



An tÚdarás Slándála Príobháidí
The Private Security Authority

**APPLICATION PACK
FOR
CONTRACTORS
APPLYING FOR A
FIRST LICENCE**

**(Contains Guidelines for Contractors applying
for a First Licence
along with Application Form)**

November 2016

PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING YOUR LICENCE APPLICATION FORM

- For detailed information on licensing of the various sector(s) reference should be made to the Private Security Authority (PSA) website, www.psa.gov.ie
- 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 PSA by email, contractors@psa.gov.ie
- Please check that you have forwarded all relevant documentation in support of your application.
- Incomplete applications will be rejected and returned to applicant.

On receipt of a complete application all:

- Sole traders
- Partners in a partnership
- Directors, Company Secretaries and Company Shareholders

will receive an individual invite via e-mail to complete an e-vetting application.

Once completed, the PSA will submit your e-vetting application to the National Vetting Bureau (NVB).

Note: All applicants must complete the NVB e-vetting process before a licence is issued.

Section 11(1)(f) of the Criminal Justice (Spent Convictions & Certain Disclosures) Act 2016 exempts the Private Security Authority from the provisions of that Act. Applicants for a licence must disclose all previous convictions. Failure to do so may result in an application being refused.

IMPORTANT NOTE FOR APPLICANTS FOR AN INTRUDER ALARM OR CCTV LICENCE

- If you are a first time applicant for an Intruder Alarm or CCTV licence you are required to provide evidence that you comply with a technical standard. Contractors cannot obtain these technical standards without installing Intruder Alarm or CCTV systems. As the installation of CCTV and Intruder Alarm systems without a licence is an offence, the contractor must apply for a Temporary Licence from the PSA to install these systems. Temporary Licences are valid for a period of 6 months.
- The Temporary Licence must be applied for in conjunction with an application for a licence and in advance of any systems being installed. To obtain a Temporary Licence applicants must include with their application a letter from a certification body confirming that they have registered for intruder alarm and/or CCTV certification.
- It is an offence under Section 37 of the Private Security Services Act to provide a security service without a licence. A new entrant to the Installer of Security Equipment sectors should not engage in any licensable activity until they are in possession of a valid temporary licence issued by the PSA.
- Before applying for a Temporary Licence applicants should ensure that they can complete the required number of installations within the 6 month duration of the licence. Failure to do so will result in your application being refused. Where an application is refused there is no refund of the administration fee of €1,000.
- Further details on Temporary Licences is available from our website, www.psa.gov.ie

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 3 below)

- A Sole Trader should give their full name
- A Partnership name should include the name of each partner, as per the partnership agreement
- 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 (CRO), Parnell House, 14 Parnell Square, Dublin 1. Phone (01) 8045200, www.cro.ie. Or alternatively, you can download a duplicate certificate of incorporation free of charge from the CRO website, www.cro.ie.

For an application by a **company registered in the United Kingdom including Northern Ireland** we will accept a Certificate of Incorporation from Companies House.

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. Address

Please enter the address of the premises from which you trade. Your licence and all correspondence will be sent to this address.

3. Business Name

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

For **UK and Northern Ireland applicants**, a Certification of Registration of Business name is **not required**.

4. Contact Name

Name of person dealing with application and whom the PSA will contact regarding the application and licence.

5/6. Telephone & Mobile Number

Please enter contact numbers as requested.

7. E-mail Address

Please enter contact email address as requested. The PSA will distribute our ezine and other licensing information to this address. Any changes to this e-mail address must be notified to the PSA immediately.

8. PPS Number / Revenue Registration Number

If the applicant is a Sole Trader, please enter your PPS Number. If the applicant is a Partnership or a Company, please enter your Revenue Registration Number.

9. Number of Employees

The number of persons employed by your business in Ireland.

Section B: LICENCES REQUIRED

You must complete in full for each sector for which a licence is required.

Sector Turnover

You must insert the annual turnover for each sub-sector you are applying for in Table 1.

Projected turnover should not be included as turnover

Note. '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 with the breakdown by sector applied.

Combined Turnover

The turnover in each sector must be added together and inserted in the appropriate box (A) in both Table 1 and Table 2. The combined turnover is used to calculate the turnover fee.

Turnover Fee

The licence fee consists of two components - an administration fee (€1,000) and a turnover fee which is based on the combined turnover of the contractor in each licensable security sector.

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

<u>Turnover</u>	<u>Turnover Fee</u>
<€10	€0
<300,000	€250
<625,000	€1,250
<1,250,000	€2,500
<,3750,000	€5,000
<10,000,000	€9,000
<20,000,000	€19,000
More than €20,000,000	€25,000

The turnover fee is calculated on the combined turnover as recorded in Section B of Table 1 and Table 2 of the Application Form

Total Fee Due

To find the Total Fee Due add box (B) and box (C).

Section C: DETAILS OF PARTNERS, COMPANY SECRETARY, DIRECTORS & SHAREHOLDERS

This section must be completed if the applicant is a Sole Trader, Partnership or a Company.

- **Sole Traders:** Enter the name, address & contact details of the Sole Trader
- **Partnerships:** Enter the name, address & contact details of all Partners as per the Partnership Agreement.
- **Companies:** Enter the name, address and contact details of all directors, company secretary and shareholders with a shareholding of 5% or greater.
- Information on additional partners, directors and shareholders can be provided on an additional sheet.

You must ensure that you provide your personal e-mail address in this section.

Section D: PRIVATE INVESTIGATOR OPERATOR DETAILS

To be completed by those applying for a Private Investigator licence

This section must be completed if the applicant is applying for a Private Investigator licence.

- Enter the name, address and PPSN of all operators (as defined in PSA Licensing Requirement - Private Investigators (PSA 42:2015)) engaged by you in the course of providing a Private Investigator service.
- Information on additional operators can be provided on an additional sheet.

Section E: BANK DETAILS (Payment by EFT)

(Please note that in line with Government policy the PSA no longer accepts payment by cheque)

This section records the details of the Electronic Fund Transfer (EFT) of the prescribed licence fee by the applicant to the Private Security Authority's Bank account.

- Please enter the name of the applicant as it appears in Section A of the application form
- Please enter the transaction date of the payment
- Please sign the declaration that the licence fee has been paid by Electronic Fund Transfer

Section F: DECLARATION

The application should be read, signed and dated by

- the applicant in the case of a Sole Trader
- all of the Partners in the case of a Partnership
- the Company Secretary or Managing Director in the case of a Company

NOTE:

Please remember to sign the application form.

All application forms must be signed and dated within 4 weeks of the application being lodged with the PSA.

DOCUMENTS TO ACCOMPANY APPLICATION FORM

In addition to a completed application form your application should include the following items.

1. Confirmation that payment has been transferred by Electronic Fund Transfer (EFT)

2. Evidence of a Current Valid Tax Clearance Certificate

The applicant must provide evidence of a current valid Tax Clearance Certificate (including Revenue Tax Clearance Access Number)

In the case of a Foreign Company applicants must apply to Revenue for a Tax Clearance Certificate via nonrestaxclearance@revenue.ie

3. Auditors Turnover Certificate

Companies are required to provide an Auditors Turnover Certificate/ Letter from Accountant for the last 12 months for which they are legally obliged to submit accounts. This turnover should be broken down by Sector.

Sole Traders and Partnerships must record their turnover in Section B, Table 1.

4. Certificate of Incorporation

Irish Limited Companies are required to provide a certificate of incorporation dated not earlier than 4 weeks before the date of the application.

(Duplicate certificates can be downloaded free of charge from www.cro.ie)

UK and Northern Ireland Companies should provide a certificate of incorporation from Companies House.

All other foreign registered companies must provide a certificate of incorporation from your country of registration

5. Certificate of Business Name

Applicants with a business or trade name which is different from that of the beneficial owner of the business must provide a certificate of business name.

For UK and Northern Ireland applicants, a Certification of Registration of Business name is not required.

6. Partnership Agreement

In the case of a partnership, applicants must provide a copy of their Partnership Agreement or a letter from their solicitor confirming that a signed Partnership Agreement is in existence.

7. Foreign Criminal Record Certificate

All Sole Traders, Partners, Directors, Company Secretary or Shareholders with a holding of 5% or more who have spent 6 months or more in another jurisdiction within the last 25 years are required to provide a Criminal Record Certificate (CRC) from that jurisdiction.

A person who has spent a period of time outside the State before their 15th birthday will not be required to supply a foreign Criminal Record Certificate (CRC) for this period abroad.

8 Evidence of Attainment of the Required Standard(s)

Applicants for Private Security Services Contractor Licences must produce evidence of having attained the relevant operational standard(s) for the licence(s) required **or** a letter of registration for the required standard(s) with an approved certification body.

Details of the standards required are set out below.

CATEGORY OF LICENCE	STANDARD(S) REQUIRED
Door Supervisor (Licensed Premises)	PSA 28:2013
Door Supervisor (Event Security)	PSA 39:2014
Security Guarding (Static)	PSA 28:2013
Security Guarding (Event Security)	PSA 39:2014
Security Guarding (Alarm Monitoring)	PSA 33:2014
Security Guarding (CCTV Monitoring)	PSA 33:2014
Installer of Security Equipment (Installation & Maintenance of Intruder Alarm)	EN 50131-1 together with IS EN 50131-7 and SR 40
Installer of Security Equipment (Access Control)	SR 40
Installer of Security Equipment (CCTV)	PSA 2006_12 together with SR 40
Cash-In-Transit	PSA CIT2:2014 together with IS 998:2006
Private Investigator	PSA 42:2015
Locksmith	PSA 55:2016

Certification Bodies

The following certification bodies have been approved by the PSA for licensing purposes:

National Standards Authority of Ireland, 1 Swift Square, Northwood, Santry, Dublin 9.

Telephone: 01 8073800

E-Mail info@nsai.ie

www.nsai.ie

SSAIB, 7-11 Earsdon Road, West Monkseaton, Whitley Bay, Tyne & Wear, NE25 9SX.

Telephone: 0044 1912 963242

E-Mail ssaib@ssaib.co.uk

www.ssaib.org

Management Systems Certification Limited, 2nd Floor, 48 South Street, New Ross, Co. Wexford.

Telephone: 051 445542

E-Mail info@mscert.ie

www.mscert.ie

EQA Ireland Limited, 15 Greenmount House, Greenmount Office Park, Harold's Cross, Dublin 6W

Telephone: 01 4734188

E-Mail info@eqa.ie

www.eqa.ie

CerticCS, trading division of Insight Certification Limited, Sentinel House, 5 Reform Road, Maidenhead, SL6 8BY

Telephone: 0044 1628 637512

E-Mail certiccs@certiccs.ie

www.certiccs.ie

Stellar Certification Limited, 10C Richmond Avenue, Fairview, Dublin 3

Telephone: 01 8101677

E-Mail info@stellarcertification.ie

www.stellarcertification.ie

COMPLETED APPLICATION

Completed application form, payment and supporting documentation should be sent to:

**Contractor Licensing
The Private Security Authority
Davis Street
Tipperary Town
Co. Tipperary
E34 PY91**

Contact Details For Contractor Licensing

Regions:	Telephone
Cork, Kerry and Foreign Companies (excluding Northern Ireland)	062 32631
Cavan, Donegal, Kildare, Mayo, Monaghan, Roscommon, Sligo, Westmeath & Dublin Districts 2, 4, 6 & 6W and Northern Ireland	062 32624
Galway, Kilkenny, Meath & Dublin Districts 8, 10, 12 & 14	062 32635
Laois, Leitrim, Louth & Dublin Districts 1, 3, 5, 7, 9, 11, 13, 15 & 17	062 32614
Clare, Limerick, Longford, Wicklow, Dublin District 24 & South County Dublin	062 32606
Carlow, Offaly, Tipperary, Waterford, Wexford, North County Dublin, & Dublin Districts 16, 18, 20 & 22	062 32627

Fax: 062 31591

E-Mail contractors@psa.gov.ie



Application For a First Licence

Please comply with the instructions for completing this form as failure to do so may result in your application being rejected. The instructions are contained in the Guidelines which accompanied the application form. This form should be completed in **BLACK INK** and in **BLOCK CAPITALS**

Is Application for A Sole Trader Partnership Company

Section A: GENERAL DETAILS

1. Name of Applicant
(Name to Appear on License)

2. Address
(Address to which license and correspondence to be sent)

Eircode

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3. Business Name

(Business Name, if different from Name of Applicant. This name will also appear on License.)

4. Contact Name
Name of person to whom all correspondent regarding this application and licensing matters will be sent

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5. Telephone Number

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6. Mobile Number

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7. E-Mail Address

8. PPS Number or Revenue Registration Number

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9. Number of Employees

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Section B: LICENCES REQUIRED

Table 1 - Calculating Turnover

Sector (tick all that apply)	✓	Sector Turnover
Door Supervisor (Licensed Premises)		€
Door Supervisor (Event Security)		€
Security Guard (Static Guard)		€
Security Guard (Event Security)		€
Security Guard (Alarm Monitoring)		€
Security Guard (CCTV Monitoring)		€
Installer (Intruder Alarm)		€
Installer (Access Control)		€
Installer (CCTV)		€
Cash In Transit (Coin)		€
Cash In Transit (ATM)		€
Cash In Transit (Point to Point)		€
Cash In Transit (Other)		€
Private Investigator		€
Locksmith		€
Combined Turnover		€ (A)

Table 2 - Calculating Fee

Please refer to the fee table in application guidelines to calculate the Turnover Fee at (B) below.

Turnover Fee	€	(B)
Administration Fee	€1,000	(C)
Total Fee Due	€	(B) + (C)

For further information on turnover requirements refer to the application guidelines.

SECTION D: OPERATOR DETAILS

To be completed by PRIVATE INVESTIGATOR applicants ONLY

The Name, Address & PPS Number for each Operator must be provided below.
Information on additional Operators should be provided on a separate sheet.

Name

Address

PPS No.

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Name

Address

PPS No.

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Name

Address

PPS No.

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SECTION D: OPERATOR DETAILS

To be completed by PRIVATE INVESTIGATOR applicants ONLY

The Name, Address & PPS Number for each Operator must be provided below.
Information on additional Operators should be provided on a separate sheet.

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SECTION E: BANK DETAILS - PAYMENT PROCESSING

The prescribed licence fee must be paid through your bank by Electronic Fund Transfer (EFT) in accordance with the following conditions:

- Payments must be in Euros.
- The EFT details must contain the name of the applicant as provided in Section A of the application form.
- Details of the payment must be completed below.
- Payments must be made without charge to the payee.

Note: The PSA cannot be responsible for payments made into this account which cannot be identified.

PSA EFT Bank Details

Account Name: PRIVATE SECURITY AUTHORITY

Bank: Bank of Ireland, Main Street, Tipperary Town

IBAN I E 6 7 B O F I 9 0 6 1 0 1 1 3 1 7 0 7 7 0

BIC B O F I I E 2 D

Payment Details

Name of Business making the payment

Date Payment Transferred

D	D	/	M	M	/	Y	Y	Y	Y
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Amount of Payment

€			,			
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I declare that payment for the licence fee has been transferred to the Private Security Authority's bank account as outlined above.

Signed _____

Date _____

Section F: APPLICATION DECLARATION & CONSENT

DECLARATION AND CONSENT

- I confirm that I have read and understand the contents of the application form. I declare that the information provided in this application is true and complete in every respect and that the applicant is fully compliant with all statutory obligations of the Private Security Services Acts and Regulations thereunder.
- I understand that under the Private Security Services Acts 2004 and 2011 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 application being refused or the licence being suspended or revoked and to a prosecution.
- I understand that the Private Security Authority may require information in connection with this application or in connection with any licence issued thereunder and give my consent to the Private Security Authority asking a third party for such information.
- I understand that information about the licence will be placed on a public register in accordance with Section 33 of the Private Security Services Acts 2004 and 2011.
- I understand that it is my responsibility to advise the Private Security Authority of any changes to the details contained in this application including any changes which occur during the life time of any licence subsequently issued by the Authority. I am aware that failure to do so may result in the application being rejected or the licence being suspended or revoked.

Signature

Date

Print Name

Position in
Business

(In the case of a partnership, all partners are required to sign. One partner should sign above and the other partners below)

Signature

Date

Print Name

Signature

Date

Print Name

Signature

Date

Print Name

All application forms must be signed and dated within 4 weeks of the application being lodged with the PSA.