

# Approved Contractor Scheme

## Application Form

# ACS Application Form

## General Information

- The Approved Contractor Scheme (ACS) is a voluntary scheme for the private security industry open to organisations subject to regulation by the Security Industry Authority (SIA).
- **Please submit your completed application form through your online business account. Any application form that is received via post or email will not be processed and returned.**
- The estimated time to complete this form is between one and two hours.
- Fields indicated with **!** are mandatory for processing of the application and must be filled in.
- Fields indicated with a  are key pieces of information directly relating to your approval.  
It is your responsibility to inform us of any changes/additions to fields marked .
- If you are submitting a Licence Dispensation, Licence Management, additional sector, re-registration or renewal application please update any fields marked with a  if details have changed. At the top of each section where no changes have occurred use the tick box (example shown below) to indicate the information has not changed.  
 Tick if details within this section are unchanged from previous applications
- For substantial changes to  information please use the separate Change of Circumstance form available on the SIA website.
- If a payment is required, please remember to complete and return the accompanying payment slip.
- We protect any personal information in line with the Data Protection Act 2018.
- The electronic version of the application will be kept on file as per the ACS Document Retention Policy.

If you have any enquiries relating to your ACS application please submit them through your SIA online business account, selecting 'Help – I want to make a business enquiry'. Please quote 'ACS'.

Please fill in details regarding the type of application you are submitting.  
Please use the separate Change of Circumstance Form for other types of application.

## Section A – Application Type

- ! A1 **What kind of application are you submitting?**
  - A2 New Approval – ACS Standard
  - A3 New Approval – ACS Passport
  - A4 Additional Sector Approval
  - A5 Licence Management
  - A6 Licence Dispensation
  - A7 ACS Annual Return Annual Return due  (DD/MM/YY)
  - A8 ACS Renewal of Approval Renewal due  (DD/MM/YY)

- ! A9 **Have you completed the ACS interactive Self-Assessment Workbook and confirmed that all requirements have been achieved?**

No, not applicable      Yes

- A10 If yes, what was your self-assessment performance score?

- A11 **Are you applying to use License Dispensation?**

No      Yes

- A12 **If you are applying to use Licence Dispensation, has your nominated person(s) successfully completed the required e-Learning?**

No      Yes

- A13 If yes, please provide details for each nominated person

### Details of nominated person(s)

- A14 Title

- ! A15 Forename(s)

- ! A16 Surname

- ! A17 Position

- ! A18 LDN Course Date & cert number (not applicable for new applicants)

Please go to section J to include information about other nominated persons.

A19 **Authorisation to use and issue a Licence Dispensation Notice is subject to conditions. Does a person with a controlling mind or a director agree that these conditions will be always met?**

No Yes

A20 **If you are applying to use the Licence Management service, have you completed the Code of Connection?**

No Yes

A21 **If you are applying to use the Licence Management service, have you read and signed the licence management partnership agreement?**

No Yes

 A22 **Which sectors do you wish to apply for?**

If applicable please tick more than one box.

**Seeking first  
ACS approval**

**Continue  
ACS approval**

A23 Cash & Valuables In Transit

A24 Close Protection

A25 Door Supervision

A26 Key Holding

A27 Public Space Surveillance (CCTV)

A28 Security Guarding

A29 Vehicle Immobilisation  
(Northern Ireland only)

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## Section B – Your Organisation Details

Please provide details relating to your organisation.

**! B1 Contact Details**

Please provide details for two people we should contact regarding your application and approval. Please note the primary contact should be a controlling mind responsible for the day-to-day management of the business who can make a definitive decision regarding any aspect of your application.

|          |       | <b>Details of primary contact person</b> | <b>Details of secondary contact person</b> |
|----------|-------|--|--|
| B2       | Title | <input type="text"/>                     | <input type="text"/>                       |
| <b>!</b> | B3    | Forename(s)                              | <input type="text"/>                       |
| <b>!</b> | B4    | Surname                                  | <input type="text"/>                       |
| <b>!</b> | B5    | Position                                 | <input type="text"/>                       |
| <b>!</b> | B6    | Direct line/<br>switchboard              | <input type="text"/>                       |
| <b>!</b> | B7    | Mobile number                            | <input type="text"/>                       |
|          | B8    | Fax number                               | <input type="text"/>                       |
| <b>!</b> | B9    | Email address                            | <input type="text"/>                       |
| <b>!</b> | B10   | Company website                          |  |
|          | B11   | <b>Postal address for correspondence</b> |  |
| <b>!</b> | B12   | Company name                             |  |
| <b>!</b> | B13   | Building number                          |  |
| <b>!</b> | B14   | Street name                              |  |
| <b>!</b> | B15   | Town/city                                |  |
| <b>!</b> | B16   | County                                   |  |
| <b>!</b> | B17   | Postcode                                 |  |
|          | B18   | PO box number<br><i>(if applicable)</i>  |  |

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- !** B19 If you are using a consultant to advise you on your application, including for help with your self-assessment, then please provide their details below.

|         |                      |               |                      |
|---------|----------------------|---------------|----------------------|
| Name    | <input type="text"/> | Phone number  | <input type="text"/> |
| Company | <input type="text"/> | Email address | <input type="text"/> |

Please see [Apply for ACS approval - GOV.UK \(www.gov.uk\)](http://www.gov.uk) before you decide to use a consultant.

## B20 Trading details

Tick if details within this section are unchanged from previous applications

|                |   |   |
|----------------|---|---|
| <b>!</b> B21   | Registered name   | <input type="text"/>                        |
| <b>!</b> B22   | Trading name of organisation<br><i>(if different)</i>                                     | <input type="text"/>                        |
| <b>!</b> B23   | Year trading since  | <input type="text"/>                        |
| <b>! 🔑</b> B24 | Date business became<br>incorporated <i>(if applicable)</i>                               | <input type="text" value="/ /"/> (DD/MM/YY) |
| <b>! 🔑</b> B25 | Company or Limited Liability<br>Partnership registration number<br><i>(if applicable)</i> | <input type="text"/>                        |
| B26            | Existing ACS reference number<br><i>(if applicable)</i>                                   | <input type="text"/>                        |

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Tick if details within this section are unchanged from previous applications

B27 **Tick and continue to B37 if registered/main address details are the same as B8 to B18.**

 B28 **Registered/main address details if different from correspondence address.**

B29 House/building number

B30 Street name

B31 Town/city

B32 County

B33 Postcode

B34 PO box number (if applicable)

B35 Switchboard number

B36 Fax number

 B37 **Please give the status of your organisation**

Tick if details within this section are unchanged from previous applications

B38 UK Public Limited Company

B39 UK Limited Company

B40 UK Partnership

B41 UK Sole Trader

B42 Other (please specify)

 B43 If your organisation is a subsidiary company, please give the name and registration number of the parent company.

 B44 Parent company name

 B45 Parent company registration number

 B46 Does your organisation have any associated (e.g. within a group structure) or subsidiary companies which carry out SIA licensable activities?

Yes

No

B47 If yes, please give the names of the other companies, their relationship to your organisation and their company registration number.  
*(please use the continuation sheet at section J if necessary)*

| Company | Registration No. | Relationship |
|---------|------------------|--------------|
|         |                  |              |
|         |                  |              |
|         |                  |              |
|         |                  |              |
|         |                  |              |
|         |                  |              |
|         |                  |              |
|         |                  |              |
|         |                  |              |
|         |                  |              |

B48 Do you hold any other industry accreditations or awards, or do you belong to any other scheme(s)?  
*(If yes, detail below and if necessary use continuation sheet at section J)*

Yes                  No

Tick if details within this section are unchanged from previous applications

**B49 Scheme/Award/Accreditation**

B50 Name of scheme(s)

B51 Standard(s) used

B52 Awarded by (organisation name)

B53 Contact telephone number

B54 Date of award   (DD/MM/YY)

B55 Date of expiry   (DD/MM/YY)

B56 **Scheme/Award/Accreditation**

B57 Name of scheme(s)

B58 Standard(s) used

B59 Awarded by (organisation name)

B60 Contact telephone number

B61 Date of award  (DD/MM/YY)

B62 Date of expiry  (DD/MM/YY)

## Section C – Operational Profile

Tick if details within this section are unchanged from previous applications

 C1 Approximate number of client sites where security staff (both employed and self-employed) are deployed, i.e. your customer sites

 C2 Number of your own company sites where staff are based (both employed and self-employed), i.e. your own building and offices

C3 Please tick below every sector in which you hold current contracts for the supply of services (regardless of whether or not you are approved for that sector)

### Current contracts

C4 Cash & Valuables In Transit

C5 Close Protection

C6 Door Supervision

C7 Key Holding

C8 Public Space Surveillance (CCTV)

C9 Security Guarding

C10 Vehicle Immobilisation (Northern Ireland only)

**!** C11 Approximate current annual sales relating to the following income streams:

|                                 |   |                      |
|---------------------------------|---|----------------------|
| SG                              | £ | <input type="text"/> |
| KH                              | £ | <input type="text"/> |
| DS                              | £ | <input type="text"/> |
| PSS (CCTV)                      | £ | <input type="text"/> |
| Other licensable activity       | £ | <input type="text"/> |
| - name specific sector          |   | <input type="text"/> |
| Labour provision                | £ | <input type="text"/> |
| Other non-licensable activities | £ | <input type="text"/> |

**!** C12 Are you VAT registered? Yes No

**!** C13 If yes, VAT registration number

**!** C14 Number of licensable staff by employment status who joined the organisation over the last 12 months

|               |                      |
|---------------|----------------------|
| Employed      | <input type="text"/> |
| Self-employed | <input type="text"/> |

**!** C15 How many of these new staff already held an SIA licence?

**!** C16 Number of licensable staff by employment status who left your organisation over the last 12 months

|               |                      |
|---------------|----------------------|
| Employed      | <input type="text"/> |
| Self-employed | <input type="text"/> |

**!** C17 How many of these staff went onto another job in the private security industry?

**!** C18 Number of permanent employees who are employed part time (does not include self-employed)

**!** C19 Are you registered with HMRC for PAYE?

**!** C20 If yes, PAYE Employer Reference

 C21 Do you outsource payroll services? Yes    No  
 If yes, please provide the full address details of your payroll service provider.

 C22 Do you provide temporary security staff to other security suppliers? Yes    No  
 If yes, please provide details.

 C23 Do you provide a security service as a sub-contractor to other security suppliers? Yes    No

 C24 Do you use sub-contractors to deliver security services? Yes    No

 C25 If yes, please list current sub-contractors used. Are they SIA approved contractors?

| Sub-contractor | Sector | ACS? |
|----------------|--------|------|
|                |        |      |
|                |        |      |
|                |        |      |
|                |        |      |
|                |        |      |
|                |        |      |
|                |        |      |

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C26 Please provide details of region/s you have active contracts to serve for the sectors applied for and indicate on what basis, i.e:

- an office in this region
- existing customers in this region
- sub-contractor/s in this region
- another valid basis  
*(please provide details at section J)*

**Please Note: Your organisation will only be represented in the SIA on-line regional search facility if you provide us with this information.**

| <b>Regions:</b>  | <b>Office</b> | <b>Customer</b> | <b>Sub-Contractor</b> | <b>Another</b> |
|------------------|---------------|-----------------|-----------------------|----------------|
| Northern Ireland |               |                 |                       |                |
| Scotland         |               |                 |                       |                |
| North West       |               |                 |                       |                |
| North East       |               |                 |                       |                |
| Wales            |               |                 |                       |                |
| West Midlands    |               |                 |                       |                |
| East Midlands    |               |                 |                       |                |
| South West       |               |                 |                       |                |
| South East       |               |                 |                       |                |
| London           |               |                 |                       |                |



C27 Do you use any overseas suppliers to deliver or to help you deliver private security services in the UK?

Yes No

If yes, please provide details of any overseas offices, operations, or staff associated with your supply of private security services in the UK (e.g control rooms, staff working overseas).

## Section D – Licensable Staff

Please complete this section regarding the licensing of your staff **(both employed and self-employed)**. Do not include sectors for which you are not approved or not seeking approval. You must keep records of all licensable employees, licences held and licences applied for.

 **D1** Total number of licensable front line and non-front line staff.   
*(If an individual holds more than one licence then count only one)*

 **D2** Total number of self-employed staff included in D1 *(above)*.

|   | <b>Non-front line</b> | <b>CCTV</b> | <b>CP</b> | <b>CVIT</b> | <b>DS</b> | <b>KH</b> | <b>SG</b> | <b>VI</b> |
|---|-----------------------|-------------|-----------|-------------|-----------|-----------|-----------|-----------|
|  <b>D3</b><br>Number of licensable staff (both employed and self-employed) |                       |             |           |             |           |           |           |           |
|  <b>D4</b><br>Number of licences held                                    |                       |             |           |             |           |           |           |           |
|  <b>D5</b><br>Number of licence applications pending                     |                       |             |           |             |           |           |           |           |

- CCTV: Public Space Surveillance
- CP: Close Protection
- CVIT: Cash and Valuables in Transit
- DS: Door Supervision
- KH: Key Holding
- SG: Security Guard
- VI: Vehicle Immobilisation

## Section E – Relationships with ACS Assessing Bodies

Please give details of your ACS assessing body if applicable.

Tick if details within this section (other than E3 and E4) are unchanged from previous applications

E1 Assessing Body Name (if decided)

E2 Assessor Name (if known)

E3 Date next ACS assessment scheduled (if known)

 (DD/MM/YY)

E4 Date of last ACS assessment (for annual return, Renewal, or Licence Management applications)

 (DD/MM/YY)



## Section G – Authorised Signatory

Authorisation to apply to become an approved contractor must be given by a person with a controlling mind who is also a director of the company.

### G1 **Privacy Notice**

#### **What information will we collect from you?**

In order to apply to become an approved contractor you will be asked to provide information about your business, including information regarding the business identity and trading details (such as name/s, address/es, legal status, period or trading, insurance, group structure); the contracts it holds with its customers and any sub-contractors; its selected ACS assessing body and any other relevant certifications held; details about how it meets the ACS eligibility requirements and the ACS standard. In addition, you will be asked to provide information regarding the individuals in control of, employed by or associated with that business. This may include their names, addresses, contact details and licence numbers (if applicable).

#### **Why do we collect this information and how will it be used?**

The SIA is a Home Office non-departmental public body. The information you provide will be used by the SIA to carry out its statutory functions under the Private Security Industry Act 2001.

For example, we will use the information we hold about your business and the individuals in control of it, employed by or associated with your business to:

- Create and maintain an SIA account in the name of your business.
- Decide whether your business is fit and proper to be an approved contractor.
- Share information with organisations to conduct checks against the ACS criteria and conditions.
- Share information with other government agencies in order to check the information we hold is accurate, to prevent or detect crime, or as otherwise allowed by law. For example, the information you provide may be shared with agencies such as the Home Office, the Police, HM Revenue and Customs, Department for Work and Pensions, and local authorities.
- Contact you about:
  - your application
  - your approval status
  - matters affecting the private security industry, for example, SIA events and recommended training for your staff
  - research regarding the private security industry

## Who might we share information with?

- The SIA shares information with a number of organisations in order to conduct checks against the ACS criteria and conditions. These organisations include Companies House, the Insolvency Service, Equifax, HMRC, the Police, assessing bodies, customers of your business, payroll or finance companies contracted with your business and consultants acting on behalf of the business.

These checks also include the SIA contacting HM Revenue and Customs (HMRC) to verify the information provided at sections B, C, D and F of this application form for the purposes of assessing this application and maintaining your approval, including undertaking assessments, enquiries and investigations. By submitting this application I authorise HMRC to disclose information to the SIA for this purpose.

- The SIA also shares and receives information with other government agencies in order to check the information we hold / they hold is accurate, to prevent or detect crime, or as otherwise allowed by law. For example, the information you provide may be shared with agencies such as the Home Office, the Police, HM Revenue and Customs, Department for Work and Pensions, and local authorities.

## More information

For more information on how the information you provide is used, how long we store information, how we maintain the security of the information we hold, and rights to access the information we hold, please see the SIA's Privacy Policy on the SIA website.

## Declaration

I confirm that the documents I have provided on behalf of our organisation are, to the best of my knowledge, true and complete in every respect. I understand that it is a criminal offence under section 22 of the Private Security Industry Act 2001 to knowingly or recklessly make a false statement to the SIA, and doing so may lead to this application being refused, the business' approval status being revoked, and/or may render the business, its controlling minds and/or myself liable to prosecution. I confirm that my organisation will continue to comply with all conditions associated with approval.

I can confirm that our organisation will not issue a Licence Dispensation Notice (LDN) until we can demonstrate:-

1. Compliance with all licence dispensation guidance and conditions: and
2. Compliance with the our obligations under the ACS, including but not limited to SAW indicators 1.2.3 and 6.1.: and
3. There is a procedure in place to ensure the employee is suitable for the role, confirmed through security screening conducted in accordance with British Standard Code of Practice BS7858.

|   |    |            |   |
|---|----|------------|---|
| ! | G2 | Signature  | <input type="text"/>                        |
| ! | G3 | Print name | <input type="text"/>                        |
| ! | G4 | Position   | <input type="text"/>                        |
| ! | G5 | Date       | <input type="text" value="/ /"/> (DD/MM/YY) |

**We will not accept this application without an appropriate authorised signature.**



## Section J – Continuation Sheet

Please use this sheet to include extra information required for processing your application. Refer to the section and line reference where appropriate.

We will only accept application forms submitted via an SIA business account.

If you do not yet have an account, please go to [gov.uk/sia](https://gov.uk/sia) for simple instructions on how to create one.

You should submit all ACS related queries through your SIA online business account, selecting 'Help – I want to make a business enquiry'. Please quote 'ACS' in your correspondence.

[gov.uk/sia](https://gov.uk/sia)

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