

‘Consider Additional Factors’ Appeal Form and Guidance

Version 1, June 2022

Please read these instructions carefully. You will need to provide all the information we ask for. If you do not provide all the information we need, we will refuse your appeal.

We need you to provide:

- 1. A personal statement.**
- 2. Character references.**

You may also provide evidence of your rehabilitation since your offence(s).

We explain what we need in more detail below.

You may be appealing against our intention to do either or both of the following:

- refuse your application for a licence
- revoke a licence you already hold

If you are appealing against both of the above then you only need to write one personal statement and provide one set of character references. We will take them into account for both appeals.

Personal statement

Your personal statement must refer to the offence(s) we listed in the letter we sent you when we informed you of our intention to refuse your application / revoke your licence. It should include any details that you feel may affect our decision.

Points you may wish to consider are:

- what are your feelings now about the offence(s) you committed?
- how have you changed since then?
- did any other factors contribute to your actions?
- why do you believe that you are fit to hold an SIA licence?

Do not use your personal statement to argue against the details of your criminal record. You may feel that you were treated unfairly or given a harsh sentence, but we will not be able to take this into account. We can only consider your criminal record as presented on your criminality disclosure.

You can give us your personal statement through your SIA online account. You can do this by going to the 'Make an appeal' page and:

- entering your personal statement into the 'Appeal text' box, or
- uploading your personal statement as an attachment.

Character references

You can provide as many character references as you wish. However, we are interested in the content and quality of the references you provide, not the number.

We can ask you to provide additional character references if we need to. We will do this if the character references you initially provide:

- do not meet our criteria (as explained in Get Licensed and this document)
- are insufficient, considering the seriousness of your offence(s)

We recommend that all your referees use the form we have provided below, as it asks for the information we need. You should print a separate copy of the form for each character reference.

If your referees do not use this form, you must make sure that their reference includes all the information we ask for.

Anyone providing a character reference for you must know about the offence(s) we listed in our letter. We will ask them about this in the form.

We prefer references that are not from:

- your friends
- members of your family (this includes people that are related to you by marriage)
- your current/future employer in the private security industry

This is because they will have personal or business reasons for wanting you to have a licence.

We may contact the person providing the reference. If we cannot contact your referee, we may ask you to provide another one. If you do not, then we may reject your appeal and refuse your application / revoke your licence.

We may also call you to confirm the details in the reference.

Please make sure that the references you send us are completed only by your referees. You must not edit them in any way. If you do, you will be committing a criminal offence.

Evidence of your rehabilitation

You may show us evidence of your rehabilitation since your offence(s). Examples of what we mean by “evidence of rehabilitation” are:

- proof that you have undertaken voluntary training in relation to your offence(s).
- proof that you have taken part in other community activities.



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Availability of the person providing the reference

- We may contact you to check the details of the reference you provided.
- Our business hours are Monday to Friday, 9am to 5pm. Please tick the boxes below to indicate when you will be available to take our call.
- Our telephone number will not be displayed when we call you. Please make sure that your phone will accept calls from a withheld number.

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|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> 9am – 1pm | <input type="checkbox"/> 1pm – 5pm |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> 9am – 1pm | <input type="checkbox"/> 1pm – 5pm |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> 9am – 1pm | <input type="checkbox"/> 1pm – 5pm |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> 9am – 1pm | <input type="checkbox"/> 1pm – 5pm |
| <input type="checkbox"/> Friday | <input type="checkbox"/> 9am – 1pm | <input type="checkbox"/> 1pm – 5pm |

The character reference

- Please write in BLOCK CAPITALS.
- You must answer all of the questions. You should provide as much detail as possible.
- If you can't fit your answer into the space provided, you can include additional pages with the form. Please make it clear on the form that you have done this. You should write your name and the name of the person asking you to provide the reference at the top of any additional pages.

Who is this reference for?

You must enter their full name, including any middle name(s)

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What is your relationship to the individual?

For example, are they a colleague, former employee or a member of your church? You should say here if you are related, either by blood or by marriage.

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How long you have known the individual?

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How do you know the individual?

Please explain how and when you met the individual (for example: "I met him in 2018, when we were employed together at ABC Motor Group").

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Please confirm that you are aware of all of the criminal offence(s) that we are taking into account in our licensing decision.

For example, "I am aware that John was convicted of assault in 2015 for which he received a 6 month suspended sentence"

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I am aware that the above named individual has a criminal record as described above. By ticking this box I confirm that I still support them having an SIA licence and I am willing to provide this character reference.

Do you have any comments to add in relation to the offence(s) we are taking into account?

For example, was the individual acting out of character or were there circumstances that may have influenced their actions?

yes no

If you answered 'yes', please provide further detail.



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Are you aware of any community or volunteer work undertaken by the individual?

yes no

If you answered 'yes', please provide further detail.

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Has the individual demonstrated any other evidence of rehabilitation since you have known them?

yes no



If you answered 'yes', please provide further detail.

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Please provide any further observations you have about the individual's character since the offence was committed that you believe make them suitable for a role involving trust and responsibility.

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Legal declaration from the person providing the reference

I certify that the individual is known to me and to my best knowledge and belief the details provided by me are correct.

I understand that under Section 22(1) of the Private Security Industry Act 2001 it is a criminal offence to knowingly make a false statement to the SIA.

I understand that the SIA will collect, store and use the information I provide for SIA licensing purposes in accordance with the Data Protection Act 2018.

Signature of the person providing the reference

Date of Signature

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