



Door Supervision Licencing SIA Procedure

Policy

Neighbourhood Policing Specialist Neighbourhoods Policy

Procedure

1. Introduction

The Security Industry Authority (SIA) is an executive non-departmental public body, sponsored by the Home Office. They were created by the Private Security Industry Act 2001. The Act sets out what they can and cannot do.

They have two main duties:

- licensing people who do certain jobs in the private security industry
- approving private security companies who wish to be part of their Approved Contractor Scheme

They also:

- set and approve standards of conduct and training
- monitor the activities of people operating within the private security industry
- make recommendations on ways to improve standards in the private security industry

They were established in 2003 and started licensing people in 2004 and approving companies in 2006.

2. Requirement for Licensing

The following people are deemed to be 'Regulated Persons' and are required to be licensed under this Act:

- **Front Line Door Supervisors**

This means any person who is responsible for security, protection, screening the suitability of people entering premises or dealing with conflict in pubs, clubs, and other licensed premises open to the public. This includes any front-line door supervisor regardless of whether they are employed directly or under a contract.

The license for front line door supervisors will be in the form of a credit card sized badge with a photo that must be displayed by the wearer so it can be seen.

- **Managers / Supervisors of Door Supervisors**

You must have a front line or non-frontline licence if:

- you manage, supervise and/or employ individuals who perform licensable activities in their job
- you are a director of a company, or partner of a firm, where any other directors, partners or employees of that company or firm perform licensable activities in their job
- A non-frontline licence comes in the form of a letter.

- **Directors of Door Supervisor Companies**

All directors of door supervisor companies will need to obtain an SIA license, the minimum for this is a non-frontline license, unless they are carrying out frontline activities, in which case they are required to obtain an SIA license in the relevant sector. This includes any director of such companies – for example, finance directors and human resources directors.

The license for directors will be the same as that for managers and supervisors, in the form of a letter that must be readily available for inspection.

A fuller list of different types of license required in relation to various duties, responsibilities and job functions can be found here [Guidance - Find Out If You Need a License](#)

Please see the SIA License Conditions that frontline operatives must adhere to.

3. Offences

The following are the main offences that may come to the attention of Police and Local Authority Licensing Officers

1. Carrying outdoor supervision duties, management, or business without a license (Section 3 offence under the Private Security Industry Act 2001)
2. Contravening Licence Conditions (Section 9 offence under the Private Security Industry Act 2001)
3. Obstructing a Police Officer or Authorised SIA official in the exercise of a power of entry or inspection under Section 19 of the Private Security Industry Act 2001 (Breach of Section 19 under Private Security Industry Act 2001)
4. Deploying an unlicensed security operative (Section 5 offence under the Private Security Industry Act 2001)

Further information relating to Private Security Industry Authority offences and how they are enforced can be found here or refer to PNLD Private Security Industry Act 2001

4. Powers and Procedure

Police Officers have the power to inspect any documents relating to any licensable matters under Section 19 of the Private Security Industry Act (PSIA) 2001. This includes Door Supervisors, Managers, and Directors Licences.

Any person specifically authorised in writing by the SIA may use powers of inspection under [Section 19 of the PSIA Act 2001](#). These persons may include Police Staff, Licensing Officers, and Local Authority Licensing Officers. (All Surrey Police Licensing Enforcement Officers have SIA authorisation)

Further details for police officers and staff involved in the management, inspection and

enforcement of Door Supervisors legislation please refer to [A Guide to the SIA and Introduction of the National Door Supervision Scheme](#)

Roles and Responsibilities

- **Borough Commander**

The Borough Commander will be responsible for ensuring that there are effective processes in place to facilitate liaison and intelligence links with the SIA and Local Authority in relation to the management, inspection and enforcement of Door Supervisors legislation in their area.

The SIA and National Police Chiefs Council (NPCC, previously ACPO) have both signed a Memo of Understanding (MOU) which governs the exchange of information between the two agencies. The Borough Commander will be the designated officer responsible for authorising any exchanges of information.

- **Police Licensing Enforcement Officer**

Licensing Enforcement Officers will arrange, and co-ordinate activity in relation to inspection and enforcement procedures.

They will hold all documentation in relation to the inspection and enforcement of Door Supervisors legislation and will provide liaison and intelligence links with the SIA and Local Authority.

The Licensing Officer will be responsible for preparing requests for information from and to the SIA and obtaining the necessary authority from the appropriate Borough Commander. This will be carried out using the appropriate information exchange forms.

Should it arise that intelligence or information pertaining to a licensed individual needs to be disclosed to the SIA, the SIA's internal disclosure form will need to be completed. This will need to be authorised and sent directly by an Inspector or above, to our Partner Intelligence team.

[Team: Neighbourhood Team](#)