licensable activity, as long as front line activity is not carried out. A non-front line licence is issued in the form of a letter that also covers front line key holding activities.

For the purposes of the Act, directors means executive and non-executive directors, shadow directors, parent company directors and corporate entities holding a directorship.

Role		Licence type	
a)	Sole traders, contractors, directors of companies and partners of firms who perform designated licensable activities themselves for the purposes of or in connection with any contract to supply services to the consumer.	Front line	Note that all these roles are in relation to contracts for the supply of services. These are the 'contract' roles
b)	Employees of sole traders, companies or firms who perform the designated activities themselves for the purposes of or in connection with any contract to supply services to the consumer.	Front line	
c)	Employees, directors of companies and partners of firms that perform designated duties themselves under instructions given by the consumer they are contracted to supply the services to.	Front line	
d)	Any person who manages or supervises employees of a security provider where such employees perform designated activities for the purposes of or in connection with any contract to a consumer. (see note below)	Non-front line	
e)	Any person who manages and supervises agency workers who are instructed to carry out designated activities (see note below)	Non-front line	
f)	Directors or partners of a company/firm when any other of the directors, partners or employees of that company/firm perform licensable conduct as described in (a) to (e) above.	Non-front line	
g)	Any person that employs door supervisors or vehicle immobilisers.	Non-front line	These roles are often referred to as 'in-house'
h)	Any person (whether an employee, or the director of a company, or the partner of a firm) that performs door supervision or vehicle immobilisation.	Front line	
i)	Persons who are employed to manage or supervise door supervisors or vehicle immobilisers.	Non-front line	
j)	Any person performing licensable vehicle immobilisation activity and charging a release fee. This includes landowners, their staff and volunteers.	Front line	Special additional role relating to anyone including landowners, their staff and volunteers.

Note:

- If you act as a manager or supervisor of an individual where that individual is required to carry out designated licensable activities for the purposes of or in

connection with a contract for the supply of services then you will require a licence even if you are an employee of the customer of the services.

- If you merely give directions to a licensable individual on the customer's behalf, you are not considered a manager or supervisor of that person. In addition, if you are engaged by the firm providing the security services, to give directions only, you are not required to be licensed.

LICENSABLE ACTIVITIES

Manned guarding

Manned guarding activity (see paragraph 2 of Schedule 2 of the Private Security Industry Act 2001) includes any of the following:

- a) guarding premises against unauthorised access or occupation, against outbreaks of disorder or against damage;
- b) guarding property against destruction or damage, against being stolen or against being otherwise dishonestly taken or obtained;
- c) guarding one or more individuals against assault or against injuries that might be suffered in consequence of the unlawful conduct of others.

All of the above includes providing a physical presence, or carrying out any form of patrol or surveillance, as to deter or otherwise discourage it from happening or to provide information, if it happens, about what has happened.

References to guarding premises against unauthorised access include being wholly or partly responsible for determining the suitability for admission to the premises of persons applying for admission. However, this does not include the activities of a person who exercises control over the persons allowed access to any premises to the extent only of securing, or checking, that persons allowed access have paid for admission or have invitations or passes allowing admission.

Exemptions

The manned guarding activities above do not apply to the activities of a person who, incidentally to the carrying out of any activities in relation to a group of individuals which are neither manned guarding activities or checking that persons allowed access have paid etc. (as above), maintains order or discipline amongst those individuals. An example might be a school teacher accompanying children on an outing.

The manned guarding activities which require a licence do not apply to the activities of a person who, incidentally to the carrying out of activities which are not wholly or mainly the activities of a security operative, responds to a sudden or unexpected occurrence.

Exemption from licensing (in England and Wales only) applies to in-house employees when carrying out duties in connection with their employer's use of a certified sports ground or certified sports stand for purposes for which its safety certificate has effect. Employees of a visiting team to such premises are also exempt provided that the visiting team has a certified sports ground or stand. For a more precise description of the exemption see Section 4(6) to 4(12) of the Private Security Industry Act 2001 as

amended and the explanatory notes to section 63 of the Violent Crime Reduction Act 2006.

There are certain exclusions mentioned within the Private Security Industry Act 2001. The Act should be referred to for full details of when a licence is not required.

Cash and valuables in transit

A Cash and Valuables in Transit licence is required when guarding property against destruction or damage, against being stolen or against being otherwise dishonestly taken or obtained, involving the secure transportation of property in vehicles specially manufactured or adapted so as to have secure transportation as their primary function. This applies if your services are supplied for the purposes of or in connection with any contract to a consumer.

Close protection

A Close Protection licence is required when guarding one or more individuals against assault or against injuries that might be suffered in consequence of the unlawful conduct of others. This applies if your services are supplied for the purposes of or in connection with any contract to a consumer.

Door supervision

A Door Supervisor licence is required if manned guarding activities are undertaken in relation to licensed premises*, except where the activity only involves the use of CCTV equipment or falls within the definition of cash and valuables in transit or close protection described above. A Door Supervisor licence is required if you are performing this activity on behalf of yourself or your employer or your services are supplied for the purposes of or in connection with any contract to a consumer.

Public space surveillance (CCTV)

A Public Space Surveillance (CCTV) licence is required when manned guarding activities are undertaken involving the use of closed circuit television equipment to –

- a) monitor the activities of a member of the public in a public or private place; or
- b) identify a particular person;

including the use of CCTV in these cases to record images that are viewed on non-CCTV equipment, for purposes other than identifying a trespasser or protecting property. This applies only if your services are supplied for the purposes of or in connection with any contract to a consumer.

Security guarding

A Security licence is required when manned guarding activity, that does not fall under the descriptions above of door supervision, close protection, cash and valuables in transit, or public space surveillance (CCTV), is undertaken. This applies only if your services are supplied for the purposes of or in connection with any contract to a consumer.

*'in relation to licensed premises' means when those premises are open to the public, at times when alcohol is being supplied for consumption, or regulated entertainment is being provided, on the premises.

Manned guarding flowchart

The flowchart on page 11 gives an indication of which licence you need. Please note that the flowchart should be used as a guide only and is not a substitute for the Act. To avoid any element of doubt, please read the Private Security Industry Act 2001, Section 3 and Schedule 2 (as amended).

Note 1

None of the five 'manned guarding' licences is required. However, you should ensure that your activity doesn't fall within one of the other types of licensable activity i.e. key holding or vehicle immobilisation, see page 12.

Note 2

There are some exemptions to SIA licensing. These are mentioned in the 'Exemptions' section on page 8.

Note 3

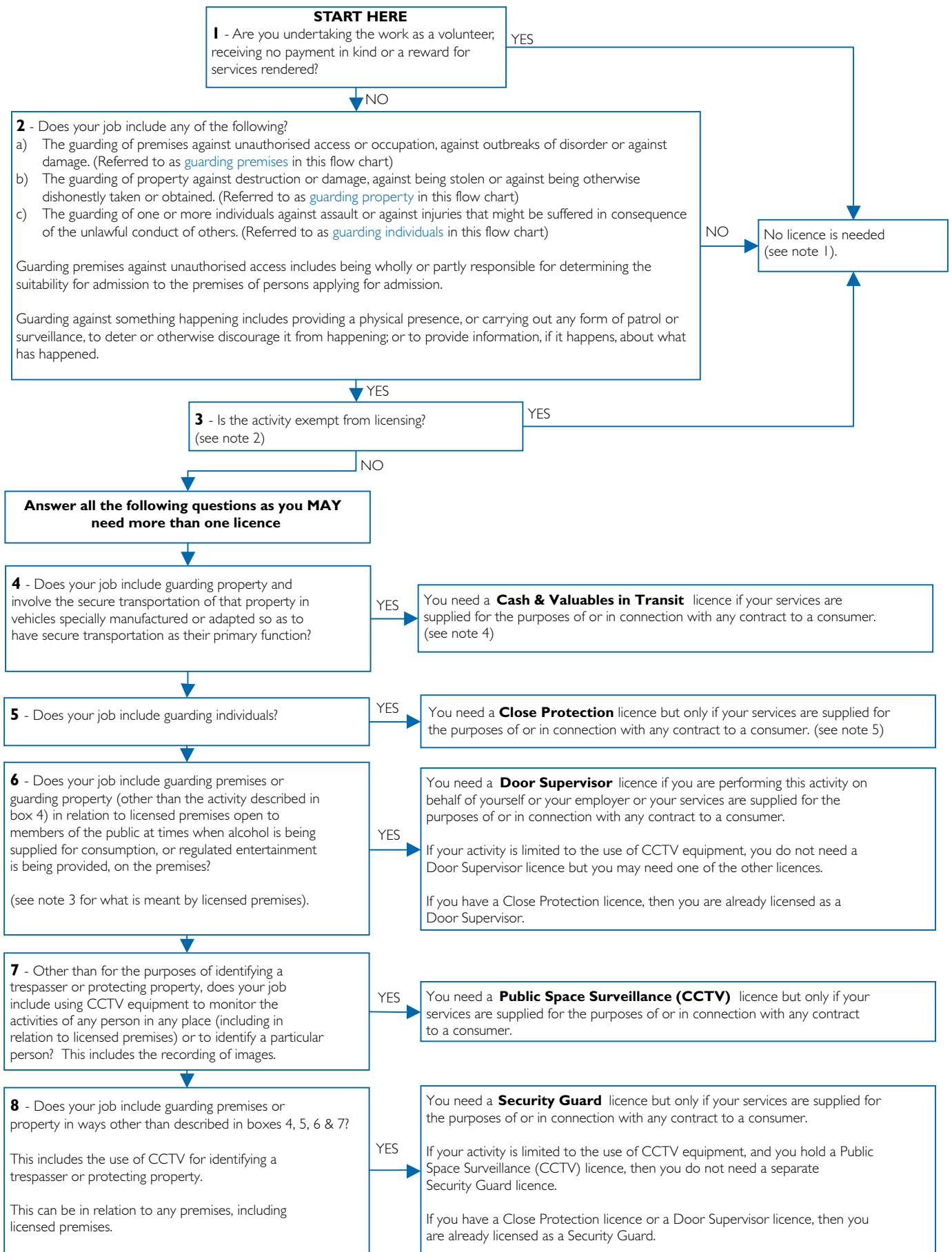
Please see the section about licensed premises on page 13.

Note 4

As this activity is undertaken in relation to property and not in relation to licensed premises (as defined under the Private Security Industry Act 2001) the additional controls under schedule 2 of the Act would not apply even if performed on licensed premises.

Note 5

As this activity is undertaken in relation to persons and not in relation to licensed premises (as defined under the Private Security Industry Act 2001) the additional controls under schedule 2 of the Act would not apply even if performed on licensed premises.



Immobilisation, restriction and removal of vehicles

This activity is:

Either

- a) the moving of a vehicle by any means;
- b) the restriction of the movement of a vehicle by any means (including the immobilisation of a vehicle by attaching a device to it);
- c) the release of a vehicle which has been so moved or restricted, where release is effected by returning the vehicle to the control of the person who was otherwise entitled to remove it, by removing any restriction on the movement of the vehicle by removing the device or by any other means; or
- d) the demanding or collection of a charge as a condition of any such release of or for the removal of the device from a vehicle.

Vehicle immobiliser activity only applies to activities carried out for the purpose of preventing or inhibiting the removal of a vehicle by a person otherwise entitled to remove it.

Vehicle immobiliser activity only applies where it is proposed to impose a charge for the release of the vehicle.

Vehicle immobiliser activity applies to any activities carried out in relation to a vehicle while it is elsewhere than on a road within the meaning of the Road Traffic Act 1988.

The requirement to hold a licence when carrying out the immobilisation, restriction or removal activity as defined in the Act applies to anyone e.g. land occupiers, in-house employees, staff supplied for the purposes of or in connection with any contract to a consumer or volunteers.

There are certain exclusions mentioned within the Private Security Industry Act 2001. The Act (paragraphs 2 and 3A of Schedule 2) should be referred to for full details of when a licence is not required.

Vehicle immobilising does not apply to Scotland.

Key holding

A Key Holding licence is required when keeping custody of, or controlling access to, any key or similar device for operating (whether mechanically, electronically or otherwise) any lock.

This does not apply to:

- the activities of a person who holds a key or other device for obtaining access to any premises for the purposes incidental to the provision in relation to those premises, or in relation to an individual present on those premises, or any services that do not consist of or include the carrying out of any of the manned guarding activities.
- to activities carried out merely incidentally to the provision of any services in connection with a proposal for the sale of any premises or other property to which the key or similar device gives access.

The requirement to hold a key holding licence applies only if your services are supplied for the purposes of or in connection with any contract to a consumer.

LICENCE INTEGRATION

In some cases, we are satisfied that the licensing criteria to be met for one licensable activity are sufficient to allow a licensed individual to carry out other licensable activities. The matrix below shows where a licence may be used to cover more than one activity.

Licence held	Sectors covered								
	Cash & valuables in transit	Close protection	Door supervision	Public space surveillance CCTV ²	Security guarding	CCTV roles only within security guarding ³	Vehicle immobilisation	Key holding	Non-front line (all sectors)
Front line Door Supervisor licence holders can work as:			✓		✓	✓		✓	✓
Front line Close Protection licence holders can work as:		✓	✓		✓	✓		✓	✓
Front line Cash and Valuables in Transit licence holders can work as:	✓							✓	✓
Front line Public Space Surveillance CCTV licence holders can work as:				✓		✓		✓	✓
Front line Security licence holders can work as:					✓	✓		✓	✓
Front line Vehicle Immobiliser licence holders can work as:							✓	✓	✓
Key Holder licence ¹ holders can work as:								✓	✓
Non-front line licence ¹ holders in any sector can work as:								✓	✓

¹ Issued in the form of a letter.

² Undertaken to monitor the activities of a member of the public in a public or private place or identify a particular person

³ Only to identify a trespasser or to protect property

LICENSED PREMISES

Definition

For the purpose of the Private Security Industry Act 2001 in England, Wales and Scotland, the definition of 'licensed premises' is:

- premises in respect of which a premises licence or temporary event notice has effect under the Licensing Act 2003 to authorise the supply of alcohol (within the meaning of section 14 of that Act) for consumption on the premises;
- premises in respect of which a premises licence or temporary event notice has effect under that Act to authorise the provision of regulated entertainment;
- premises in respect of which a licence of a prescribed description under any prescribed local statutory provision is for the time being in force;

- premises specified in a public house licence (within the meaning of the Licensing (Scotland) Act 1976) which is for the time being in force;
- premises specified in an hotel licence (within the meaning of the 1976 Act) which is for the time being in force;
- premises specified in an entertainment licence (within the meaning of the 1976 Act) which is for the time being in force if they comprise a dance hall;
- premises comprised in a place to which an occasional licence granted under section 33(1) of the 1976 Act (occasional licence for premises other than licensed premises or clubs) to the holder of a public house licence or hotel licence extends;
- premises comprised in a place to which an occasional permission granted under section 34(1) of the 1976 Act (occasional permission for sale of alcohol in the course of catering for events arising from or related to the activities of a voluntary organisation) extends;
- premises comprised in a place or class of place for the time being specified by resolution under section 9(5)(b) of the Civic Government (Scotland) Act 1982 (resolution specifying place or class of place falling to be licensed if to be used as place of public entertainment);
- premises comprised in a place where an activity for the time being designated under section 44(1) of the 1982 Act (additional activities for which a licence is required) is carried on provided that, in the case of an activity designated under paragraph (a) of that section, the requisite resolution under section 9 of that Act has been obtained.

Premises are not licensed premises...

- if there is in force in respect of the premises a premises licence which authorises regulated entertainment within paragraph 2(1)(a) or (b) of Schedule 1 to the Licensing Act 2003 (plays and films);
- in relation to any occasion on which the premises are being used
 - exclusively for the purposes of a club which holds a club premises certificate in respect of the premises, or
 - for regulated entertainment of the kind mentioned in paragraph 2(1)(a) of Schedule 1 to the Licensing Act 2003 (plays and films), in circumstances where that use is a permitted temporary activity by virtue of Part 5 of the 2003 Act;
- in relation to any occasion on which a casino premises licence or a bingo premises licence is in force in respect of the premises under the Gambling Act 2005 and the premises are being used wholly or mainly for the purposes for which such a licence is required;
- for Scotland, in relation to any occasion on which a licence is in force in respect of the premises under the Theatres Act 1968 or the Cinemas Act 1985 and the premises are being used wholly or mainly for the purposes for which the licence is required.

Licensed premises open to the public

For the purpose of the Private Security Industry Act 2001, licensed premises are considered to be open to the public when alcohol is being supplied for consumption, or regulated entertainment is being provided, on the premises. For a complete understanding of how licensed premises affects manned guarding, please refer to the Private Security Industry Act 2001, Schedule 2, Part 2 (as amended).

References to the occasion on which any premises are being used for a particular purpose include references to any time on that occasion when the premises are about to be used for that purpose, or have just been used for that purpose.

Examples of when events or venues are open to the public:

- ticket only event where the public can purchase tickets either at the door or through agents
- An event open to selected members of the public e.g. delegates at a work related conference or exhibition
- A venue open to members e.g. a student union bar which has been issued a premises licence under the Licensing Act 2003

Examples of when events or venues may not be open to the public, for the purposes of the Private Security Industry Act 2001:

- The set up and break down of an event or exhibition where access is restricted to exhibitors and those responsible for its organisation
- A beer tent situated within a showground, that is closed to members of the public
- Any occasions when alcohol is not being supplied for consumption, or regulated entertainment is not being provided, on the premises

GETTING YOUR LICENCE

Qualifying for a licence

To qualify for an SIA licence to operate in any of the front line licensable activities listed on page 8, you must be aged 18 or over. You will also need to pass an identity check, a criminal record check, and have achieved the appropriate SIA approved training qualification.

To qualify for an SIA licence to operate in a non front-line role, such as a manager or supervisor, you must be aged 18 or over and will need to pass an identity check and a criminal record check. You will not need SIA approved training.

In all cases, we may also need to consider other information as described in the 'Other Criteria' Section on page 40.

The cost of a licence application

The fee for processing your licence application is currently £245 for all applications including renewals. The fee is payable whether your licence is granted or rejected and no part of the licence fee is refundable.

Licence fees contribute to the following costs:

- Administration in processing and issuing licences
- Performing criminality checks
- Enforcement and compliance
- Communicating to those operating within the industry to help them understand licensing requirements and the application process
- Providing SIA staff and maintaining our office infrastructure
- Research and development to continually enhance the standards of professionalism and performance within the security industry

If you pay your own licence fee you may be able to claim tax relief against your taxable income.

Multiple licensing

Despite licence integration in some sectors, it is inevitable that some security operatives will need a licence for more than one licensable activity. It would be unreasonable to expect people to pay the full price for each licence they require but, at the same time, we must cover the cost of processing applications. The cost of a licence for additional activity will, therefore, be discounted by 50%. So, for example, if a security operative has a Security licence it will cost £245. If another licence is required, such as a Public Space Surveillance (CCTV) licence, the second licence will cost £122.50.

There will be no discount on the Vehicle Immobiliser licence. This is because, unlike other SIA licences, it is valid for one year. However, if for example, a security operative with a Security licence is required to undertake vehicle immobiliser duties, the vehicle immobilisation licence will have to be paid in full. But a discount can then be requested on the Security licence so long as the Vehicle Immobiliser licence is held first. In all cases the full price licence must have more than four months unexpired.

How to apply for your licence

You can apply for your SIA licence online at www.the-sia.org.uk or by completing an application form available from our contact centre or many security suppliers and training providers.

Any information that you supply in connection with your SIA licence application will be processed in accordance with the Data Protection Act 1998. We are a data controller for the purposes of this Act. Information you supply may be shared with other government departments and law enforcement agencies where it is necessary to carry out our functions and/or where the law permits.

Employers of security operatives may register with us to use an online bulk application service. To register visit our website or call our contact centre.

All SIA licence holders will have their name and licence details published on a register of SIA licence holders, which is available to the public.

Licence renewals

If you already hold an SIA licence you will need to apply for a new one before your current one expires.

Anyone undertaking a designated licensable activity is required to hold a valid SIA licence. This applies regardless of whether you are applying for a new licence or renewing your existing door supervisor licence; there is no grace period.

Licence renewal applications can be made up to four months in advance of the expiry of your current licence. You can renew your SIA licence online at www.the-sia.org.uk or by completing an application form available from our contact centre or many security suppliers and training providers.

There are currently no additional training or qualifications required for renewal applications.

If your application for renewal is successful and is processed before your existing licence expires the new licence will expire three years after your current licence expires.

Application processing time

You should allow for the time it will take to complete any training you need, sit any exams and get your qualification. You must have the relevant qualification before applying for your licence. Further details on training and qualifications can be found on page 19.

Applications will take approximately four to six weeks to process if they are fully and correctly completed. However, overseas criminality and qualification checks and other potential additional checks may be required in order to process your licence application; these can extend the time it takes to process applications.

The documentation you send with your application will be returned to you as soon as possible by courier; however you should ensure that any important documents such as your driving licence or passport are not needed for a time following your application. If they are likely to be required, you are strongly advised NOT to send them as supporting documentation.

Licence validity

Once your application is approved, your licence will be valid for three years, except for front line vehicle immobiliser licences which are valid for 12 months. We will contact you before the expiry date, using the address at which your licence is registered, to remind you that your licence is due for renewal.

Conditions of your licence

You must agree to the following conditions regarding the licence:

Front line staff (except key holders) must:

- Wear the licence where it can be seen at all times when engaging in designated licensable activity (unless you have reported it lost or stolen, or it is in our possession)*
- Tell us and the police as soon as practical if your licence is lost or stolen
- Tell us as soon as practical of any convictions, cautions or warnings, or charges for relevant offences whether committed in the UK or abroad
- Tell us of any changes to your name or address as soon as practical
- Not deface or change the licence in any way. *(Should your licence become damaged, you should advise us and request a replacement)*
- Not wear a licence that has been defaced or altered in any way
- Produce the licence for inspection on the request of any constable, any member or employee of the SIA or other person authorised by the SIA
- Return the licence to us as soon as practical if you are asked to do so
- Tell us as soon as practical of any change to your right to remain or work in the UK

*Covert licence condition:

You do not have to wear your licence where it can be seen, if you can demonstrate that the nature of that conduct on that occasion requires that you should not be immediately identifiable as someone engaging in such conduct. On such occasions you must carry your licence on you and be able to produce it on request. This condition allows store detectives or close protection operatives to perform licensable activities without the need to be identifiable. The covert licence condition cannot apply to vehicle immobilisers.

Non-front line staff (or key holders) must:

- Tell us and the police as soon as practical if your licence is lost or stolen
- Tell us as soon as practical of any convictions, cautions or warnings, or charges for relevant offences whether committed in the UK or abroad
- Tell us of any changes to your name or address as soon as practical
- Produce the licence for inspection on the request of any constable, any member or employee of the SIA or other person authorised by the SIA
- Return the licence to us as soon as practical if you are asked to do so
- Not deface or alter the licence in any way or display a defaced or altered licence
- Tell us as soon as practical of any change to your right to remain or work in the UK

A non-front line licence is issued in the form of a letter.

Applicants with overseas licences and/or qualifications

Where your licence has been granted to any extent based on an existing non-UK licence or qualification, you must:

- Tell us as soon as practical of any changes to the validity of that qualification or licence
- Tell us as soon as practical of any disciplinary action taken or proposed to be taken against you in connection with that qualification or licence

Further conditions for vehicle immobiliser licences

When carrying out front line vehicle immobilisation duties the following conditions must be followed:

A vehicle must not be clamped/blocked/towed if:

- a valid disabled badge is displayed on the vehicle
- it is an emergency service vehicle which is in use as such

If you collect a release fee you must provide a receipt, which must include the following:

- the location where the vehicle was clamped, blocked or towed
- your own name and signature
- your licence number
- the date on which the vehicle was clamped, blocked or towed

Your licence can be revoked or suspended if the conditions above are not met, please refer to page 42.

Public register of licence holders

If you are granted a licence details of this are kept on the Register of Licence Holders in line with our statutory obligation under the Private Security Industry Act 2001. The register can be searched on line by licence number or by a combination of personal details such as name and date of birth. A search will reveal the following information in respect of a licensed individual:

- Name, middle initial and surname
- Licence number
- Which sector the licence relates to e.g. door supervisors
- Role e.g. front line
- Expiry date

The public register of licence holders is on our website and can also be accessed 24 hours a day through an automated response service on our contact centre.

Details of licence holders who have had their licence revoked or suspended are available on our website.

TRAINING AND QUALIFICATIONS

It is important that everyone working in the private security industry has the right skills and knowledge to do their job well and safely. You will need to obtain a recognised qualification by taking a training course and passing an exam in order to get a front line licence in the following sectors:

- Cash and Valuables in Transit
- Close Protection
- Door Supervision
- Public Space Surveillance CCTV
- Security Guard
- Vehicle Immobilisers (England and Wales only)

We do not deliver training courses, award qualifications, or provide funding. However, we have endorsed a number of Awarding Bodies to approve training providers, oversee the standard of assessment and to award qualifications recognised for licensing.

If you need to attend a training course that will lead to an SIA recognised qualification, you should contact an awarding body who will provide you with details of approved training organisations that offer the course you need. Alternatively our website and contact centre can provide a list of training providers approved by the awarding bodies.

It may take a while to organise your training, attend the training course, sit the exam and wait for your result. [You will need to do this before you apply for your SIA licence.](#)

Only full certification from one of the listed qualifications accepted for SIA licensing offered by an endorsed awarding body will be acceptable evidence of meeting the competency criteria for a front line licence.

Scottish – English/Welsh qualifications

Training and qualifications have been developed by SIA endorsed awarding bodies and accredited for Scotland by the Scottish Qualifications Authority and for England and Wales by the Qualifications & Curriculum Authority.

There is only one SIA licence across Great Britain. All SIA endorsed qualifications (whether Scotland specific or England and Wales specific) are equivalent and accepted as part of an SIA licence application regardless of the applicant's location. Changes to the SIA standards were made only where necessary and to reflect the legal differences between Scotland and England/Wales. Employers are advised to add any assignment or location specific training not covered by the qualification for licensing.

Further Education Colleges in Scotland may have some funding available for SIA endorsed training, but this is not widespread or guaranteed.

Overseas licences and qualifications

If you hold a valid licence to work in the private security industry that was issued overseas, you will still need an SIA licence to work in England and Wales (and Scotland from November 2007); you will be breaking the law if you work without one. However, if you hold overseas security related qualifications that are less than three years old, you can contact us to find out if you can be exempted from part of the training or assessment requirement. If you wish to claim exemption, you should contact us for advice before you apply for your licence. It can take a while for us to check overseas qualifications with the authorities in other countries, sometimes up to four months.

You will need to show us proof of your qualification (recognised nationally in the country where you trained) for the sector you want to work in. We will also need to see a copy of the syllabus, which we will check against the training and qualification accepted in this country for licensing. We will then contact you to discuss any training and/or assessment gaps and advise you on how to meet the full criteria.

All overseas applicants will be required to demonstrate that they can communicate in English and have knowledge of relevant laws.

For further information or advice about overseas qualifications please e-mail us at overseasqualifications@the-sia.org.uk.

Further information about licences and qualifications awarded by other countries is available on our website or through our contact centre.

Overseas documents must be translated into English

We will accept original records and documents only. If the documents are not written in English, you must have them translated into English by an accredited translation agency. You must also send in translated qualification syllabuses with all relevant original documents. Information about how to find accredited translation agencies can be found on our website, or by calling our contact centre.

Qualification for a Cash and Valuables in Transit licence

Training content

The training for a qualification for a Cash and Valuables in Transit licence takes 35 hours. The training includes:

Part 1: Cash transportation – industry induction

Aim:

- To introduce the new cash and valuables in transit operatives to the industry and their roles and responsibilities.

Objectives:

By the end of this unit trainees will be able to:

- Identify the range of cash and valuables in transit services
- State the organisation of a cash and valuables in transit branch
- Identify conditions of employment, rules, procedures and benefits, to include an awareness of the Race Relations Act, the Sex Discrimination Act, the Disability Discrimination Act and the Employment Equality Act (discrimination due to Sexual Orientation, Religion and Belief or Age)
- State the methods by which a cash and valuables in transit company communicates with staff
- State cash and valuables in transit procedures for security at work
- State the responsibility of employer and employee in maintaining health and safety at work
- Identify relevant aspects of fire safety
- State a procedure for safe manual handling
- Recognise factors relating to cash and valuables in transit policy on customer care
- Identify relevant aspects of quality assurance.

Part 2: Cash transportation – professional cash and valuables in transit operative

Aim:

- To prepare the new cash and valuables in transit operatives to perform their duties effectively and professionally.

Objectives:

By the end of this unit trainees will be able to:

- Understand the cash and valuables in transit industry and the services offered to customers
- Understand UK and relevant EU transport legislation that affects cash and valuables in transit operations.
- Plan and prepare for a trip
- Load and unload the vehicle
- Operate cash and valuables in transit vehicles
- Comply with operational security
- Produce all relevant documentation
- Use self seal containers, seals and labels

- Carry out collections and deliveries
- Use pavement and vehicle security protection devices
- Deal with emergencies and incidents
- Communicate effectively with others
- Identify and minimise health and safety risks in your workplace
- Give customers a positive impression

Where to get your qualification

The following awarding body provides the cash and valuables in transit training qualification required for SIA licensing. One of the following listed qualifications is required for a front line Cash and Valuables in Transit licence.

Awarding Body	Qualification	Scotland specific	England/Wales specific
National Open College Network (NOCN)	NOCN Level 2 Award in Cash and Valuables in Transit. (Scotland)	✓	
National Open College Network (NOCN)	NOCN Level 2 Award in Cash and Valuables in Transit.		✓

Qualification exemptions

Specific UK qualifications which are not licence-linked may be put forward for consideration by awarding bodies, for exemption in relation to the licence-linked qualifications. The appraisal of such qualifications for exemption will include consideration of equivalence of standards, whether the qualification is nationally accredited and any recognition from the industry sector, trade body or other relevant body. It will also include consideration of how long ago the qualification was taken, and therefore how current the content of the qualification can be considered to be. In arriving at a final decision on any exemption, relevant stakeholders, including Skills for Security, awarding bodies and qualifications regulatory authorities will be consulted.

We will publish recognised and agreed exemptions to ensure a common approach and consistency.

Overseas exemptions

If you hold an overseas qualification or licence for this sector, please refer to the section on 'Overseas licences and qualifications' on page 20. For further advice on exemptions for specific overseas qualifications please e-mail us at overseasqualifications@the-sia.org.uk.

Qualification for a Close Protection licence

Training content

The training for a qualification for a Close Protection licence takes 150 hours. The training includes:

Knowledge and practical skills training (150 hours)

Aim: To introduce and explain the roles and responsibilities of the close protection operative and the roles and responsibilities of the close protection team.

- Introduction to the roles and responsibilities of the close protection operative
- Threat and risk assessment
- Surveillance awareness
- Operational planning
- Law and legislation
- Interpersonal skills
- Close protection team work
- Reconnaissance
- Close protection foot techniques
- Route selection
- Use of close protection vehicle techniques
- Search awareness
- Incidents and dilemmas
- Venue based security
- Communication and conflict management skills

Please note: When applying for your licence you will be required to produce evidence that you have attained a recognised first aid award. You should present your valid first aid certificate to your training provider before you start your training. If you do not have a recognised first aid award you will need to get one in order to get your licence. This is in addition to the minimum 150 hours knowledge and practical skills training.

Recognised First Aid awards required for a licence qualification are:

- First Aid at Work – four day course (HSE approved)
- First Person on Scene (FPOS) Intermediate Award – 30 hours (Edexcel/IHCD)

Where to get your qualification

The following endorsed awarding bodies and university college provide close protection training qualification required for SIA licensing. One of the following listed qualifications is required for a front line Close Protection licence.

Awarding Body/ University	Qualification	Scotland specific	England/ Wales specific
Buckingham and Chilterns University College	Certificate in Protective Security		✓
City & Guilds	Level 3 Certificate in Close Protection		✓
Edexcel	Level 3 BTEC Certificate in Close Protection Operations		✓

Qualification exemptions

If you hold a previous qualification or have relevant experience, you may not need to take all of the training required for a licence. If you have undertaken any of the training shown below, then take your certificate to a training provider who will tell you what to do next.

Please note that this list is subject to change, you should check the most up to date version on our website or by calling our contact centre.

Arrangements for exemptions and Accreditation of Prior Learning are as follows:

1. If you have previously received formal close protection training and are currently employed in an operational close protection role you should take evidence of the training you have received to an approved training provider. Depending on the date and content of the training you have taken, you will be directed to take either the full 150 hours full close protection course or the 24 hour refresher course.
2. If you have completed formal close protection training in the past three years from the organisations listed below and have remained in an operational close protection role, you will be exempt from further training but will be required to take a knowledge and a practical skills assessment.
 - Special Air Service Regiment Body Guard Course
 - Royal Military Police Close Protection Course
 - Metropolitan Police Royalty Protection/Special Branch Close Protection Course
 - Police National Close Protection Courses including Northern Ireland
 - Nemesis Group Close Protection Course
 - Phoenix Close Protection Course

It is strongly recommended that you attend a 24 hour refresher course before undertaking the assessment. If you have trained in either a police or military environment you may find the terminology and procedures to be different in a civilian context and taking the refresher course would give you the best opportunity of passing the assessment.

You will need to demonstrate your practical skills as a close protection operative in two ways, by presenting a portfolio of evidence of skills acquired during the training and by undergoing practical skills assessment during the training period.

Overseas exemptions

If you hold an overseas qualification or licence for this sector, please refer to the section on 'Overseas Licences and Qualifications' on page 20.

The following advises on the exemptions agreed at the time of publication. Please refer to our website for any exemptions which may have been agreed more recently. For further advice regarding overseas qualifications and exemptions please e-mail us at overseasqualifications@the-sia.org.uk.

South Africa

If you have completed a qualification based on the following unit standard you can gain a partial exemption from the training for the qualification required for a Close Protection licence:

SAQA Registered Unit Standard 11510(Level 5): Provide close protection of designated persons

You will need to complete the 24 hour refresher training (Communication and Conflict Management, Law and Legislation, Incidents and Dilemmas, Threats and Risks) and knowledge and practical assessment. You must also provide evidence of completing directed learning which covers:

- Introduction to the Roles and Responsibilities of the Close Protection Operative
- Interpersonal Skills
- Route Selection

Only certificates from training providers approved by SASSETA will be accepted:

Training provider	Area	Telephone
Dynamic Alternatives	Gauteng Province	+27 12 644 0458
Pasco Risk Management	Gauteng Province	+27 11 542 2900
SA Bodyguards Association	Polokwane	+27 86 171 1711

Australia

Australian Asset Security Qualifications

Certificate IV in Close Protection (Asset Security) is split into 'core elective units'. A candidate must participate in all the core elements of the course and select four additional units from the elective choices. The following four electives must be completed by candidates holding the Certificate IV in Close Protection (Asset Security) in order for this qualification to be acceptable as an equivalent to the SIA endorsed close protection qualifications:

1. Undertake alternate transportation security
2. Undertake room entries and clearance tactics
3. Facilitate workplace briefing and de-briefing
4. Assess Threat

A separate qualification, the Certificate III in Security Operations, is a prerequisite to the Certificate IV in Close Protection (Asset Security) and contains a core unit on 'How to Manage Conflict through Negotiation (PRSSO305A)'.

Therefore:

1. If you have completed both qualifications (with the units specified above) within the last three years you must complete the legal requirements of an SIA endorsed close protection course and take the knowledge test and practical skills assessment only.

2. If you have the specified core and elective units for Certificate IV in Close Protection (Asset Security), and have obtained your qualification within the last three years, but have completed Certificate III in Security Operations longer than three years from the date of application for an SIA licence, you must complete the legal requirements of the course along with a refresher focused on conflict management and take the knowledge test and practical skills assessment.
3. You will be required to produce evidence that you have attained a recognised first aid award.

Qualification for a Door Supervisor licence

Training content

The training for the qualification for a Door Supervisor licence takes 30 guided learning hours and can be delivered over four days or at weekends or evening sessions.

The training includes;

Part 1 – Role and responsibilities of door supervisors in the security industry environment

Aim – To ensure that door supervisors have the knowledge and understanding of their role and responsibilities in the security industry environment.

Specifically;

- Introduction to the role and the leisure and security industries
- Standards of behaviour
- Civil and criminal law
- Searching
- Arrest
- Drugs awareness
- Recording incidents and crime scene preservation
- Licensing law
- Equal opportunities
- Health and Safety at Work Act
- Emergency procedures

Part 2: Communication skills and conflict management

Aim – to ensure that door supervisors have the appropriate communication skills and knowledge of conflict management

Specifically;

- Introduction to communication skills and conflict management
- Application of communication skills and conflict management

Where to get your qualification

The following four awarding bodies offer the door supervisor qualification for SIA licensing. One of the following listed qualifications is required for a front line Door Supervisor licence.

Awarding Body	Qualification	Scotland specific	England/Wales specific
British Institute of Innkeeping Awarding Body	Level 2 National Certificate for Door Supervisors (Scotland)	✓	
British Institute of Innkeeping Awarding Body	Level 2 National Certificate for Door Supervisors		✓
City & Guilds	Level 2 National Certificate for Door Supervisors		✓
Edexcel	Level 2 BTEC Award in Door Supervision		✓
Edexcel	BTEC Award in Door Supervision (Scotland)	✓	
National Open College Network (NOCN)	Level 2 Award in Door Supervision		✓
National Open College Network (NOCN)	Level 2 Award in Door Supervision (Scotland)	✓	

Qualification exemptions

If you hold a previous qualification that is less than three years old or have relevant experience, you may not need to complete all of the training and/or assessment required for a licence. The table below shows other qualifications which have an exemption and what you still need to do to achieve the qualification required for a SIA licence. Please note that this list is subject to change, you should check the most up to date version on our website or by calling our contact centre. If you have a certificate for a qualification listed below, you should take it to an approved training provider who will tell you what to do.

Qualification/Award Held By Existing Door Supervisors	Training Requirement	Exam Requirement
British Institute of Innkeeping Awarding Body Level 2 National Certificate for Licensees	Part 2	Parts 1 and 2*
British Institute of Innkeeping both Stages 1 and 2 in Door Supervision (excluding Physical Intervention and First Aid)	None	None
British Institute of Innkeeping Part 1 only in Door Supervision	Part 2	Part 2
Dundee College Door Stewarding award	Parts 2	Parts 1 and 2*
NCFE both Stages 1 and 2 in Door Supervision	None	Part 2
NCFE Stage 1 only in Door Supervision	Part 2	Part 2
SITO/NOCN award in Door Supervision	Part 2	Part 2
Scottish Qualifications Authority Door Supervisors National Work Placed Assessed Unit	Part 2	Part 2

*Training providers will offer brief revision of the learning objectives for Part 1.

Overseas exemptions

Qualification/Award Held By Existing Door Supervisors	Exemption	Training Requirement	Exam Requirement
FETAC (NCVA Level 1) Minor award at Level 4 – Module 'Door Security Procedures'	Exempt from Part 1 training and Part 2 training and assessment.	None	Parts 1*

*You must have knowledge and understanding of relevant UK laws. The FETAC award must have been achieved in the last three years.

Please also refer to the section on 'Overseas licenses and qualification' on page 20. For further advice regarding other specific overseas qualifications please e-mail us at overseasqualifications@the-sia.org.uk.

Qualification for a Public Space Surveillance CCTV licence

Training content

The training for a qualification for a Public Space Surveillance CCTV licence takes 30 hours and may be delivered over four days or at weekends or evening sessions. The training includes:

Knowledge and practical based training and assessment (30 hours)

Aim: To demonstrate skills and knowledge in the effective use of CCTV equipment for public space surveillance.

- Role and responsibilities of the CCTV operator and other CCTV staff
- Codes of practice, operational procedures and guidelines
- CCTV equipment and its operation
- Control room communications and access control
- Legislation
- Dealing with incidents
- Surveillance techniques
- Fire and emergency procedures
- Health and safety

Where to get your qualification

The following four awarding bodies provide the public space surveillance CCTV training qualification required for SIA licensing. One of the following listed qualifications is required for a front line Public Space Surveillance CCTV licence.

Awarding Body	Qualification	Scotland specific	England/Wales specific
ASET	Level 2 Certificate for CCTV operatives (Public Space Surveillance) (Scotland)	✓	
ASET	Level 2 Certificate for CCTV operatives (Public Space Surveillance)		✓
City & Guilds	Level 2 Award for CCTV Operators (Public Space Surveillance)		✓
Edexcel	Level 2 BTEC Award in CCTV operations (Public Space Surveillance)		✓
Edexcel	BTEC Award in CCTV operations (Public Space Surveillance)	✓	
National Open College Network (NOCN)	Level 2 Award for CCTV operations (Public Space Surveillance)		✓
National Open College Network (NOCN)	Level 2 Award for CCTV operations (Public Space Surveillance) (Scotland)	✓	

Qualification exemptions

You may be eligible for an exemption from the training and assessment required for a Public Space Surveillance (CCTV) licence if you have achieved an award or qualification in a CCTV related discipline and/or you have worked in a CCTV control room within the last three years.

It is important to ensure that training remains current. Therefore, qualifications allowing exemption from the SIA approved training must be no more than three years old, except where otherwise stated.

In all cases, you must still apply to an approved training centre to register for and obtain one of the qualifications linked to public space surveillance (CCTV) licensing.

Full exemption

You may be exempt from all of the SIA endorsed training and assessment if you currently work in a public space surveillance CCTV control room and you hold one of the following qualifications:

- NVQ Level 2 in Security, Safety and Loss Prevention (unit certification must include Units 12 and 13) – SITO/City & Guilds
- NVQ Level 2 in Security, Safety and Loss Prevention (unit certification must include Units 12 and 13) – Edexcel
- NVQ Level 2 in Providing Security Services (unit certification must include Units 13, 14 and 15) – SITO/City & Guilds
- NVQ Level 2 in Providing Security Services (unit certification must include Units 13, 14 and 15) – Edexcel
- SVQ Level 2 in Providing Security Services (unit certification must include Units 13, 14 and 15) – SITO/SQA

If you wish to claim exemption from the training and assessment required for the SIA approved qualifications you should contact an approved training centre: they will help you to obtain one of the qualifications linked to public space surveillance (CCTV) licensing.

Please note, unless you can provide sufficient relevant evidence to demonstrate 100 per cent match to the requirements for the accredited Level 2 qualification in CCTV Operations (PSS), you may be asked to do some form of additional learning and assessment.

Partial Exemption

If you do not hold any of the qualifications listed above then you may still be exempt from some or all of the practical skills element of the SIA endorsed training and assessment. However, you must;

- have worked in a public space surveillance CCTV control room within the last three years, and/or;
- hold a certificate for completion of formal CCTV training that has been issued in the last three years.

You will still need to take the knowledge-based exam. Due to the evolving nature of the laws governing public space surveillance and the role of public space surveillance CCTV operatives, it is recommended that you undertake a minimum of six hours refresher training before taking the exam.

Please note that this list is subject to change, you should check the most up to date version on our website or by calling our contact centre.

Overseas exemptions

If you hold an overseas qualification or licence for this sector, please refer to the Section on 'Overseas licences and qualifications' on page 20. For further advice regarding overseas qualifications and exemptions please e-mail us at overseasqualifications@the-sia.org.uk

Qualification for a Security licence

Training content

The training for the qualification for a Security licence takes 30 hours and can be delivered over four days or at weekends or evening sessions. The training includes:

Part 1: Knowledge based training and assessment (22½ hours)

Aim: To develop knowledge and skills about the security industry and the roles and responsibilities of security guards:

- Patrolling
- Access control
- Searching
- Security and emergency systems
- Fire safety
- Health and safety at work
- The law
- Emergencies
- Customer care and social skills
- Communications and reporting
- Equality and diversity

Part 2: Practical scenario based training and assessment (7½ hours)

Aim: To develop knowledge and skills in communication and conflict management

- Avoiding conflict and reducing risk
- Defusing conflict
- Resolving conflict
- Post-incident considerations and learning from conflict.

Where to get your qualification

Currently the following four awarding bodies provide the security qualifications required for SIA licensing. One of the following listed qualifications is required for a front line Security licence.

Awarding Body	Qualification	Scotland specific	England/Wales specific
ASET	Level 2 Certificate for Security Guards (Scotland)	✓	
ASET	Level 2 Certificate for Security Guards		✓
City & Guilds	Level 2 Certificate for Security Guards.		✓
Edexcel	Level 2 BTEC Award in Security Operations		✓
Edexcel	BTEC Award in Security Operations (Scotland)	✓	
National Open College Network (NOCN)	Level 2 Award in Security Guarding		✓
National Open College Network (NOCN)	Level 2 Award in Security Guarding (Scotland)	✓	

Qualification exemptions

Security operatives who have successfully achieved an award/qualification in a security discipline and hold a certificate, which has been awarded by a recognised and approved awarding body, may be exempt from part 1 of the core competency training.

Examples of such exemptions are:

- NVQ Level 2 in Providing Security Services
- SVQ Level 2 in Providing Security Services
- NVQ Level 2 in Security, Safety & Loss Prevention
- SVQ Level 2 in Security, Safety & Loss Prevention
- Knowledge of the Professional Security Officer Level 2 – SITO/City & Guilds

No security operatives will be exempt from part 2 of core competency training. Any further exemptions to this list will be advised on the SIA web site.

Exemptions based on prior learning

Applicants may present to an Awarding body-approved training centre evidence of relevant competence which is not based on a recognised qualification, for consideration of accreditation of prior learning by the training provider. Such accreditation of prior learning consideration must be evidence-based, must have clear audit-trails on how each final decision was reached, and be based on the principles of authenticity, currency, relevance and sufficiency.

Overseas exemptions

Please refer to the section on 'Overseas licenses and qualifications' on page 20. For further advice regarding exemptions for specific overseas qualifications please e-mail us at overseasqualification@the-sia.org.uk

Qualification for a Vehicle Immobiliser licence

Training content

The training for a Vehicle Immobiliser licence takes 35 hours. The training includes:

Part 1 – Knowledge based training and assessment (21 hours)

Aim: To develop knowledge and skills regarding the roles and responsibilities of the vehicle immobiliser:

- Introduction to wheel clamping and removals
- Introduction to the history of the service, the clamp and relevant legislation (Private Security Industry Act 2001)
- Signs, lines and enforcement vehicles
- Vehicle registration marks
- Health and safety
- When to clamp and when to remove vehicles
- Vehicle tow away
- Completing paperwork
- Practical case studies (clamping, removal and paperwork)
- Use of photography
- The payment process
- Procedures for start and end of shift
- Radio operations

- Discretionary parking
- Standards of behaviour for vehicle immobilisers and customer care
- Equal opportunities
- Appeals

Part 2 – Practical scenario based training and assessment (14 hours)

Aim: To develop knowledge and skills in communication and conflict management

- Avoiding conflict and reducing risk
- Defusing conflict
- Resolving conflict
- Post incident considerations and learning from conflict

Where to get your qualification

The following awarding body provides the vehicle immobiliser qualification required for SIA licensing. The qualification is required for a front line Vehicle Immobiliser licence:

Awarding Body	Qualification	Scotland specific	England/Wales specific
Edexcel	Level 2 BTEC Award in Vehicle Immobilisation		✓

Qualification exemptions

If you have successfully achieved a qualification in vehicle immobilisation, or other parking enforcement related activities, which has been accredited by a UK qualifications regulatory authority (e.g. Qualification Curriculum Authority, Scottish Qualification Authority), you may be exempt from part 1 of the core competency training. For further details please contact Edexcel on 0870 240 9800. You must attend and pass part 2.

Overseas exemptions

If you are from overseas and have a relevant qualification in vehicle immobilisation, or related discipline, you may present your certificate and supporting details to us for consideration. Please refer to the Section on 'Overseas licenses and qualifications' on page 20. For further information please refer to our website or e-mail us on overseasqualifications@the-sia.org.uk.

Qualification for a Key Holding licence

There are no training and qualifications required for a key holding licence.

CRIMINAL RECORD CHECKS

We will always carry out a criminal record check on anyone who applies for a licence. If you have a criminal record, it does not necessarily mean that you will not get a licence. However, if you do have any convictions, warnings, cautions or charges awaiting trial for offences we will make our decision according to:

- Whether the offences are included in the lists of offences on pages 47 and 59
- The classification of seriousness of the offences (the lists on pages 47 and 59 classify offences according to degrees of seriousness)
- How recent the offences were

You will not get a licence unless you have been free of the sentence restrictions for a conviction, caution or warning for at least two years before your licence application or for at least five years where we consider the offence to be serious (subject to the limited exceptions listed in the section on Cautions and Warnings on page 37). Relevant offences include those involving violence, offensive weapons, drugs, sexual offences, serious criminal damage, theft and dishonesty. We also consider any offences under the Private Security Industry Act 2001 to be serious.

By 'free of sentence restrictions for a conviction, caution or warning' we mean that we will start counting the time elapsed from the end of the caution or warning, or from the end of the sentence or penalty as appropriate – not from the date when you were sentenced or when the offence or offences were committed. One example would be, if you have been convicted of an offence and spent any time in prison, the date for deciding whether the offence is still relevant for licensing purposes is the date after the sentence would have ended. Even if you were released early we will still regard the offence as relevant up until and including the final date when the sentence restrictions would have ended; the sentence expiry date (SED).

Access to a person's criminal record is usually restricted under the provisions of the Rehabilitation of Offenders Act 1974. However, as it is in the public interest for us to have full disclosure of a person's criminal record in order to assess their suitability for a licence, we are exempt from this restriction and are allowed full access to your criminal record. We are able to consider all offences on record including spent convictions.

How to check your own record

If you have a criminal record you might want to check that it will not prevent you from getting a licence before committing yourself to training and submitting your application and payment – particularly as the payment is non-refundable. You can do this by using the Criminal Record Indicator on our website.

This will indicate whether you meet our criminality criteria in order to obtain a licence. You will be asked to enter information about all cautions, warnings, and convictions you may have. Throughout this process you will remain anonymous.

The result is based on the information that you have entered and is an indication only. It is not a guaranteed outcome of the actual criminal check that we will conduct with the Criminal Records Bureau.

To check your record online go to www.the-sia.org.uk/licences – if you do not have access to the Internet then phone our contact centre and we will do a check for you.

What we take into account in assessing your criminality

Assessment of seriousness

In defining the *seriousness* of an offence for the purpose of assessing criminality, we were originally guided by the meaning of '*serious arrestable offence*' as set out in Section 116 of the Police and Criminal Evidence Act 1984 (PACE). Although this section of PACE is no longer in force, and PACE never extended to Scotland, the original principles of what constituted a '*serious arrestable offence*', as defined by PACE continue to underpin our classification of *seriousness*.

Offences

The offences we consider relevant to licensing are grouped into two lists: A and B on pages 47 and 59. Which lists apply to you depends on the type of work you do. If you are front line staff both lists will apply to you. If you are non-front line staff, for instance if you are a director or partner of a company supplying security staff, then only List A will apply.

If your conviction was for a statutory offence named in this list, but at the time of your conviction it was an offence at common law, or was defined in an earlier or later Act, we will regard it in the same way as the listed offences. Also note that in some cases, the offence listed may cover several offences within the same category. If your offence is not in either list and cannot be regarded in the same way as a listed relevant offence, then we will not take it into account when making a decision on your licence application.

A history of an offence or offences of dishonesty are considered to be relevant in relation to the role of a security operative since the role frequently involves the exercise of checks and searches, and there should be no concerns about the honesty of the security operative. Likewise a history of an offence or offences of a violent nature suggests that an individual will not be able to exercise proper restraint in pressurised situations. These examples are not exhaustive.

Serious offences

You will see that some offences on the lists are marked with a □ or a ■. We regard these offences as serious. Others, which are marked with a ● are considered significant but are less serious. The seriousness of your offence is important, as you will need to be free of the sentence restrictions of a conviction, caution or warning for a clear period of at least two years (for significant offences) or at least five years (for serious offences). This is subject to the limited exceptions listed in the section on Cautions and Warnings, on page 37.

The starting point for the calculation, i.e. the day after a caution, or warning, or the end of a sentence or penalty as appropriate, is described in the table on page 36 as 'the last relevant date'.

Assessment grid

	0 – 2 years from the end of your last relevant date	2 – 5 years from the end of your last relevant date	5 years + from the end of your last relevant date
<input type="checkbox"/> and <input checked="" type="checkbox"/> serious offences	Reject	Reject	Consider additional factors
<input checked="" type="checkbox"/> significant other offences	Reject	Consider additional factors	Grant
Minor or irrelevant or no offences	Grant	Grant	Grant

Consider additional factors

If your criminal record is such that we need to 'consider additional factors' then we shall:

- Look at the total record of all serious offences. A criminal record showing that there has been a pattern of serious offending over a number of years will be treated more seriously than a single episode of offending.
- Look at the total record of all other significant offences in the two to five year period before your application. A criminal record showing that there has been a pattern of other significant offences over a number of years will be treated more seriously than a single episode of offending.
- For the most recent offence, look at whether you have received a warning or caution or (where there has been a conviction), look at the nature of the sentence and the length of time from when the sentence ended beyond the minimum requirement of two or five years.

In applying the above factors to the circumstances of your case we will give you credit if you do not have a pattern of offending. Also we will give you credit for every year you are clear from criminal activity (beyond the minimum two or five years). We assess this period from the day after the last caution, warning or from the expiry of the sentence or penalty. We will use a point system as part of this process. This may mean that we will require a further period beyond the minimum period before we consider you are suitable to be licensed. Longer sentences have a greater impact on your eligibility than shorter sentences.

Cautions and warnings

When making decisions about your eligibility for a licence, we consider cautions and warnings as follows:

- Cautions and warnings that are at least five years old will be disregarded.
- Cautions and warnings will be considered more leniently than convictions where there is a single caution or warning on an otherwise clean record as this does not indicate a pattern of criminality and could be considered out of character. In these cases we will invite mitigation.
- The greater the number of cautions, warnings or convictions on your record, the more likely it will be that we will refuse your licence.
- The principles applied to rehabilitation (on page 38) will be taken into account when considering a recent caution where other criminality exists on your record.

Cautions or warnings for **significant offences**:

- We will disregard a single caution or warning over two years old on an otherwise clean record.
- We will consider additional factors where you have only one caution or warning in the two years before the application on an otherwise clean record. You will be invited to submit mitigating information.
- We will consider additional factors where you have two or more cautions or warnings in the two to five years before the application. You will be invited to submit mitigating information. Higher numbers of cautions or warnings on record will increase the likelihood that we will refuse your licence application.
- We will automatically refuse your licence application where you have two or more cautions or warnings in the two years before the application.
- We will automatically refuse your application if you have a caution or warning in the two years before your application and any other significant offence(s) where the sentence restriction(s) ended in the five years before your application.
- We will automatically refuse your application if you have a caution or warning in the two years before your application and any other serious offence(s) where the sentence restriction(s) ended in the 10 years before your application.

Cautions or warnings for **serious offences**:

- We will disregard any caution or warning over five years old.
- We will consider additional factors where you have only one caution or warning in the five years before the application on an otherwise clean record. You will be invited to submit mitigating information.
- We will automatically refuse your licence application where you have two or more cautions or warnings in the five years before the application.
- We will automatically refuse your licence application if you have a caution or warning in the five years before your application, and any significant offence(s) where the sentence restriction(s) ended in the five years before your application.
- We will automatically refuse your application if you have a caution or warning in the five years before your application and any other serious offence(s) where the sentence restriction(s) ended in the 10 years before your application.

Where you do not fit into any of the above categories your criminal record will be subject to the assessment grid on page 36.

Rehabilitation

We consider rehabilitation when making a decision on your eligibility for a licence as follows:

- Convictions where sentence restrictions have ended at least 15 years before the application will be disregarded. That is providing the conviction(s) was/were not originally classified as serious under the Police and Criminal Evidence (PACE) Act 1984, or resulted in imprisonment of longer than 30 months. This includes sentences of life imprisonment.
- Convictions where sentence restrictions have ended prior to a 10 year crime-free period, whenever that crime-free period occurred, will be disregarded, and only convictions, cautions and warnings since the crime-free period will be taken into account. This is providing the previous conviction(s) was/were not originally classified as PACE serious or resulted in imprisonment of longer than 30 months. This includes sentences of life imprisonment.
- We will always take into account offences that were originally classified as PACE serious or offences which have resulted in a term of imprisonment longer than 30 months (this includes life sentences).
- Convictions for offences classified as significant where sentence restrictions have ended at least five years before the application will be disregarded.

Charges awaiting trial

If, when we process your application, there are outstanding charges against you for relevant offences, then we will wait until the courts have determined the outcome of the charges before making a decision.

If your charges have not been resolved after one year your application will be withdrawn. You are reminded that the licence fee will be non-refundable.

Ex-juvenile offenders

Offences which you committed as a juvenile will be taken into account as we do any other offence.

Criminal records gained between the ages of 10 and 12 are considered spent unless they relate to offence(s) that were originally considered as PACE serious. Any serious offences on record between the ages of 12 and 15 will be subject to the assessment grid on page 36 as will all relevant offence(s) on record for those aged 16 and over.

If you have lived or worked overseas (including Northern Ireland)

This section will apply if you have lived overseas or in Northern Ireland in the last five years. It relates to both front line and non-front line staff.

If you have been based overseas for six continuous months or more during the last five years, you must produce evidence of a criminal record check covering that period from an official source which we can verify. An official source will normally mean the government body who issues criminal record certificates. Please note, overseas records should ideally be provided when you apply for your licence. However, applications can be submitted with overseas criminality checks pending, although a licence cannot be granted until the check which covers at least the previous five years has been satisfactorily verified.

For information about where you can apply for a criminal record certificate from the country concerned or from Northern Ireland, go to our website or call our contact centre. If we do not have the information you need, go to the embassy or high commission of the country concerned for advice. You may also contact the Criminal Records Bureau for information on 08700 100 450 or visit their website at www.crb.gov.uk

Other official sources that we may accept to show good character are listed below.

Armed forces records certificates

If you have been in military service you may supply an extract from your service records. The extract must expressly disclose all convictions. If you have been serving in HM forces, disclosure should cover all periods spent overseas in the last five years, irrespective of length.

Previously held licences

If you currently hold a licence to work in private security abroad and it is a condition of that licence that you have a criminal record check, you may submit this as evidence of your good character. You must inform us about the validity and conditions of your licence, for example what sector it allows you to work in and when it expires. If we are not familiar with that licence, we will seek confirmation of the validity and conditions from the issuing authority. We reserve the right to request further verification.

Official sources not available to provide criminal record checks

In some exceptional cases official sources do not exist or if they do, are unable to supply you with a criminal record check. For example, the government administration has collapsed to a point where there are no credible official sources of information or there is a risk to your personal safety if you make contact with your country of residence. If after thorough investigation (these alternatives can only be approved on a case by case basis), we agree that the official sources are not available to provide criminal record checks, you should provide the following two documents:

- I. An oath sworn in front of an EU registered solicitor or commissioner for oaths attesting to lack of criminal convictions for this period. The following should be present in the sworn oath:
 - a) A statement of the period of time and country it covers.
 - b) Your name and address.
 - c) A statement regarding your criminal record – either clear with no outstanding charges, cautions or warnings, or setting out past offences, cautions, warnings or outstanding charges (with full dates and details of the offence or sentence).
 - d) A declaration to us that the information is true.
 - e) Your signature and date.
 - f) Signature and stamp/address of the solicitor/Commissioner for Oaths.

In addition, the solicitor/Commissioner for Oaths should write a letter on their headed paper confirming the authenticity of the sworn declaration.

2. A character reference from a professional (as stated in the application form counter signatory list) who knew you personally during the specified period.

The following checks will be completed by us before oaths and character references are accepted:

- All character references will be thoroughly checked for authenticity; this may take some time.
- If there are multiple gaps in records – for example several periods of four months overseas in the last five years – and there is reason to believe that more information is needed to make a decision about a case, you may be asked to provide further information.

OTHER CRITERIA

As well as checking your identity, training, and criminal record, we may also look at other types of information.

Mental health

We will take into account any recent mental health problems where you have had to be detained or been subject to other compulsory measures in the five years prior to your application. We will not seek out information about any mental health problems which have not been compulsory or resulted in detention.

Use of other information

We will not normally seek out information about you that may be held by organisations we work with (such as the police and local authorities) which has not been tested in the courts. But if such information is offered to us or we have other information from our own sources, then we will consider it. In this context 'information' will normally mean compelling evidence of relevant criminal activity as defined in the list of offences on pages 47 and 59 of this booklet, anti-social behaviour or criminal association. If we do not grant you a licence on the basis of this information then we will tell you, and you can, if you wish, challenge the decision and the information on which it was based.

The right to work

We may seek information to confirm that you have the right to remain and to work in the UK. This does not replace the statutory responsibility of employers to ensure their employees have the right to work in this country. Employers should not accept the possession of an SIA licence as proof of this right.

Further Information

If you do not give us the information we need, we may ask you to provide us with more detail. We may check the authenticity of the information you supply to us with the relevant government body or with the help of the police. Whether you have a clean record or have committed any offences, we must be satisfied that the evidence you produce is authentic, up-to-date, complete (so it covers every area where you have lived and lists any offences on your record) and comes from a competent official source which we can confirm.

REFUSING A LICENCE

If we judge it necessary to refuse your licence application, we will write to you, providing the basis for our decision, and may invite you to supply further information. You will then have 21 days from the date on our decision letter to provide a response.

If we do not receive a response from you within the 21 days the decision to refuse you a licence will automatically take effect. We will not write again to confirm this. Once the decision to refuse you a licence takes effect, you will have 21 days in which to exercise a right of appeal to your local Magistrates' Court or Sheriff Court.

If you do send in a response within the 21 days we will give it due consideration, and we will write to you to inform you of our final decision. If we decide it is still necessary to refuse your licence, you will then have 21 days from the date of this final decision letter in which to exercise a right of appeal to your local Magistrates' Court or Sheriff Court.

Mitigation

Mitigation is not invited in all cases. Your letter informing you of our licensing decision will advise you whether we will consider mitigation in your case. The type of further information you will be invited to provide to us will depend on which category you fall into in our assessment grid on page 36. If you have been refused a licence on the grounds of criminality your category will have been determined by how relevant, how recent, and the seriousness of the offences on your criminal record. Where you are an automatic refusal in the assessment grid you will only be invited to tell us of any factual errors in our assessment. For example, an error of identity, or an error in assessing your criminal history. We will then consider your submissions when reaching our final decision. Please note we will not consider submissions regarding any type of mitigation on any automatic refusal cases.

In other cases where you are not an automatic refusal and you fall into the 'consider additional factors' category, you will be invited to provide mitigation. We will then consider your submissions in reaching our final decision.

The number of documents you supply in support of your application will not necessarily add weight to your case; it is the nature and content of the mitigation which is considered. In giving due consideration to any mitigation you supply, we will give more weight to mitigation if it is from an independent, verifiable and objective source with no vested interest in the licensing decision. What we mean by 'no vested interest' is that information from previous employers or other people of standing in the community will be more persuasive than information from your family, friends, or current employers.

Mitigation may include:

- Evidence of your rehabilitation since your offence (for example, proof that you have undertaken voluntary training in relation to the original offence or taken part in other community activities).
- Information for any offence(s) on your record (for example, information provided by the police which describes any mitigating circumstance regarding the offence. Please note however, it is not our intention to re-hear the criminal offence, and doing so would go beyond our published approach).
- Character references.

Information which will not be considered relevant and will not be considered in the licensing decision includes:

- Your financial situation.
- Whether you hold/held a private security industry licence previously under other licensing schemes (e.g. those run by local authorities or police).
- Whether you hold a firearms licence.
- Other SIA licensing decisions which you think are similar to your case.
- Emotional circumstances and arguments other than character references.

Revoking a licence

Your licence will be revoked if:

- You are not the person to whom the named licence has been issued
- You do not have the training qualifications that were claimed on application
- You receive a conviction, caution or warning for a relevant offence
- You did not have the right to remain or work in the UK when you applied for your licence, or have since lost that right.

Your licence may also be revoked if:

- You break the conditions upon which your licence was issued
- We receive non-conviction information suggesting that there is a case for having your licence withdrawn
- You become subject to detention or other compulsory measures due to mental disorder; see also the Criminality section on page 34.

If we judge it necessary to withdraw (revoke) your licence, we will write to inform you of this, providing the basis for our decision, and invite you to supply further information. You will then have 21 days to provide a response to our revocation letter. Your response may include any factual errors in our assessment (for example, an error concerning identity, or an error in assessing your competence or criminal history). We will only invite you to provide mitigation as explained on page 41, if your criminality does not place you in the automatic refusal category. We will then consider your submissions in reaching our final decision.

If you **do not** send in a response within the 21 days, the decision to revoke your licence will take immediate effect 21 days after the date of the revocation letter. When the decision to revoke your licence takes effect, you will again have a further 21 days in which to exercise a right of appeal to your local Magistrates' or Sheriff Court.

If you **do** send in a response within the 21 days we will give it due consideration and we will write to you to inform you of our final decision. If we decide it is still necessary to revoke your licence, you will then have 21 days from the date of this letter in which to exercise a right of appeal to your local Magistrates' or Sheriff Court.

Suspending a licence

Licence suspensions have immediate effect. We will normally consider suspension only where we are reasonably satisfied that a clear threat to public safety could exist if we did not suspend the licence. This usually means that a serious offence has allegedly taken place, where you have been charged but bailed.

We will suspend a licence in other circumstances if it is in the public interest to do so, for example, breach of licence conditions.

If we judge it necessary to suspend your licence, we will write to inform you of this, providing the basis for our decision which will have immediate effect. You will then have 21 days in which to exercise a right of appeal to your local Magistrates' Court or Sheriff Court. At the same time, you may also wish to tell us of any factual errors in our assessment, for example, an error of identity, or an error in assessing your competence or criminal history.

REPORTING UNLICENSED OPERATIVES

We want all of the private security industry to be compliant with the law. We have a range of sanctions for non-compliance available to us including (but not limited to) prosecution. As we say in our published 'Enforcement policy – code of practice' booklet, prosecution is not our preferred option but we will seek prosecution when we think it is justified.

To report unlicensed operatives, breaches of licence conditions and related unlawful behaviour for all licensable sectors online, visit our website, www.the-sia.org.uk. You can report approved companies who are operating in breach of the Approved Contractor Scheme conditions or standard, or who are mis-advertising Approved Contractor Scheme status through this route. This information can also be provided by calling our contact centre. Please note that our contact centre receives a high volume of calls and there may be a delay in the information you provide reaching us.

We do not routinely disclose our sources and seek to protect the source of any information we receive before disclosing intelligence to our partners (for example, the police, local authorities or other government departments). However, we cannot guarantee the confidentiality of any information provided to us where there are legal, regulatory or operational reasons for disclosure. For example, where a criminal offence has been committed, the police or another government body may need to be informed.

Before disclosing a source, we will obtain consent where it is reasonable to do so. Where consent is not obtained, it remains within our discretion to make a disclosure (the source will be informed where it is reasonable to do so). In some circumstances it may be appropriate to disclose without consent or notice, but in these cases we will always take into account the need for sensitivity towards the source's position. If you wish to ensure anonymity, please report the information through Crimestoppers.

Crimestoppers is an independent registered charity that operates across the UK to help identify, prevent and reduce crime. Every call is treated with absolute anonymity so nobody knows the identity of the caller. Crimestoppers can be contacted on 0800 555 111.

Please note: Crimestoppers will not handle any reports of training provider or qualifications malpractice, or reports of approved companies not conforming to the Approved Contractor Scheme conditions or standard.

CONTACT US

We are committed to providing a professional, responsive and flexible service to our customers. If you have any concerns about the way you have been dealt with by any of our departments, please let us know. We also welcome constructive comments and suggestions, as these will help us to refine and improve our services. We will do our best to resolve your problem quickly and satisfactorily.

Write: **The Security Industry Authority**

PO Box 1293

L69 1AX

Liverpool

E-Mail: info@the-sia.org.uk

Phone: 08702 430 100

Fax: 08702 430 125

CONTACT DETAILS

ASET

124 Micklegate

York

YO1 6JX

Tel: 08454 589500

Fax: 01904 677042

E-Mail: customer.services@aset.ac.uk

Web: www.aset.ac.uk

British Institute of Innkeeping Awarding Body

Wessex House

80 Park Street

Camberley

Surrey

GU15 3PT

Tel: 01276 684 449

Fax: 01276 23045

E-Mail: awards@bii.org

Web: www.biiab.org

Buckinghamshire and Chilterns

University College

Kingshill Road

High Wycombe

Buckinghamshire

HP13 5BB

Tel: 08000 565 660

Fax: 01494 465 432

E-Mail: advice@bcuc.ac.uk

Web: www.crowdsafetymanagement.co.uk

City & Guilds

1 Giltspur Street

London

EC1A 9DD

Tel: 020 7294 2800

Fax: 020 7294 2400

E-Mail: enquiry@cityandguilds.com

Web: www.cityandguilds.com

Criminal Records Bureau

Customer Services

PO Box 110

Liverpool

L69 3EF

Tel: 08709 090 811

Web: www.crb.gov.uk

Edexcel

One90 High Holborn

London

WC1V 7BH

Tel: 08702 409 800

Web: www.edexcel.org.uk

E-Mail: www.edexcel.org.uk/ask

Foreign and Commonwealth Office

King Charles Street

London

SW1A 2AH

Tel: 020 7008 1500

Web: www.fco.gov.uk

HM Revenue and Customs

(Formally Inland Revenue and HM Customs and Excise)

Details of your nearest HM Revenue and Customs enquiry centre can be found in the telephone book or on the HM Revenue and Customs website at:

www.hmrc.gov.uk

Learning and Skills Council

Cheylesmore House
Quinton Road
Coventry
CV1 2WT

Tel: 08450 194 170

Fax: 02476 823 600

E-Mail: info@lsc.gov.uk

Web: www.lsc.gov.uk

NOCN

The Quadrant
Parkway Business Park
99 Parkway Avenue
Sheffield
S9 4WG

Tel: 0114 227 0500

Fax: 0114 227 0501

E-Mail: nocn@nocn.org.uk

Web: www.nocn.org.uk

Qualifications and Curriculum Authority

83 Piccadilly
London
W1J 8QA

Tel: 020 7509 5555

Fax: 020 7509 6666

E-Mail: info@qca.org.uk

Web: www.qca.org.uk

Scottish Qualifications Authority

The Optima Building
58 Robertson Street
Glasgow
G2 8DQ

Tel: 08452 791 000

Fax: 08452 135 000

E-Mail: customer@sqa.org.uk

Web: www.sqa.org.uk

LIST OF OFFENCES

Key to symbols used

- = Offences originally defined as Serious Arrestable Offences in the Police and Criminal Evidence Act 1984 (PACE), (or their equivalents in later Acts).
- = Offences considered by SIA as Serious
- = Offences considered by SIA as Significant

Unless otherwise stated, a reference to a section includes all subsections. The heading is a guide to the section.

If you are charged with an attempt, aiding, abetting counsel or procuring the commission of the offence you will be treated as if your offence was the substantial offence. It should be noted that Attempt is defined under section 1 Criminal Attempts Act 1981.

If your Criminal Record Bureau check lists the penalty section of an act and only the offence is listed in our offences list the actual offence will still be considered.

In Scotland the criminal law recognises separate offences where a person has attempted to commit a crime, has incited or conspired to commit a crime, or where a person has participated art and part (is party to the offence/jointly involved) in the commission of a crime. This applies whether the offence is statutory (under section 293 Criminal Procedure (Scotland) Act 1995) or at common law.

Where an offence in England and Wales was originally classed as PACE serious, we will consider the Scottish offence in the same manner.

For ease of reference, Scottish offences are listed (in italics) alongside English offences of a similar type and category. Where the offence and/or Act extend across England, Scotland and Wales, it is listed only once.

Scottish offences are not restricted to being equivalent only to the similar English offence. They are offences in their own right and we will treat them in accordance with their seriousness and the licensing criteria.

Juvenile Offences

Offences committed as a juvenile offender will be considered as follows:

Age at time of offences	Offences considered
10-12	Serious arrestable offences only (marked □)
12 -15	Serious arrestable offences (marked □) and other serious offences (marked ■)
16-18	All offences in the following lists

Overseas Offences

Offences committed overseas which fall under the headings of this list will also be taken into consideration. They will be categorised as 'serious' or 'significant' depending on the information on the criminal record certificate provided. Where that is not clear, additional information may be needed.

List A: Offences for all applicants (front line and non-front line)

CATEGORY I – VIOLENT/ABUSIVE BEHAVIOUR

- Abduction and extortion (common law)
- Affray s3 – Public Order Act 1986
- Aggravated burglary s10 – Theft Act 1968
- Arson s1(3) Criminal Damage Act 1971
- Assault s89(1) – Police Act 1996
- Assault (common law) s96 – Crime and Disorder Act 1998
- Assault/aggravated assault (common law)
- Assault/criminal threats (common law)
- Assault occasioning bodily harm s47 – Offences Against the Person Act 1861
- Assault with intent to commit felony or on peace officers, etc s38 – Offences Against the Persons Act 1861
- Assaulting a prison officer whilst possessing firearm s90 – Criminal Justice Act 1991
- Assisting prisoners to escape s39 – Prison Act 1952
- Attempt to cause explosion, making or keeping explosive s3 and s4 – Explosive Substances Act 1883
- Attempt to pervert the course of justice (common law)
- Attempted assault/aggravated assault (common law)
- Attempted murder Common law
s1 Criminal Attempts Act 1981
(common law)
- Attempted murder/assault/aggravated assault (common law)
- Attempting to choke or strangle s21 – Offences Against the Person Act 1861
- Breach conditions of an injunction against harassment s3(6) – Protection from Harassment Act 1997
- Breach of a ‘non-harassment’ order s234A – Criminal Procedure (Scotland) Act 1995
- Breach of anti-social behaviour order s1 – Crime and Disorder Act 1988
s9 – Antisocial Behaviour Etc (Scotland) Act 2004
- Breach of restraining order s5 – Protection from Harassment Act 1997
- Breach of the peace (common law)
- Bomb hoax s51 – Criminal Law Act 1977
- Burglary s9 – Theft Act 1968
- Causing bodily injury by explosives s28 – Offences Against the Persons Act 1861
- Causing explosion likely to endanger life or property s2 – Explosive Substances Act 1883
s14 – Aviation and Maritime Security Act 1990
s11 and s14 – Aviation and Maritime Security Act 1990
- Causing gunpowder to explode or sending to any person an explosive substance or throwing corrosive fluid on a person with intent to do grievous bodily harm s29 – Offences Against the Persons Act 1861
- Causing or allowing the death of vulnerable child or adult s5 – Domestic Violence, Crime and Victims Act 2004
- Child abduction by a person connected with a child s6 – Child Abduction Act 1984
- Child abduction by parent s1 – Child Abduction Act 1984

■ Child Abduction by other person	s2 – Child Abduction Act 1984
● Common assault and battery	s39 – Criminal Justice Act 1988
■ Conspiracy to commit murder	s1, s1(A) and s3 Criminal Law Act 1977
■ <i>Criminal threats</i>	(common law)
■ <i>Culpable and reckless endangerment or assault</i>	(common law)
● <i>Culpable and reckless injury/culpable and reckless conduct/culpable and reckless endangerment</i>	(common law)
□ <i>Culpable homicide</i>	(common law)
■ <i>Escaping from lawful custody</i>	(common law)
● Failure to comply with conditions imposed on public assembly	s14 – Public Order Act 1996
● Failure to comply with conditions imposed on public possession	s12 – Public Order Act 1996
■ <i>False imprisonment</i>	(common law)
■ <i>False statements</i>	s318 – <i>Mental Health (Care and Treatment) (Scotland) Act 2003</i>
■ Fear or provocation of violence	s4 – Public Order Act 1986
■ <i>Fire-raising</i>	(common law)
● Harassment	s2 – Protection from Harassment Act 1997 s8 – <i>Protection from Harassment Act 1997</i>
● Harassment, alarm or distress	s5 – Public Order Act 1996
■ <i>Housebreaking with intent to steal</i>	(common law)
■ <i>Ill-treatment and wilful neglect of mentally disordered person</i>	<i>Mental Health Act 1983</i>
■ Ill treatment of persons of unsound mind	s127 – <i>Mental Health Act 1983</i>
■ Inflicting grievous bodily harm	s20 – <i>Offences Against the Person Act 1861</i>
■ Infanticide	
■ Intentionally causing harassment, alarm or distress	s4a – Public Order Act 1996
■ Intimidating a witness or a juror	s51 – <i>Criminal Justice and Public Order Act 1994</i>
□ Kidnapping	
□ Manslaughter	
■ <i>Mobbing and rioting</i>	(common law)
■ <i>Mobbing and rioting or breach of the peace</i>	s96 – <i>Crime and Disorder Act 1998</i>
■ <i>Mobbing and rioting or breach of the peace</i>	(common law)
□ Murder	Common law
□ <i>Murder or culpable homicide</i>	(common law)
● Offences in connection with trespassory assemblies and arrest thereof	s14B – Public Order Act 1996
■ Placing explosives with intent to cause bodily injury	s30 – <i>Offences Against the Persons Act 1861</i>
■ Prison mutiny	s1 – <i>Prison Security Act 1992</i>
● Putting people in fear of violence	s4 – <i>Protection from Harassment Act 1997</i>
■ Racially aggravated assaults	s29 – <i>Crime and Disorder Act 1998</i>
■ <i>Racially aggravated conduct causing alarm or distress</i>	s96 – <i>Crime and Disorder Act 1988</i> s50A – <i>Criminal Law (Consolidation) (Scotland) Act 1995</i>
■ <i>Racially aggravated harassment</i>	s50A – <i>Criminal Law (Consolidation) (Scotland) Act 1995</i>
■ Racially or religiously motivated public order offence	s31 – <i>Crime and Disorder Act 1998</i>
■ Racially or religiously aggravated harassment	s32 – <i>Crime and Disorder Act 1998</i>
■ <i>Resist, obstruct, assault of constables</i>	s41(1)(a) – <i>Police (Scotland) Act 1967</i>
■ <i>Resist, obstruct, assault of the Police</i>	s41 – <i>Police (Scotland) Act 1967</i>
■ Resist or obstruct	s89(2) – <i>Police Act 1996</i>

- Religiously or racially aggravated public order offences s31 – Crime and Disorder Act 1998
- Riot s1 – Public Order Act 1986
- Robbery (common law)
- Robbery (including armed robbery, assault with intent to rob and use of a weapon) s8 – Theft Act 1968
- Setting spring guns etc. with intent to inflict grievous bodily harm Criminal Justice Act 2003
(common law)
- Theft by housebreaking (common law)
- Threats to kill s16 – Offences Against the Persons Act 1861
- Torture s134 – Criminal Justice Act 1988
- Unlawful detention or abduction (common law)
- Unlawful eviction and harassment of occupier s1 – Protection from Eviction Act 1977
- Unlawful eviction and harassment of occupier s22 – Rent (Scotland) Act 1984
- Violent disorder s2 – Public Order Act 1986
- Wilful obstruct or resist s90(2) – Criminal Justice Act 1991
- Wounding, shooting, attempting to shoot with intent to do grievous bodily harm s18 – Offences Against the Person Act 1861

CATEGORY 2 – ESPIONAGE/TERRORISM

- Directing terrorist organisation s56 – Terrorism Act 2000
- Disclosure prejudicing or interference with information relevant to investigation of terrorism s39 – Terrorism Act 2000
- Failure to disclose information about terrorism s19 – Terrorism Act 2000
- Funding arrangements s17 – Terrorism Act 2000
- Fundraising for terrorism s15 – Terrorism Act 2000
- Incitement of terrorism overseas s61 – Terrorism Act 2000
- Membership of proscribed organisations s11 – Terrorism Act 2000
- Offences s9 – Prevention of Terrorism Act 2005
- Possession for terrorist purposes s57 – Terrorism Act 2000
- Support/meetings of proscribed organisations s12 – Terrorism Act 2000
- Uniform of proscribed organisations s13 – Terrorism Act 2000
- Unlawful collection of information for terrorist purposes s58 – Terrorism Act 2000
- Use and possession of money for purposes of terrorism s16 – Terrorism Act 2000
- Weapons training s54 – Terrorism Act 2000

CATEGORY 3 – OFFENSIVE WEAPONS

- Contravene a notice issued under s4, s6 and s7 Chemical Weapons Act 1996
- Disclosure of information s32 – Chemical Weapons Act 1996
- Having an article with a blade or point in a public place s49 – Criminal Law (Consolidation) (Scotland) Act 1995
- Having an article with a blade or point in a public place s139 – Criminal Justice Act 1988
- Information for the purposes of the Act (failure to comply) s21(2) – Chemical Weapons Act 1996
- Information for the purposes of the Act (false or misleading) s21(3) – Chemical Weapons Act 1996
- Offences in connection with dangerous weapons s1 – Restriction of Offensive Weapons Act 1959

- Offences in connection with inspections s26 – Chemical Weapons Act 1996
- Offence of having an article with a blade or point (or offensive weapon) on school premises s139A – Criminal Justice Act 1988
- s49A – Criminal Law (Consolidation) (Scotland) Act 1995*
- Offences relating to destruction s9 – Chemical Weapons Act 1996
- Offences relating to destruction (relating to s12) s17 – Chemical Weapons Act 1996
- Offensive weapons s141 – Criminal Justice Act 1988
- Possession s3 – Crossbows Act 1987
- Possession of an offensive weapon s1 – Prevention of Crime Act 1953
- *Possession of an offensive weapon in a public place* s47 – Criminal Law (Consolidation) (Scotland) Act 1995
- Premises or equipment for producing chemical weapons s11 – Chemical Weapons Act 1996
- s2 – Crossbows Act 1987*
- Purchasing and hiring s1 – Biological Weapons Act 1974
- Restriction on development etc of certain biological agents and toxins and of biological weapons s19 – Chemical Weapons Act 1996
- Restriction on use etc s20(6) – Chemical Weapons Act 1996
- s1 – Crossbows Act 1987*
- Sale and letting on hire s141 – Criminal Justice Act 1988
- *Sale etc of offensive weapons* s141A – Criminal Justice Act 1988
- *Sale of knives and certain articles with blade or point to persons under 16* s2 – Chemical Weapons Act 1996
- Use etc of chemical weapons

CATEGORY 4 – FIREARMS OFFENCES

The 1968 Firearms Act applies to Scotland

- Acquisition and possession of firearms by minors s22 – Firearms Act 1968
- Business and other transactions with firearms penalties s3 – Firearms Act 1968
- Carriers, auctioneers etc s9 – Firearms Act 1968
- Carrying a firearm in a public place s19 – Firearms Act 1968
- Carrying a firearm with criminal intent s18 – Firearms Act 1968
- Certificates supplementary s28a – Firearms Act 1968
- Compulsory register of transactions in firearms s40 – Firearms Act 1968
- Conversion of weapons s4 – Firearms Act 1968
- Equipment for ships and aircrafts s13 – Firearms Act 1968
- Exceptions from s22(4) s23 – Firearms Act 1968
- Forfeiture s52 – Firearms Act 1968
- Having a small calibre pistol outside of licensed pistol clubs s19a – Firearms Act 1968
- Information as to transactions under visitor's permits s42a – Firearms Act 1968
- Law enforcement and punishment of offences s46 – Firearms Act 1968
- Offences in connection with registration s39 – Firearms Act 1968
- Partial revocation of firearms' certificates s32b – Firearms Act 1968
- Police permit s7 – Firearms Act 1968
- Police powers in relation to arms traffic s49 – Firearms Act 1968
- Possession of firearms by persons previously convicted of crime s21 – Firearms Act 1968
- Possession of firearm with intent to cause fear of violence s16a – Firearms Act 1968
- Possession of firearm with intent to injure s16 – Firearms Act 1968
- Power to prohibit movement of arms and ammunition s6 – Firearms Act 1968
- Powers of constables to stop and search s47 – Firearms Act 1968

■ Production of certificates	s48 – Firearms Act 1968
■ Removal from register of dealer's name or place of business	s38 – Firearms Act 1968
■ Requirement of a certificate for possession of shot guns	s2 – Firearms Act 1968
■ Requirement of a firearms certificate	s1 – Firearms Act 1968
■ Supplying firearm to person drunk or insane	s25 – Firearms Act 1968
■ Supplying firearms to minors	s24 – Firearms Act 1968
■ Trespassing with a firearm	s20 – Firearms Act 1968
□ Use of firearm to resist arrest	s17 – Firearms Act 1968
■ Variation, endorsement etc of European documents	s32c – Firearms Act 1968
■ Variation of firearms certificate	s29 – Firearms Act 1968
■ Weapons subject to general prohibition	s5 – Firearms Act 1968

CATEGORY 5 – DISHONESTY (THEFT AND FRAUD)

■ Acknowledging recognizance, bail, cognovit, etc in the name of another	s34 – Forgery Act 1861
■ Aggravated burglary	s10 – Theft Act 1968
■ Aggravated vehicle taking	s12A – Theft Act 1968
■ Aiders, abettors, suborners etc	s7 – Perjury Act 1911
■ <i>Attempt to pervert the course of justice</i>	(common law)
■ <i>Attempt to pervert the course of justice/personation</i>	(common law)
■ Blackmail	s21 – Theft Act 1968
■ Breach of bail conditions	s27 (1)(a) – Criminal Procedure (Scotland) Act 1995
■ Burglary	s9 – Theft Act 1968
■ Copying of a false statement	s2 – Forgery and Counterfeiting Act 1981
■ <i>Convicted thief in possession of tools etc for purposes of theft</i>	s58 – Civic Government (Scotland) Act 1982
■ Counterfeiting documents	s168 – Customs and Excise Management Act 1979
■ Counterfeiting etc of dies and marks	s6 – Hallmarking Act 1973
■ Custody or control of false instrument	s5(2) – Forgery and Counterfeiting Act 1981
■ Custody or control of false instrument inducing to accept as genuine	s5(1) – Forgery and Counterfeiting Act 1981
■ Custody or control of machine or implement	s5(3) – Forgery and Counterfeiting Act 1981
■ Custody or control of machine, implement, paper or material without lawful excuse	s5(4) – Forgery and Counterfeiting Act 1981
■ Dishonestly retaining wrongful credit	s24A – Theft Act 1968
■ <i>Embracery</i>	(common law)
■ Evasion of liability by deception	s2 – Theft Act 1968
■ <i>Extortion</i>	(common law)
■ <i>Fabrication of evidence with intent to mislead a tribunal</i>	(common law)
■ False accounting	s17 – Theft Act 1968
■ False declarations etc to obtain registration etc for carrying on a vocation	s6 – Perjury Act 1911
■ False or misleading statements	s75 – Criminal Justice and Public Order Act 1994
■ False statements	s39 – Goods Vehicles (Licensing of Operators) Act 1995
■ False statements in declaration providing service etc	s107 – Magistrates Courts Act 1980
	s44 – Criminal Law (Consolidation) (Scotland) Act 1995
■ False statements on oath made otherwise than in a judicial proceeding	s2 – Perjury Act 1911
	s44 – Criminal Law (Consolidation) (Scotland) Act 1995

- False statements tendered in evidence s106 – Magistrates Courts Act 1980
- False statements, etc as to births or deaths s4 – Perjury Act 1911
s53 – *Registration of Births, Deaths and Marriages (Scotland) Act 1965*
- False statements, etc with reference to marriage s3 – Perjury Act 1911
s24 – *Marriage (Scotland) Act 1977*
- False statutory declarations and other false statements s5 – Perjury Act 1911
s44, s45 and s46 – *Criminal Law (Consolidation) (Scotland) Act 1995*
- False unsworn statement s1A – Perjury Act 1911
s44 – *Criminal Law (Consolidation) (Scotland) Act 1995*
- False written statements tendered in evidence s89 – Criminal Justice Act 1967
- *Falsehood, fraud and wilful imposition* (common law)
- *Falsehood, fraud and wilful imposition, or embezzlement* (common law)
- Forgery s1 – Forgery and Counterfeiting Act 1981
- Forgery and fraud s44 – Vehicle Excise and Registration Act 1994
- Forgery and misuse of documents s65 – Public Passenger Vehicles Act 1981
- *Forgery and uttering* (common law)
- Forgery of documents s173 – Road Traffic Act 1988
- Forgery of documents etc s38 – Goods Vehicles (Licensing of Operators) Act 1995
- Forgery, false statements etc s126 – Mental Health Act 1983
- *Forgery of passport* s36 – *Criminal Justice Act 1925*
- *Giving false evidence or contempt of court* (common law)
- Going equipped for stealing s25 – Theft Act 1968
- Handling stolen goods s22 – Theft Act 1968
(common law)
- *Housebreaking with intent to steal* (common law)
- Interfering with the mail: general s84 – Postal Services Act 2000
- Interfering with the mail: postal operators s83 – Postal Services Act 2000
- *Impersonation* s43 – *Police (Scotland) Act 1967*
- Impersonation etc s90 – Police Act 1996
- Importation or causes importation of concealed goods s50(6) – Customs and Excise Management Act 1979
- Issue of false documents [falsification of documents] s175 – Road Traffic Act 1988
- Making off without payment s3 – Theft Act 1968
- Mishandling or falsifying parking documents s115 – Road Traffic Regulation Act 1984
- Obtaining a money transfer by deception s5A – Theft Act 1968
- Obtaining pecuniary advantage by deception s16 – Theft Act 1968
- Obtaining property by deception s15 – Theft Act 1968
- Obstruction of authorised officers s29 – Trade Descriptions Act 1968
- Offence committed in connection with s20 Forgery and Counterfeiting Act 1981
s50(5A) – Customs and Excise Management Act 1979
- Offence of absconding by person released on bail s6 – Bail Act 1976
- Offence of reproducing British currency notes s18 – Forgery and Counterfeiting Act 1981
- Offences involving custody or control of counterfeit notes and coins s17 – Forgery and Counterfeiting Act 1981
- Offences involving custody or control of counterfeit notes and/or coins s16 – Forgery and Counterfeiting Act 1981
- Offences of counterfeiting notes and/or coins s14 – Forgery and Counterfeiting Act 1981
- Offences of making (etc) imitation British coins s19 – Forgery and Counterfeiting Act 1981
- Offences of passing etc. counterfeit notes and/or coins s15 – Forgery and Counterfeiting Act 1981

- Penalties for assisting offenders s4 – Criminal Law Act 1967
- Penalties for concealing offences or giving false information s5 – Criminal Law Act 1967
- Penalty for fraudulent evasion of duty s170 – Customs and Excise Management Act 1970
- Penalty for improper importation s50 – Customs and Excise Management Act 1979
- Perjury s1 – Perjury Act 1911
(common law)
- Personation of Jurors (common law)
- Removal of articles from places open to the public s11 – Theft Act 1968
- Reset (common law)
- Subornation of perjury (common law)
- Taking motor vehicle or other conveyance without authority s12(1) – Theft Act 1968
- Taking a motor vehicle without consent s178 – Road Traffic Act 1978
- Theft s1 – Theft Act 1968
(common law)
- Theft by housebreaking (common law)
- Theft by opening lockfast places/Opening lockfast places with intent to steal (common law)
- Unauthorised modification of computer material s3 – Computer Misuse Act 1990
- Unlawful possession of pension documents s36 – Criminal Justice Act 1925
- Using a copy of a false instrument s4 – Forgery and Counterfeiting Act 1981
- Using a false instrument s3 – Forgery and Counterfeiting Act 1981

CATEGORY 6 – PROCEEDS OF CRIME

- Acquisition, use and possession s329 – Proceeds of Crime Act 2002
- Arrangements s328 – Proceeds of Crime Act 2002
- Concealing etc s327 – Proceeds of Crime Act 2002
- Failure to disclose s320 – Proceeds of Crime Act 2002
- Failure to disclose: other nominated officers s332 – Proceeds of Crime Act 2002
- Failure to disclose: nominated officers in the regulated sector s331 – Proceeds of Crime Act 2002
- Tipping off s333 – Proceeds of Crime Act 2002

CATEGORY 7 – ABUSE OR NEGLECT OF CHILDREN

- Allowing child to be in brothel s12 – Criminal Law (Consolidation) (Scotland) Act 1995
- Allowing persons under 16 to be in brothels s3 – Children and Young Persons Act 1933
- Causing or allowing persons under 16 to be used for begging s4 – Children and Young Persons Act 1933
s15 – Children and Young Persons (Scotland) Act 1937
- Cruelty to persons under 16 s1 – Children and Young Persons Act 1933
- Cruelty to children under 16 s12 – Children and Young Persons (Scotland) Act 1937
- Exposing children under 12 to risk of burning s11 – Children and Young Persons Act 1933
s22 – Children and Young Persons (Scotland) Act 1937
- Failing to provide for safety of children at entertainments s12 – Children and Young Persons Act 1933
s23 – Children and Young Persons (Scotland) Act 1937
- Giving intoxicating liquor to a child under 5 s5 – Children and Young Persons Act 1933
s16 – Children and Young Persons (Scotland) Act 1937
- Indecent photographs of children s1 – Protection of Children Act 1978
s160 Criminal Justice Act 1988
s52 – Civic Government (Scotland) Act 1982

CATEGORY 8 – SEXUAL OFFENCES

- Abuse of position of trust – causing a child to watch a sexual act
s19 – Sexual Offences Act 2003
- Abuse of position of trust: causing or inciting a child to engage in sexual activity.
s17 – Sexual Offences Act 2003
- Abuse of position of trust: sexual activity in the presence of a child
s18 – Sexual Offences Act 2003
- Abuse of position of trust – sexual activity with a child
s16 – Sexual Offences Act 2003
- Administering a substance with intent
s61 – Sexual Offences Act 2003
- *Aiding, abetting, counselling, procuring or inciting the commission of a s311(1) offence*
s311(7) – Mental Health (Care and Treatment) (Scotland) Act 2003
- Arranging or facilitating child prostitution or pornography
s50 – Sexual Offences Act 2003
s12 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
- Arranging or facilitating commission of a child sex offence
s14 – Sexual Offences Act 2003
- Assault by penetration
s2 – Sexual Offences Act 2003
- Assault/indecent assault (oral penetration)
(common law)
- Assault/indecent assault
(common law)
- Assault of a child under 13 by penetration
s6 – Sexual Offences Act 2003
- Assault of a child under 13 – re actual intercourse
s5(1) Criminal Law (Consolidation) (Scotland) Act 1995
- Assault of a child under 13 – re attempted intercourse
s5(2) Criminal Law (Consolidation) (Scotland) Act 1995
- Assault/indecent assault, lewd, indecent or libidinous practices re children aged 12 to 16
s6 – Criminal Law (Consolidation) (Scotland) Act 1995
- Assault/indecent assault/sodomy
(common law)
- Bestiality
(common law)
- Care workers: causing a person with a mental disorder to watch a sexual act
s41 – Sexual Offences Act 2003
s10 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
- Care workers: causing or inciting sexual activity
s39 – Sexual Offences Act 2003
s313 – Mental Health (Care and Treatment) (Scotland) Act 2003
- Care workers: sexual activity in the presence of a person with a mental disorder
s40 – Sexual Offences Act 2003
- Care workers: sexual activity with a person with a mental disorder
s38 – Sexual Offences Act 2003
s313 – Mental Health (Care and Treatment) (Scotland) Act 2003
- Causing a person to engage in sexual activity without consent
s4 – Sexual Offences Act 2003
- Causing or inciting a child to engage in sexual activity
s10 – Sexual Offences Act 2003
- Causing or inciting a child under 13 to engage in sexual activity
s8 – Sexual Offences Act 2003
- Causing or inciting a child under 13 to engage in sexual activity – re attempted intercourse
s5(2) – Criminal Law (Consolidation) (Scotland) Act 1995
- Causing or inciting a child under 13 to engage in sexual activity – lewd, indecent or libidinous practices re children aged 12 to 16
s6 – Criminal Law (Consolidation) (Scotland) Act 1995
- Causing a child to watch a sexual act
s12 – Sexual Offences Act 2003
- Causing a person with a mental disorder to engage in or agree to engage in sexual activity by inducement threat or deception
s35 – Sexual Offences Act 2003

- Causing a person with a mental disorder to watch a sexual act by inducement, threat or deception s37 – Sexual Offences Act 2003
- Causing or inciting a person with a mental disorder to engage in sexual activity s31 – Sexual Offences Act 2003
- Causing or inciting child prostitution or pornography s48 – Sexual Offences Act 2003
- Causing or inciting prostitution for gain s52 – Sexual Offences Act 2003
- Child sex offences committed by children or young persons s13 – Sexual Offences Act 2003
- Committing an offence with intent to commit a sexual offence s62 – Sexual Offences Act 2003
- Controlling a child prostitute or a child involved in pornography s49 – Sexual Offences Act 2003
s11 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
- Controlling prostitution for gain s53 – Sexual Offences Act 2003
- Engaging in sexual activity in the presence of a child s11 – Sexual Offences Act 2003
- Engaging in sexual activity in the presence of a person with a mental disorder impeding choice s32 – Sexual Offences Act 2003
- Engaging in sexual activity in the presence, procured by inducement, threat or deception of a person with a mental disorder s36 – Sexual Offences Act 2003
- Exposure s66 – Sexual Offences Act 2003
- Homosexual offences s13 – Criminal Law (Consolidation) (Scotland) Act 1995
- Incest
- Incest – re-intercourse with family members s1 – Criminal Law (Consolidation) (Scotland) Act 1995
- Inciting a child family member to engage in sexual activity s26 – Sexual Offences Act 2003
- Intercourse of person in position of trust with child under 16 s3 – Criminal Law (Consolidation) (Scotland) Act 1995
- Intercourse with step-child s2 – Criminal Law (Consolidation) (Scotland) Act 1995 – re intercourse with family members
- Intercourse with an animal s69 – Sexual Offences Act 2003
- Indecent assault/assault/criminal threats/extortion (common law)
- Inducement, threat or deception to procure sexual activity with a person with a mental disorder s34 – Sexual Offences Act 2003
- Keeping a brothel s33 – Sexual Offences Act 1956
- Keeping a brothel used for prostitution s33A – Sexual Offences Act 1956
- Landlord letting premises for use as a brothel s34 – Sexual Offences Act 1956
s35 – Sexual Offences Act 1956
- Lewd, indecent and libidinous practices (common law)
- Lewd, indecent and libidinous practices/public indecency (common law)
- Meeting a child following certain preliminary contact s1 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
- Meeting a child following sexual grooming etc s15 – Sexual Offences Act 2003
- Paying for sexual services of a child s47 – Sexual Offences Act 2003
s9 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
- Penetration of a corpse s70 – Sexual Offences Act 2003
- Procuring s7 – Criminal Law (Consolidation) (Scotland) Act 1995
- Rape s1 – Sexual Offences Act 2003
- Rape – vaginal penetration only (common law)
- Rape of a child under 13 s5 – Sexual Offences Act 2003
- Sexual activity in a public lavatory s71 – Sexual Offences Act 2003

- Sexual activity with a child s9 – Sexual Offences Act 2003
- Sexual activity with a child – re actual intercourse
s5(1) – *Criminal Law (Consolidation) (Scotland) Act 1995*
- Sexual activity with a child – re attempted intercourse
s5(2) – *Criminal Law (Consolidation) (Scotland) Act 1995*
- Sexual activity with a child – lewd, indecent or libidinous practices re children aged 12 to 16
s6 – *Criminal Law (Consolidation) (Scotland) Act 1995*
- Sexual activity with a child family member s25 – Sexual Offences Act 2003
- Sexual activity with a person with a mental disorder impeding choice
s30 – Sexual Offences Act 2003
s311 – *Mental Health (Care and Treatment) (Scotland) Act 2003*
- Sexual assault s3 – Sexual Offences Act 2003
- Sexual assault of a child under 13 s7 – Sexual Offences Act 2003
- Sex with an adult relative: consenting to penetration s65 – Sexual Offences Act 2003
- Sex with an adult relative: penetration s64 – Sexual Offences Act 2003
- Sodomy – anal penetration only (common law)
- Tenant permitting premises to be used for prostitution s36 – Sexual Offences Act 1956
- *Trading in Prostitution and Brothel-keeping*
s11 – *Criminal Law (Consolidation) (Scotland) Act 1995*
- *Trading in prostitution and brothel-keeping*
s11 – *Criminal Law (Consolidation) (Scotland) Act 1995*
- Trafficking into the UK for sexual exploitation s57 – Sexual Offences Act 2003
s22 – *Criminal Justice (Scotland) Act 2003*
- Trafficking out of the UK for sexual exploitation s59 – Sexual Offences Act 2003
- Trafficking within the UK for sexual exploitation s58 – Sexual Offences Act 2003
- Trespass with intent to commit a sexual offence s63 – Sexual Offences Act 2003
- Voyeurism s67 – Sexual Offences Act 2003

CATEGORY 9 – DRUG OFFENCES

- Acquisition, use and possession s329 – Proceeds of Crime Act 2002
- Arrangements s328 – Proceeds of Crime Act 2002
- Assisting in or inducing commission outside United Kingdom
s20 – Misuse of Drugs Act 1971
- Attempts to commit offences s19 – Misuse of Drugs Act 1971
- Concealing s327 – Proceeds of Crime Act 2002
- Contravention directions prohibiting prescribing supply etc of controlled drugs by practitioners in other cases s13(3) – Misuse of Drugs Act 1971
- Directions prohibiting prescribing, supply etc of controlled drugs by practitioners etc convicted of certain offences s12 – Misuse of Drugs Act 1971
- Fraudulent evasion of duty etc s170 – Customs and Excise Management Act 1979
- Improper Importation of goods – ‘Class A drugs’
s50 – Customs and Excise Management 1979
- Manufacture and supply of scheduled substances
s12 – *Criminal Justice (International Co-operation) Act 1990*
- Miscellaneous offences s18 – Misuse of Drugs Act 1971
- Occupiers etc of premises to be punishable for permitting certain activities to take place thereon s8 – Misuse of Drugs Act 1971
- Penalty for interfering with revenue vessels
s85 – Customs and Excise Management Act 1979
- Prohibition of certain activities etc relating to opium s9 – Misuse of Drugs Act 1971

- Prohibition of supply of articles for administering or preparing controlled drugs
s9A – Misuse of Drugs Act 1971
- Power to direct special precautions for safe custody of controlled drugs to be taken at certain premises
s11 – Misuse of Drugs Act 1971
- Power to obtain information from Doctors, Pharmacists etc in certain circumstances
s17 – Misuse of Drugs Act 1971
- Restriction of importation and exportation of controlled drugs
s3 – Misuse of Drugs Act 1971
- Restriction of Production and Supply of controlled drugs
s4 – Misuse of Drugs Act 1971
- Restriction of possession of controlled drugs
s5 – Misuse of Drugs 1971
- Restriction of possession of controlled drugs – with intent to supply
s5 – Misuse of Drugs Act 1971
- Ships used for illicit traffic s19 – Criminal Justice (International Co-operation) Act 1990
- Supply of potentially noxious substances Scotland only (common law)
- Tipping off s333 – Proceeds of Crime Act 2002

CATEGORY 10 – CRIMINAL DAMAGE

- Destroying or damaging property s1(1) – Criminal Damage Act 1971
- Destroying or damaging property s1(3) & s1(2) – Criminal Damage Act 1971
- Malicious mischief (common law)
- Racially aggravated harassment and conduct
s50 – Criminal Law (Consolidation) (Scotland) Act 1995
- Racially aggravated offences s74 – Criminal Justice (Scotland) Act 2003
- Racially or religiously aggravated criminal damage s30 – Criminal Damage Act 1971
- Vandalism s52 – Criminal Law (Consolidation) (Scotland) Act 1995
- Violation of sepulchres (common law)

CATEGORY 11 – SOCIAL SECURITY OFFENCES

- Breach of regulations s113 Social Security Administration Act 1992
- Delay, obstruction etc of inspection s111 – Social Security Administration Act 1992
- Dishonest representations for obtaining benefit etc
s111A – Social Security Administration Act 1992
- Failure to maintain – general s105 – Social Security Administration Act 1992
- False representations for obtaining a benefit etc
s112 – Social Security Administration Act 1992
- Impersonation of officers s181 – Social Security Administration Act 1992
- Illegal possession of documents s182 – Social Security Administration Act 1992
- Information offences s14A – Child Support Act 1991
- Making a statement or representation known to be false s34 – Jobseekers Act 1995
- Offences in relation to contributions s114 – Social Security Administration Act 1992
- Powers of investigation – failure to comply with a requirement
s139B – Social Security Administration Act 1992
- Statutory sick pay and statutory maternity pay: breach of regulations
s113 – Social Security Administration Act 1992
- Statutory sick pay and statutory maternity pay: fraud and negligence
s113B – Social Security Administration Act 1992
- Unauthorised disclosure of information relating to particular persons
s123 – Social Security Administration Act 1992

CATEGORY 12 – PRIVATE SECURITY INDUSTRY OFFENCES

- Conduct prohibited without a licence s3 – Private Security Industry Act 2001
- False information s22 – Private Security Industry Act 2001
- Imposition of requirements for approval (contravention of)
 - s17 – Private Security Industry Act 2001
- Licence conditions (contravention of) s9 – Private Security Industry Act 2001
- Offence of using unlicensed operative s5 – Private Security Industry Act 2001
- Offence of using unlicensed wheel clampers s6 – Private Security Industry Act 2001
- Powers of entry and inspections s19 – Private Security Industry Act 2001
- Right to use approved status (misuse of) s16 – Private Security Industry Act 2001

CATEGORY 13 – LICENSING ACT 2003

- Allowing disorderly conduct on licensed premises etc s140 – Licensing Act 2003
- Allowing the sale of alcohol to children s78(1) – Licensing (Scotland) Act 1976
- Consumption of alcohol by children s147 – Licensing Act 2003
- *s16 – Children and Young Persons (Scotland) Act 1937*
- Delivering alcohol to children s150 – Licensing Act 2003
- Exposing alcohol for unauthorised sale s151 – Licensing Act 2003
- Failure to leave licensed premises etc s137 – Licensing Act 2003
- False statements made for the purposes of this Act s143 – Licensing Act 2003
- Keeping alcohol on premises for unauthorised sale etc s158 – Licensing Act 2003
- Keeping of smuggled goods s38 – Licensing Act 2003
- *Licensee or employee or agent drunk on licensed premises* s144 – Licensing Act 2003
- Obtaining alcohol for a person who is drunk s77 – Licensing (Scotland) Act 1976
- Prohibition of unsupervised sales by children s142 – Licensing Act 2003
- *Prostitutes, criminals and stolen goods* s75 – Licensing (Scotland) Act 1976
- Purchase of alcohol by or on behalf of children s151 – Licensing Act 2003
- Sale of alcohol to a person who is drunk s80 – Licensing (Scotland) Act 1976
- Sale of alcohol to children s149 – Licensing Act 2003
- Sale of liqueur confectionary to children under 16 s68(2) – Licensing (Scotland) Act 1976
- Sending a child to obtain alcohol s141 – Licensing Act 2003
- *Trafficking or bartering without a licence or hawking of liquor* s76 – Licensing (Scotland) Act 1976
- Unaccompanied children prohibited from certain premises s146 – Licensing Act 2003
- Unauthorised licensable activities s68(1) – Licensing (Scotland) Act 1976
- *Under 14's prohibited from the bar area of licensed premises* s148 – Licensing Act 2003
- s90 – Licensing (Scotland) Act 1976
- s145 – Licensing Act 2003
- s136 – Licensing Act 2003
- s69 – Licensing (Scotland) Act 1976

CATEGORY 14 – DRIVING OFFENCES

- Causing death by careless driving when under the influence of drink or drugs s3A – Road Traffic Act 1988
- Causing death by dangerous driving s1 – Road Traffic Act 1988
- *Culpable homicide* (common law)

List B: Additional Offences (front line applicants)

- Child abduction by other person s2 – Child Abduction Act 1984
- Forgery or use of false prescription in respect of drugs listed in Schedule 2 of the Misuse of Drugs Act 1971 (category 5)
- Prejudicing an investigation s58 – Drug Trafficking Act 1994
- Prejudicing an investigation s36 – *Criminal Law (Consolidation) (Scotland) Act 1995*
- Sale of knives and certain articles with blade or point to persons under 16 s141A – Criminal Justice Act 1988

Produced by
Security Industry Authority
PO Box 1293
L69 1AX
Liverpool

Contact Centre: 08702 430 100
Fax: 08702 430 125
Web: www.the-sia.org.uk
E-Mail: info@the-sia.org.uk

The SIA logo is owned by the Security Industry Authority and may not be used without the express permission of the SIA.

SG/07-08/02 (October 2007)

LI L02