

SECURITY INDUSTRY AUTHORITY (SIA)
DOOR SUPERVISOR LICENCE REGISTER

DOOR SUPERVISORS (D.S.) DETAILS

Date	D.S. Name	D.S. Home Address	D.S. Tel. No.	SIA Licence No. ¹	Expiry Date ²	Signed ³

¹Full SIA Door Supervisor Licence Number / ²Expiry Date of the SIA Door Supervisor Licence

³Signed by an authorised person to confirm positive verification against the SIA Register

GUIDANCE NOTES

Under Section 12 of the Private Security Industry Act 2001, details about each Door Supervisor Licence holder are held on the SIA register which is made available to the public. It is the responsibility of the employer to check that each Door Supervisor Licence is valid; the employer for the purpose of legislation is the person responsible for the premises where that Door Supervisor is working, even where they are contracted in from an external security company.

The penalty for employing unlicensed persons in licensable conduct [Section 5(1)] - Upon summary conviction at a Magistrates' Court, a maximum penalty of six months imprisonment and / or a fine of up to £5,000. Upon conviction on indictment at Crown Court an unlimited fine and / or up to five years imprisonment.

CHECKING A DOOR SUPERVISOR LICENCE

An authorised person from the premises must check the SIA licence of each individual working to ensure that they have the correct type of licence and that it is valid.

Every licensed door supervisor will have a Door Supervisor Licence (Badge) which **MUST BE DISPLAYED** on the individual at all times and be available for inspection by a police officer, SIA enforcement officer or licensing officer. Any individual who does not have their licence on them, may NOT perform security duties.

CHECK-LIST

To check an SIA Door Supervisor Licence against the SIA Register, visit the SIA website (www.sia.homeoffice.gov.uk/pages/licensing-rollh.aspx) and type in the licence number. You should then check:

- **Photograph** – this should be a true likeness of the individual; licences are only valid for three years, so there should be no significant variance.
- **First and Last Name** – those on the licence match the register
- **Licence Number** – when checking using a name and date of birth, check that the licence number matches that on the SIA register.
- **Activity** – this should be 'Door Supervisor'. No other type of licence is valid on licensed premises (any place where alcohol is served).
- **Role** – this should read 'Front Line'. No other type (non-front line) of licence is valid for individuals working as Door Supervisors.
- **Licence Expiry Date** – the licence must still be valid and the expiry date should be noted on this form.
- **Licence Status** – this should read 'valid'. No other type (expired, revoked, suspended, withdrawn) of licence is valid.