



The Private Security Authority

An tÚdarás Slándála Príobháidí

Guidelines for completion of

Licence Application Form

(Ref PSA_CLA_14/12/05 Revised)

January, 2008

Please read the following notes before completing your Licence Application Form.

For detailed information on licensing of the various licensing sector(s) reference should be made to the **Private Security Services Contractor Licence Booklet (PSA 12)**.(Available for download at www.psa.gov.ie under PSA Publications).

Application forms should be fully completed in **BLACK INK** and in **CAPITAL LETTERS**.

If you are having difficulty with any question and require further guidance or assistance please contact the Licensing Division of the PSA at licensing@psa.gov.ie.

Additional information can be obtained from our website at www.psa.gov.ie

Your attention is drawn to the Checklist at the end of the Licence Application Form. Please check that you have forwarded all relevant documentation in support of your application.

Incomplete applications / supporting documentation will result in the rejection of your licence application.

Section A General Details

Section A must be completed by all applicants. Its aim is to provide summary information on your business and the type of licence(s) applied for.

1. Name of Applicant

This is the name which will appear on the licence. It must be the name of the contractor. A trading name is not acceptable. (See 2 below)

- An individual or sole trader should give their full name.
- A Partnership name should include the name of each partner.
- For a company, company name only to appear.

Note: For an application by an Irish registered company, a Certificate of Incorporation dated **no** earlier than four weeks before the date of application must be submitted. A Certificate of Incorporation may be obtained from The Companies Registration Office, Parnell House, 14 Parnell Square, Dublin 1. Phone (01) 8045200, www.cro.ie.

For an application by a company registered in Northern Ireland we will accept a Certificate of Incorporation from the Registry of Companies, Belfast.

For all other foreign registered companies, a Certificate of Incorporation from your country of registration and confirmation from the Companies Registration Office, Dublin that you have registered a branch in Ireland pursuant to EU (Branch Disclosure) Regulations 1993.

2. Trading As

A business/trading name will appear below the applicants name on the licence.

An applicant who is carrying on business under a name that is not that of the beneficial owner of the business must provide a copy of a certificate of registration of that business name. The Certificate of Registration of Business Name is available from The Companies Registration Office, Parnell House, 14 Parnell Square, Dublin 1. Phone (01) 8045200, www.cro.ie.

3. Business Telephone & Fax Number

Please enter contact numbers as requested

4. Website Address and E-mail Address

Please enter contact addresses as requested

5. PPS Number / Revenue Registration Number

If the applicant is a sole trader, please enter your PPS Number. If the applicant is a partnership or company, please enter your Revenue Registration Number.

6. Business Address

Please enter the address of the premises from which you trade.

7. Number of Employees

You must disclose the number of employees working in the sector(s) for which you are applying for a licence..

8. Legal Status

Please tick the box which indicates the nature of your business:

Sole Trader - One person is the beneficial owner of the business. A Sole Trader may or may not have employees.

Partnership - Partnerships are formed between two or more people in business together.

Company - If the applicant is a company please indicate company type by ticking the appropriate box:-

- *Private Unlimited Company*
- *Private Limited Company*
- *Public Limited Company*

Foreign Company/Branch of Foreign Company - Foreign company/branch of company which was registered abroad but has established a branch or a place of business in this state.

9. Turnover

Please enter your Annual Accounting Period.

‘Turnover’ means the gross revenue (excluding Value Added Tax) of an applicant arising in the financial period in respect of the provision by the applicant of the security service or security services to which the licence or licences applied for relates or relate. For licensing purposes we require that you state your annual turnover for the last 12 months for which you are legally obliged to submit accounts and, for Companies, an Auditor's Turnover Certificate. (See also No. 10 on Application Form regarding Turnover)

10. Licence(s) Required

This form can be used to apply for a licence(s) for multiple security services.

10.1 Standard

Applicants for Private Security Services Contractor Licences must produce evidence of having attained relevant operational standards for the security service(s) which are as follows;

Security Service	Standard Required
Door Supervisor (licensed premises) licence	I.S.999:2004*
Installer (intruder alarm) licence	EN50131 and Standard Recommendation SR40
Security Guard (monitoring centre) licence	I.S.228 and Standard Recommendation SR41
Security Guard (static) licence	I.S.999:2004*
Cash-in-Transit licences (ATM), (Coin), (Other), (Point-to-Point)	IS998:2006 and PSA CIT1:2007

A list of certifying bodies accredited to audit for the standards is available on the PSA website: www.psa.gov.ie

10.2 Calculating the Licence Fee payable

The licence fee will consist of two components - an administration fee (€1,000) and a turnover fee which will be based on turnover of the contractor for each security service provided.

Turnover Fees for Licences (to which admin fee of €1,000 must be added) are as follows:

	Sectoral Fee
Turnover <€25,000	€1,250
Turnover <€1,250,000	€2,500
Turnover <€3,750,000	€5,000
Turnover <€10,000,000	€9,000
Turnover >€10,000,000	€19,000

11. Method of Payment

Please tick the appropriate method of payment. Full payment can be made by, bank draft, postal order, money order or cheque only. Cheques are to be made payable to "**The Private Security Authority**".

Please note that your application **will not** be processed until your payment has first been cleared.

12. Tax Clearance Certificate

* I.S.999:2004 certificate should specify the exact nature of the security service for which the standard has been attained.

A Tax Clearance Certificate (TCC) is a written confirmation from Revenue that an applicant's tax affairs are in order at the date of issue of the Certificate. A valid TCC is required to obtain a Private Security Service Contractors Licence.

13. Previous Businesses

Please tick on the Yes or No box as appropriate. If you answer Yes, please give details in Box 18 (Page 5) of the application form or on a separate sheet.

14. Section B Partnership

This section must be completed if the applicant is a partnership. Enter the name, address and contact details for all partners in the partnership. Please note that a Garda Vetting Form (PSA_GV) must be fully completed by **all** partners.

15. Section C Company

This section must be completed if the applicant is a company. Please note that a Garda Vetting Form (PSA_GV) must be fully completed by the Company Secretary and **all** directors of the company and any shareholders with a shareholding of 20% or more.

Declaration

The application should be read, signed and dated by the applicant in the case of a sole trader, by one of the partners in the case of a partnership or in the case of an incorporated company, by the company secretary or managing director.

Applicants are advised to read the relevant provisions of the Private Security Services Act 2004, a copy which is available on our website www.psa.gov.ie.

Checklist

Before sending your completed application form, please check that you have included all relevant documentation in support of your application.

Completed Application

Completed application form, payment and supporting documentation should be returned to the following address:

The Private Security Authority,
Davis Street,
Tipperary Town.
T: 062 32600
E: licensing@psa.gov.ie



PSA_CLA_06/2007

Licence Application Form

- Please read the Form Completion Notes before completing this form.
- The form should be filled out using **BLACK INK** and **IN BLOCK CAPITALS**.
- The form will be revised periodically - before completing it, check that no revision has been substituted.

Section A General Details

General Details

1 **Name of Applicant** _____
(Name to appear on licence)

2 **Trading As** _____

Contact Name _____

3 **Business Telephone Number** _____ **Fax Number** _____

4 **Website Address** _____ **E-mail Address** _____

5 **PPS Number or Revenue Registration Number** _____

6 **Business Address** _____
(this is the address to which all correspondence will issue)

7 **Number of Employees** _____

8 **Legal Status** (tick ✓ the appropriate box)

Sole Trader	<input type="checkbox"/>	Company (Complete Part C)	<input type="checkbox"/>	Foreign Company	<input type="checkbox"/>
Partnership (Complete Part B)	<input type="checkbox"/>	• Private Unlimited Company	<input type="checkbox"/>	Branch of Foreign Company	<input type="checkbox"/>
		• Private Limited Company	<input type="checkbox"/>	Other (give details)	<input type="checkbox"/>
		• Public Limited Company	<input type="checkbox"/>	_____	

9 **Turnover** as defined in the Private Security (Licence Fees) Regulations 2005 to 2007 for latest 12-month accounting period. (Auditor's Certificate required where relevant)

Annual Accounting Period from **DDMMYY** to **DDMMYY**

Licence Application Form - Page 2

10 Licence(s) Required

Licence(s) Required (tick ✓ as appropriate)	Standard Obtained	Turnover	Fee
<ul style="list-style-type: none"> <input type="checkbox"/> Door Supervisor (licenced premises) licence <small>*see footnote</small> 		€	Turnover Fee €
<ul style="list-style-type: none"> <input type="checkbox"/> Installer (intruder alarm) licence 		€	Turnover Fee €
<ul style="list-style-type: none"> <input type="checkbox"/> Security Guard (monitoring centre) licence <input type="checkbox"/> Security Guard (static) licence 		€	Turnover Fee €

Total of Turnover Fees:

€

Administration Fee:

€ 1,000

Total Fee Payable

€

(Total of Turnover Fees + Administration Fee)

11 Method of Payment (tick ✓ as appropriate)

Bank Draft

Postal Order

Money Order

Cheque

12 Tax Clearance Certificate Details (enclose Tax Clearance Certificate)

Number:

Issue Date:

D	D	M	M	Y	Y
---	---	---	---	---	---

Expiry Date:

D	D	M	M	Y	Y
---	---	---	---	---	---

13 Previous Businesses

Has the applicant (if the applicant is a sole trader) or any of the partners in the partnership (if the applicant is a partnership) been adjudicated bankrupt, or has any of the directors of the body corporate (if the applicant is a body corporate) been a director or shadow director of any body corporate which has gone into liquidation during the 24 - month period prior to the date of this application in circumstances where the body corporate was insolvent at the date of the commencement of the liquidation ?

Yes

No

If yes please give details on a separate sheet.

* "door supervisor (licensed premises) licence" means a licence authorising the provision of door security at or in the vicinity of premises licensed for the sale of intoxicating liquor, public dance halls, clubs or food premises, a food stall or food vehicle. For further details see the Private Security (Licensing and Standards) Regulations 2005 (S.I. No.834 of 2005).

Licence Application Form - Page 3

Section B To be completed if applicant is a Partnership

14 Name, Address & Contact Details for all partners in the Partnership

(if there are more than four partners, the additional information should be provided on a separate sheet)

Partner Name & Address:

Tel No. _____
 Fax No. _____
 Mobile No. _____
 PPS No.
 E-Mail _____

Partner Name & Address:

Tel No. _____
 Fax No. _____
 Mobile No. _____
 PPS No.
 E-Mail _____

Partner Name & Address:

Tel No. _____
 Fax No. _____
 Mobile No. _____
 PPS No.
 E-Mail _____

Partner Name & Address:

Tel No. _____
 Fax No. _____
 Mobile No. _____
 PPS No.
 E-Mail _____

Section C To be completed if applicant is a Company

15 Company Details

Company Name _____

Company Registration Office Number _____
 (if applicable)

Registered Office Address _____
 (if different from Business Address at Number 6)

Licence Application Form - Page 4

16 Details of Company Secretary and Directors (additional information to be provided on separate sheet)

Company Secretary Name & Address:

Tel No. _____

Fax No. _____

Mobile No. _____

PPS No.

--	--	--	--	--	--	--	--	--	--

E-Mail _____

Percentage Shareholding %

Director Name & Address: _____

Has this director, at any time in the last ten years, been made the subject of a restriction order or a disqualification order under the Companies Acts 1963 – 2005? Yes
No

Tel No. _____

Fax No. _____

Mobile No. _____

PPS No.

--	--	--	--	--	--	--	--	--	--

E-Mail _____

Percentage Shareholding %

Director Name & Address: _____

Has this director, at any time in the last ten years, been made the subject of a restriction order or a disqualification order under the Companies Acts 1963 – 2005? Yes
No

Tel No. _____

Fax No. _____

Mobile No. _____

PPS No.

--	--	--	--	--	--	--	--	--	--

E-Mail _____

Percentage Shareholding %

Director Name & Address: _____

Has this director, at any time in the last ten years, been made the subject of a restriction order or a disqualification order under the Companies Acts 1963 – 2005? Yes
No

Tel No. _____

Fax No. _____

Mobile No. _____

PPS No.

--	--	--	--	--	--	--	--	--	--

E-Mail _____

Percentage Shareholding %

Director Name & Address: _____

Has this director, at any time in the last ten years, been made the subject of a restriction order or a disqualification order under the Companies Acts 1963 – 2005? Yes
No

Tel No. _____

Fax No. _____

Mobile No. _____

PPS No.

--	--	--	--	--	--	--	--	--	--

E-Mail _____

Percentage Shareholding %

Director Name & Address: _____

Has this director, at any time in the last ten years, been made the subject of a restriction order or a disqualification order under the Companies Acts 1963 – 2005? Yes
No

Tel No. _____

Fax No. _____

Mobile No. _____

PPS No.

--	--	--	--	--	--	--	--	--	--

E-Mail _____

Percentage Shareholding %

Licence Application Form - Page 5

17 **Details of Shareholders (other than Directors or Company Secretary)** with shareholdings of 20% or more

Shareholder Name & Address:

Tel No. _____

Fax No. _____

E-Mail _____

PPS No.

Percentage Shareholding %

Shareholder Name & Address:

Tel No. _____

Fax No. _____

E-Mail _____

PPS No.

Percentage Shareholding %

Shareholder Name & Address:

Tel No. _____

Fax No. _____

E-Mail _____

PPS No.

Percentage Shareholding %

Shareholder Name & Address:

Tel No. _____

Fax No. _____

E-Mail _____

PPS No.

Percentage Shareholding %

Section D Any Other Relevant Information

18 **Any other relevant information you wish to supply in support of your application**

Licence Application Form - Page 6

Declaration

I declare that the information provided in this application as/on behalf of/the applicant is true and complete in every respect and that the applicant is fully compliant with all statutory obligations, including the Safety, Health and Welfare at Work Act 2005 and applicable regulations thereunder, the Organisation of Working Time Act 1997 and the Security Industry JLC Employment Regulation Orders where applicable.

I understand that it is an offence to supply misleading information in order to obtain a Private Security Authority Licence and that doing so may lead to the licence being refused or suspended and to a prosecution.

I understand that information about the licence will be placed on a public register in accordance with section 33 of the Private Security Services Act 2004.

Applicant: _____
BLOCK CAPITALS

Signature: _____

On behalf of applicant (For a partnership all partners are required to sign)

Capacity: _____

Date:

D	D	M	M	Y	Y
---	---	---	---	---	---

Tel Number:

--	--	--	--	--	--	--	--	--	--

In case of partnership, partner number two to sign below.

Name: _____
BLOCK CAPITALS

Signature: _____

Capacity: _____

Date:

D	D	M	M	Y	Y
---	---	---	---	---	---

Tel Number:

--	--	--	--	--	--	--	--	--	--

(If there are more than two partners the additional partner(s) should sign on a separate sheet)

Licence Application Form - Page 7

Please use the checklist below to confirm that all necessary documentation is included with your application, as its non-inclusion may result in your application being rejected

Enclosure Checklist

- Completed Application Form
- Prescribed Licence Fee
- Valid Tax Clearance Certificate(s)
- Certificate of Incorporation (for limited companies) dated not earlier than 4 weeks before the date of the application
- Certificate of Business or Trade Name where the business or trade name is not that of the beneficial owner of the business
- Auditor's Turnover Certificate (Note: If the application for a licence is made during the six-month period after the expiry of the latest financial period of the applicant, the turnover fee payable is calculated by reference to the turnover for the ordinary 12-month accounting period last preceding the latest financial period. In that case the applicant should provide an auditors certificate (where relevant) in respect of that accounting period).
- Completed Garda Vetting Form for EACH of the principals (Sole Traders, Partners or Directors) in the form made available by the Authority.
- All sole traders, partners, and company directors who have spent six months or more in another jurisdiction will be required to provide a criminal record certificate from that jurisdiction.
- Evidence of attainment of the required standard(s)
- All applicants who have spent 6 months or more in another jurisdiction will be required to provide a criminal record certificate from that jurisdiction

Guidelines for Applying for an Installer Exemption Order

This document should be read in addition to the guidelines supplied for completing a Licence Application Form and Garda Vetting Form.

A new entrant to the Installer (Intruder Alarm) Sector cannot achieve the Standard (EN50131) and SR 40 unless he/she completes the installation of a number of alarms. As the installation of alarms without a licence is an offence the contractor must apply for an exemption from the Private Security Authority to install alarms under Section 3(2) of the Private Security Services Act 2004.

The exemption must be applied for in conjunction with an application for a licence and **in advance** of any alarms being installed. All new applicants must request an exemption to install alarms.

Before an exemption letter can issue from the Authority the applicant must:

- Lodge a completed application form
- Pay the prescribed fee
- Provide a valid Tax Clearance Certificate
- Provide completed Garda Vetting Form(s)/Criminal Record Certificate(s)

If applicable,

- Provide a Certificate of Incorporation
- Provide a Certificate of Business Name
- **and** provide the name of the certification body and evidence of having applied to the certification body for certification.

Please ensure that all necessary documentation is included with your application, as its non-inclusion may result in your application being rejected.

On receipt of a completed application, the Garda Vetting Form will be forwarded by The Authority to the Garda Vetting Unit. When the Vetting Form is returned from the Vetting Unit a determination will be made on the licence application on whether an exemption letter may issue.

All licence applications must have SR 40 in addition to the EN50131 Standard.

In accordance with Section 3(3) of the Private Security Services Act, (No.12 of 2004) a notice of exemptions issued by the Authority under the Private Security (Exemption) Order 2007 is to be published in Iris Oifigiúil. The notice will be printed on a quarterly basis and will include the contractor's name, trading name and the date the exemption issued.

Guidelines for Completing Garda Vetting Form

Please Read Carefully before Completing Form

When completing the Garda Vetting Form it is important that you follow these guidelines:

- The form must be completed in full using **BLOCK CAPITALS** and be clear and legible
- Your Place/City of Origin must be completed.
- You must include all your addresses on the form from your date of birth to your present address.
- All addresses must be completed in full including postcodes. No abbreviations.
- You must show **all** foreign addresses. This includes Irish Nationals who have resided abroad for over 6 months. **Foreign Nationals** must state all addresses from date of birth to the time they came to Ireland followed by all addresses from the time the person came to Ireland to the present date.
- The **year from** and **year to** sections must be **fully** completed for each address regardless of the number of previous addresses.
- When correctly completed the Vetting Form should not contain any gaps in your address history from date of birth to the present date.
- The **Question** *“Have you ever being convicted of an offence in the Republic of Ireland or elsewhere?”* **must** be answered.

All offences must be disclosed including Road Traffic Offences, Juvenile offences, suspended sentences and fines.

- The **Declaration** on page 2 **must** be completed by signing your signature in the required place.

The Completed Form should be returned to the Private Security Authority.

The Licensing Division of the Authority can be contacted at licensing@psa.gov.ie

Foreign Criminal Record Certificate

- All persons who have spent 6 months or more in another jurisdiction are required to provide an original criminal record certificate from that Jurisdiction. This criminal record certificate must be accompanied by an English translation and verified by the relevant Embassy.
- All persons from other EEA countries will be required to provide a criminal record certificate from the relevant authority in their country of origin.
- All persons from countries outside the EEA will be required to provide a criminal record certificate from the relevant authority in their country of origin stamped by the country's Foreign Ministry or local embassy.

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No Yes Please provide details

DATE	COURT	OFFENCE	COURT OUTCOME

DECLARATION OF APPLICANT

I, the undersigned who have applied **for a Private Security Services Licence** hereby authorise An Garda Síochána to furnish to **the Private Security Authority** a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be.

Signature of Applicant: _____ Date: _____
()

FOR OFFICIAL (PSA) USE:

Authorised Signatory: _____
PLEASE PRINT ALSO ()

Registration Number: _____

To be completed by The Garda Central Vetting Unit

According to Garda records there are no previous convictions recorded against the above named applicant:

OR the attached convictions appear on Garda Records:

OR the attached prosecutions are pending:

NOTE: Checks were carried out by this office based on the information supplied.
The convictions supplied may apply to the subject of your enquiry.
Please verify information disclosed with the applicant.

Signed: _____ Member I/C

C.V.U.