







Security Industry Authority

# Approved Contractor Scheme

## Application Form

# ACS Application Form

## General Information

- The Approved Contractor Scheme (ACS) is a voluntary scheme for the private security industry open to organisations subject to regulation by the Security Industry Authority (SIA).
- **Please submit your completed application form through your online business account. Any application form that is received via post or email will not be processed and returned.**
- Please read the Guidance and Completion Notes before filling in this form.
- The estimated time to complete this form is between one and two hours.
- Please use **black** ink only when completing this form.
- Fields indicated with **!** are mandatory for processing of the application and must be filled in.
- Fields indicated with a  are key pieces of information directly relating to your approval. It is your responsibility to inform us of any changes/additions to fields marked .
- If you are submitting a Licence Management, additional sector, re-registration or renewal application please update any fields marked with a  if details have changed. At the top of each section where no changes have occurred use the tick box (example shown below) to indicate the information has not changed.  
 Tick if details within this section are unchanged from previous applications
- For substantial changes to  information please use the separate Change of Circumstance form available on the SIA website.
- If a payment is required, please remember to complete and return the accompanying payment slip.
- We protect any personal information in line with the Data Protection Act 2018.
- The electronic version of the application will be kept on file as per the ACS Document Retention Policy.

If you have any enquiries relating to your ACS application please submit them through your SIA online business account, selecting 'Contact Us – I want to make a business enquiry'. Please quote 'ACS'.

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Please fill in details regarding the type of application you are submitting. Please use the separate Change of Circumstance Form for other types of application.

## Section A – Application Type

**!** A1 **What kind of application are you submitting?**

A2  New Approval – ACS Standard

A3  New Approval – ACS Passport

A4  Additional Sector Approval

A5  Licence Management

A6  ACS Annual Return Annual Return due  (DD/MM/YY)

A7  ACS Renewal of Approval Renewal due  (DD/MM/YY)

**!** A8 **Have you completed your Achievement Record using the ACS Self Assessment Workbook (SAW)?**

No, not applicable  Yes

A9 If yes, what email address did you use to log-on to the Achievement Record?

A10 **If you're applying to use the Licence Management service, have you completed the Code of Connection?**

No  Yes

**!** A11 **Which sectors do you wish to apply for?**

If applicable please tick more than one box.

	Seeking first ACS approval	Continue ACS approval
A12 Cash & Valuables In Transit (CVIT)	<input type="checkbox"/>	<input type="checkbox"/>
A13 Close Protection (CP)	<input type="checkbox"/>	<input type="checkbox"/>
A14 Door Supervision (DS)	<input type="checkbox"/>	<input type="checkbox"/>
A15 Key Holding (KH)	<input type="checkbox"/>	<input type="checkbox"/>
A16 Public Space Surveillance (CCTV)	<input type="checkbox"/>	<input type="checkbox"/>
A17 Security Guarding (SG)	<input type="checkbox"/>	<input type="checkbox"/>
A18 Vehicle Immobilisation (VI) (Northern Ireland only)	<input type="checkbox"/>	<input type="checkbox"/>

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!	A19	Contact Details	<b>Details of primary contact person</b>	<b>Details of secondary contact person</b>
	A20	Title	<input type="text"/>	<input type="text"/>
!	A21	Forename (s)	<input type="text"/>	<input type="text"/>
!	A22	Surname	<input type="text"/>	<input type="text"/>
!	A23	Position	<input type="text"/>	<input type="text"/>
!	A24	Direct line/ switchboard	<input type="text"/>	<input type="text"/>
!	A25	Mobile number	<input type="text"/>	<input type="text"/>
	A26	Fax number	<input type="text"/>	<input type="text"/>
!	A27	Email address	<input type="text"/>	<input type="text"/>
!	A28	Company website	<input type="text"/>	
	A29	<b>Postal address for correspondence</b>		
!	A30	Company name	<input type="text"/>	
!	A31	Building number	<input type="text"/>	
!	A32	Street name	<input type="text"/>	
!	A33	Town/city	<input type="text"/>	
!	A34	County	<input type="text"/>	
!	A35	Postcode	<input type="text"/>	
	A36	PO box number (if applicable)	<input type="text"/>	
!	A37	If you are using a consultant to advise you on your application (including your Self-Assessment Workbook) then please provide their details below.		
	Name	<input type="text"/>	Phone number	<input type="text"/>
	Company	<input type="text"/>	Email address	<input type="text"/>

Please see [www.sia.homeoffice.gov.uk/pages/acs-assistance.aspx](http://www.sia.homeoffice.gov.uk/pages/acs-assistance.aspx) before you decide to use a consultant.






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## Section B – Applicant Organisation Details

Please provide details relating to your organisation.

### B1 **Trading details**

Tick if details within this section are unchanged from previous applications

	B2	Registered name	<input type="text"/>
	B3	Trading name of organisation (if different)	<input type="text"/>
	B4	Year trading since	<input type="text"/>
	B5	Date business became incorporated (if applicable)	<input type="text" value="/ /"/> (DD/MM/YY)
	B6	Company or Limited Liability Partnership registration number (if applicable)	<input type="text"/>
	B7	Existing ACS reference number (if applicable)	<input type="text"/>

Tick if details within this section are unchanged from previous applications

B8  **Tick and continue to B18 if registered/main address details are the same as A27 to A34.**

 B9 **Registered/main address details if different from correspondence address.**

	B10	House/building number	<input type="text"/>
	B11	Street name	<input type="text"/>
	B12	Town/city	<input type="text"/>
	B13	County	<input type="text"/>
	B14	Postcode	<input type="text"/>
	B15	PO box number (if applicable)	<input type="text"/>
	B16	Switchboard number	<input type="text"/>
	B17	Fax number	<input type="text"/>



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B29 Do you hold any other industry accreditations or awards, or do you belong to any other scheme(s)?

Yes  No (If yes, detail below and if necessary use continuation sheet at section J)

Tick if details within this section are unchanged from previous applications

B30 **Scheme/Award/Accreditation**

B31 Name of scheme(s)

B32 Standard(s) used

B33 Awarded by (organisation name)

B34 Contact telephone number

B35 Date of award

 (DD/MM/YY)

B36 Date of expiry

 (DD/MM/YY)

B37 **Scheme/Award/Accreditation**

B38 Name of scheme(s)

B39 Standard(s) used

B40 Awarded by (organisation name)

B41 Contact telephone number

B42 Date of award

 (DD/MM/YY)


B43 Date of expiry


 (DD/MM/YY)

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## Section C – Operational Profile

Tick if details within this section are unchanged from previous applications

 C1 Approximate number of client sites where security staff (both employed and self-employed) are deployed, i.e. your customer sites

 C2 Number of your own company sites where staff are based (both employed and self-employed), i.e. your own building and offices

C3 Please tick below every sector in which you hold current contracts for the supply of services (regardless of whether or not you are approved for that sector)

**Current contracts**

- C4 Cash & Valuables In Transit (CVIT)
- C5 Close Protection (CP)
- C6 Door Supervision (DS)
- C7 Key Holding (KH)
- C8 Public Space Surveillance (CCTV)
- C9 Security Guarding (SG)
- C10 Vehicle Immobilisation (VI) (Northern Ireland only)



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- ! C11 Approximate current annual turnover relating to licensable security services £
- !🔑 C12 Are you VAT registered? Yes  No
- !🔑 C13 If yes, VAT registration number
- !🔑 C14 Number of licensable staff (both employed and self-employed) who joined the organisation over the last 12 months
- !🔑 C15 How many of these new staff already held an SIA licence?
- !🔑 C16 Number of licensable staff (both employed and self-employed) who left your organisation over the last 12 months
- !🔑 C17 How many of these staff went onto another job in the private security industry?
- !🔑 C18 Number of permanent employees who are employed part time (does not include self-employed)
- !🔑 C19 Are you registered with HMRC for PAYE?
- !🔑 C20 If yes, PAYE Employer Reference
- !🔑 C21 Do you outsource payroll services? Yes  No   
If yes, please provide the full address details of your payroll service provider.

- !🔑 C22 Do you provide temporary security staff to other security suppliers? Yes  No
- !🔑 C23 Do you provide a security service as a sub-contractor to other security suppliers? Yes  No
- !🔑 C24 Do you use sub-contractors to deliver security services? Yes  No
- !🔑 C25 If yes, please list current sub-contractors used. Are they SIA approved contractors?

Sub-contractor	Sector	ACS?

C26 Please provide details of which region/s you serve and indicate on what basis, i.e:

- an office in this region
- existing customers in this region
- sub-contractor/s in this region
- another valid basis (please provide details at section J)

**Please Note: Your organisation will only be represented in the SIA on-line regional search facility if you provide us with this information.**

Regions:	Office	Customer	Sub-Contractor	Another
Northern Ireland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scotland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North West	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North East	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
West Midlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
East Midlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
South West	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
South East	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
London	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Section D – Licensable Staff




Please complete this section regarding the licensing of your staff **(both employed and self-employed)**. Do not include sectors for which you are not approved or not seeking approval. You must keep records of all licensable employees, licences held and licences applied for.



**D1** Total number of licensable front line and non-front line staff.  
(If an individual holds more than one licence then count only one)



**D2** Total number of self-employed staff included in D1 (above).

	Non-front line	CCTV	CP	CVIT	DS	KH	SG	VI
 <b>D3</b> Number of licensable staff (both employed and self-employed)								
 <b>D4</b> Number of licences held								
 <b>D5</b> Number of licence applications pending								

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## Section E – Relationships with ACS Assessing Bodies

Please give details of your ACS assessing body if applicable.

- Tick if details within this section (other than E3 and E4) are unchanged from previous applications

E1 Assessing Body Name (if decided)

E2 Assessor Name (if known)

E3 Date next ACS Assessment scheduled (if known)

E4 Date of last ACS assessment (for annual return, Renewal, or Licence Management applications)

## Section F – Directors, Partners or Equivalent

Tick if details within this section are unchanged from previous applications

### **Directors, shadow directors, partners or equivalent senior roles**

F1 Please supply a list of all statutory directors, shadow directors, partners or equivalent roles (according to your organisation legal status and structure) e.g.: CEO, senior responsible person, owner/manager etc. This must include the senior responsible person and all of his/her direct reports.

Position	Title (Mr, Mrs, Miss, Ms, Dr. etc)	Surname	Forename(s)	SIA Licensable Y/N	SIA licence number or licence application number*

\* If licence number is not available, please provide licence application number.  
Duplicate this page if necessary to provide details of additional persons.

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## Section G – Authorised Signatory

Authorisation to apply to become an approved contractor must be given by a senior responsible person e.g. CEO, senior partner, owner/manager etc. of the applicant organisation.

### G1 **Privacy Notice**

#### **What information will we collect from you?**

In order to apply to become an approved contractor you will be asked to provide information about the applicant business, including information regarding the business identity and trading details (such as name/s, address/es, legal status, period or trading, insurance, group structure); the contracts it holds with its customers and any sub-contractors; its selected ACS assessing body and any other relevant certifications held; details about how it meets the ACS eligibility criteria and the ACS standard. In addition, you will be asked to provide information regarding the individuals in control of, employed by or associated with that business. This may include their names, addresses, contact details and licence numbers (if applicable).

#### **Why do we collect this information and how will it be used?**

The SIA is a Home Office non-departmental public body. The information you provide will be used by the SIA to carry out its statutory functions under the Private Security Industry Act 2001.

For example, we will use the information we hold about your business and the individuals in control of it, employed by or associated with your business to:

- Create and maintain an SIA account in your business' name.
- Decide whether your business is fit and proper to be an approved contractor.
- Share information with organisations to conduct checks against the ACS criteria and conditions.

These checks include the SIA contacting HM Revenue and Customs (HMRC) to verify the information provided at sections B, C, D and F of this application form for the purposes of assessing this application and maintaining your approval, including undertaking assessments, enquiries and investigations. By submitting this application I authorise HMRC to disclose information to the SIA for this purpose.

- Share information with other government agencies in order to check the information we hold is accurate, to prevent or detect crime, or as otherwise allowed by law. For example, the information you provide may be shared with agencies such as the Home Office, the Police, HM Revenue and Customs, Department for Work and Pensions, and local authorities.
- Contact you about:
  - your application
  - your approval status
  - matters affecting the private security industry, for example, SIA events and recommended training for your staff
  - research regarding the private security industry

### Who might we share information with?

- The SIA shares information with a number of organisations in order to conduct checks against the ACS criteria and conditions. These organisations include Companies House, the Insolvency Service, Equifax, HMRC, the Police, Assessing Bodies, customers of the applicant business, payroll or finance companies contracted with the applicant business and consultants acting on behalf of the business.

These checks also include the SIA contacting HM Revenue and Customs (HMRC) to verify the information provided at sections B, C, D and F of this application form for the purposes of assessing this application and maintaining your approval, including undertaking assessments, enquiries and investigations. By submitting this application I authorise HMRC to disclose information to the SIA for this purpose.

- The SIA also shares and receives information with other government agencies in order to check the information we hold / they hold is accurate, to prevent or detect crime, or as otherwise allowed by law. For example, the information you provide may be shared with agencies such as the Home Office, the Police, HM Revenue and Customs, Department for Work and Pensions, and local authorities.

### More information

For more information on how the information you provide is used, how long we store information, how we maintain the security of the information we hold, and rights to access the information we hold, please see the SIA's Privacy Policy on the SIA website.

### Declaration

I confirm that the information and documents provided on behalf of the applicant are, to the best of my knowledge, true and complete in every respect. I understand that it is a criminal offence under section 22 of the Private Security Industry Act 2001 to knowingly or recklessly make a false statement to the SIA, and doing so may lead to this application being refused, the business' approval status being revoked, and/or may render the business, its controlling minds and/or myself liable to prosecution. I confirm that the applicant will continue to comply with all conditions associated with approval.

!	G2	Signature	<input type="text"/>
!	G3	Print name	<input type="text"/>
!	G4	Position	<input type="text"/>
!	G5	Date	<input type="text" value="/ /"/> (DD/MM/YY)

**We will not accept this application without an appropriate authorised signature.**

## Section H – Payment

- !** H1 **We accept payments via BACS or credit card/ debit card. However if you wish to pay by cheque, please complete the enclosed payment slip and return.**
- H2  Payment slip enclosed

## Section I – Supporting Documentation

- !** I1 **For new approvals only please include all of the documents below.**
- I2 Tick to indicate document enclosed
- I3  Certificate of Employers and Public Liability Insurance (**copy of**) including business description
- I4  VAT Registration certificate (**copy of**)
- I5  Certificate of Incorporation (**copy of**)
- I6  Letter from a recognised body (e.g. local authority, government department, utility provider) which shows your company name and address (**copy of**)
- I7  Copy of letterhead used by applicant organisation
- I8  Copies of certificates or other documents confirming approvals listed at section B29
- I9  An up-to-date list of contracts held for the supply of security services including for each contract the customer name, the address of each site/venue associated with the contract, service(s) provided, date contract commenced and expires, and number of licensable staff associated with the contract
- I10  If only one contract, please enclose a duly signed copy
- I11  2 invoices dated within the last 3 months
- I12  An up-to-date staff list (employed and self-employed) including full name, licence number or licence application number and employment status (employed or self-employed)
- I13 **For Licence Management only:**
- I14  Code of Connection, completed and signed, including any supporting evidence
- I15  If applying via the Passport route, provide a copy of the report from your latest assessment that included Licence Management
- I16  A signed copy of the Partnership Agreement
- I17 **Evidence of:**
- Cyber Essentials Plus certification OR
- ISO 27001:2013 certification (provided that the proposed Licence Management process comes within the scope of that certification)





From 1st August 2018, we will only accept application forms submitted via an SIA business account.

If you do not yet have an account, please go to

**<https://www.sia.homeoffice.gov.uk/Pages/changes-other-organisations.aspx>**

for simple instructions on how to create one.

You should submit all ACS related queries through your SIA online business account, selecting 'Contact Us – I want to make a business enquiry'. Please quote 'ACS' in your correspondence.

**[www.sia.homeoffice.gov.uk/acs](http://www.sia.homeoffice.gov.uk/acs)**

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