



Security Industry Authority

Licensing Door Supervisors





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The Security Industry Authority and licensing

The Security Industry Authority (SIA) is an independent body, set up by the Government under the terms of the Private Security Industry Act 2001. This new law brings into force a licensing system for people working in certain sectors of the private security industry in England and Wales. As well as issuing licences, we are responsible for raising standards of training and professionalism across the industry and reassuring the public by preventing unsuitable people from working in the private security industry.

In the future the SIA will also operate an Approved Contractor Scheme. This is a public register of approved security firms who have met the criteria set by the SIA.

These are the private security industry sectors covered by the SIA and the dates when licensing will start:

Door supervisors, contract and in-house	2004
Wheel-clamping, contract and in-house	2004
Security guards, contract only	2005
Keyholders, contract only	2005
Security consultants, contract only	2006
Private investigators, contract only	2006

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Who needs a licence

Door supervisors will be the first sector within the private security industry to be licensed.

You will need a licence if you are responsible for security, protection, screening the suitability of people entering premises or dealing with conflict in pubs, clubs and other licensed premises open to the public (licensed premises are those defined under the Licensing Act 1964). For a more detailed breakdown of licensable activities for a door supervisor, please refer to Schedule 2 of the Private Security Industry Act 2001.

Anyone involved in door supervision, whether under contract or employed in-house will need a licence. This includes employees, managers, supervisors and directors of security companies. You will need a licence:

- If you work as a door supervisor under contract for a client, or if you work 'in-house'.
- If you are a supervisor, manager, director or partner, or a sole trader providing door supervision staff.
- If you are a manager or supervisor under contract who manages door supervisors who are also under contract.

There are 2 types of licences. The licence for door supervisors (front line staff), and the licence – which is in the form of a letter – for non-front line staff, such as managers and supervisors. You will need to assess your duties, responsibilities and job functions to decide if you need a licence. To help you to do this, there is a quick guide in Section 1.

Remember, it is not your job title that counts, it is the work that you do that may be licensable. However, you will NOT need a licence:

- If you only check tickets, invitations or passes - for instance if you are a cinema or theatre usher.
- If you are a pub landlord who takes on some managerial or supervisory responsibility in the place of the person who has contracted in door supervisors.
- If you have no operational responsibility and are employed to provide support, for instance if you are an administration assistant for a firm dealing with door supervisors.

Also, premises covered by other legislation will not require licensed staff, such as private members clubs, restaurants, guest houses, bingo halls, theatres, cinemas, and licensed premises under the Gaming Act 1968 – casinos for example – and certain premises defined under Part 2 of the Licensing Act 1964.

Licensing dates for door supervisors

As there are a large number of applications to deal with, the introduction of SIA licensing for door supervisors will be phased in on a regional basis starting with Hampshire and the Isle of Wight. Regional roll out will also allow us to monitor how well the system is working in practice.

The table below shows when SIA licences are required.*

Region	1 Applications will be accepted from	2 SIA licence required from
Hampshire & Isle of Wight	1 March 2004	4 June 2004
South West	1 June 2004	23 August 2004
Wales	14 June 2004	6 September 2004
Midlands	5 July 2004	18 October 2004
North West	9 August 2004	15 November 2004
North East	6 September 2004	13 December 2004
East	4 October 2004	3 January 2005
South East	25 October 2004	28 February 2005
London	3 January 2005	11 April 2005

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* Please note that the introduction of licensing dates may be subject to change. In such cases the SIA will publicise any alterations made.

For a full breakdown of regions please refer to Section 2.

The earliest date that you can apply for a licence in a particular region is shown in Column 1. So for instance, if you work in Basingstoke, applications will be accepted from 1 March, 2004. By 4 June 2004, you **must** have your SIA licence to continue to work as a door supervisor.

It will be against the law to work as a door supervisor without an SIA licence after the dates shown in Column 2. Locally issued licences, badges and registration schemes will no longer be recognised.

If your current licence expires before the date shown in Column 2 and you have not obtained an SIA licence, you will still need a valid local authority or police licence/badge where these are required.

If your current licence expires and you have obtained an SIA licence before the date shown in Column 2 you may be able to use your SIA licence to satisfy the requirements of the local authority or police. But check this with whoever currently issues local licences.

There are two exceptions to the above. In Newcastle and London locally issued licences will no longer be available from the date in Column 1 (although existing local licences will remain valid until the date in Column 2).

It will take between 4-6 weeks for an application to be processed. You should therefore ensure that applications are requested as soon as possible after the dates shown in Column 1. If you are successful with your application, the licence will be granted for 3 years. We will contact you before the expiry date of your SIA licence to remind you that your licence is due for renewal.

The licence

How to get a licence

To get an SIA licence, you must be over 18, pass an identity and criminal record check, and have the right SIA approved qualification. We may also need to look at certain other information as described in the section **Other criteria** on page 10.

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A licence application pack can be requested in two ways:

By telephone: 08702 430100

Through our website: www.the-sia.org.uk

We will ask for information such as name, contact details and the type of licence wanted. We will then put this information on an application form and send it with a copy of the completion notes to help you fill in the application. There will also be a copy of this booklet in the pack. The application form must be returned to us with the necessary supporting original documentation such as proof of identity and a countersigned photograph of yourself. All documentation will be returned to you but do not send anything you require in the near future such as a passport.

All information supplied in connection with your licence application will be processed in accordance with the Data Protection Act 1998. The SIA is a data controller for the purposes of this Act. Information you supply may be shared with other government departments and law enforcement agencies but only where the law allows.

Licence holders will have their name, date of birth and licence categories published on a register which will be made available to the public.

The cost of the licence

The licence application fee is £190 for a three year licence and is not refundable.

The money from licence fees goes towards:

- **Licensing services**
The costs of actually issuing licences, the systems, processing, administration and the criminality checks.
- **Enforcement and compliance**
- **Communications**
The cost of raising awareness about licensing and making sure that everyone within the industry knows what to do and how to get a licence.
- **Infrastructure**
The cost of maintaining our office space and staff costs.
- **Research and development**
The money spent on researching the industry to better support it.

Conditions of the licence

You must agree to the following conditions regarding the licence (if you are front line staff) and the SIA letter (if you are non-front line staff).

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If you are front line staff you must:

- Wear the licence where it can be seen at all times when working (unless it is in the possession of the SIA, or you have reported it lost or stolen).
- Tell the SIA and the police immediately if the licence is lost or stolen.
- Tell the SIA at once of any convictions, cautions and warnings or charges for relevant offences whether committed in the UK or abroad.
- Tell the SIA of any change of name or address.
- Produce the licence for inspection by authorised personnel if asked to do so.
- Not deface or change the licence in any way that prevents all parts of it from being seen.
- Not wear a defaced or altered licence.
- Return the licence to the SIA if we ask you to do so.

If you are non-front line staff (managers and supervisors/directors and partners) you must:

- Tell us and the police immediately if the letter is lost or stolen.
- Tell us at once of any convictions, cautions and warnings or charges for relevant offences whether committed in the UK or abroad.
- Tell us of any change of name or address.
- Produce the letter for inspection by authorised personnel if asked to do so.
- Not deface or change the letter in any way that prevents all parts of it from being seen.
- Return the letter to the SIA if we ask you to do so.

For applicants who provide licences or qualifications held overseas (front line and non-front line staff)

If your application was based on an existing non-UK licence or qualification which you hold, then you must tell the SIA of any changes in the validity or any changes in the conditions attached to the licence or qualification. You must also inform us of any disciplinary action taken or proposed to be taken against you in connection with that licence.

It may also be a condition of the licence of the premises where you work, that door supervisors are subject to local requirements. For instance, you may have to have an awareness of local crime initiatives.

Aliases

The application form will ask about aliases. You must state if you have ever been known by a name that has not been officially changed from your name at birth. You must also let us know if you are known by any other name during working hours – such as nicknames. We do not count a maiden name (if you are a married woman) as an alias, nor a previous name if you have changed your name by Deed Poll.

Criminal record checks

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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, we will look into:

- How relevant the offences were to the licence applied for (in this case door supervision).
- How serious the offences were.
- How recent they were.

You will not get a licence unless you have been free of the effects of a conviction, caution or warning for at least 2 years before your licence application or for at least 5 years where we consider the offence to be serious. Such offences include those involving violence, weapons, drugs, and serious criminal damage.

By 'free of the effects of a conviction, caution or warning' we mean that we will start counting the time elapsed from the end of the sentence or penalty – not from the date when you were sentenced or when the offence was committed. Also, 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 the sentence would have ended. Even if you were released early we will still regard the offence as relevant up until the final date when the sentence would have ended.

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 the SIA is exempt from this restriction and is allowed full access to your criminal record. This still means we will keep to the principles of rehabilitation when looking at your record.

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 sending off your application and payment – particularly as the payment is non refundable. You can do this by using the Criminal Record Indicator which is an on-line facility. This will give you an indication on 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.

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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 on-line go to www.the-sia.org.uk/licences. If you do not have access to the internet then phone our helpline on 08702 430 100 and they will do a check for you.

Offences

The offences we consider relevant to licensing are grouped into 2 lists, A and B which can be found in Section 3. 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 door supervisors, then only list A will apply. If your offence is not in either list, then we will not take it into account when making a decision on your licence application.

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 a 2 year (for significant offences) or a 5 year (for serious offences) clear period from when your sentence ended.

	0 – 2 years from the end of your last sentence	2 – 5 years from the end of your last sentence	5 years + from the end of your last sentence
✖ and ✦ Serious offences	Reject	Reject	Consider additional factors
✨ Significant other offences	Reject	Consider additional factors	Grant
Minor or irrelevant or no offences	Grant	Grant	Grant

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

- Look at any serious offences on your record.
- Look at the total record of all serious offences and of other significant offences in the 2-5 year period before your application.
- Look at whether you got a non-custodial sentence or a sentence of imprisonment of more than 2 or more than 4 years.
- Give credit if you have only one offence on your record and for a clean criminal record above our minimum requirement of 2 or 5 years (depending on the seriousness of your record).

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.

Ex-juvenile offenders

If offences which you committed as a juvenile remain on your record then we will take them into account as we do any other offence. We will see how relevant, how serious, and how recent they were, but we will also consider your age at the time of the offence.

We will not consider criminal records gained between the ages of 10 and 12 unless they relate to extremely serious offences as described in the Police and Criminal Evidence Act 1984. We will, however, look at any serious offences committed between the ages of 12 and 15 and all relevant offences if committed when you were 16 or 17.

Other criteria

As well as checking your identity, training, and criminal record, we may also look at 3 other types of information.

- **Mental health**

We will take into account any recent mental health problems where you have had to be detained in the 5 years prior to your application. We will not seek out information about any mental health problems which have not resulted in detention.

- **Use of other information**

We will not 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, then we will consider it. 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 this country.

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Training

In order to obtain an SIA licence, you will need to show us that you are trained to the right level.

In setting standards for training, we have taken into account the changing roles of those already employed in the industry and the requirements for new skills and knowledge. The qualification will include conflict management and communication, which have been identified as basic skills needed by the industry.

The SIA does not run training courses or give qualifications. We will endorse 'awarding bodies' to offer qualifications and approve trainers for us. At the moment there are 3 awarding bodies - British Institute of Innkeeping (BIIAB), City and Guilds, and NCFE. These awarding bodies are known as the 'Consortium' and only they can offer a qualification for door supervisors which will be recognised for a SIA licence. The Consortium qualification, which is now available nationally, is the **Level 2 National Certificate for Door Supervisors**.

Edexcel and the National Open College Network (NOCN) are also likely to offer a qualification in the future.

To obtain the Level 2 National Certificate for Door Supervisors you will need to either:

- Apply for full exemption and obtain the certificate.
- Apply for partial exemption and complete some training and/or pass the exams.
- Complete the full 4 days training and pass the 2 exams.

To find out if you are exempt from any part of the training or exam see the table on page 12.

The Level 2 National Certificate for the Door Supervisors course is delivered over 4 days or during weekends and/or evenings. The total training time will be a minimum of 30 hours including the 2 exams. You are advised to book your course as early as possible and allow enough time to obtain your Level 2 National Certificate for Door Supervisors before applying for a licence.

Training is delivered in two parts as follows:

Part 1 Role and responsibilities of a door supervisor (15 hours)

This covers:

- Appropriate behaviour for door supervisors
- Civil and criminal law
- Searching and arrest procedures
- Drugs awareness
- Recording incidents and crime scene preservation
- Licensing law
- Equal opportunities and discrimination
- Health and safety at work
- Emergency procedures.

Part 2 Communication skills and conflict management (15 hours)

This includes:

- How to refuse entry and how to eject in a way that reduces risk of conflict
- Identifying the types of incidents that could happen inside a venue and how to deal with them
- Understanding the law about arrest.

Training recognised by the SIA

If you already have training and qualifications in door supervision you may not have to undertake any more training. For instance, if you have the British Institute of Innkeeping Awarding Body (BIAB) award, both Stage 1 and 2 in Door Supervision, (excluding First Aid and Physical Intervention) no further training or exam is required - but you still need to get the Level 2 certificate. Contact the British Institute of Innkeeping on 01276 684 449 (full contact details are at the back of this book).

This table shows which existing qualifications will be accepted as full or partial exemptions from our requirements.

EXISTING QUALIFICATION / AWARD HELD by door supervisors	AWARD DATE	SIA TRAINING REQUIRED	SIA EXAM REQUIRED
British Institute of Innkeeping (BIIAB) both Stage 1 and 2 of the National Certificate for Door Supervisors, excluding First Aid and Physical Intervention	Awarded since 1st January 2001	None	None
British Institute of Innkeeping (BIIAB) both Stage 1 and 2 of the National Certificate for Door Supervisors, excluding First Aid and Physical Intervention	Awarded before 1st January 2001	None	Parts 1 and 2
British Institute of Innkeeping (BIIAB) Stage 1 only of the National Certificate for Door Supervisors	Awarded since 1st January 2001	Part 2	Part 2
British Institute of Innkeeping (BIIAB) Stage 1 only of the National Certificate for Door Supervisors	Awarded before 1st January 2001	Part 2	Parts 1 and 2
NCFE both Stages 1 and 2 in Door Supervision	1st January 2001	None	Part 2
NCFE both Stages 1 and 2 in Door Supervision	Awarded before 1st January 2001	None	Parts 1 and 2
NCFE Stage 1 only in Door Supervision	Awarded since 1st January 2001	Part 2	Part 2
NCFE Stage 1 only in Door Supervision	Awarded before 1st January 2001	Part 2	Parts 1 and 2
SITO/NOCN award in Door Supervision	Awarded since 1st January 2001	Part 2	Part 2

SITO/NOCN award in Door Supervision	Awarded before 1st January 2001	Part 2	Parts 1 and 2
Local Authority or Police Authority Registration Licence	Issued since 1st January 2001	Part 2	Parts 1 and 2
Local Authority or Police Authority Registration Licence	Issued before 1st January 2001	Parts 1 and 2	Parts 1 and 2
All other door supervisors and new entrants	N/A	Parts 1 and 2	Parts 1 and 2

If you do not have these qualifications you will need to attend the full training course and pass the exams.

How to get training

If you want to attend a training course leading to an SIA recognised qualification, Level 2 National Certificate for Door Supervisors, then contact one of the SIA endorsed awarding bodies who will be able to provide names of approved training organisations offering the course.

The awarding bodies are:

The British Institute of Innkeeping	01276 684 449
City and Guilds	020 7294 2800
NCFE	0191 239 8000

(Full details are in the contacts list)

Funding for training

The Learning and Skills Council (LSC) has provided funding support for door supervisors who need training. The funding will be available in Hampshire and the Isle of Wight and may be extended to the rest of the country.

The funding support is £102 per person to offset training costs and you will be expected to pay a minimum of £51. This is only available for those who are aged 19 or over, who have been resident in the UK for 3 or more years and who need to have the full training (Parts 1 and 2). Our approved training courses for door supervisors will cost from around £250 to £350, so check out how much different trainers are charging.

Withdrawing or suspending a licence

The SIA has the authority to withdraw (revoke) your licence at any time if you fail to meet the licensing requirements.

Withdrawal

We will take back the licence if:

- You are not the person to whom the named licence should have 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 lose, or did not have when you applied, the right to remain or work in the UK.

We may also consider taking away your licence if:

- You break the conditions on 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 because of mental disorder.

Suspensions

Licence suspensions have **immediate** effect. We will 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.

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Special considerations

If we refuse your licence application or withdraw your licence, we will write to you. You will then have 21 days to tell us of any factual errors in our assessment - for example an error of identity or in assessing your competence. During this time you can also lodge any special arguments about your criminal record, if this is the basis on which we have refused your application. We shall then consider your representations in reaching our final decision.

Appeals

If your application has been refused, or granted subject to special conditions, (other than those listed on page 6 which apply to everyone) or your licence has been modified or revoked, you can appeal to your local Magistrates' Court.

Your appeal must be brought within 21 days beginning with the day on which the decision was first notified to you. The appropriate Magistrates' Court is the one for the petty sessions area which covers the address at which your licence is registered. Where a Magistrates' Court makes a decision on appeal, an appeal to the Crown Court may be made by you or the SIA.

Penalties

If you use or supply unlicensed door staff or work as a licensable door supervisor without an SIA licence, the penalties for committing this offence can be either;

- Summary conviction at a Magistrates' Court - the maximum penalty is 6 months imprisonment and/or a fine of up to £5,000, or
- Trial on indictment at the Crown Court, whereby an unlimited fine and/or 5 years imprisonment could be imposed.

Overseas and Northern Ireland Records

This section will apply if you have lived overseas or in Northern Ireland in the last 5 years.

If you have spent 6 months or more in one block of time abroad, you must produce evidence of a criminal record check covering that period from an official source which we can verify. This applies if you are a UK citizen or an overseas national. Records from Northern Ireland are not covered by the Criminal Records Bureau so you will also need to obtain evidence of a criminal record check.

For information about where you can apply for a criminal record certificate from the country concerned or from Northern Ireland, go to our website www.the-sia.org.uk or call our helpline on **0872 430 100**. If we do not have the information you need, go to the embassy or High Commission of the country concerned for advice.

If you have spent 6 months or more serving overseas with HM Armed Forces you will need to produce evidence of a criminal record check to cover the period you were serving overseas by supplying your Service Personnel Records. Details of where to apply are on our website.

We will apply the same rules as those described under the section **Criminal record checks**. If we do not have the information we need, we will not be able to give you a licence. 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 you have lived and lists any offences on your record) and comes from a competent official source which we can confirm.

If we have no information about how records are supplied in a particular country (i.e. the country is not listed on our website or with our helpline) or we have not seen the documents before, we will need confirmation that the record comes from the right source. If that country has no central recording system, we may also need confirmation that the record covers everywhere you have lived.

To get the confirmation you need go to the embassy or High Commission of the country concerned. You are strongly advised to obtain such confirmation before applying for a licence or we may not be able to agree the application. See www.fco.gov.uk for contact details for overseas embassies in London or phone **020 7008 1500**.

If we are uncertain that any documents presented to us are authentic further checks may be made if necessary with the help of the police.

If your record shows convictions for activities which would not be a relevant offence in the UK, we will not take them into account when deciding whether or not to grant licence.

Even if you hold a valid licence issued overseas to work in the private security industry you are breaking the law if you work as a door supervisor here without an SIA licence. But if you already hold a valid up-to-date (overseas licence) for which you were required to have your criminal history checked, we will take that into account if the checks match our requirements. You will in any case need a criminal record certificate from the Criminal Records Bureau for any period spent in the UK.

Any information we have about EEA licences will be placed on our website and may be obtained from our helpline. Where we do not have information about these licences we will need confirmation from the issuing authority of the validity and conditions of the licence. We will consider licences issued in other countries if we can verify them through a good official source. You are strongly advised to obtain confirmation of the validity of the licence and about the criminal record checks required, from the embassy or the High Commission of the country concerned

Training requirements

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Applicants from overseas who have a relevant qualification in door supervision or another security-related discipline may present their certificates for consideration for part accreditation. All overseas applicants will be required to be assessed in English language skills and in English legislation.

Translations

We will only accept originals of any record produced. All documents must, where necessary, be translated by an accredited translation agency. For details of such agencies please consult the SIA website or helpline.

If things go wrong

The SIA is committed to providing a professional, responsive and flexible service to our customers but occasionally things go wrong. We welcome constructive comments and complaints as they help us to improve our service, so contact us on **08702 430 100** and we will do our best to resolve the problem.

SECTION 1

Do you need a licence?

The following table is a quick guide as to who may or may not need a licence. Look carefully through the whole table to find the **type of job** that most closely describes your role. If in doubt, phone the helpline on **08702 430 100**.

No customer of services is licensable, even if they actively supervise security staff. Look carefully through the whole table to find the type of job that most closely describes your role. If in doubt, call the helpline on **08702 430 100**. Remember, anyone involved in work of a door supervisory nature by way of business or employment supplied either under contract or employed in-house will require a licence. This includes employees, employers, managers, supervisors and directors of security companies.

Type of job	Description	Licence Type
Door supervisor	<ul style="list-style-type: none"> You are responsible for security, protection, screening the suitability of people entering premises or conflict management in places such as pubs, clubs and other licensed premises open to the public. 	Front Line
Bar/ club manager	<ul style="list-style-type: none"> Your company employs door supervisors i.e. it pays their wages. You do not work as a door supervisor. 	Non-Front Line
Bar/ club manager	<ul style="list-style-type: none"> Your company employs door supervisors i.e. it pays their wages. You also work as a door supervisor yourself. 	Front Line
Bar/ club manager	<ul style="list-style-type: none"> Your company uses contracted in door supervisors provided to you. You do not work as a door supervisor. 	None – you are a customer of services
Bar/ club manager	<ul style="list-style-type: none"> Your company uses an agency that provides door supervisors to you. You also work as a door supervisor yourself. 	Front Line

Type of job	Description	Licence Type
Pub landlord/ club owner	<ul style="list-style-type: none"> You employ door supervisors i.e. you pay their wages. You do not work as a door supervisor. 	Non-Front Line
Pub landlord/ club owner	<ul style="list-style-type: none"> You employ door supervisors i.e. you pay their wages. You also work as a door supervisor yourself. 	Front Line
Pub landlord/ club owner	<ul style="list-style-type: none"> Your company uses contracted in door supervisors provided to you. You do not work as a door supervisor. 	None - you are a customer of services
Pub landlord/ club owner	<ul style="list-style-type: none"> You use an agency that provides door supervisors to you. You also work as a door supervisor yourself. 	Front Line
Pub Area Manager/ Regional Manager	<ul style="list-style-type: none"> Your company employs door supervisors i.e. it pays their wages. You control and/or manage the door supervisors. You also work as a door supervisor yourself. 	Front Line
Pub Area Manager/ Regional Manager	<ul style="list-style-type: none"> Your company employs door supervisors i.e. it pays their wages. You control and/or manage the door supervisors. You do not work as a door supervisor. 	Non-Front Line
Pub Area Manager/ Regional Manager	<ul style="list-style-type: none"> Your company uses an agency that provides door supervisors to you. You control and/or manage the door supervisors. You also work as a door supervisor yourself. 	Front Line
Pub Area Manager/ Regional Manager	<ul style="list-style-type: none"> Your company uses contracted in door supervisors provided to you. You manage the door supervisors. You do not work as a door supervisor. 	None - you are a customer of services

Type of job	Description	Licence Type
Pub Chain Director	<ul style="list-style-type: none"> Your company employs door supervisors i.e. it pays their wages. You have overall responsibility for door supervisors. You do not work as a door supervisor. 	Non-Front Line
Pub Chain Director	<ul style="list-style-type: none"> Your company employs door supervisors i.e. it pays their wages. You have overall responsibility for door supervisors. You also work as a door supervisor yourself. 	Front Line
Pub Chain Director	<ul style="list-style-type: none"> Your company uses an agency that provides door supervisors to you. You also work as a door supervisor. 	Front Line
Pub Chain Director	<ul style="list-style-type: none"> Your company uses contracted in door supervisors provided to you. You do not work as a door supervisor. 	None - you are a customer of services
Director or partner of a security company	<ul style="list-style-type: none"> You are a director or partner of a company that supplies door supervisors to pubs/clubs etc. You do not work as a door supervisor. 	Non-Front Line
Director or partner of a security company	<ul style="list-style-type: none"> You are any director or partner of a company that supplies door supervisors to pubs/clubs etc. You do work as a door supervisor. 	Front Line
Cinema Usher	<ul style="list-style-type: none"> You usher or give audience assistance. 	None
Theatre Usher	<ul style="list-style-type: none"> You usher or give audience assistance. 	None
Ticket/Membership Inspector	<ul style="list-style-type: none"> You work for a club that has 'closed membership' i.e. it is not open to the public and check entrance tickets. 	None
Glass collector	<ul style="list-style-type: none"> You have no role in dealing with incidents within the pub/club, screening people for entry etc. 	None

Type of job	Description	Licence Type
Waiter	<ul style="list-style-type: none"> You have no role in dealing with incidents within the pub/club, screening people for entry etc. 	None
Area Manager of Door Supervision Company	<ul style="list-style-type: none"> You have operational duties on the work of door supervisors. You do not work on the front line. 	Non-Front Line
Office and Admin Support	<ul style="list-style-type: none"> You have no operational duties. You may work in an admin type job. 	None
Head of Security employed by night club	<ul style="list-style-type: none"> Your company uses an agency that provides door supervisors to you. You supervise door supervisors. You also work as a door supervisor yourself. 	Front line
Head of Security employed by night club	<ul style="list-style-type: none"> Your company employs door supervisors i.e. it pays their wages. You supervise door supervisors. You also work as a door supervisor yourself. 	Front line
You carry out duties similar to that of a door supervisor at restaurants	<ul style="list-style-type: none"> You work in premises which is classed solely as a restaurant. For instance you work in licensed premises under Part 4 of Licensing Act 1964. 	None
Stewards	<ul style="list-style-type: none"> You work as an event steward but your duties include working as a security operative at premises licensed under the Licensing Act 1964. 	Front Line



List of regional breakdown

Local Authority A-Z

Region

A

Adur District Council	South East
Allerdale Borough Council	North West
Alnwick District Council	North East
Amber Valley Borough Council	East
Arun District Council	South East
Ashfield District Council	East
Ashford Borough Council	South East
Aylesbury Vale District Council	South East

B

Babergh District Council	East
Barking & Dagenham	London
Barnet	London
Barnsley Metropolitan Borough Council	North East
Barrow-in-Furness Borough Council	North West
Basildon District Council	South East
Basingstoke & Deane Borough Council	Hampshire & Isle of Wight
Bassetlaw District Council	East
Bath and North East Somerset Council	South West
Bedford Borough Council	South East
Bedfordshire County Council	South East
Berwick-upon-Tweed	North East

Borough Council	
Bexley Council	London
Birmingham City Council	Midlands
Blaby District Council	Midlands
Blackburn with Darwen Borough Council	North West
Blackpool Borough Council	North West
Blaenau Gwent County Borough Council	Wales
Blyth Valley Borough Council	North East
Bolsover District Council	East
Bolton Metropolitan Borough Council MDC	North West
Boston Borough Council	East
Bournemouth Borough Council	South West
Bracknell Forest Borough Council	South East
Bradford City Council	North East
Braintree District Council	South East
Breckland District Council	East
Brent	London
Brentwood Borough Council	South East
Bridgend County Borough Council	Wales
Brighton & Hove City Council	South East
Brighnorth District Council	Midlands
Bristol City Council	South West
Broadland District Council	East
Bromley	London

Bromsgrove District Council	Midlands	Chorley Borough Council	North West
Broxbourne Borough Council	South East	Christchurch Borough Council	South West
Broxtowe Borough Council	East	City of London	London
Buckinghamshire County Council	South East	Colchester Borough Council	South East
Burnley Borough Council	North West	Congleton Borough Council	North West
Bury Metropolitan Borough Council	North West	Conwy County Borough Council	Wales

C

Caerphilly County Borough Council	Wales
Calderdale Metropolitan Borough Council	North East
Cambridge City Council	East
Cambridgeshire County Council	East
Camden	London
Cannock Chase District Council	Midlands
Canterbury City Council	South East
Caradon District Council	South West
Cardiff City & County	Wales
Carlisle City Council	North West
Carmarthenshire County Council	Wales
Carrick District Council	South West
Castle Morpeth Borough Council	North East
Castle Point Borough Council	South East
Ceredigion County Council	Wales
Charnwood Borough Council	Midlands
Chelmsford Borough Council	South East
Cheltenham Borough Council	South West
Cherwell District Council	South East
Cheshire County Council	North West
Chester City Council	North West
Chester Le Street District Council	North East
Chesterfield Borough Council	East
Chichester District Council	South East
Chiltern District Council	South East

Copeland Borough Council	North West
Corby Borough Council DC	Midlands
Cornwall County Council	South West
Cotswold District Council	South West
Coventry City Council	Midlands
Craven District Council	North East
Crawley Borough Council	South East
Crewe & Nantwich Borough Council	North West
Croydon	London
Cumbria County Council	North West

D

Dacorum Borough Council	South East
Darlington Borough Council	North East
Dartford Borough Council	South East
Daventry District Council	Midlands
Denbighshire County Council	Wales
Derby City Council	East
Derbyshire County Council	East
Derbyshire Dales District Council	East
Derwentside District Council	North East
Devon County Council	South West
Doncaster Metropolitan Borough Council	North East
Dorset County Council	South West
Dover District Council	South East
Dudley Metropolitan Borough Council	Midlands
Durham City Council	North East
Durham County Council	North East

E

Ealing	London
Easington District Council	North East
East Cambridgeshire District Council	East
East Devon District Council	South West
East Dorset District Council	South West
East Hampshire District Council	Hampshire & Isle of Wight
East Hertfordshire District Council	South East
East Lindsey District Council	East
East Northamptonshire District Council	Midlands
East Riding of Yorkshire Council	North East
East Staffordshire Borough Council	Midlands
East Sussex County Council	South East
Eastbourne Borough Council	South East
Eastleigh Borough Council	Hampshire & Isle of Wight
Eden District Council	North West
Ellesmere Port and Neston Borough Council	North West
Elmbridge Borough Council	South East
Enfield	London
Epping Forest District Council	South East
Epsom & Ewell Borough Council	South East
Erewash Borough Council	East
Essex County Council	South East
Exeter City Council	South West

F

Fareham Borough Council	Hampshire & Isle of Wight
Fenland District Council	East
Flintshire County Council	Wales
Forest Heath District Council	East

Forest of Dean District Council	South West
Fylde Borough Council	North West

G

Gateshead Metropolitan Borough Council	North East
Gedling Borough Council DC	East
Gloucester City Council	South West
Gloucestershire County Council	South West
Gosport Borough Council	Hampshire & Isle of Wight
Gravesham Borough Council	South East
Great Yarmouth Borough Council	East
Gwynedd Council	Wales
Greenwich	London
Guildford Borough Council	South East

H

Hackney	London
Halton Borough Council	North West
Hambleton District Council	North East
Hammersmith & Fulham	London
Hampshire County Council	Hampshire & Isle of Wight
Harborough District Council	Midlands
Haringay	London
Harlow District Council	South East
Harrogate Borough Council	North East
Harrow	London
Hart District Council	Hampshire & Isle of Wight
Hartlepool Borough Council	North East
Hastings Borough Council	South East
Havant Borough Council	Hampshire & Isle of Wight
Havering	London
Herefordshire Council	Midlands
Hertfordshire County Council	South East

Hertsmere Borough Council	South East
High Peak Borough Council	East
Hillingdon	London
Hinckley & Bosworth Borough Council	Midlands
Horsham District Council	South East
Hounslow	London
Huntingdonshire District Council	East
Hyndburn Borough Council	North West

I

Ipswich Borough Council	East
Isle of Anglesey County Council	Wales
Isle of Wight Council	Hampshire & Isle of Wight
Isles of Scilly	South West
Islington	London

K

Kennet District Council	South West
Kensington & Chelsea Royal Borough	London
Kent County Council	South East
Kerrier District Council	South West
Kettering Borough Council	Midlands
Kings Lynn & West Norfolk Borough Council	East
Kingston Upon Hull City Council	North East
Kingston Upon Thames Royal Borough	London
Kirklees Metropolitan Borough Council	North East
Knowsley Metropolitan Borough Council	North West

L

Lambeth	London
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Lancashire County Council	North West
Lancaster City Council	North West
Leeds City Council	North East
Leicester City Council	Midlands
Leicestershire County Council	Midlands
Lewes District Council	South East
Lewisham	London
Lichfield District Council	Midlands
Lincoln City Council	East
Lincolnshire County Council	East
Liverpool City Council	North West
Luton Borough Council	South East

M

Macclesfield Borough Council	North West
Maidstone Borough Council	South East
Maldon District Council	South East
Malvern Hills	Midlands
Manchester City Council	North West
Mansfield District Council	East
Medway Council	South East
Melton Borough Council	Midlands
Mendip District Council	South West
Merthyr Tydfil County Borough Council	Wales
Merton	London
Mid Beds District Council	South East
Mid Devon District Council	South West
Mid Suffolk District Council	East
Mid Sussex District Council	South East
Middlesbrough Borough Council	North East
Milton Keynes	South East
Mole Valley District Council	South East
Monmouthshire County Council	Wales

N

Neath Port Talbot County Borough Council	Wales
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New Forest District Council	Hampshire & Isle of Wight	Northumberland County Council	North East
Newark and Sherwood District Council	East	Norwich City Council	East
Newcastle-under-Lyme Borough Council	Midlands	Nottingham City Council	East
Newcastle-upon-Tyne City Council	North East	Nottinghamshire County Council	East
Newham	London	Nuneaton and Bedworth Borough Council	Midlands
Newport County Borough Council	Wales		
Norfolk County Council	East	O	
North Cornwall District Council	South West	Oadby & Wigston Borough Council	Midlands
North Devon District Council	South West	Oldham Metropolitan Borough Council	North West
North Dorset District Council	South West	Oswestry Borough Council	Midlands
North East Derbyshire District Council	East	Oxford City Council	South East
North East Lincolnshire Council	North East	Oxfordshire County Council	South East
North Hertfordshire District Council	South East		
North Kesteven District Council	East	P	
North Lincolnshire Council	North East	Pembrokeshire County Council	Wales
North Norfolk District Council	East	Pendle Borough Council	North West
North Shropshire District Council	Midlands	Penwith District Council	South West
North Somerset Council	South West	Peterborough City Council	East
North Tyneside Metropolitan Borough Council	North East	Plymouth City Council	South West
North Warwickshire Borough Council	Midlands	Poole Borough Council	South West
North West Leicestershire District Council	Midlands	Portsmouth City Council	Hampshire & Isle of Wight
North Wiltshire District Council	South West	Powys County Council	Wales
North Yorkshire County Council	North East	Preston Borough Council	North West
Northampton Borough Council	Midlands	Purbeck District Council	South West
Northamptonshire County Council	Midlands		
		R	
		Reading Borough Council	South East
		Redbridge	London
		Redcar and Cleveland Borough Council	North East
		Redditch Borough Council	Midlands
		Reigate and Banstead Borough Council	South East

Restormel Borough Council	South West	Somerset County Council	South West
Rhondda Cynon Taff County Borough Council	Wales	South Beds District Council	South East
Ribble Valley Borough Council	North West	South Buckinghamshire District Council	South East
Richmond Upon Thames	London	South Cambridgeshire District Council	East
Richmondshire District Council	North East	South Derbyshire District Council	East
Rochdale Metropolitan Borough Council	North West	South Gloucestershire Council	South West
Rochford District Council	South East	South Hams District Council	South West
Rossendale Borough Council	North West	South Holland District Council	East
Rother District Council	South East	South Kesteven District Council	East
Rotherham Metropolitan Borough Council	North East	South Lakeland District Council	North West
Rugby Borough Council	Midlands	South Norfolk Council	East
Runnymede Borough Council	South East	South Northamptonshire Council	Midlands
Rushcliffe Borough Council	East	South Oxfordshire District Council	South East
Rushmoor Borough Council	Hampshire & Isle of Wight	South Ribble Borough Council	North West
Rutland County Council	Midlands	South Shropshire District Council	Midlands
Ryedale District Council	North East	South Somerset District Council	South West

S

Salford City Council	North West	South Staffordshire Council	Midlands
Salisbury District Council	South West	South Tyneside Metropolitan Borough Council	North East
Sandwell Metropolitan Borough Council	Midlands	Southampton City Council	Hampshire & Isle of Wight
Scarborough Borough Council	North East	Southend-on-Sea Borough Council	South East
Sedgefield Borough Council	North East	Southwark	London
Sedgemoor District Council	South West	Spelthorne Borough Council	South East
Sefton Metropolitan Borough Council	North West	St Albans City Council	South East
Selby District Council	North East	St Edmundsbury Borough Council	East
Sevenoaks District Council	South East	St Helens Metropolitan Borough Council	North West
Sheffield City Council	North East	Stafford Borough Council	Midlands
Shepway District Council	South East	Staffordshire County Council	Midlands
Shrewsbury & Atcham Borough Council	Midlands	Staffordshire Moorlands District Council	Midlands
Shropshire County Council	Midlands		
Slough Borough Council	South East		
Solihull Metropolitan Borough Council	Midlands		

Stevenage Borough Council	South East	Torfaen County Borough	Wales
Stockport Metropolitan Borough Council	North West	Torrige District Council	South West
Stockton-on-Tees Borough Council	North East	Tower Hamlets	London
Stoke-on-Trent City Council	Midlands	Trafford Metropolitan Borough Council	North West
Stratford-on-Avon District Council	Midlands	Tunbridge Wells Borough Council	South East
Stroud District Council	South West	Tynedale District Council	North East
Suffolk Coastal District Council	East		
Suffolk County Council	East		
Sunderland City Council	North East		
Surrey County Council	South East		
Surrey Heath Borough Council	South East		
Sutton	London		
Swale Borough Council	South East		
Swansea Council City & County	Wales		
Swindon Borough Council	South West		

T

Tameside Metropolitan Borough Council	North West
Tamworth Borough Council	Midlands
Tandridge District Council	South East
Taunton Deane Borough Council	South West
Teesdale District Council	North East
Teignbridge District Council	South West
Telford and Wrekin Council	Midlands
Tendring District Council	South East
Test Valley Borough Council	Hampshire & Isle of Wight
Tewkesbury Borough Council	South West
Thanet District Council	South East
Three Rivers District Council	South East
Thurrock Borough Council	South East
Tonbridge and Malling Borough Council	South East
Torbay Council	South West

U

Uttlesford District Council	South East
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V

Vale of Glamorgan Council	Wales
Vale of White Horse District Council	South East
Vale Royal Borough Council	North West

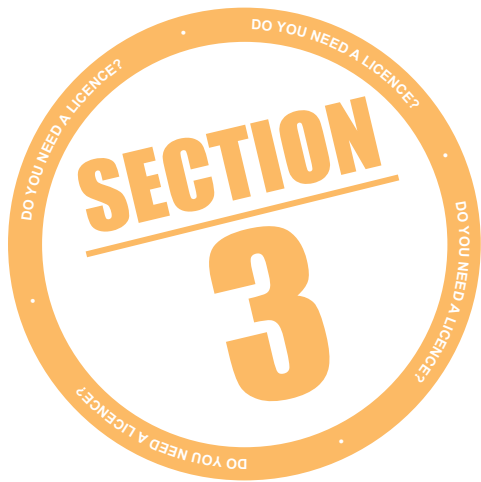
W

Wakefield Metropolitan District Council	North East
Walsall Metropolitan Borough Council	Midlands
Waltham Forest	London
Wandsworth	London
Wansbeck District Council	North East
Warrington Borough Council	North West
Warwick District Council	Midlands
Warwickshire County Council	Midlands
Watford Borough Council	South East
Waveney District Council	East
Waverley Borough Council	South East
Wealden District Council	South East
Wear Valley District Council	North East
Wellingborough Borough Council	Midlands
Welwyn Hatfield Council	South East
West Berkshire Council	South East
West Devon Borough Council	South West

West Dorset District Council	South West
West Lancashire District Council	North West
West Lindsey District Council	East
West Oxfordshire District Council	South East
West Somerset District Council	South West
West Sussex County Council	South East
West Wiltshire District Council	South West
Westminster City Council	London
Weymouth and Portland Borough Council	South West
Wigan Metropolitan Borough Council	North West
Wiltshire County Council	South West
Winchester City Council	Hampshire & Isle of Wight
Windsor and Maidenhead Royal Borough	South East
Wirral Metropolitan Borough Council	North West
Woking Borough Council	South East
Wokingham District Council	South East
Wolverhampton Metropolitan Borough Council	Midlands
Worcester City Council	Midlands
Worcestershire County Council	Midlands
Worthing Borough Council	South East
Wrexham County Borough Council	Wales
Wychavon District Council	Midlands
Wycombe District Council	South East
Wyre Borough Council	North West
Wyre Forest District Council	Midlands

Y

York City Council	North East
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List of Offences (door supervision)

Key to symbols used

✘ = Offences defined as “Serious Arrestable Offences” in the Police and Criminal Evidence Act 1984 (PACE)

◆ = Offences considered by SIA as “Serious”.

★ = Offences considered by SIA as “Significant”.

Juvenile offences

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

Ages at time of offences	Offences considered
10 to 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

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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 - All licence applicants

CATEGORY I – VIOLENCE/ABUSIVE BEHAVIOUR

- ✘ **Murder** - Homicide Act 1957 (including common law)
 - Of persons aged 1 year or over
 - Of infants under 1 year of age
- ✘ **Manslaughter** – Offences Against the Persons Act 1861 (OAP 1861) including common law offences
- ✘ **Kidnapping** (common law offence)
- ✘ **Causing explosion likely to endanger life or property** - Section 2 of Explosive Substances Act 1883
- ✘ **Torture** – Section 134 of Criminal Justice Act 1988

- ❖ **Attempted murder** – Criminal Attempts Act 1981 (including common law offences for attempted murder)
- ❖ **Accessory to murder (aids, abets, counsels or procures the commission of the offence)** – Section 8 of Accessories and Abettors Act 1861
- ❖ **Threat or conspiracy to commit murder** – Criminal Law Act 1977
- ❖ **Making threats to kill** – Section 16 of OAP Act 1861
- ❖ **Soliciting/Inciting to commit murder** – Section 4 of OAP Act 1861
- ❖ **Assisting offender by impeding his apprehension or prosecution in a case of murder**
- ❖ **Manslaughter due to diminished responsibility**
- ❖ **Causing death by aggravated vehicle taking**
- ❖ **Attempt to cause explosion, making or keeping explosive etc** – Section 3 and 4 of Explosive Substances Act 1883
- ❖ **Causing bodily injury by explosives** – Section 28 of OAP 1861
- ❖ **Placing explosives with intent to cause bodily injury** – Section 30 of OAP Act 1861
- ❖ **Using explosive or corrosives with intent to cause grievous bodily harm** – Section 29 of OAP 1861
- ❖ **Possession, etc. of explosives with intent to endanger life**
- ❖ **Burning, maiming, etc. by explosion**
- ❖ **Robbery** – Section 8 of Theft Act 1968
- ❖ **Armed robbery** – Section 8(1) of Theft Act 1968
- ❖ **Assault with weapon with intent to rob** – Section 8(2) of Theft Act 1968
- ❖ **Assault with intent to rob**
- ❖ **Aggravated burglary** – Section 10 of Theft Act 1968
- ❖ **Wounding or other act endangering life**
- ❖ **Wounding with intent to do grievous bodily harm or to resist apprehension** – Section 18 of OAP Act 1861
- ❖ **Wounding or inflicting grievous bodily harm (inflicting bodily injury with or without weapon)** – Section 20 of OAP Act 1861
- ❖ **Attempting to choke, suffocate or strangle etc** – Section 21 of OAP Act 1861
- ❖ **Intimidating a witness, juror** – Section 51(1) of Criminal Justice and Public Order Act 1994
- ❖ **Harming, threatening to harm a witness, juror** – Section 51(2) of Criminal Justice and Public Order Act 1994
- ❖ **Actual bodily harm (Assault occasioning actual bodily harm)** – Section 47 of OAP Act 1861

- ❖ **Prison Mutiny** – Section 1 Prison Security Act 1992
- ❖ **Assaulting prison officer whilst possessing firearm** – Section 90 of Criminal Justice Act 1991
- ❖ **Setting spring guns with intent to inflict grievous bodily harm**
– Section 31 of OAP 1861
- ❖ **Public Order Act 1986:**
 - Section 1 (Riot)
 - Section 2 (Violent Disorder)
- ❖ **Racially-aggravated public order offence** – Section 31(1) of Crime and Disorder Act 1998
- ❖ **Racially-aggravated offence of harassment** – Section 32(1) of Crime and Disorder Act 1998
- ❖ **Racially-aggravated intentional harassment, alarm or distress**
- ❖ **Racially-aggravated putting people in fear of violence**
- ❖ **Racially-aggravated assault** – Section 29(1) of Crime and Disorder Act 1998
- ❖ **Racially aggravated wounding or inflicting grievous bodily harm (inflicting bodily injury with or without a weapon)**
- ❖ **Racially aggravated actual bodily harm (assaults occasioning ABH)**
- ❖ **Racially aggravated common assault**
- ❖ **False imprisonment (common law offence)**
- ❖ **Child abduction by other person** – Section 2 of Child Abduction Act 1984
- ❖ **Bomb hoax** – Section 51 of Criminal Law Act 1977
- ❖ **Assisting prisoners to escape** – Section 39 of Prison Act 1952
- ❖ **Public Order Act 1986:**
 - Section 3 (Affray)
 - Section 4 (Fear or Provocation of Violence)
- ❖ **Ill-treatment of persons of unsound mind** – Section 127 of Mental Health Act 1983
- ❖ **Police Act 1996:**
 - Section 89 (Assault on a Constable in Execution of Duty)
 - Section 89(2) (Resisting or Obstructing a Constable)
- ❖ **Assault with intent to resist arrest** – Section 38 of OAP Act 1861
- ★ **Breach of anti-social behaviour order** – Section 1(10) of Crime and Disorder Act 1998
- ★ **Protection from Harassment Act 1997** – Offences under Sections 2-5:
 - Section 3(6) breach of the conditions of an injunction against harassment
 - Section 4(1) putting people in fear of violence
 - Section 5(5) breach of restraining order.

- ★ **Public Order Act 1986:**
 - intentionally causing harassment, alarm or distress - Section 4a
 - harassment, alarm or distress – Section 5
 - failure to comply with conditions imposed on public procession – Section 12
 - failure to comply with conditions imposed on public assembly – Section 14
 - contravention of prohibition of trespassory assembly – Section 14a
- ★ **Unlawful eviction and harassment of occupier** – Section 1 of Protection from Eviction Act 1977
- ★ **Common Assault & Battery** – Section 39 of Criminal Justice Act 1988

CATEGORY 2 – ESPIONAGE/TERRORISM

- ◆ **Suppression of Terrorism Act 1978**
- ◆ **Prevention of Terrorism (Temporary Provisions) Act 1989**
- ◆ **Criminal Justice (Terrorism and Conspiracy) Act 1998**
- ◆ **Terrorism Act 2000**
 - Membership of prescribed organizations, Section 11
 - Support or meeting of prescribed organizations, Section 12
 - Uniform of prescribed organizations, Section 13
 - Fund-raising for terrorism, Section 15
 - Other offences involving money or property to be used for terrorism, Sections 16-18
 - Failure to disclose information about terrorism, Section 19
 - Disclosure prejudicing, or interference of material relevant to, investigation of terrorism, Section 39
 - Weapons training, Section 54
 - Directing terrorist organization, Section 56
 - Possession of articles for terrorist purposes, Section 57
 - Unlawful collection of information for terrorist purposes, Section 58
 - Incitement of terrorism overseas, Section 59
- ◆ **Northern Ireland (Emergency Provisions) Act 1991, Section 53 (Assisting another to retain proceeds of terrorist activities)**
- ◆ **Northern Ireland (Emergency Provisions) Act 1991, Section 54 (Concealing or transferring proceeds of terrorist activities)**

CATEGORY 3 – OFFENSIVE WEAPONS

- ◆ **Possession of an offensive weapon, Prevention of Crime Act 1953, Section 1**
- ◆ **Dangerous Knives Offences under the Restriction of Offensive Weapons Act 1959**
- ◆ **Offences under the Biological Weapons Act 1974**
- ◆ **Offences under the Crossbows Act 1987**

- ❖ **Offences under the Chemical Weapons Act 1996**
- ❖ **Contravention of use etc. of Chemical Weapons**
- ❖ **Contravention of Section 11** – premises or equipment for producing chemical weapons
- ❖ **Possession of offensive weapon without lawful authority or reasonable excuse**
- ❖ **Having an article with a blade or point in a public place** – Section 139 of Criminal Justice Act 1988
- ❖ **Having an article with a blade or point on school premises** – Section 139(A)
- ❖ **Possession of offensive weapons without lawful authority or reasonable excuse on school premises** – Section 141 of CJA 1988

CATEGORY 4 - FIREARMS

- ✗ **Serious firearms offences** – Firearms Act 1968
 - Section 16 (Possession of firearm with intent to endanger life or injure property)
 - Section 17 (Using, etc. firearms or imitation firearms with intent to resist arrest)
 - Section 18 (Possession of firearm with criminal intent)
- ❖ **Firearms Act 1968 (Other Offences):**
 - Section 1 (Possessing etc. firearm or ammunition without certificate)
 - Section 2 (Possessing shotgun without shot gun certificate)
 - Section 3 (Dealing, making or selling without being registered as firearms dealer)
 - Section 4 (shortening of shotgun or possession of shortened shotgun)
 - Section 5 (possessing, acquiring, making, selling banned/prohibited weapons/firearms)
 - Section 7 (Making a false statement in order to obtain a police permit)
 - Section 9 (Making a false statement in order to obtain permit for auction of firearms)
 - Section 19 (carrying loaded firearm in public place)
 - Section 20 (trespassing with firearm or imitation firearm on land)
 - Section 21 (Contravention of provisions denying firearms to ex-prisoners and the like)
 - Section 22 (Person under 17 acquiring firearm)
 - Section 24 (Selling or letting on hire a firearm to person under 17)
 - Section 46 (Obstructing constable or civilian officer in exercise of search powers)
- ❖ **Possessing firearm or imitation firearm at time of committing or being arrested for an offence specified in Schedule 1 of the Firearms Act 1968**
- ❖ **Possessing firearm or imitation firearm with intent to commit an indictable offence, or resist arrest, etc.**
- ❖ **Possession of a firearm or imitation firearm, with intent to cause fear of violence**
- ❖ **Other firearms offences (Firearms Act 1968):**
 - Selling firearm to person without a certificate
 - Repairing, testing, etc. firearm for person without a certificate
 - Falsifying certificate, etc. with view to acquisition of firearm
 - Conversion of firearms
 - Possessing or distributing prohibited weapons or ammunition
 - Trespassing with firearm in a building

- Possession of firearms by persons previously convicted of crime
- Supplying firearms to persons denied them under Section 21 Firearms Act 1968
- ★ **Failure by certificate holder to notify in writing Chief Officer of Police of events taking place outside Great Britain involving firearms and ammunition (sold or otherwise disposed of lost etc.) (Group I)**
- ★ **Failure to comply with instructions in firearm certificate when transferring firearms to person other than registered dealer; failure to report transaction to police**

CATEGORY 5 – DISHONESTY (Theft and Fraud)

- ❖ **Perverting the course of justice** - (common law offence) - Attempt to pervert the course of justice
- ❖ **Blackmail** – Section 21 of Theft Act 1968
- ❖ **Aggravated vehicle taking.**
 - Injury to person, damage to property or car
- ❖ **Handling stolen goods** – Section 22 of Theft Act 1968
- ❖ **Receiving stolen goods**
- ❖ **Undertaking or assisting in the retention, removal, disposal or realization of stolen goods, or arranging to do so**
- ❖ **Going equipped for stealing** – Section 25 of Theft Act 1968
- ❖ **Burglary** – Section 9 of Theft Act 1968:
 - Burglary in a dwelling
 - Burglary, with the intent to commit, or the commission of an offence triable only on indictment
 - Burglary with violence or the threat of violence
 - Other burglary in a dwelling
- ❖ **Aggravated burglary in a dwelling**
- ❖ **Escaping from lawful custody without force** – common law.
- ❖ **Absconding by person released on bail** – Section 6(1), of (2) Bail Act 1976.
 - Failing to surrender to bail
- ❖ **Assisting Offenders from apprehension or prosecution** – Criminal Law Act 1967 Section 4
- ❖ **Acquiring, possessing etc the proceeds of criminal conduct** – Section 93 of Criminal Justice Act 1988
- ❖ **Perjury Offences (7 Offences)** – Sections 1-7(2) of Perjury Act 1911
- ❖ **Theft from the person of another.**
- ❖ **Theft in a dwelling other than from automatic machine or meter**

- ❖ **Theft by an employee**
- ❖ **Theft or unauthorized taking from mail**
- ❖ **Theft from vehicle:**
 - From motor vehicle
 - From other vehicle
- ❖ **Theft from shops**
- ❖ **Theft from automatic machine or meter**
- ❖ **Theft or unauthorized taking of motor vehicle:**
 - Theft of motor vehicle
- ❖ **Other theft or unauthorized taking:**
 - Offence under the Theft Act 1968, s.1, not classified elsewhere
 - Removal of article on show from places open to the public – Section 11 of Theft Act 1968
 - Theft of conveyance other than motor vehicle or pedal cycle
- ❖ **Evasion of liability by deception**
- ❖ **Making off without payment** – Section 3 of Theft Act 1978
- ❖ **Assisting another to retain the benefit of criminal conduct**
- ❖ **Acquisition, possession or use of proceeds of criminal conduct**
- ❖ **Concealing or transferring proceeds of criminal conduct**
- ❖ **Disclosure of information likely to prejudice an investigation**
- ❖ **Dishonestly retaining a wrongful credit**
- ❖ **Dishonest representation for obtaining benefit etc.**
- ❖ **Unauthorised access with intent to commit or facilitate commission of further offences**
- ❖ **Passing counterfeit notes and coins** – Section 15 of Forgery and Counterfeiting Act 1981
- ❖ **Fabrication of evidence with intent to mislead a tribunal** – common law
- ❖ **Personation of jurors** – common law
- ❖ **Personating for purposes of bail etc** – Section 34 of Forgery Act 1861
- ❖ **Embracery** – common law
- ❖ **False statements tendered under Section 9 of the Criminal Justice Act 1967**
 - Section 89 Criminal Justice Act 1967 (False written statements tendered in evidence in criminal proceedings)
- ❖ **Making a false statement to obtain interim possession order** – Section 75(1) Criminal Justice and Public Order Act 1994
- ❖ **Making false statement to resist making of interim possession order**
 - Section 75(2) Criminal Justice and Public Order Act 1994

- ❖ **False statement tendered under Section 102 of the Magistrates' Courts Act 1980** – Section 106 Magistrates Courts Act 1980 (False written statements admitted in evidence)
- ❖ **Making false statement to authorised officer** – Section 29(2) Trade Descriptions Act 1968

CATEGORY 6 – ABUSE OR NEGLECT OF CHILDREN

- ✗ **Protection of Children Act 1978** – Section 1 (indecent photographs and pseudo-photographs of children).

CATEGORY 7 – SEXUAL OFFENCES

- ✗ **Rape** – Section 1(1) of Sexual Offences Act 1956
 - Man having unlawful sexual intercourse with a woman who is a defective
 - Male member of staff of hospital or mental nursing home having unlawful sexual intercourse with a female patient
 - Man having unlawful sexual intercourse with mentally disordered female patient who is subject to his care
 - Rape of a female aged under 16
 - Rape of a female aged 16 or over
 - Rape of a male aged under 16
 - Rape of a male aged 16 or over
- ✗ **Buggery** - Sexual Offences Act 1956
 - Section 12 (Buggery with a person under the age of 16 or animal)
 - Buggery by a male of a male under 16
 - Buggery by a male aged 21 or over with a male aged 16 or 17
 - Buggery by a male aged 18-20 with a male aged 16 or 17
 - Buggery by a male aged 16 or 17 with a male aged 16 or over
 - Buggery by a man with a male person aged 16 or over without consent
 - Buggery by a male with a female aged under 16
 - Buggery by a male aged 21 with a female aged 16 or 17
 - Buggery by a male aged 18-20 with a female aged 16 or 17
 - Buggery by a male aged 16 or 17 with a female aged 16 or over
 - Buggery with an animal
 - Buggery by a male aged 18-20 with a male aged under 16
 - Buggery by a male aged 18-20 with a female aged under 16
 - Buggery by a male aged 16-17 with a male aged under 16
 - Buggery by a male aged 21 or over with a male aged under 16
 - Buggery by a male aged 21 or over with a female aged under 16
 - Buggery by a male aged 16-17 with a female aged under 16
- ✗ **Incest** – Sexual Offences Act 1956 Sub-Section 10 and 11/Criminal Law Act 1977 Section 4.
 - Incest with a girl under 13
 - Other incest
 - Inciting girl under 16 to have incestuous sexual intercourse

- ❖ **Attempted Rape** – Criminal Attempts Act 1981
 - Attempted rape of a female aged under 16
 - Attempted rape of a female aged 16 or over
 - Attempted rape of a male aged under 16
 - Attempted rape of a male aged 16 or over
- ❖ **Attempted Buggery** – Criminal Attempts Act 1981
 - Attempt to commit buggery with a boy under the age of 16 or with a woman or animal
 - Attempt by a man to commit buggery with a male person of the age of 16 or over without consent
- ❖ **Abduction:**
 - Abduction of female having interest in property
 - Section 17 Abduction of a female by force
 - Section 19 Abduction of unmarried girl under 18 from parent or guardian
 - Section 20 Abduction of unmarried girl under 16 from parent or guardian
 - Section 21 Abduction of defective from parent or guardian
- ❖ **Unlawful sexual intercourse with girl under 13** – Section 5 of SOA 1956
- ❖ **Unlawful sexual intercourse with girl under 16**
- ❖ **Section 14 of SOA 1956 (Indecent assault on a female)**
 - Indecent assault on a female under 16 years of age
 - Indecent assault on a female aged 16 years or over
- ❖ **Section 15 SOA 1956 (Indecent assault on a male)**
 - Indecent assault on male person under 16 years
 - Indecent assault on male person 16 years or over
- ❖ **Section 16 SOA 1956 (Assault with intent to commit buggery)**
- ❖ **Indecency between males:**
 - By a man with another male person other than as classified below
 - Gross indecency by a male aged 21 or over with a male aged under 18
 - Gross indecency by a male aged 18-20 with a male aged under 18
 - Gross indecency by a male aged under 18 with another male
 - Gross indecency by a male aged 18 or over with another male aged 18 or over
 - Gross indecency, or indecency, by a male aged 16-17 with another male aged under 16
 - Gross indecency, or indecency, by a male aged 18-20 with another male aged under 16
 - Gross indecency, or indecency, by a male aged 16 or over with another male aged 16 or over
 - Gross indecency, or indecency, by a male aged under 16 with another male
 - Gross indecency, or indecency, by a male aged 21 or over with another male aged under 16

Other Offences under Sexual Offences Act 1956:

- Section 2 Procurement of a woman by threats
- Section 4 Administering drugs to obtain intercourse
- Section 6 Sexual intercourse with a girl under the age of 16
- Section 7 Sexual intercourse with a mental defective
- Section 9 Procurement of a mental defective

- Section 25 Permitting girl under 13 to use premises for intercourse
- Section 26 Permitting girl under 16 to use premises for intercourse
- ❖ **Sexual intercourse with patients** – Section 128 Mental Health Act 1959
- ❖ **Indecency with Children Act 1960** – Section 1 (indecent conduct to under 14s)
- ❖ **Gross Indecency with a child**
 - With boys
 - With girls
- ❖ **Allowing or procuring child under 16 to go abroad to perform** – Section 25 and 26 of Children and Young Persons Act 1933
- ❖ **Sexual Offences (Amendment) Act 2000** – Section 3 (abuse of position or trust):
 - Abuse of Trust – sexual offences
 - Abuse of position of trust – sexual intercourse
 - Abuse of position of trust – sexual activity other than intercourse
- ❖ **Further Sexual Offences Act 1956:**
 - Section 3 Procurement of a woman by false pretences
 - Section 22 Causing prostitution of women
 - Section 23 Procurement of girl under 21
 - Section 24 Detention of woman in brothel or other premises
 - Section 27 Permitting defective to use premises for intercourse
 - Section 28 Causing or encouraging prostitution of, intercourse with, or indecent assault on, girl under 16
 - Section 29 Causing or encouraging prostitution of defective

CATEGORY 8 - DRUGS

- ✗ **Section 4(2) of Misuse of Drugs Act 1971** – Production of a controlled drug (Class A, B or C) (Cocaine, heroin, LSD, cannabis etc)
- ✗ **Section 4(3) of 1971 Act** – Supplying or offering to supply a controlled drug (Class A, B or C)
- ✗ **Section 5(3) of 1971 Act** – Possession with intent to supply a controlled drug (Class A, B or C) (Cocaine, heroin, LSD, cannabis etc)
- ❖ **Section 8 of 1971 Act** – Occupier or manager of premises permitting drug activities
- ❖ **Permitting premises to be used for unlawful purposes** (Cocaine, heroin, LSD, cannabis etc)
- ❖ **Manufacture and supply of scheduled substances** – Section 12 of Criminal Justice (International Co-operation) Act 1990
 - Supplying a scheduled substance to another person
 - Failing to comply with regulations prescribed by the Secretary of State concerning transaction documentation, record keeping and inspection information furnishing and consignment labelling

- ❖ **Fraudulent evasion of controls on Class A and B drugs** – Section 1, 70(2)(b), (c), of Customs and Excise Management Act 1979
- ❖ **Fraudulent evasion of controls on class C drugs** – Section 170(2)(b), (c) of Customs and Excise Management Act 1979
- ❖ **Illegal importation of class A and B drugs** – Section 50 of Customs and Excise Management Act 1979
- ❖ **Illegal importation of class C drugs** – Section 50 of Customs and Excise Management Act 1979
- ❖ **Offences in relation to proceeds of drug trafficking** – Section 49, 50 and 5 of Drug Trafficking Act 1994:
 - Concealing or transferring the proceeds of drug trafficking – Section 49
 - Assisting another person to retain the benefit of drug trafficking – Section 50
 - Acquisition, possession or use of proceeds of drug trafficking – Section 51
- ❖ **Offences in relation to money laundering investigations** – Section 52 and 53
- ❖ **Drug Trafficking Act 1994:**
 - Laundering money from drug trafficking – Section 52
 - Tipping off on investigation in drug money laundering – Section 53
- ❖ **Drug trafficking offences at sea** – Section 18 of Criminal Justice (International Co-operation) Act 1990
- ❖ **Firing on revenue vessel** – Section 85 of Customs and Excise Management Act 1979
- ❖ **Section 9 of 1971 Act** – Offences relating to opium
- ❖ **Section 20 of 1971 Act** – Assisting in or inducing commission of drug offence outside UK.
- ❖ **Section 11 of 1971 Act** – Offences relating to the safe custody of controlled drugs
- ❖ **Section 9A of 1971 Act** – Supply of articles for preparing or administering controlled drugs
- ❖ **Section 11(2) of 1971 Act** – Contravention of directions relating to safe custody of controlled drugs
- ❖ **Section 12(6) of 1971 Act** – Contravention of direction prohibiting practitioner possessing or supplying controlled drugs
- ❖ **Section 13(3) of 1971 Act** – Contravention of direction prohibiting practitioner prescribing controlled drugs
- ❖ **Section 17(4) of 1971 Act** – Giving false information
- ❖ **Section 18 (2) of 1971 Act** – Contravention of terms of licence or other authority (other than licence issued under regulations relating to addicts)
- ❖ **Section 18(3) of 1971 Act** – Giving false information in purported compliance with obligation to give information imposed under or by virtue of regulations

- ❖ **Section 18(4) of 1971 Act** - Giving false information, or producing documents etc containing false statement etc, for purpose of obtaining issue or renewal of a licence or other authority
- ❖ **Section 23(4) of 1971 Act** – Obstructing exercise of powers of search etc
- ❖ **Failure to disclose knowledge or suspicion of money laundering** – Section 26(B) of Drug Trafficking Offences Act 1986
- ❖ **Tipping-off in relation to money laundering investigations** – Section 26(C) of Drug Trafficking Offences Act 1986
- ✧ **Section 5(2) of 1971 Act** – Possession of a controlled drug (Class A, B or C) (Cocaine, heroin, LSD, cannabis etc)
- ✧ **Section 17(3) of 1971 Act** – Contravention of notice requiring information about prescribing or supply of drugs

CATEGORY 9 – CRIMINAL DAMAGE

- ❖ **Aggravated criminal damage** – Criminal Damage Act 1971 s 1(2)
- ❖ **Aggravated arson** – Criminal Damage Act 1971 s 1(2), (3)
- ❖ **Arson endangering life**
- ❖ **Arson** - Criminal Damage Act 1971
- ❖ **Racially aggravated criminal damage** – Section 30(1) of Crime and Disorder Act 1998
- ❖ **Racially-aggravated arson (not endangering life)** – Section 30(1) of Crime and Disorder Act 1998
- ❖ **Violence to secure entry to premises** – Section 6 of Criminal Law Act 1977
- ❖ **Trespass with a weapon** – Section 8 of Criminal Law Act 1977
- ❖ **Aggravated trespass** – Section 68 of Criminal Justice & Public Order Act 1994

CATEGORY 10- OFFENCES UNDER THE PRIVATE SECURITY INDUSTRY ACT 2001

- ❖ **Engaging in licensable conduct (e.g. door supervisor) without an SIA licence** – Section 3
- ❖ **Failure to comply with SIA licence conditions** – Section 9
- ❖ **Obstructing an SIA authorised person who exercises power of entry and inspection; Failing to comply with any requirement imposed by such a person; Unauthorised disclosure of information by an SIA authorised person when exercising this power** – Section 19
- ❖ **Making a false statement to the SIA** – Section 22.

CATEGORY 11 – OTHER OFFENCES

✦ **Unauthorised licensable activities** – Part 7 Section 136 of the Licensing Act

LIST B Front line staff (door supervisors) only

[Numbers in bold beside each offence represents offence category type.

E.g. (3) = **CATEGORY 3 – OFFENSIVE WEAPONS**]

- ✦ **Abduction of a child by other person** - Child Abduction Act 1984 (Category 1)
- ✦ **Sale of knives and certain articles with blade or point to persons under 16** section 141(A) CJA 1988. (Category 3)
- ✦ **Prejudicing a drug trafficking investigation** – Section 58(1) Drug Trafficking Act 1994 (Category 5)
- ✦ **Forgery, or use, of false prescription (in respect of drugs listed in Schedule 2 of the Misuse of drugs Act 1971** (Category 5)

Useful contacts

For more detail about the SIA and licensing, visit our website www.the-sia.org.uk which is constantly updated.

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