

The information below must be completed and appear on your company letterhead paper; signed by an authorised representative and by the security operative (copy and paste as required)

SIA Personal Licence Dispensation Notice

[Your company name here] is an SIA Approved Contractor and is authorised to deploy the security operative named below, without the necessary SIA licence, under the following circumstances:

1. The operative is carrying out licensable activity as our employee (or equivalent) and holds proof of identity in the form of [e.g. company ID]; and
2. the operative has applied for the necessary licence and that licence application is pending; and
3. an application by the operative to carry out the same licensable activity has not previously been refused; and
4. the SIA has given notice that we have the authority to deploy security operatives who have a licence application pending and we are listed on the SIA Register of Approved Contractors as approved for the relevant licensable activity (www.the-sia.org.uk/acs)

Full Name of Security Operative: <i>(block capitals)</i>			
Dispensation Start Date: <i>(maximum duration 10 weeks)</i>		End Date:	
Dispensation Number: <i>(from organisation records)</i>		Issue Number: <i>(maximum of one issue without further SIA check)</i>	

Applicable Licensable Activities (Sectors):

*(delete licensable activities for which your organisation is **not** approved and delete licensable activities for which a licence application is **not** pending)*

Security Guard	Door Supervisor
Close Protection	Cash and Valuables in Transit
Key Holder	Vehicle Immobiliser
Public Space Surveillance (CCTV)	Non Front Line

Organisation Name: <i>(as defined on the SIA Register of Approved Contractors)</i>	
Address: <i>(first line and postcode)</i>	

Representative declaration: I confirm that the named individual qualifies for a dispensation from holding a licence under the terms of the Approved Contractor Scheme.

Name:			
Signature:		Telephone Number:	

Operative declaration: I confirm that I have applied for an SIA licence for each licensable activity indicated and have not previously been refused a licence or had a licence revoked for the same activity.

Licence application reference number:			
Signature:		Telephone Number:	

The contents of this statement may be verified by contacting the Security Industry Authority ACS Team:

*Email: ACSenquiries@the-sia.org.uk: PO Box 49768, London WC1V 6WY
Tel. 020 7025 4190: 9am to 5pm Monday to Friday*