



Security Industry Authority

Get Licensed

SIA licensing criteria

February 2019



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Introduction

The Security Industry Authority (SIA) is the public body that regulates the private security industry in the United Kingdom. The Private Security Industry Act 2001 (“the Act”) established the SIA and sets out how regulation of the private security industry works. Section 3 of the Act makes it a criminal offence for individuals to engage in licensable conduct unless they have a licence. The SIA is responsible for granting, renewing and revoking these licences.

Applicants and Licence Holders

The people who are applying for licences are referred to as “Applicants” in this document. They are called Applicants even if they have had a licence in the past and are applying for this licence to be renewed. The people who have active licenses are called “Licence Holders” even if they do not have a security job at the moment.

The relationship that Applicants and Licence Holders have with the SIA is a relationship with a regulatory body. The decisions the SIA makes on licences obviously can make a difference to whether someone can or cannot be lawfully employed in regulated activities. However, the **SIA is not Applicants’ and Licence Holders’ employer.**

Criteria

The SIA uses rules called “criteria” to decide whether or not to grant a licence. Criteria are also used when the SIA applies its powers under the Act to revoke, suspend or modify a licence. Section 7 of the Act requires the SIA to publish a document setting out these criteria and this is that document. Section 7 also requires the SIA to get this criteria (and any changes to them) approved by the Secretary of State for the Home Office. These criteria have that approval from the Secretary of State.

Section 1 of this document sets out factors which will be taken into account by the SIA in deciding whether or not to grant or renew a licence.

Section 2 sets out criteria in relation to training and qualifications. These criteria are mandatory for Applicants for front-line licences. If they are not met, the licence will not be granted or renewed.

Section 3 sets out criteria in relation to criminal offending and criminal records checks.

Section 4 contains criteria relating to criminal offences that the SIA considers relevant when making licensing decisions. It includes descriptions of the categories of relevant criminal offences. Annex A has a full list of these relevant criminal offences.

Section 5 sets out the criteria relating to when the SIA refuses an Applicant a licence.

Section 6 describes what the SIA will do to inform an Applicant of their decision on an application for a licence.

Section 7 describes the licence conditions that Licence Holders have to follow.

Section 8 sets out when the SIA will revoke a licence and how to respond when told that a licence is to be revoked.

Section 9 describes what happens when the SIA suspends a licence.

It is important to be aware that the criteria in this document are updated from time to time. The current version is always on the SIA website and you should check this to be sure that you have the most up-to-date version.

This document does not deal with when a licence is required, the procedures for getting a licence, fees that need to be paid, appeals or other matters relevant to the licensing system.

This information can be found on the SIA's website at www.sia.homeoffice.gov.uk.

Getting a Licence

Qualifying for a licence

To qualify for a licence to work in any front line licensable activity, an Applicant must:

- be aged 18 or over;
- pass an identity check;
- pass a criminal record check;
- have the appropriate, SIA recognised, licence-linked qualification; and
- have the right to work in the United Kingdom (UK).

To qualify for a licence to operate in a non-front line role, such as a manager or supervisor, an individual must:

- be aged 18 or over;
- pass an identity check; and
- pass a criminal record check.

An Applicant for a non-front line licence will not need SIA recognised, licence-linked training. The SIA will consider whether an Applicant for a non-front line licence has a right to work in the UK. The SIA may grant a non-front line licence to an Applicant if they do not have the right to work in the UK, but they are a Director of a UK registered company or one of its parent companies.

For both front line and non-front line licences the SIA will also need to consider other relevant information when deciding whether or not to issue a licence (see below).

Checking the right to remain and work in the UK

The SIA may seek information to confirm that an Applicant has the right to remain and to work in the UK. This does not replace the statutory responsibility of employers to ensure their employees have the right to work in this country or their responsibility to ensure employees with restricted hours visas do not work more hours than allowed. Employers should also ensure that they know if an employee's right to work expires before their SIA licence expires. Employers should not accept the possession of an SIA licence as proof of the Licence Holder's right to work in the UK.

Mental health

The SIA will take into account any recent mental health problems where the Applicant has been subject to compulsory detention or been subject to other compulsory measures in the five years prior to their application. The SIA will not seek out information about any mental health problems which have not been subject to compulsory measures or resulted in detention.

If an Applicant has any recent mental health problems requiring detention or other compulsory measures, they will be required to provide a current medical report outlining the condition and any ongoing treatment(s). The report must be from the treating psychiatrist, psychologist, therapist or a general practitioner who is in regular contact with the Applicant and has monitored their condition. A report from a nursing professional is not enough.

The SIA will consider the following things in assessing what difference such a report will have on an application.

- Any recommendations in the medical report.
- In line with any recommendations in the medical report, a condition may be placed on a licence that the mental health professional overseeing treatment will be asked to give the SIA a report on the individual at certain intervals.
- The SIA may also require regular reports from a mental health professional if the medical report shows that an Applicant or Licence Holder is required to take medication to maintain stable mental health. These reports to the SIA will have to be provided at least once every 12 months.
- If a Licence Holder is not required to take medication and does not need regular medical reviews, they will still need to provide an updated medical report to the SIA when they renew their licence.

The cost of providing the report will be borne by the Applicant or Licence Holder.

Further Information

The SIA may ask an Applicant or Licence Holder to give it more information if they do not give the SIA the information it needs. The SIA may check the authenticity of the information an Applicant or Licence Holder gives it with the relevant government body or with the help of the police. The SIA must be satisfied that the evidence provided is authentic, up-to-date, complete (e.g. it covers every area where an Applicant has lived and lists any offences on their record) and comes from a competent official source which the SIA can confirm.

Fee for a licence application

There is a fee for processing all licence applications, including renewals. The fee is payable whether a licence is granted or refused. No part of the licence fee is refundable. The current fee is set out on the SIA website (www.sia.homeoffice.gov.uk).

If an Applicant pays their own licence fee, they may be able to claim tax relief against their taxable income.

Training and Qualifications

Applicants will need to get a recognised qualification by taking a training course and passing the assessments in order to get a front line licence in the following sectors:

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

To meet the criteria needed for a front line licence:

- the Applicant must have full certification (i.e. fully passed the qualification);
- the certification must be from one of the listed qualifications;
- the qualification must have been offered by an endorsed awarding organisation; and
- the qualification must have been achieved no more than three years before the licence application.

Where an individual's licence has expired, but he or she wants to apply for a new one, then we will accept that person's qualification as long as there has been less than three years between the old licence expiring and the application being made for the new one. For example, the SIA would accept a qualification for a licence application in January 2018 if that qualification was achieved in January 2010, a licence was granted in February 2010, and the licence expired in February 2016. This is because there is less than three years between the old licence expiring and the new being applied for.

The SIA's role

The SIA does not deliver training courses, award qualifications or provide funding for training. The SIA sets what training needs to cover in the “specifications for learning and qualifications” which can be found on the SIA website. It also endorses awarding organisations so that they can develop qualifications, approve training providers, oversee the standard of assessment and award qualifications that the SIA recognises for licensing.

Finding SIA recognised qualifications

If an Applicant needs to attend a training course that will lead to an SIA recognised qualification, they will need to contact an awarding organisation who will provide them with details of approved training providers that offer the course they need. Alternatively, the SIA website provides a list of training providers approved by the awarding organisations.

It may take a while to organise training, attend the training course, complete the assessments and wait for the result. An Applicant will need to do this before they can apply for a licence.

Qualifications across the UK

Training and qualifications have been developed by SIA endorsed awarding organisations. Accreditation for Scotland is by the Scottish Qualifications Authority (SQA). Accreditation for England, Wales and Northern Ireland is by the Office of the Qualifications and Examinations Regulator (Ofqual).

All the qualifications that the SIA recognises are equivalent and accepted as part of a licence application. This is regardless of the applicant's location or whether the qualification is specific to Scotland or England, Wales and Northern Ireland. Changes to the SIA learning specifications are made only where necessary and to reflect the legal differences between Scotland and England, Wales and Northern Ireland.

Licence Holders may sometimes work on assignment or at a location that is in a different part of the UK from where they got their qualification (e.g. a Licence Holder who did their qualification with a training provider in London, but is now working on assignment in Edinburgh). If this happens, the SIA advises employers to give these Licence Holders any additional training they may need to do their job while on assignment or at a different location.

Qualification exemptions

Specific UK qualifications that are not recognised by the SIA can be put forward to the SIA for consideration by an endorsed awarding organisation, for exemption. The exemption will only be considered against a currently recognised qualification. In reviewing a qualification the SIA will consider whether the standard is equivalent to a currently recognised qualification, whether it is nationally accredited and whether it has industry, sector, trade body or other recognised body recognition. The SIA will also consider how long ago it was taken to determine the currency of the qualification content. In arriving at a final decision on any exemption, relevant stakeholders will be consulted.

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

For more information on exemptions allowed for overseas qualifications, please refer to the SIA website.

The units

First-time Applicants will need to achieve the relevant units for the regulated activity in which they want to work and which they need to get a licence for.

Licence	Common Unit	Specialist Unit(s)	Conflict Management Unit	Physical Intervention Skills Unit
Door Supervision	Yes	Working as a Door Supervisor within the Private Security Industry	Yes	Yes
Security Guarding	Yes	Working as a Security Officer within the Private Security Industry	Yes	No
Public Space Surveillance (CCTV)	Yes	Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry	No	No
		Practical Operation of CCTV Equipment within the Private Security Industry		
Cash and Valuables in Transit	No	Introduction to the CVIT industry	No	No
		Working as a Cash and Valuables in Transit Operator within the Private Security Industry		
Vehicle Immobiliser	Yes	Working as a Vehicle Immobiliser within the Private Security Industry	Yes	No
Close Protection	No	Working as a Close Protection Operative	Yes	No
		Planning, Preparing and Supporting a Close Protection Operation		

Qualifications for a Cash and Valuables in Transit licence

The following awarding organisation provides the Cash and Valuables in Transit qualification required for a Cash and Valuables in Transit licence. This qualification is not needed for a non-front line Cash and Valuables in Transit licence.

Qualification	Awarding Organisation	England/Northern Ireland/Wales
Level 2 Award for Working as a Cash and Valuables in Transit Operative within the Private Security Industry	Laser Learning Awards	Yes
	National Open College Network (NOCN)	Yes

Qualifications for a Close Protection licence

The following awarding organisations provide the Close Protection qualification required for a Close Protection licence. An Applicant only needs one of the following qualifications to apply for a front line, Close Protection licence. The qualification is not needed for a non-front line Close Protection licence.

Qualification	Awarding Organisation	England/Northern Ireland/Wales
Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry	City & Guilds	Yes
	Highfield Qualifications	Yes
	Industry Qualifications Limited (IQ)	Yes
	Pearson	Yes
	AOFAQ	Yes

Please note: When an Applicant is applying for a licence they will be required to produce evidence that they have attained a full level 3 First Aid award (a one day emergency First Aid qualification will not be accepted). The Applicant should present their valid First Aid certificate to the training provider before they start their training. If they do not have a recognised First Aid award, they will need to get one in order to get a licence. This is in addition to the minimum 139.5 hours knowledge and practical skills training.

Applicants may use significant experience of First Aid towards achievement of the FPOS (First Person On Scene) certificate. Some training providers will assess this experience against the requirements of the FPOS certificate which may lead to the individual needing to take less training.

Qualification exemptions

Close protection operatives can ask for their previous training and qualifications to be taken into account. This is regardless of whether these were attained in or outside the European Economic Area. This can be done via Recognition of Prior Learning (RPL). If an Applicant holds a previous qualification or has relevant experience, they may not need to take all of the training required for a licence. If an Applicant has undertaken any of the training shown below, then they should take their certificate to a training provider who will tell them what to do next.

Please note that this list is subject to change and Applicants should check the most up to date version on the SIA website.

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

1. If an Applicant has previously achieved formal close protection training and is currently employed in an operational close protection role, they should take evidence of the training they have received to an approved training provider. Depending on the date and content of the training they have taken, they will be directed to take either the full 139.5 hours close protection course or the three-day training refresher course.
2. If an Applicant has completed formal close protection training given by one of the organisations listed below in the past three years, and has remained in an operational close protection role, they will be exempt from further training. However, they will be required to take the knowledge and a practical skills assessment.
 - Special Air Service Regiment Body Guard Course
 - Royal Military Police Close Protection Course
 - Metropolitan Police Royalty Protection/Special Branch Close Protection Course
 - Police National Close Protection Courses including Northern Ireland.

For the most up to date information, please check the current status regarding these exemptions on the SIA website.

It is important to ensure that training remains current. Therefore, qualifications allowing exemption from the SIA approved training must be no more than three years old. **All candidates must take the knowledge test and practical skills assessment.**

It is strongly recommended that Applicants attend a three-day training refresher course before undertaking this assessment. If an Applicant has trained in either a police or military environment, they may find the terminology and procedures to be different in a civilian context and taking the refresher course would give the best opportunity of passing the assessment.

Applicants will need to demonstrate their practical skills as a close protection operative in two ways – (a) by presenting a portfolio of evidence of skills acquired during the training (b) by undergoing practical skills assessment during the training period and (c) completing the examinations.

Qualifications for a Door Supervisor licence

The following awarding organisations provide the Door Supervisor qualification required for a Door Supervisor licence. An Applicant only needs one of the following qualifications to apply for a front line Door Supervisor licence. The qualification is not needed for a non-front line Door Supervisor licence.

Qualification	Awarding Organisation	England/Northern Ireland/ Wales	Scotland
Level 2 Award for Working as a Door Supervisor within the Private Security Industry	British Institute of Innkeeping Awarding Body (BIAB)	Yes	
	City & Guilds	Yes	
	Highfield Qualifications	Yes	
	Industry Qualifications Limited (IQ)	Yes	
	Laser Learning Awards	Yes	
	National Open College Network (NOCN)	Yes	
	Pearson	Yes	
	AOFAQ		
Award for Working as a Door Supervisor within the Private Security Industry (Scotland) at SQF Level 6	British Institute of Innkeeping Awarding Body (BIAB)		Yes
	City & Guilds		Yes
	Highfield Qualifications		Yes
	Industry Qualifications Limited (IQ)		Yes
	Pearson		Yes

Qualifications for a Public Space Surveillance (CCTV) licence

The following awarding organisations provide the Public Space Surveillance CCTV qualification required for SIA licensing. An Applicant only needs one of the following qualifications to apply for a front line CCTV licence. The qualification is not needed for a non-front line Public Space Surveillance (CCTV) licence.

Qualification	Awarding Organisation	England/Northern Ireland/ Wales	Scotland
Level 2 Award for Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry	British Institute of Innkeeping Awarding Body (BIAB)	Yes	
	City & Guilds	Yes	
	Highfield Qualifications	Yes	
	Industry Qualifications Limited (IQ)	Yes	
	Laser Learning Awards	Yes	
	National Open College Network (NOCN)	Yes	
	Pearson	Yes	
	AOFAQ	Yes	
Award for Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry (Scotland) at SQF Level 6	British Institute of Innkeeping Awarding Body (BIAB)		Yes
	City & Guilds		Yes
	Highfield Qualifications		Yes
	Industry Qualifications Limited (IQ)		Yes
	Pearson		Yes

Exemption from licence-linked training and assessment

An Applicant may be exempt from the SIA-endorsed training and assessment if they hold the S/NVQ Level 2 in Providing Security Services (unit certification must include Units SLP 13, SLP 15 and CTV 13).

If an Applicant wants to claim this exemption they should contact a training provider that is approved to offer the licence-linked qualification for CCTV.

Other exemption arrangements

An Applicant may be exempt from some or all of the practical skills element of the SIA licence-linked training and assessment if they:

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

They will still need to take the knowledge-based exam to achieve the licence-linked qualification.

It is recommended that an Applicant in this position does a minimum of six hours refresher training before taking the exam.

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

Qualifications for a Security Guarding licence

The following awarding organisations provide the Security Guarding qualifications required for a Security Guarding licence. An Applicant only needs one of the following qualifications to apply for a frontline Security Guarding licence. The qualification is not needed for a non-front line Security Guarding licence.

Qualification	Awarding Organisation	England/Northern Ireland/ Wales	Scotland
Level 2 Award for Working as a Security Officer within the Private Security Industry	British Institute of Innkeeping Awarding Body (BIAB)	Yes	
	City & Guilds	Yes	
	Highfield Qualifications	Yes	
	Industry Qualifications Limited (IQ)	Yes	
	Laser Learning Awards	Yes	
	National Open College Network (NOCN)	Yes	
	Pearson	Yes	
Award for Working as a Security Officer within the Private Security Industry (Scotland) at SQF Level 6	AOFAQ	Yes	
	British Institute of Innkeeping Awarding Body (BIAB)		Yes
	City & Guilds		Yes
	Highfield Qualifications		Yes
	Industry Qualifications Limited (IQ)		Yes
Pearson		Yes	

Qualifications for a Vehicle Immobiliser licence

It is illegal to immobilise vehicles in England, Wales and Scotland. Vehicle immobilisation is legal in Northern Ireland; however, there is a legal requirement for individuals to be licensed to do it.

The following awarding organisation provides the Vehicle Immobiliser qualification required for a Vehicle Immobiliser licence. The qualification is not required for a non-front line Vehicle Immobiliser licence.

Qualification	Awarding Organisation	Northern Ireland
Level 2 Award for Working as a Vehicle Immobiliser within the Private Security Industry	Pearson	Yes

Qualification for a Key Holding licence

There are no training and qualifications required for a Key Holding licence.

Criminal Record Checks

The SIA will always obtain a criminal record check on anyone who applies for a licence.

Having a criminal record does not necessarily mean that an Applicant will not get a licence.

However, any convictions, warnings, cautions, community resolutions, absolute/conditional discharges, admonishments or charges awaiting trial for offences will be considered by the SIA.

The SIA will make its decision on whether to give a licence to an Applicant with a criminal record according to:

- whether the offences are relevant, as outlined on pages 35 to 37;
- the actual sentence or disposal given to the Applicant for the offence; and
- how recent the offences were.*

* The assessment grid on page 23 gives an overview of how the SIA will decide whether to grant or refuse a licence to an Applicant with a criminal record for a relevant offence. The grid shows how the SIA will take into account (1) the type of sentence or disposal and (2) the time that has elapsed "*since sentence restrictions ended*".

How the "*time since sentence restrictions ended*" period is calculated for different sentences or disposals is explained on pages 23 to 28.

Where reference is made in this booklet to '*in the past xx years*', the date the SIA uses for the calculation is the date on which it makes the decision to grant or refuse a licence application, **not** the date the applicant originally submitted their application.

Rehabilitation of Offenders Act 1974

Access to a person's criminal record is restricted under the provisions of the Rehabilitation of Offenders Act 1974. However, some roles and activities, including the provision of an SIA licence, are exempt from this. As such, the SIA is able to see unspent and spent convictions. What is disclosed in the criminal records check is, however, subject to legal provisions about protected convictions and cautions. This enables certain minor offences to be removed or "filtered" from the criminal records check.

How to check if an Applicant is eligible

If an Applicant has a criminal record, they might want to check that it will not prevent them from getting a licence before committing themselves to training and submitting their application and payment to the SIA – particularly as the payment is non-refundable. **Applicants can do this using the SIA's online criminal records indicator available on the SIA's website at www.sia.homeoffice.gov.uk/cr.**

The criminal records indicator gives Applicants an indication of whether they meet the SIA's criminality criteria to obtain a licence. The Applicant will be asked to enter information about all cautions, warnings, community resolutions, absolute/conditional discharges, admonishments and convictions they may have. All the information that is entered will be kept anonymous.

The result is based on the information that they have entered and is an indication only. It is not a guaranteed outcome of the actual criminal check that the SIA will conduct with the appropriate criminal records body.

What the SIA takes into account in assessing criminality

Offences

The types of offences the SIA considers relevant to licensing are outlined on pages 35 to 37 and listed in full in Annex A on pages 48 to 71.

Assessment of seriousness

When the SIA classifies offences so that it can make a decision about an application for a licence it assesses:

1. whether the offence is relevant to the work of a security operative; and
2. the actual sentence or disposal given to the Applicant for each offence/conviction.

Sentences and Disposals

The actual sentence/disposal an Applicant received for an offence is important as it affects the time the Applicant will need to be free of the sentence restrictions of a conviction, caution, warning, community resolution, absolute/conditional discharge or admonishment. It is this sentence/disposal which the SIA will use in the assessment grids below to assess whether an Applicant will be granted a licence. There are limited exceptions to this assessment and these are described on pages 23 to 28 in the sections on community disposals, fines and other disposals, on the rules for multiple convictions/disposals and the rules for multiple sentences.

The starting point for the calculation is described in the table as '*Time since sentence restrictions ended*'. The meaning of this in relation to each type of sentence/disposal is outlined below.

Assessment grid

The following grid gives an overview of how having a criminal record affects the SIA's decision on a licence application. It shows how a single offence that is relevant to licensing is assessed by the SIA. This assessment is on the basis of the length of time since the sentence restrictions ended and the type of caution, warning, fine, discharge or sentence the Applicant received. More information on how the SIA assesses offences when it makes decisions on licensing (e.g. when an Applicant has committed more than one offence) is over the next few pages.

The SIA will consider a sentence/disposal in line with Sentencing Guidelines and assess it in line with sentences/disposals of a similar nature if:

1. a sentence type is not listed here or in any other assessment table; or
2. where a new sentence type is introduced after this document is published.

		Actual sentence/disposal			
		Caution, warning, community resolution, absolute/conditional discharge, admonishment	Fine, Community disposal	Suspended sentence	Prison
Time since sentence restrictions ended	0 to ≤12mths	CAF	Refuse	Refuse	Refuse
	>12mths to ≤2yrs	Grant*	CAF	Refuse	Refuse
	>2yrs to ≤4yrs	Grant*	Grant*	CAF	Refuse
	>4yrs to ≤7yrs	Grant*	Grant*	CAF	CAF
	>7yrs	Grant*	Grant*	Grant*	Grant*

CAF = Consider Additional Factors

≤ = Less than or Equal to

> = Greater than

***HOWEVER**, please note that if an Applicant or Licence Holder has ever received a conviction resulting in imprisonment of longer than 48 months, or life imprisonment, they will ALWAYS fall into the CAF category.

Imprisonment

Where an Applicant has received a prison sentence, the time since sentencing restrictions ended will be the number of months or years which have passed from the end of the sentence. It is not from the date when the Applicant was sentenced or when the offence, or offences, were committed.

For example, if the Applicant has been convicted of an offence and was sentenced to two years imprisonment, the time since sentencing restrictions ended will be calculated from the day after the two year period. Even if the Applicant was released early, the SIA will still regard the offence as relevant up until, and including, the final date when the sentence restrictions would have ended had the full term been served (i.e. the sentence expiry date). However, time spent on remand will be taken into account. There is further information about this on pages 26 to 28.

Where an Applicant has been sentenced to a prison sentence of longer than 48 months (including life imprisonment), the SIA will not automatically grant a licence no matter how much time has elapsed since the end of the sentence. In these cases, the SIA will Consider Additional Factors in deciding whether to grant the licence (see pages 30 and 39 to 40).

Suspended sentences

In the case of suspended sentences, the Applicant will be deemed to be *free of sentence restrictions* from the end of the sentence period, not the period of suspension. For example, a six month sentence suspended for two years would mean that the Applicant would be considered *free from sentence restrictions* after six months from the date of conviction, not after the whole two year suspension.

Community disposals

In the case of community orders, community disposals and other similar sentences undertaken in the community, the Applicant is considered free of sentence restrictions at the end of the period of the order. If no date is given on the criminal records check, the Applicant will be considered free of sentence restrictions 12 months after the date of sentence. If the Applicant can provide the SIA with evidence from an independent, verifiable source that the community disposal was discharged by the responsible body at an earlier date, the SIA will treat that earlier date as the date the Applicant was free from sentence restrictions.

Fines and other disposals

For fines, one day detention, cautions, warnings,¹ community resolutions, absolute/conditional discharges, and admonishments, the Applicant will be considered free of sentence restrictions from the day after the sentence or disposal was imposed.

¹ References to cautions and warnings in this booklet refer to Police cautions and warnings unless specifically otherwise identified.

Rules for multiple sentences

The SIA will consider an Applicant's criminality as described in the Assessment Grid section above where:

1. an Applicant has more than one conviction/disposal on their record; but
2. where the sentence/disposal is such that each conviction/disposal, *when considered on its own* against the assessment tables would result in an automatic grant or Consider Additional Factors (CAF).

In a situation in which an Applicant has more than one sentence for a single conviction/disposal, the SIA will:

1. consider the impact of all the sentences; and
2. not treat this as multiple convictions/disposals; but
3. consider how recent the sentence/disposal was in terms of the 'greater' penalty according to the assessment grid on page 23.

For example, if the Applicant has received a fine and a suspended sentence of six months over two years for one conviction, sentence restrictions would end after six months, as applicable to the suspended sentence part of the conviction.

Rules for multiple convictions/disposals

Situations in which an Applicant has multiple convictions/disposals are treated differently. The SIA will *automatically refuse* an application if the Applicant has **any combination** of:

- Three or more convictions – where all of the sentence restrictions have ended in the past seven years for relevant offences, where the disposal for each offence would have resulted in CAF.
- Two or more convictions - where all of the sentence restrictions have ended within the past four years for relevant offences.
- A custodial sentence² – where all of the sentence restrictions have ended within the seven years before the criminality is assessed, **plus** any conviction, caution, warning, community resolution, absolute/conditional discharge or admonishment – where sentence restrictions ended within the past four years for relevant offences.

² Includes suspended sentence orders and intermittent custody orders.

If an Applicant is automatically refused under the rules above, they will only be invited to submit evidence of factual errors in the SIA's assessment.

An Applicant will not be automatically refused for any conviction(s) relating to the period of conflict in Northern Ireland (from its commencement in 1969 to the coming into force of the Good Friday Agreement in 1998). Those convictions will be treated under the CAF.

Subject to the rules on automatic refusal, the SIA will Consider Additional Factors (CAF) where the Applicant has **any combination** of:

- Three or more convictions – where sentence restrictions ended in the past seven years for relevant offences, where the disposal for each offence would have resulted in the granting of a licence.
- Two or more cautions, warnings, community resolutions, absolute/conditional discharges or admonishments – where sentence restrictions ended within the past four years for relevant offences.
- A single conviction and one or more caution, warning, community resolution, absolute/conditional discharge or admonishment where sentence restrictions ended within the past four years for relevant offences.

In these criteria on multiple convictions/disposals, the term “relevant date” means the date that an Applicant is free from sentence restrictions as described on page 20.

Remand time

If an Applicant believes that remand time they served before a relevant custodial sentence will affect the SIA's proposed decision (e.g. where it will affect the time the Applicant has been free from sentence restrictions so as to change a refusal to a CAF), then they should submit evidence on this to the SIA.

An Applicant should try to submit the required evidence with their application and not wait until the SIA writes to them asking for information on any factual error or mitigation.

If the SIA writes to an Applicant advising that the SIA are *minded to refuse* a licence, then the Applicant will be invited to send the SIA details of any factual error made by the SIA. This includes evidence of remand time, where relevant.

The SIA will take into account remand time defined as 'relevant' under Prison Service³ Order number 6650 (Sentence Calculation) or subsequent updates. This is:

- any period during which the Applicant was in police detention for the offence for which s/he was later sentenced; or
- any period during which the Applicant was remanded in custody by a court for any proceedings connected to the sentence being considered by the SIA.
- This includes where an Applicant was originally remanded for another offence. For example, where a charge on an indictment such as GBH is reduced to AOBH (Assault Occasioning Bodily Harm), periods of custody in relation to GBH would be taken into account.
- It also includes where the Applicant was remanded for an offence which was not taken forward, but where he is sentenced for another offence in relation to the same incident. For example, where a prisoner is remanded for burglary and on sentence this matter is not proceeded with but he is sentenced for handling the same stolen goods on the day in question; or
- days in which the Applicant was remanded into the care of certain types of local authority accommodation.

Documentary evidence that the SIA will accept as proof of remand time is:

- the 'section 40' note which includes details of the Sentence Expiry Date (SED), if the Applicant was sentenced to a custodial sentence of less than 12 months;
- the 'licence' issued to the Applicant for either the 'at risk' period (up to the three-quarter point of the total sentence while on parole), or the unsupervised period up to the SED. In either case, the Applicant will have been issued with, (and required to have signed) their licence conditions, which include details of the SED if they were sentenced to a custodial sentence of greater than 12 months.

If the Applicant no longer has the documentation, they should contact the Ministry of Justice to obtain certified copies.

Remand time in Scotland is normally automatically taken into consideration at the time of sentencing.

³ Prison Service in England and Wales.

Where the provisions in Northern Ireland mirror those in England and Wales or in Scotland, this will be taken into account in the same way as they are in those jurisdictions.

Charges awaiting trial

The Applicant must declare to the SIA if there are outstanding charges against them for relevant offences. The SIA will wait until the courts have decided the outcome of the charges before making a decision on the application. To help the SIA assess the relevance of the offences and when to next review the application, the Applicant should provide the SIA with documentary evidence such as a solicitor's letter or court document confirming all of the offences that the Applicant has been charged with and when the case is due to be heard in court.

If the charges against the Applicant have not been resolved one year after the application was made, then the application will be withdrawn by the SIA.

Ex-juvenile offenders

Relevant offences which an Applicant committed as a juvenile will be taken into account using the same process as relevant adult offences, with the exception that the rules on multiple convictions/disposals described above do not apply to juvenile offences.

Criminal records gained between the ages of 10 and 12 are considered not relevant unless they relate to relevant offence(s) that were **originally** considered serious by the Police and Criminal Evidence Act 1984.

Relevant offence(s) in categories 1, 2, 5, 6, 8 and 14 in Annex A that were put on record between the ages of 12 and 15 will be subject to the assessment grid below. Relevant offence(s) on record for 16 and 17 year olds will also be subject to this assessment grid.

Single Juvenile Offence

		Actual sentence/disposal							
		Cautions, Warnings, Absolute/Conditional Discharges, Admonishments	Fine Reparation/ Referral Order Attendance Centre Order Curfew Order Drug Treatment and Testing Order	Action Plan Community Punishment Order Community rehabilitation Order	Supervision Order	Community Rehabilitation and Punishment Order	Detention and Training Order 4 mths ≤ 12 mths	Detention and Training Order > 12 mths ≤ 24 mths	Section 90/ 91 / youth offender imprisonment
Time since sentence restrictions ended	0 to ≤ 12 mths	Grant	Refuse	Refuse	Refuse	Refuse	Refuse	Refuse	Refuse
	> 12 to ≤ 24 mths	Grant	Grant	Grant	Grant	CAF	CAF	Refuse	Refuse
	> 24 mths to ≤ 4 yrs	Grant	Grant	Grant	Grant	Grant	CAF	CAF	Refuse
	> 4 yrs to ≤ 7 yrs	Grant	Grant	Grant	Grant	Grant	Grant	Grant	Grant

The SIA will consider an Applicant's single juvenile sentences/disposals according to the assessment grid above.

Offences under Section 90/91 of the Powers of Criminal Courts (Sentencing) Act 2000 can be anywhere up to the adult maximum for the same offence (including life) and will be considered in the same manner as adult sentences.

The SIA will consider a juvenile sentence/disposal in line with Sentencing Guidelines and assess it in line with sentences of a similar nature when:

- the sentence is not listed in this assessment grid; or
- where a new sentence is introduced after Get Licensed is published.

Consider Additional Factors

When the SIA assesses that it needs to Consider Additional Factors (CAF) it means that the SIA will seek further information in order to make a decision on an application.

If what is on an Applicant's criminal record means that the SIA needs to Consider Additional Factors, the Applicant will be invited to submit mitigation. Mitigation is information that the Applicant believes shows that their criminal record is not as bad as it might seem, or that shows that they have rehabilitated themselves so that, despite their criminal record, they are fit and proper persons to hold the licence applied for. Examples of mitigation are set out on pages 39 to 40. Mitigation may include evidence of other influencing factors, and character references. The SIA will then assess this mitigation and will -

- Look at the total record of all relevant offences. A criminal record showing that there has been a pattern of offending over a number of years will be treated more seriously than a single episode of offending.
- For the most recent offence, look at (a) whether the Applicant has received a warning, caution, community resolution, absolute/conditional discharge or admonishment or (b) where there has been a conviction, look at the nature of the sentence and the length of time from when the sentence ended beyond the minimum sentence.

The SIA will think about the implication for public protection from crime and the fear of crime when it is assessing an Applicant's mitigation.

If the SIA asks an Applicant for mitigation and does not receive this mitigation, then the SIA will make its decision on the application on the disclosures and other information it has available.

Further information on CAF is in the Refusing a Licence section on pages 38 to 40. This includes information on what type of mitigation the SIA will consider.

SIA Warnings

The SIA can issue warnings to Licence Holders if they do not comply with the Private Security Industry Act 2001. Having an SIA warning may contribute towards the SIA deciding to refuse a licence or revoke a licence. Refusing a licence like this may happen either when someone first applies for a licence or when they apply to renew a licence.

Use of other information

The SIA will not normally look for information about an Applicant or Licence Holder that may be held by organisations the SIA works with (e.g. the police and local authorities). However, if such information is offered to the SIA, then the SIA will consider this information even if the Applicant would otherwise have been granted a licence under the rest of the criteria. The SIA will also consider such information if the SIA gets this information from its own sources (e.g. SIA Warnings, County Court judgements, CCTV or other video footage, ancillary orders).

“Information” will normally mean evidence which shows, on the balance of probabilities:

- relevant criminal activity (as defined in the section on Offences);
- anti-social behaviour;
- criminal association;
- activity that is likely to bring the industry into disrepute; or
- indicates that the Applicant is not a fit and proper person to hold a licence.

The SIA may also carry out some further investigation once information has been received. This investigation would be to confirm or refute the information received. If the SIA does this, the Applicant or Licence Holder will be able to comment on the information before any decision is made to refuse or revoke a licence. Such comments can be explanations of what happened or be evidence of mitigation.

The SIA reserves the right to take into account, on a case-by-case basis, any relevant information. This includes information from any time period and which the SIA received from any source.

Fixed Penalty Notices/ Penalty Notices for Disorder

If the SIA has information concerning Fixed Penalty Notices (FPN) or Penalty Notices for Disorder (PND) which relate to any relevant offences, they will be taken into account as described above.

If an Applicant has lived or worked overseas

This section will apply if the Applicant has lived overseas (including the Republic of Ireland, British overseas territories and former colonies) in the last five years. It relates to both front line and non-front line licence applications.

If the Applicant has lived overseas for six continuous months or more during the last five years, they must produce evidence of a criminal record check covering the time that they lived overseas. This criminal record check must be from an official source from the country they have lived in and be a criminal record check which the SIA can verify. If this criminal record check is in a language other than English, then the Applicant must send the SIA a translation provided by a professionally accredited translator of this criminal record check. An official source will normally mean the government body that issues criminal record certificates.

Any evidence of criminality identified through an overseas criminal records check will be judged against the criteria and offences in this booklet. The SIA will compare any overseas offences and disposals against the nearest, similar listed offence and disposal to assess the relevance.

Overseas records should ideally be provided when the Applicant applies for a licence. However, applications can be submitted while an Applicant waits to receive their overseas criminality check. However, a licence cannot be granted until the check which covers at least the previous five years has been satisfactorily verified by the SIA.

See the SIA website for information about where an Applicant can apply for a criminal record certificate from the country concerned. If the SIA does not have the information, go to the Embassy or High Commission of the country concerned for advice. The Applicant may also contact the appropriate disclosure body in the country in which they lived for further information.

Armed forces records certificates

If an Applicant has been in military service they may give the SIA an extract from their service records as evidence of whether or not they meet the criteria to hold a licence. This extract must expressly disclose all convictions and their conduct during their time in the service. This disclosure should cover all periods spent overseas in the last five years, regardless of how long was spent overseas.

Licences issued in other countries

If an Applicant currently holds a licence to work in private security abroad and it is a condition of that licence that they have a criminal record check, the applicant may send this to the SIA as

evidence of their good character. They must inform the SIA about the validity and conditions of their licence, for example, what sector it allows the Applicant to work in and when it expires. If the SIA is not familiar with that licence, it will seek confirmation of the validity and conditions from the issuing authority in the other country. The SIA reserves the right to request further verification of such licences from the Applicant.

Official sources not available to provide criminal record checks

In some exceptional cases official sources for criminal record do not exist. In other exceptional cases, criminal records do exist, but official sources are unable to supply an Applicant with a criminal record check. This could be, for example, because the government in a country has collapsed to a point where there are no credible official sources of information or there is a risk to an Applicant's personal safety if they make contact with official sources in their country of residence or former country of residence.

The SIA will conduct thorough investigations in these cases to make sure that official sources really cannot be used for a criminal record check. If the SIA then agrees that official sources are unavailable to provide a criminal records check, the SIA can let the Applicant provide the following two documents instead. The SIA will only decide to carry out this process on a case-by-case basis.

- I. An oath sworn in front of an EU registered solicitor or Commissioner for Oaths attesting to lack of criminal convictions for the period that the Applicant was in another country. The following should be present in the sworn oath:-
 - a) A statement of the period of time and country it covers.
 - b) The Applicant's name and address.
 - c) A statement regarding the Applicant's criminal record. This statement will either be clear (with no outstanding charges, cautions, warnings, community resolutions or admonishments) or will set out past offences, cautions, warnings, community resolutions, admonishments or outstanding charges (with full dates and details of the offence or sentence).
 - d) A declaration to the SIA that the information in the sworn oath is true.
 - e) The Applicant's signature and date.
 - f) The signature of the solicitor or Commissioner for Oaths. It should also have the stamp or address of the solicitor or Commissioner for Oaths.

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

2. A character reference from a fully qualified professional who knew the Applicant personally during the specified period. The types of professionals who can provide this character reference are:-

- Accountant
- Barrister
- Chairman / Director of a Limited Company
- Commissioner of Oaths
- Councillor
- Dentist
- General Practitioner
- Justice of the Peace
- Member of Parliament
- Officer of the Armed Services (active or retired)
- Warrant Officer or Chief Petty Officer
- Police Officer
- Solicitor / Lawyer
- Teacher / Lecturer

A Refugee support worker/Asylum caseworker/Social worker can provide character references for Applicants with refugee status for the period spent in the country from where the Applicant has sought refuge.

The reference must include a full explanation of the reasons for the belief that the Applicant does not have any criminal convictions for the specified period outside of the UK .

All character references will be thoroughly checked for authenticity by the SIA before they are accepted. The SIA may ask an Applicant to provide further information if:

- there are multiple gaps in the oath and/or character reference, e.g. several periods of four months overseas in the last five years; and/or
- there is reason to believe that more information is needed to make a decision about a case.

Relevant Offences for all Applicants

Offences in the following categories will be deemed relevant for the purposes of SIA licensing. The descriptions included below each category are not intended to be exhaustive, but simply to give an illustration of the types of offences that would typically fall into the category. A full list of relevant offences is in Annex A. This list is accurate as of April 2013. The SIA will periodically update this full list.

The SIA acknowledges that offences that are relevant to the SIA's licensing criteria may exist that are not described below and not listed in Annex A. This is because offences may be created, changed or repealed after the SIA has updated the categories and list of relevant offences and before the SIA has had a chance to update these categories and list again. In exceptional cases, the SIA reserves the right to deem any such offences as relevant where, in the SIA's view, they affect a person's suitability to hold an SIA licence.

If an individual is charged with an attempt, aiding, abetting counsel or procuring the commission of the offence, they will be treated as if their offence was the substantial offence. If an individual is convicted of inciting or conspiring to commit a crime or if a person has participated (is party to the offence/jointly involved) in the commission of an offence, the SIA will treat this as a conviction for that offence under its criteria. These apply whether or not the crime is statutory or at common law.

Juvenile offences are taken in account in the way listed on pages 28 to 30.

Offences committed overseas which fall into these categories will also be taken into consideration.

Category I – Violent/Abusive Behaviour

(including, but not limited to, violent/abusive offences and stalking/harassment offences)

Category 2 – Espionage/Terrorism

(including, but not limited to, offences in the Aviation Security Act 1982, Anti-Terrorism, Crime and Security Act 2001, Prevention of Terrorism Act 2005 and the Terrorism Act 2000).

Category 3 – Offensive Weapons

(including, but not limited to, offences relating to the possession, use or sale of offensive weapons such as knives, blades, crossbows and chemical/biological weapons)

Category 4 – Firearms Offences

(including, but not limited to, offences relating to the acquisition, possession, certification, carrying and use of firearms)

Category 5 – Dishonesty (Theft and Fraud)

(including, but not limited to, offences relating to theft, burglary, robbery, handling stolen goods, blackmail, attempting to pervert the course of justice, perjury, breach of bail conditions, conveyance of prohibited items into or out of prison, counterfeiting and forgery, fraud, deception, dishonesty and unauthorised modification of computer material)

Category 6 – Proceeds of Crime

(including, but not limited to, offences in the Proceeds of Crime Act 2002)

Category 7 – Abuse or Neglect of Children

(including, but not limited to, cruelty to children, indecent photography of children, child abduction, child begging and prostitution)

Category 8 – Sexual Offences

(including, but not limited to, all offences in the Sexual Offences Act 2003, Sexual Offences (Scotland) Act 2009, Sexual Offences (Northern Ireland) Order 2008)

Category 9 – Drug Offences

(including, but not limited to, trafficking, importation, production, supply, cultivation, or possession of controlled drugs)

Category 10 – Criminal Damage

(including, but not limited to, the destruction or damaging of property, racially or religiously aggravated offences, threats to damage or destroy property and vandalism)

Category 11 – Social Security Offences

(including, but not limited to, breaches of social security regulations, false representations for obtaining a benefit, the making of statements known to be false and fraud and negligence in relation to statutory maternity pay and sick pay)

Category 12 – Private Security Industry Offences

(including, but not limited to, engaging in conduct prohibited without a licence, providing false information, contravening licence conditions, using unlicensed operatives and misuse of approved status)

Category 13 – Licensing Act 2003

(including, but not limited to, offences under the Licensing Act 2003 and equivalent instruments in Scotland and Northern Ireland)

Category 14 – Driving Offences

(including, but not limited to, offences relating to causing death or serious injury by careless or dangerous driving)

Refusing a Licence

If the SIA decides that it is likely that it will refuse a licence application, it will write to the Applicant concerned notifying them of this. This letter will say what the basis is for the SIA thinking it is likely to refuse a licence, and will invite the Applicant to supply further information.

The Applicant will have 21 days from the date of the SIA's letter to provide a response. If the SIA does not receive a response within those 21 days, the licence application will be refused.

If an Applicant does send in a response within the 21 days, the SIA will consider what the Applicant has to say and will write to the Applicant to tell them of its decision. If the SIA decides it is necessary to refuse a licence, the Applicant will then have 21 days from the date of this decision letter to appeal to a magistrates' or sheriff court if they want to.

Once a decision to refuse is made, the SIA has no power to revisit that decision without the direction of a court, unless the decision was based on a fundamental mistake of fact.

If an Applicant is having genuine difficulty submitting their evidence to the SIA within the 21 days, they should write to the SIA (within the 21 days) to let it know.

Licence Dispensation Notices

If an Applicant works for an approved contractor under the SIA Approved Contractor Scheme and has been working under a Licence Dispensation Notice, they can no longer work legally in any licensable sector following receipt of a refusal letter from the SIA. The refusal letter is the letter that is sent by the SIA following receipt of further information from the Applicant or when the SIA does not receive a response from the Applicant.

Automatic Refusal

Sometimes the SIA will automatically refuse an application or a potential Applicant will use the SIA's Criminal Record Indicator and the Indicator will say that an application would be automatically

refused. An Applicant can challenge such an automatic refusal by sending evidence to the SIA. However, the SIA will **only** be able to consider evidence of factual errors in the SIA's decision-making.

Evidence of factual errors may include:

- an error in identity;
- an error in assessing criminality;
- proof of remand time which impacts on the time the Applicant has been free from sentence restrictions so as to change the decision from an automatic refusal to a CAF (there is further information on remand time above); or
- proof that a Community Order was discharged early and which impacts on recency sufficiently to change the decision from an automatic refusal to a CAF.

Consider Additional Factors

Sometime the SIA will tell an Applicant that their application is a CAF case or a potential Applicant will find out that an application might be a CAF case by using the SIA's Criminal Records Indicator. An Applicant can then send additional evidence of factual errors by the SIA or mitigation to the SIA to help the SIA reach a decision on the case.

The type of mitigation the SIA will consider:

- character references that are signed, dated and include a contact number (more detailed information on character references is below);
- evidence of rehabilitation since an offence (for example, proof that an individual has undertaken voluntary training in relation to the original offence or taken part in other community activities); or
- mitigation concerning any offence(s) on an Applicant's record which the Applicant feels may affect the SIA's decision.

What to include in character references

Any character references an Applicant submits must:

- include the **name** and **contact details** of the person writing the reference, including a daytime telephone number;
- be **signed** and **dated** by the referee;
- explain the referee's position and **type of employment**;

- describe their **relationship to the Applicant** and length of relationship;
- be **aware of the specific offences** which are relevant to the application;
- describe any **observations about the Applicant**, around the time of offending, which may have been out of character or details of events that may have influenced the Applicant's actions;
- describe any observations about the Applicant's character since the offence(s) was/were committed; and
- describe any evidence of how the Applicant has shown **rehabilitation** since the offence.

An Applicant's references will carry more weight if they are from independent and verifiable people who have no vested interest in the licensing decision and are unlikely to be personally affected by the SIA's decision. This could include previous employers or people of standing in the community.

References from family, friends and current employers are considered to have vested interests, and will therefore carry little weight.

Although the SIA wants the Applicant to send as many references as the Applicant can, the number of references sent to the SIA will not necessarily affect the decision made, it is the content of the information that the Applicant provides which is important and will be considered.

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

- the Applicant's financial situation;
- whether the Applicant holds or held a private security industry licence previously under other licensing schemes (e.g. those run by local authorities or police);
- whether the Applicant holds a firearms licence;
- other SIA licensing decisions which the Applicant thinks are similar to their case; and
- emotional circumstances and arguments other than character references.

The SIA will not normally seek out information about an Applicant that may be held by others or organisations the SIA works with (such as the police and local authorities) when considering mitigation. However, if this information is offered to the SIA, or the SIA already has this information, the SIA may take this information into consideration.

Notifying Applicants of the SIA's Conclusions

If an application for a licence is successful, an Applicant will receive a letter from the SIA informing them of this decision and enclosing their licence.

If an application for a licence is unsuccessful, an Applicant will receive a letter from the SIA informing them of this decision and advising them of their options.

Conditions of a Licence

SIA licences are issued subject to certain conditions, which Licence Holders must agree to and abide by. If they do not the SIA may:

- issue a written warning, which can be taken into account in future decisions on a licence.
- revoke or suspend a licence.
- prosecute a Licence Holder. Not following licence conditions is a criminal offence under Section 9 of the Act. The maximum penalty for not following licence conditions is six months in prison and/or a fine up to the statutory maximum.

Holders of front line licences must:

- wear the licence where it can be seen at all times when engaging in designated licensable activity (unless the Licence Holder has reported the licence lost or stolen, or the SIA has the licence)*;
- tell the SIA and the police if their licence is lost or stolen;
- tell the SIA of any convictions, cautions or warnings, or charges for relevant offences. This applies whether committed in the UK or another country;
- tell the SIA of any changes to name or address;
- not deface or change the licence in any way. If a licence is damaged, the Licence Holder should tell the SIA and ask for a replacement;
- not wear a licence that has been defaced or altered in any way;
- show their licence if a Police Officer or other person authorised by the SIA asks to inspect it;
- return the licence to the SIA if they are asked to do so; and
- tell the SIA of any change to the licence holder's right to remain or work in the UK.

***Covert Activity:**

A Licence Holder does not have to wear their licence where it can be seen if they can show that the work they are doing on that occasion requires that they should not be immediately identifiable as someone doing such security work. On such occasions, the Licence Holder must have their licence on them and be able to show the licence if someone asks for it. This allows store detectives or close protection operatives to perform licensable activities without it being obvious that they are a store detective or a close protection operative. This exemption does not apply to vehicle immobilisers.

Non-front line staff and people with a key holding licence must:

- tell the SIA and the police if their licence is lost or stolen;
- tell the SIA of any convictions, cautions or warnings, or charges for relevant offences. This applies whether committed in the UK or another country;
- tell the SIA of any changes to their name or address;
- show their licence if a Police Officer, any member or employee of the SIA or other person authorised by the SIA asks to inspect it;
- return the licence to the SIA if they are asked to do so;
- not deface or alter the licence in any way. They must also not display a defaced or altered licence; and
- tell the SIA of any change to their right to remain or work in the UK.

Both front line and non-front line Licence Holders need to tell the SIA within 21 calendar days of any convictions, cautions or warnings, or charges for relevant offences whether committed in the UK or abroad. They must also tell the SIA within 21 calendar days if their licence has been lost or stolen or if there has been any change to their right to remain or work in the UK. If a Licence Holder does not tell the SIA by this deadline, then they will have failed to meet the conditions of their licence.

Both front line and non-front line Licence Holders need to tell the SIA of any changes to their name or address within 6 weeks (42 days) from the date of the change. If a Licence Holder does not tell the SIA by this deadline, then they will have failed to meet the conditions of their licence.

Overseas licences and/or qualifications

Where an SIA licence has been granted to any extent based on an existing licence or qualification from another country, a Licence Holder must:

- tell the SIA of any changes to the validity of that qualification or licence;
- tell the SIA of any disciplinary action taken, or proposed to be taken, against the Licence Holder in connection with that qualification or licence.

Licence Holders need to inform the SIA within 21 calendar days of such changes.

Further conditions for Vehicle Immobiliser licences

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

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

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

If a Licence Holder collects a release fee, they must provide a receipt. This receipt must include the following:

- the location where the vehicle was clamped, blocked or towed;
- the Licence Holder's own name and signature;
- the licence number of the Licence Holder; and
- the date on which the vehicle was clamped, blocked or towed.

If conditions are not met

A Licence Holder's licence can be revoked or suspended if the conditions above are not met.

Revoking a Licence

A Licence Holder's licence will be revoked if:

- it has been obtained using fraudulent documents and/or fraudulent identity, or if the licence has been used by someone other than the Licence Holder to engage in licenseable conduct;
- they do not have the training qualifications that they claimed on application;
- they receive a conviction, caution, warning, absolute/conditional discharge or admonishment for a relevant offence; or
- they have been working with an SIA licence without the right to work or the SIA has been informed by the relevant authorities that they do not have the right to work or are in the UK illegally.

A Licence Holder's licence may also be revoked if:

- they break any of the conditions upon which the licence was issued;
- they refuse or neglect to undertake the training that the SIA has directed they undertake; or
- the SIA holds information which indicates that they are not a fit and proper person to hold a licence.

If the SIA judges it necessary to revoke a licence, it will write to tell the Licence Holder. This letter will set out the basis for its assessment, and invite the Licence Holder to supply further information. The Licence Holder will then have 21 days to respond to this revocation letter.

The Licence Holder's response to the revocation may include any factual errors they believe exist in the SIA's assessment (for example, an error concerning identity or an error in assessing criminal history). However, the SIA will only invite the Licence Holder to provide mitigation (as explained on page 39 to 40), if the Licence Holder's criminality does not place them in the automatic refusal category. The SIA will then consider what the Licence Holder has submitted to the SIA in reaching its decision.

If the individual does not send in a response within the 21 days, the decision to revoke their licence will take immediate effect 21 days after the date of the revocation letter. When the decision to revoke their licence takes effect, they will have a further 21 days in which to exercise a right of appeal to a Magistrates' or Sheriff Court.

If the individual does send in a response within the 21 days, the SIA will give it due consideration and will write to the individual to inform them of its decision. If the SIA decides it is still necessary to revoke an individual's licence, they will then have 21 days from the date of this letter in which to exercise a right of appeal to a Magistrates' or Sheriff Court.

A Licence Holder can ask the SIA for an extension to the 21 day deadline if they are having difficulty getting evidence of factual errors or mitigation. The SIA can decide to give this extension or decide not to give this extension.

Once a decision is made (automatically after 21 days) the SIA has no power to revisit that decision without the direction of a Court, unless the decision was based on a fundamental mistake of fact.

If someone appeals against their revocation, their licence remains valid during the appeal process and they can continue to work while their appeal is going on, unless the licence has also been suspended.

Suspending a Licence

When a licence is suspended it means that a Licence Holder cannot legally work in any licensable sector, even if the work is for an approved contractor. Licence suspensions have immediate effect. Licence suspensions are temporary measures to allow the SIA time to look into an issue and make a decision on whether the Licence Holder should continue to have a licence.

The SIA will normally only suspend a licence where it is reasonably satisfied that a threat to public safety could exist if it did not suspend the licence, or if it is otherwise in the public interest to do so. This usually means that a serious offence has allegedly taken place, where a Licence Holder has been charged, but bailed. The SIA will always suspend a licence if a Licence Holder has been convicted of an offence which makes them Automatic Refusal on the assessment grid for offences committed by adults.

If the SIA decides that it is necessary to suspend someone's licence, it will write to tell them. This letter will set out the basis for its decision. The Licence Holder will then have 21 days in which to exercise a right of appeal to a Magistrates' Court or Sheriff Court. At the same time, the Licence Holder may also wish to tell the SIA of any factual errors in its assessment (for example, an error of identity, or an error in assessing criminal history).

If a Licence Holder's licence is suspended, it will remain suspended until the matter is resolved. Examples of the matter being resolved include the SIA deciding to revoke a licence or the Licence Holder being found not guilty for the offence they were charged with.

The SIA monitors its suspensions and reviews them every 90 days to make sure that the licence still needs to be suspended.

If the SIA decides it is necessary to revoke a suspended licence, a Licence Holder will still be unable to work even if they appeal against the revocation.

If an appeal against revocation of a licence is successful, the licence will normally go back to being suspended. This means that the licence will be subject to the normal review process of 90 days.

Annex A:

List of relevant offences for all Applicants

The following offences will be deemed relevant for the purposes of SIA licensing. For ease of reference, similar Scottish and Northern Ireland offences have been grouped with their equivalent English offence. If an offence is listed for one jurisdiction and an equivalent offence to that exists in another part of the UK, we may regard that equivalent offence in the same way as the first offence.

This list is intended to be exhaustive. However, offences change and new offences are created on a regular basis. The SIA will endeavour to keep this list up to date, but acknowledges that offences not listed here may exist that would be relevant to the SIA's licensing criteria. In exceptional cases, the SIA reserves the right to deem any such offences as relevant where, in the SIA's view, they affect a person's suitability to hold an SIA licence. This list is accurate as of April 2013.

The SIA also acknowledge that new offences or other offences can exist that are clearly relevant to these criteria, especially in relation to violent/abusive behaviour, sexual offences, terrorism and dishonesty. In exceptional cases the SIA reserves the right to count convictions for those offences as serious under our legislation. This is determined on a case-by-case basis.

Offences committed overseas which fall under the headings of this list will also be taken into consideration.

Category I – Violent/Abusive Behaviour

Abduction and extortion	Common Law
Administering chloroform	s22 – Offences Against the Person Act 1861
Administering poison so as to endanger life	s23 – Offences Against the Person Act 1861
Administering poison	s24 – Offences Against the Person Act 1861
Affray	s3 – Public Order Act 1986
	Common Law
Aggravated burglary	s10 – Theft Act 1968
	s10 – Theft Act (Northern Ireland) 1968
Aggravated Trespass	s68 – Criminal Justice & Public Order Act 1994
	Vagrancy Act 1824
Arson	s1(3) Criminal Damage Act 1971
	Art.3 – Criminal Damage (Northern Ireland) Order 1977
Assault	Common Law
	s96 – Crime and Disorder Act 1998
Assault/aggravated assault	Common Law
Assault/criminal threats	Common Law
Assault occasioning bodily harm	s47 – Offences Against the Person Act 1861
Assault on constables	s89(1) – Police Act 1996
	s41 – Police (Scotland) Act 1967
	s66 – Police (Northern Ireland) Act 1998
Assault with intent to commit felony or on peace officers, etc.	s38 – Offences Against the Persons Act 1861
Assault with intent to rob	s8(2) – Theft Act 1968
	S8(2) – Theft Act (Northern Ireland) 1969
Assaulting a prison officer whilst possessing firearm	s90 – Criminal Justice Act 1991
Assisting prisoners to escape	s39 – Prison Act 1952
	s30 Prison Act (Northern Ireland) 1953
Assisting suicide of another	s13 – Criminal Justice Act (Northern Ireland) 1966
Attempt to cause explosion, making or keeping explosive	s3 and s4 – Explosive Substances Act 1883
Attempt to pervert the course of justice	Common Law
Attempted assault/aggravated assault	Common Law
Attempted murder	Common Law
	s1 Criminal Attempts Act 1981
	Art.5 – Criminal Attempts and Conspiracy (Northern Ireland) Order 1983

Attempted murder/assault/aggravated assault	Common Law
Attempting to choke or strangle	s21 – Offences Against the Person Act 1861
Battery	Common Law
Breach conditions of an injunction against harassment	s3(6) – Protection from Harassment Act 1997 Art 5(6) – Protection from Harassment (Northern Ireland) Order 1997
Breach of a 'non-harassment' order	s234A – Criminal Procedure (Scotland) Act 1995
Breach of anti-social behaviour order	s1 – Crime and Disorder Act 1988 s9 – Antisocial Behaviour Etc (Scotland) Act 2004 Art.7 – Anti-social Behaviour (Northern Ireland) Order 2004
Breach of non-molestation order	s42A – Family Law Act 1996
Breach of restraining order	s5 – Protection from Harassment Act 1997 Art. 7(5) – Protection from Harassment (Northern Ireland) Order 1997
Breach of the peace	Common Law (Scotland only)
Broadcasting or including programme intended to incite religious hatred	s29F – Public Order Act 1986
Broadcasting programme to incite hatred or arouse fear	Art.12 – Public Order (Northern Ireland) Order 1987
Bomb hoax	s51 – Criminal Law Act 1977 Art.3 – Criminal Law (Amendment) (Northern Ireland) Order 1977
Burglary	s9 – Theft Act 1968
Causing bodily injury by explosives	s28 – Offences Against the Persons Act 1861
Causing explosion likely to endanger life or property	s2 – Explosive Substances Act 1883 s14 – Aviation and Maritime Security Act 1990 s11 and s14 – Aviation and Maritime Security Act 1990
Causing gunpowder to explode or sending to any person an explosive substance or throwing corrosive fluid on a person with intent to do grievous bodily harm	s29 – Offences Against the Persons Act 1861
Causing or allowing the death of vulnerable child or adult	s5 – Domestic Violence, Crime and Victims Act 2004
Child abduction by a person connected with a child	s6 – Child Abduction Act 1984 Art.3 – Child Abduction (Northern Ireland) Order 1985
Child abduction by parent	s1 – Child Abduction Act 1984 Art.3 – Child Abduction (Northern Ireland) Order 1985
Child Abduction by other person	s2 – Child Abduction Act 1984 Art.4 – Child Abduction (Northern Ireland) Order 1985
Common assault and battery	s39 – Criminal Justice Act 1988 s47 – Offences Against the Person Act 1861

Conspiracy to commit murder	s1, s1(A) and s3 Criminal Law Act 1977
	Art.11 Criminal Attempts and Conspiracy (Northern Ireland) Order 1983
Criminal threats	Common Law
Culpable and reckless endangerment or assault	Common Law
Culpable and reckless injury/culpable and reckless conduct/culpable and reckless endangerment	Common Law
Culpable homicide	Common Law
Distributing showing or playing a recording to incite hatred or arouse fear	Art.11 – Public Order (Northern Ireland) Order 1987
Distributing showing or playing a recording intending to stir up religious hatred	s29E – Public Order Act 1986
Escaping from lawful custody	Common Law
Failure to comply with conditions imposed on public assembly	s14 – Public Order Act 1986
	s7(6) – Public Processions (Northern Ireland) Act 1998
Failure to comply with conditions imposed on public procession	s12 – Public Order Act 1986
	s6(7), 7(6) & 8(7)(B) – Public Processions (Northern Ireland) Act 1998
False imprisonment	Common Law
False statements	s318 – Mental Health (Care and Treatment) (Scotland) Act 2003
Fear or provocation of violence	s4 – Public Order Act 1986
Fire-raising	Common Law
Harassment	s2 – Protection from Harassment Act 1997
	s8 – Protection from Harassment Act 1997
Harassment, alarm or distress	s5 – Public Order Act 1986
Housebreaking with intent to steal	Common Law
Ill-treatment and wilful neglect of mentally disordered person	Mental Health Act 1983
Ill treatment of persons of unsound mind	s127 – Mental Health Act 1983
	Art.121 – Mental Health (Northern Ireland) Order 1986
Improper use of public electronic communications network	s127 – Communications Act 2003
Inflicting grievous bodily harm	s20 – Offences Against the Person Act 1861
Infanticide	Common Law
Intentionally causing harassment, alarm or distress	s4A – Public Order Act 1996
Intimidating a witness or a juror	s51 – Criminal Justice and Public Order Act 1994
	Art.47 – Criminal Justice (Northern Ireland) Order 1996

Kidnapping	Common Law
Manslaughter	Common Law s5, 6 & 14 – Criminal Justice Act (Northern Ireland) 1966
Mobbing and rioting	Common Law
Mobbing and rioting or breach of the peace	s96 – Crime and Disorder Act 1998
Mobbing and rioting or breach of the peace	Common Law
Murder	Common Law
Murder or culpable homicide	Common Law
Offences against designated and accredited persons	s46 – Police Reform Act 2002
Offences in connection with trespassory assemblies and arrest thereof	s14B – Public Order Act 1996
Organising or taking part in prohibited procession	s11(8) – Public Processions (Northern Ireland) Act 1998
Placing explosives with intent to cause bodily injury	s30 – Offences Against the Persons Act 1861
Possession of inflammatory material to incite religious hatred	s29G – Public Order Act 1986
Possession of matter to stir up hatred or incite fear	Art.13 – Public Order (Northern Ireland) Order 1987
Prison mutiny	s1 – Prison Security Act 1992
Publishing or distributing written material	s19 – Public Order Act 1986 Art.10 – Public Order (Northern Ireland) Order 1987
Publishing or distributing written material intended to stir religious hatred	s29C – Public Order Act 1986
Putting people in fear of violence	s4 – Protection from Harassment Act 1997 Art 6 – Protection from Harassment (Northern Ireland) Order 1997
Racially aggravated assaults	s29 – Crime and Disorder Act 1998
Racially aggravated conduct causing alarm or distress	s96 – Crime and Disorder Act 1988 s50A – Criminal Law (Consolidation) (Scotland) Act 1995
Racially aggravated harassment	s50A – Criminal Law (Consolidation) (Scotland) Act 1995
Racially or religiously motivated public order offence	s31 – Crime and Disorder Act 1998
Racially or religiously aggravated harassment	s32 – Crime and Disorder Act 1998
Resist, obstruct, assault of constables	s89(2) – Police Act 1996 s41 – Police (Scotland) Act 1967 s66 – Police (Northern Ireland) Act 1998
Religiously or racially aggravated public order offences	s31 – Crime and Disorder Act 1998
Riot	s1 – Public Order Act 1986 Common Law
Riot, rout and affray	Common Law
Riotous and disorderly behaviour	Art.18 – Public Order (Northern Ireland) Order 1987

Robbery	Common Law
	s8 – Theft Act 1968
	s8 – Theft Act (Northern Ireland) 1969
Setting spring guns etc. with intent to inflict grievous bodily harm	Criminal Justice Act 2003
Sending letters etc with intent to cause distress or anxiety	s1 – Malicious Communications Act 1988
Shining a light at an aircraft in flight etc	Art.222 - Air Navigation Order 2009
Stalking	s2A - Protection from Harassment Act 1997
Stalking involving fear of violence etc	s4A - Protection from Harassment Act 1997
Theft by housebreaking	Common Law
Threatening or abusive behaviour	s38 – Criminal Justice and Licensing (Scotland) Act 2010
Threats to kill	s16 – Offences Against the Persons Act 1861
Torture	s134 – Criminal Justice Act 1988
Unlawful detention or abduction	Common Law
Unlawful eviction and harassment of occupier	s1 – Protection from Eviction Act 1977
	s2 – Tumultuous Risings (Ireland) Act 1831
Unlawful eviction and harassment of occupier	s22 – Rent (Scotland) Act 1984
Use of words or behaviour or display of written material intended to stir up religious hatred	s29B – Public Order Act 1986
Use of words, behaviour or written material to stir up hatred or arouse fear	Art.9 – Public Order (Northern Ireland) Order 1987
Using violence to enter premises	s6 – Criminal Law Act 1977
Violent disorder	s2 – Public Order Act 1986
Wilful obstruct or resist	s90(2) – Criminal Justice Act 1991
Wounding, shooting, attempting to shoot with intent to do grievous bodily harm	s18 – Offences Against the Person Act 1861

Category 2 – Espionage/Terrorism

All Offences in the following acts are regarded as relevant offences

- Aviation Security Act 1982
- Anti-Terrorism, Crime and Security Act 2001
- Prevention of Terrorism Act 2005
- Terrorism Act 2000

Category 3 – Offensive Weapons

Contravene a notice issued under s4, s6 and s7	Chemical Weapons Act 1996
Carrying of offensive weapon in public place	Art.22 Public Order (Northern Ireland) Order 1987
Disclosure of information	s32 – Chemical Weapons Act 1996
Having an article with a blade or point in a public place	s49 – Criminal Law (Consolidation) (Scotland) Act 1995
Having an article with a blade or point in a public place	s139 – Criminal Justice Act 1988
Information for the purposes of the Act (failure to comply)	s21(2) – Chemical Weapons Act 1996
Information for the purposes of the Act (false or misleading)	s21(3) – Chemical Weapons Act 1996
Offences in connection with dangerous weapons	s1 – Restriction of Offensive Weapons Act 1959
Offences in connection with inspections	s26 – Chemical Weapons Act 1996
Offence of having an article with a blade or point (or offensive weapon) on school premises	s139A – Criminal Justice Act 1988 s49A – Criminal Law (Consolidation) (Scotland) Act 1995
Offences relating to destruction	s9 – Chemical Weapons Act 1996
Offences relating to destruction (relating to s12)	s17 – Chemical Weapons Act 1996
Offensive weapons	s141 – Criminal Justice Act 1988
Possession	s3 – Crossbows Act 1987 Art.5 – Crossbows (Northern Ireland) Order 1988
Possession of an offensive weapon	s1 – Prevention of Crime Act 1953
Possession of an offensive weapon in a public place	s47 – Criminal Law (Consolidation) (Scotland) Act 1995
Premises or equipment for producing chemical weapons	s11 – Chemical Weapons Act 1996
Purchasing and hiring	s2 – Crossbows Act 1987 Art.4 – Crossbows (Northern Ireland) Order 1988
Restriction on development etc of certain biological agents and toxins and of biological weapons	s1 – Biological Weapons Act 1974
Restriction on use etc	s19 – Chemical Weapons Act 1996 s20(6) – Chemical Weapons Act 1996
Sale and letting on hire	s1 – Crossbows Act 1987 Art.3 – Crossbows (Northern Ireland) Order 1988
Sale etc of offensive weapons	s141 – Criminal Justice Act 1988
Sale of knives and certain articles with blade or point to persons under 16	s141A – Criminal Justice Act 1988
Trespassing with a weapon of offence	s8 Criminal Law Act 1977 Vagrancy Act 1824
Use etc of chemical weapons	s2 – Chemical Weapons Act 1996

Category 4 – Firearms Offences

Acquisition and possession of firearms by minors	s22 – Firearms Act 1968
Business and other transactions with firearms penalties	s3 – Firearms Act 1968
	Art.24 – Firearms (Northern Ireland) Order 2004
	Art.37 – Firearms (Northern Ireland) Order 2004
Carriers, auctioneers etc	s9 – Firearms Act 1968
Carrying a firearm in a public place	s19 – Firearms Act 1968
	Art.61 – Firearms (Northern Ireland) Order 2004
Carrying a firearm with criminal intent	s18 – Firearms Act 1968
	Art.60 – Firearms (Northern Ireland) Order 2004
Certificates supplementary	s28A – Firearms Act 1968
	Art.73 – Firearms (Northern Ireland) Order 2004
Compulsory register of transactions in firearms	s40 – Firearms Act 1968
Conversion of weapons	s4 – Firearms Act 1968
	Art.67 – Firearms (Northern Ireland) Order 2004
Equipment for ships and aircrafts	s13 – Firearms Act 1968
Exceptions from s22(4)	s23 – Firearms Act 1968
False Statement to procure grant or variation of certificate	Art.73 – Firearms (Northern Ireland) Order 2004
Forfeiture	s52 – Firearms Act 1968
	Art.72 – Firearms (Northern Ireland) Order 2004
Having a small calibre pistol outside of licensed pistol clubs	s19A – Firearms Act 1968
Information as to transactions under visitor's permits	s42A – Firearms Act 1968
	Art.15 – Firearms (Northern Ireland) Order 2004
Obstructing Constable or Civilian officer in exercise of search powers	s46 – Firearms Act 1968
	Art.53 – Firearms (Northern Ireland) Order 2004
Offences in connection with registration	s39 – Firearms Act 1968
	Art.30 – Firearms (Northern Ireland) Order 2004
Partial revocation of firearms' certificates	s32B – Firearms Act 1968
	Art.21 – Firearms (Northern Ireland) Order 2004
Police permit	s7 – Firearms Act 1968
Police powers in relation to arms traffic	s49 – Firearms Act 1968
	Art.56 – Firearms (Northern Ireland) Order 2004
Possession of firearms by persons previously convicted of crime	s21 – Firearms Act 1968
	Art.63 – Firearms (Northern Ireland) Order 2004
Possession of firearm with intent to cause fear of violence	s16A – Firearms Act 1968
	Art.58 – Firearms (Northern Ireland) Order 2004

Possession of firearm with intent to injure	s16 – Firearms Act 1968
	Art.58 – Firearms (Northern Ireland) Order 2004
Possession of firearm while committing offence	s17(2) – Firearms Act 1968
	Art.59(2) – Firearms (Northern Ireland) Order 2004
Power to prohibit movement of arms and ammunition	s6 – Firearms Act 1968
	Art.48 – Firearms (Northern Ireland) Order 2004
Powers of constables to stop and search	s47 – Firearms Act 1968
	Art.53 – Firearms (Northern Ireland) Order 2004
Production of certificates	s48 – Firearms Act 1968
	Art.55 – Firearms (Northern Ireland) Order 2004
Reckless discharge of a firearm	Common Law
Removal from register of dealer's name or place of business	s38 – Firearms Act 1968
	Art.30 – Firearms (Northern Ireland) Order 2004
Requirement of a certificate for possession of shot guns	s2 – Firearms Act 1968
Requirement of a firearms certificate	s1 – Firearms Act 1968
	Art.3 – Firearms (Northern Ireland) Order 2004
Supplying firearm to person drunk or insane	s25 – Firearms Act 1968
	Art.66 – Firearms (Northern Ireland) Order 2004
Supplying firearms to minors	s24 – Firearms Act 1968
Trespassing with a firearm	s20 – Firearms Act 1968
	Art.62 – Firearms (Northern Ireland) Order 2004
Use of firearm to resist arrest	s17(1) – Firearms Act 1968
	Art.59(1) – Firearms (Northern Ireland) Order 2004
Variation, endorsement etc of European documents	s32C – Firearms Act 1968
	Art.23 – Firearms (Northern Ireland) Order 2004
Variation of firearms certificate	s29 – Firearms Act 1968
	Art.73 – Firearms (Northern Ireland) Order 2004
Weapons subject to general prohibition	s5 – Firearms Act 1968
	Art.45 – Firearms (Northern Ireland) Order 2004

Category 5 – Dishonesty (Theft and Fraud)

Acknowledging recognizance, bail, cognovit, etc in the name of another	s34 – Forgery Act 1861
Aggravated burglary	s10 – Theft Act 1968 s10 – Theft Act (Northern Ireland) 1969
Aggravated vehicle taking	s12A – Theft Act 1968 Art.5 Criminal Justice (No.2) (Northern Ireland) Order 2004
Aiders, abettors, suborners etc	s7 – Perjury Act 1911
Apparatus designed or adapted for the making of false identification documents	s5 – Identity Documents Act 2010
Assisting a prisoner to escape	s39 – Prison Act 1952
Attempt to pervert the course of justice	Common Law
Blackmail	s21 – Theft Act 1968 s20 – Theft Act (Northern Ireland) 1969
Breach of bail conditions	s27– Criminal Procedure (Scotland) Act 1995
Burglary	s9 – Theft Act 1968 s9 – Theft Act (Northern Ireland) 1969
Copying of a false statement	s2 – Forgery and Counterfeiting Act 1981
Conspiracy to defraud	s12 – Criminal Justice Act 1987 Common Law
Contempt of Court	Common Law
Conveyance etc of List A articles into or out of prison	s40B– Prison Act 1952
Conveyance etc of List B or C articles into or out of prison	s40C– Prison Act 1952
Convicted thief in possession of tools etc for purposes of theft	s58 – Civic Government (Scotland) Act 1982
Counterfeiting documents	s168 – Customs and Excise Management Act 1979
Counterfeiting etc of dies and marks	s6 – Hallmarking Act 1973
Custody or control of false instrument	s5(2) – Forgery and Counterfeiting Act 1981
Custody or control of false instrument inducing to accept as genuine	s5(1) – Forgery and Counterfeiting Act 1981
Custody or control of machine or implement	s5(3) – Forgery and Counterfeiting Act 1981
Custody or control of machine, implement, paper or material without lawful excuse	s5(4) – Forgery and Counterfeiting Act 1981
Dishonestly retaining wrongful credit	s24A – Theft Act 1968 s23A – Theft Act (Northern Ireland) 1969
Embracery	Common Law

Evasion of liability by deception	s2 – Theft Act 1968
Extortion	Common Law
Fabrication of evidence with intent to mislead a tribunal	Common Law
Failure to Disclose	s330 – Proceeds of Crime Act 2002
False accounting	s17 – Theft Act 1968
	s17 – Theft Act (Northern Ireland) 1969
False declarations etc to obtain registration etc for carrying on a vocation	s6 – Perjury Act 1911
False or misleading statements	s75 – Criminal Justice & Public Order Act 1994
False statements	s39 – Goods Vehicles (Licensing of Operators) Act 1995
False statements and withholding material information	s174 – Road Traffic Act 1988
False statements by company directors etc.	s18 – Theft Act (Northern Ireland) 1969
False statements in connection with forgery of or fraudulent use of documents	Art.174 – Road Traffic (Northern Ireland) Order 1981
False statements in declaration providing service etc	s107 – Magistrates Courts Act 1980
	s44 – Criminal Law (Consolidation) (Scotland) Act 1995
False statements on oath made otherwise than in a judicial proceeding	s2 – Perjury Act 1911
	s44 – Criminal Law (Consolidation) (Scotland) Act 1995
False statements tendered in evidence	s106 – Magistrates Courts Act 1980
False statements, etc as to births or deaths	s4 – Perjury Act 1911
	s53 – Registration of Births, Deaths and Marriages (Scotland) Act 1965
False statements, etc with reference to marriage	s3 – Perjury Act 1911
	s24 – Marriage (Scotland) Act 1977
False statutory declarations and other false statements	s5 – Perjury Act 1911
	s44, s45 and s46 – Criminal Law (Consolidation) (Scotland) Act 1995
False un-sworn statement	s1A – Perjury Act 1911
	s44 – Criminal Law (Consolidation) (Scotland) Act 1995
False written statements tended in evidence	s89 – Criminal Justice Act 1967
Falsehood, fraud and wilful imposition	Common Law
Falsehood, fraud and wilful imposition, or embezzlement	Common Law
Forgery	s1 – Forgery and Counterfeiting Act 1981
Forgery and fraud	s44 – Vehicle Excise and Registration Act 1994
Forgery and misuse of documents	s65 – Public Passenger Vehicles Act 1981
Forgery and uttering	Common Law
Forgery of documents	s173 – Road Traffic Act 1988

Forgery of documents etc	s38 – Goods Vehicles (Licensing of Operators) Act 1995
Forgery, false statements etc	s126 – Mental Health Act 1983
Forgery of passport	s36 – Criminal Justice Act 1925
Fraud	s1 Fraud Act 2006 Common Law
Fraud by false representation	s2 Fraud Act 2006
Fraud by failing to disclose information	s3 Fraud Act 2006
Fraud by abuse of position	s4 – Fraud Act 2006
Giving false evidence or contempt of court	Common Law
Going equipped for stealing	s25 – Theft Act 1968 s24 – Theft Act (Northern Ireland) 1969
Handling stolen goods	s22 – Theft Act 1968 s21 – Theft Act (Northern Ireland) 1969
Housebreaking with intent to steal	Common Law
Interfering with the mail: general	s84 – Postal Services Act 2000
Interfering with the mail: postal operators	s83 – Postal Services Act 2000
Impersonation	s43 – Police (Scotland) Act 1967
Impersonation etc	s90 – Police Act 1996
Importation or causes importation of concealed goods	s50 – Customs and Excise Management Act 1979
Issue of false documents [falsification of documents]	s175 – Road Traffic Act 1988
Making off without payment	s3 – Theft Act 1978 s3 – Theft Act (Northern Ireland) 1969
Making or supplying articles for use in frauds	s7 Fraud Act 2006
Misconduct in Judicial or Public Office	Common Law
Mishandling or falsifying parking documents	s115 – Road Traffic Regulation Act 1984
Obtaining a money transfer by deception	s5A – Theft Act 1968 s15A – Theft Act (Northern Ireland) 1969
Obtaining pecuniary advantage by deception	s16 – Theft Act 1968 s16 – Theft Act (Northern Ireland) 1969
Obtaining property by deception	s15 – Theft Act 1968 s15 – Theft Act (Northern Ireland) 1969
Obtaining services dishonestly	s1 & s11 Fraud Act 2006 s1 Theft Act (Northern Ireland) 1969
Obstruction of authorised officers	s29 – Trade Descriptions Act 1968
Obstruction of officers	s18 – Gangmasters (Licensing) Act 2004
Offence committed in connection with	s20 Forgery and Counterfeiting Act 1981
Offence of absconding by person released on bail	s6 – Bail Act 1976 Art.5 – Criminal Justice (Northern Ireland) Order 2003

Offence of reproducing British currency notes	s18 – Forgery and Counterfeiting Act 1981
Offences involving custody or control of counterfeit notes and coins	s17 – Forgery and Counterfeiting Act 1981
Offences involving custody or control of counterfeit notes and/or coins	s16 – Forgery and Counterfeiting Act 1981
Offences: acting as a gangmaster, being in possession of false documents etc	s12 – Gangmasters (Licensing) Act 2004
Offences of counterfeiting notes and/or coins	s14 – Forgery and Counterfeiting Act 1981
Offences of making (etc) imitation British coins	s19 – Forgery and Counterfeiting Act 1981
Offences of passing etc. counterfeit notes and/or coins	s15 – Forgery and Counterfeiting Act 1981
Participating in fraudulent business carried on by a sole trader etc	s9 – Fraud Act 2006
Penalties for assisting offenders	s4 – Criminal Law Act 1967
	s4 – Criminal Law Act (Northern Ireland) 1967
Penalties for concealing offences or giving false information	s5 – Criminal Law Act 1967
	s4 – Criminal Law Act (Northern Ireland) 1967
Penalty for fraudulent evasion of duty	s170 – Customs and Excise Management Act 1979
Penalty for improper importation	s50 – Customs and Excise Management Act 1979
Perjury	s1 – Perjury Act 1911
	Common Law
Personation of Jurors	Common Law
Pervert the course of justice/personation	Common Law
Possession etc of articles for use in frauds	s6 – Fraud Act 2006
Possession of false identification documents etc	s4, & s6 – Identity Documents Act 2010
Prejudicing an investigation	s36 – Criminal Law (Consolidation) (Scotland) Act 1995
Removal of articles from places open to the public	s11 – Theft Act 1968
	s11 – Theft Act (Northern Ireland) 1969
Reset	Common Law
Robbery	s8 – Theft Act (Northern Ireland) 1969
Subornation of perjury	Common Law
Suppression etc. of documents	s19 – Theft Act (Northern Ireland) 1969
Taking motor vehicle or other conveyance without authority	s12(1) – Theft Act 1968
	s12 – Theft Act (Northern Ireland) 1969
Taking a motor vehicle without consent	s178 – Road Traffic Act 1978
Taking a motor vehicle without authority	s178 – Road Traffic Act 1988
Theft	s1 & s7 – Theft Act 1968
	Common Law
	s1 & s7 – Theft Act (Northern Ireland) 1969
Theft by housebreaking	Common Law

Theft by opening lockfast places/Opening lockfast places with intent to steal	Common Law
Unauthorised modification of computer material	s3 – Computer Misuse Act 1990
Unlawful obtaining etc of personal data	s55 – Data Protection Act 1998
Unlawful possession of pension documents	s36 – Criminal Justice Act 1925
Using a copy of a false instrument	s4 – Forgery and Counterfeiting Act 1981
Using a false instrument	s3 – Forgery and Counterfeiting Act 1981

Category 6 – Proceeds of Crime

Acquisition, use and possession	s329 – Proceeds of Crime Act 2002
Arrangements	s328 – Proceeds of Crime Act 2002
Concealing etc	s327 – Proceeds of Crime Act 2002
Failure to disclose: other nominated officers	s332 – Proceeds of Crime Act 2002
Failure to disclose: nominated officers in the regulated sector	s331 – Proceeds of Crime Act 2002
Tipping off	s333A – Proceeds of Crime Act 2002

Category 7 – Abuse or neglect of Children

Allowing child to be in brothel	s12 – Criminal Law (Consolidation) (Scotland) Act 1995
	s24 – Children and Young Persons Act (Northern Ireland) 1968
Allowing persons under 16 to be in brothels	s3 – Children and Young Persons Act 1933
Causing or allowing persons under 16 to be used for begging	s4 – Children and Young Persons Act 1933
	s15 – Children and Young Persons (Scotland) Act 1937
	s24 – Children and Young Persons Act (Northern Ireland) 1968
Causing or encouraging seduction or prostitution of a girl under seventeen	s21 – Children and Young Persons Act (Northern Ireland) 1968
Child abduction by other person	s2 – Child Abduction Act 1984
Cruelty to persons under 16	s1 – Children and Young Persons Act 1933
	s20 – Children and Young Persons Act (Northern Ireland) 1968
Cruelty to children under 16	s12 – Children and Young Persons (Scotland) Act 1937
Exposing children under 12 to risk of burning	s11 – Children and Young Persons Act 1933
	s22 – Children and Young Persons (Scotland) Act 1937
	s29 – Children and Young Persons Act (Northern Ireland) 1968
Failing to provide for safety of children at entertainments	s12 – Children and Young Persons Act 1933
	s23 – Children and Young Persons (Scotland) Act 1937
	s30 – Children and Young Persons Act (Northern Ireland) 1968
Giving intoxicating liquor to a child under 5	s5 – Children and Young Persons Act 1933
	s16 – Children and Young Persons (Scotland) Act 1937
	s25 – Children and Young Persons Act (Northern Ireland) 1968
Indecent photographs of children	s1 – Protection of Children Act 1978
	s160 Criminal Justice Act 1988
	s52 – Civic Government (Scotland) Act 1982
	Art.3 – Protection of Children (Northern Ireland) Order 1978

Category 8 – Sexual Offences

All Offences in the following acts are regarded as relevant offences

- Sexual Offences Act 2003
- Sexual Offences (Scotland Act) 2009
- Sexual Offences (Northern Ireland) Order 2008

Aiding, abetting, counselling, procuring or inciting the commission of a s311(1) offence	s311(7) – Mental Health (Care and Treatment) (Scotland) Act 2003
Arranging or facilitating child prostitution or pornography	s12 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
Assault/indecent assault (oral penetration)	Common Law
Assault/indecent assault	Common Law
Assault of a child under 13 – re actual intercourse	s5(1) Criminal Law (Consolidation) (Scotland) Act 1995
Assault of a child under 13 – re attempted intercourse	s5(2) Criminal Law (Consolidation) (Scotland) Act 1995
Assault/indecent assault, lewd, indecent or libidinous practices re children aged 12 to 16	s6 – Criminal Law (Consolidation) (Scotland) Act 1995
Assault/indecent assault/sodomy	Common Law
Assault with intent to commit buggery	Art.20 – Criminal Justice (Northern Ireland) Order 2003
Assault with intent to commit rape	s2 – Attempted Rape etc. Act (Northern Ireland) 1960
Bestiality	Common Law
Buggery	Art.19 – Criminal Justice (Northern Ireland) Order 2003
Care workers: causing a person with a mental disorder to watch a sexual act	s10 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
Care workers: causing or inciting sexual activity	s313 – Mental Health (Care and Treatment) (Scotland) Act 2003
Care workers: sexual activity with a person with a mental disorder	s313 – Mental Health (Care and Treatment) (Scotland) Act 2003
Causing or inciting a child under 13 to engage in sexual activity – re attempted intercourse	s5(2) – Criminal Law (Consolidation) (Scotland) Act 1995
Causing or inciting a child under 13 to engage in sexual activity – lewd, indecent or libidinous practices re children aged 12 to 16	s6 – Criminal Law (Consolidation) (Scotland) Act 1995
Controlling a child prostitute or a child involved in pornography	s11 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
Homosexual offences	s13 – Criminal Law (Consolidation) (Scotland) Act 1995
Incest	s1 – Punishment of Incest Act 1908 s2 – Punishment of Incest Act 1908 Common Law
Incest – re-intercourse with family members	s1 – Criminal Law (Consolidation) (Scotland) Act 1995
Inciting girl under 16 to have incestuous sexual intercourse	Art.9 – Criminal Justice (Northern Ireland) Order 1980

Indecent conduct towards child	s22 – Children and Young Persons Act (Northern Ireland) 1968
Intercourse of person in position of trust with child under 16	s3 – Criminal Law (Consolidation) (Scotland) Act 1995
Intercourse with girl under 16	s5 – Criminal Law (Consolidation) (Scotland) Act 1995
Intercourse with step-child	s2 – Criminal Law (Consolidation) (Scotland) Act 1995 – re intercourse with family members
Indecent assault/assault/criminal threats/exposure	Common Law
Keeping a brothel	s33 – Sexual Offences Act 1956
Keeping a brothel used for prostitution	s33A – Sexual Offences Act 1956
Landlord letting premises for use as a brothel	s34 – Sexual Offences Act 1956 s35 – Sexual Offences Act 1956
Lewd, indecent and libidinous practices	Common Law
Lewd, indecent and libidinous practices/public indecency	Common Law
Meeting a child following certain preliminary contact	s1 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
Outraging public decency	Common Law
Paying for sexual services of a child	s9 – Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
Protection of patients	Art.123 – Mental Health (Northern Ireland) Order
Protection of women suffering mental handicap	Art.122 – Mental Health (Northern Ireland) Order 1986
Procuring	s7 – Criminal Law (Consolidation) (Scotland) Act 1995
Rape	Common Law
Rape – vaginal penetration only	Common Law
Sexual activity with a child – re actual intercourse	s5(1) – Criminal Law (Consolidation) (Scotland) Act 1995
Sexual activity with a child – re attempted intercourse	s5(2) – Criminal Law (Consolidation) (Scotland) Act 1995
Sexual activity with a child – lewd, indecent or libidinous practices re children aged 12 to 16	s6 – Criminal Law (Consolidation) (Scotland) Act 1995
Sexual activity with a person with a mental disorder impeding choice	s311 – Mental Health (Care and Treatment) (Scotland) Act 2003
Sexual intercourse with woman with mental handicap	Art.122 – Mental Health (Northern Ireland) Order 1986
Sexual intercourse with patient	Art.123 – Mental Health (Northern Ireland) Order 1986
Sodomy – anal penetration only	Common Law
Tenant permitting premises to be used for prostitution	s36 – Sexual Offences Act 1956
Trading in prostitution and brothel-keeping	s11 – Criminal Law (Consolidation) (Scotland) Act 1995
Trafficking into the UK for sexual exploitation	s22 – Criminal Justice (Scotland) Act 2003
Unlawful sexual intercourse with girl under 14	s4 – Criminal Law (Amendment) Act 1885
Unlawful sexual intercourse with girl under 17	s5 – Criminal Law (Amendment) Act 1885

Category 9 – Drug Offences

Acquisition, use and possession	s329 – Proceeds of Crime Act 2002
Arrangements	s328 – Proceeds of Crime Act 2002
Assisting in or inducing commission outside United Kingdom	s20 – Misuse of Drugs Act 1971
Attempts to commit offences	s19 – Misuse of Drugs Act 1971
Concealing	s327 – Proceeds of Crime Act 2002
Contravention directions prohibiting prescribing supply etc of controlled drugs by practitioners in other cases	s13(3) – Misuse of Drugs Act 1971
Cultivation of cannabis plant	s6 – Misuse of Drugs Act 1971
Directions prohibiting prescribing, supply etc of controlled drugs by practitioners etc convicted of certain offences	s12 – Misuse of Drugs Act 1971
Forgery or use of false prescription in respect of drugs listed in Schedule 2 of the Misuse of Drugs Act 1971 (category 5)	
Fraudulent evasion of duty etc	s170 – Customs and Excise Management Act 1979
Improper Importation of goods – ‘Class A drugs’	s50 – Customs and Excise Management 1979
Manufacture and supply of scheduled substances	s12 – Criminal Justice (International Co-operation) Act 1990
Miscellaneous offences	s18 – Misuse of Drugs Act 1971
Occupiers etc of premises to be punishable for permitting certain activities to take place thereon	s8 – Misuse of Drugs Act 1971
Obstructing exercise of powers of search etc or concealing books, drugs, etc	s23(4) – Misuse of Drugs Act 1971
Penalty for interfering with revenue vessels	s85 – Customs and Excise Management Act 1979
Prejudicing an investigation	s58 – Drug Trafficking Act 1994
Prohibition of certain activities etc relating to opium	s9 – Misuse of Drugs Act 1971
Prohibition of supply of articles for administering or preparing controlled drugs	s9A – Misuse of Drugs Act 1971
Power to direct special precautions for safe custody of controlled drugs to be taken at certain premises	s11 – Misuse of Drugs Act 1971
Power to obtain information from Doctors, Pharmacists etc in certain circumstances	s17 – Misuse of Drugs Act 1971
Restriction of importation and exportation of controlled drugs	s3 – Misuse of Drugs Act 1971
Restriction of production and supply of controlled drugs	s4 – Misuse of Drugs Act 1971

Restriction of possession of controlled drugs (Class A and B drugs)	s5 – Misuse of Drugs 1971
Restriction of possession of controlled drugs (Class C drugs)	s5– Misuse of Drugs 1971
Ships used for illicit traffic	s19 – Criminal Justice (International Co-operation) Act 1990
Supply of potentially noxious substances Scotland only	Common Law
Tipping off	s333 – Proceeds of Crime Act 2002

Category 10 – Criminal Damage

Destroying or damaging property	s1 – Criminal Damage Act 1971
	Art.3 – Criminal Damage (Northern Ireland) Order 1977
Malicious mischief	Common Law
Racially aggravated harassment and conduct	s50 – Criminal Law (Consolidation) (Scotland) Act 1995
Racially aggravated offences	s74 – Criminal Justice (Scotland) Act 2003
Racially or religiously aggravated criminal damage	s30 – Crime and Disorder Act 1998
Threats to destroy or damage property	s2 – Criminal Damage Act 1971
Vandalism	s52 – Criminal Law (Consolidation) (Scotland) Act 1995
Violation of sepulchres	Common Law

Category II – Social Security Offences

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

Category 12 – Private Security Industry Offences

Conduct prohibited without a licence	s3 – Private Security Industry Act 2001 Para.4 Sch.6 – Justice and Security (Northern Ireland) Act 2007
False information	s22 – Private Security Industry Act 2001 Para.8(3) Sch.6 – Justice and Security (Northern Ireland) Act 2007
Imposition of requirements for approval (contravention of)	s17 – Private Security Industry Act 2001
Licence conditions (contravention of)	s9 – Private Security Industry Act 2001
Offence of using unlicensed operative	s5 – Private Security Industry Act 2001 Para.6 Sch.6 – Justice and Security (Northern Ireland) Act 2007
Offence of using unlicensed wheel clampers	s6 – Private Security Industry Act 2001
Powers of entry and inspections	s19 – Private Security Industry Act 2001 Para.20 Sch.6 – Justice and Security (Northern Ireland) Act 2007
Right to use approved status (misuse of)	s16 – Private Security Industry Act 2001

Category 13 – Licensing Act 2003

Allowing disorderly conduct on licensed premises etc	s140 – Licensing Act 2003
	s78(1) – Licensing (Scotland) Act 1976
	Art.61 – Licensing (Northern Ireland) Order 1996
Allowing the sale of alcohol to children	s147 – Licensing Act 2003
Consumption of alcohol by children	s150 – Licensing Act 2003
	s16 – Children and Young Persons (Scotland) Act 1937
Delivering alcohol to children	s151 – Licensing Act 2003
Exposing alcohol for unauthorised sale	s137 – Licensing Act 2003
Failure to leave licensed premises etc	s143 – Licensing Act 2003
False statements made for the purposes of this Act	s158 – Licensing Act 2003
Keeping alcohol on premises for unauthorised sale etc	s38 – Licensing Act 2003
Keeping of smuggled goods	s144 – Licensing Act 2003
Licensee or employee or agent drunk on licensed premises	s77 – Licensing (Scotland) Act 1976
	s142 – Licensing Act 2003
	s75 – Licensing (Scotland) Act 1976
Obtaining alcohol for a person who is drunk	Art.62 – Licensing (Northern Ireland) Order 1996
	Art.3 – Licensing (Northern Ireland) Order 1996
	Art.3 – Licensing (Northern Ireland) Order 1996
Prohibition on sale of intoxicating liquor without a licence	Art.3 – Licensing (Northern Ireland) Order 1996
Prohibition of unsupervised sales by children	s151 – Licensing Act 2003
Prostitutes, criminals and stolen goods	s80 – Licensing (Scotland) Act 1976
Purchase of alcohol by or on behalf of children	s149 – Licensing Act 2003
	s68(2) – Licensing (Scotland) Act 1976
	Art.60 – Licensing (Northern Ireland) Order 1996
Sale of alcohol to a person who is drunk	s141 – Licensing Act 2003
	s76 – Licensing (Scotland) Act 1976
	Art.61 – Licensing (Northern Ireland) Order 1996
Sale of alcohol to children	s146 – Licensing Act 2003
	s68(1) – Licensing (Scotland) Act 1976
	Art.60 – Licensing (Northern Ireland) Order 1996
Sale of liqueur confectionary to children under 16	s148 – Licensing Act 2003
Sending a child to obtain alcohol	s152 – Licensing Act 2003
Trafficking or bartering without a licence or hawking of liquor	s90 – Licensing (Scotland) Act 1976
Unaccompanied children prohibited from certain premises	s145 – Licensing Act 2003
Unauthorised licensable activities	s136 – Licensing Act 2003
Under 14's prohibited from the bar area of licensed premises	s69 – Licensing (Scotland) Act 1976

Category 14 – Driving Offences

Causing death by careless driving when under the influence of drink or drugs	s3A – Road Traffic Act 1988
	Art.14 – Road Traffic (Northern Ireland) Order 1995
Causing death by dangerous driving	s1 – Road Traffic Act 1988
	Art.9 – Road Traffic (Northern Ireland) Order 1995
Causing serious injury by dangerous driving	s143 – Legal Aid, Sentencing and Punishment of Offenders Act 2012
Culpable homicide	Common Law

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