

## SIA Licence Application/Renewal and LDN Process

Process for licence renewals:

1. The company does not pay for licence renewals for 0 hours staff
2. On a licence renewal/application for those staff whose licence/es are paid for as part of the contract the first step is for **the individual to set up a personal SIA Account.**
3. The individual must send a request through Nucleus with their full name and email address which they use to log into their SIA account.
4. After receipt and checks, a link will be sent to the individual via the SIA website which must be accepted to progress the application.
5. Once the link request has been accepted the individual can then go into their SIA account and apply for the renewal / or new application.
6. **PLEASE NOTE:** It is important that the individual remains linked to the company for the duration of their employment. If the individual unlinks whilst an application is in process this will cancel the application.
7. The SIA will advise if the application has been successful and what if any the next steps are for the individual.
8. If application successful, the SIA will also notify ABM that the application is awaiting payment and payment can be made.
9. Licences can be applied for at the 4-month point. They do not need to wait for a reminder letter from the SIA. Site Managers/Supervisors should be aware of expiry dates and be pushing for the renewals when conducting the monthly SIA Licence checks before submitting them.
10. **PLEASE NOTE:** It is critical that the correct procedure is followed. i.e. Individuals must link with the business before applying for their licence. Failure to do so can lead to lengthy delays and the possibility of staff having to be stood down unpaid.
11. The exception to this process are sites where the renewal of SIA licences is the individual officer's responsibility to apply/renew and make the necessary payment. If a loan is required, this can be applied for by using the Loan Authorisation – SIA Licencing Form (attached) which, when authorised and complete, must be submitted to [kevin.fiddes@abm.com](mailto:kevin.fiddes@abm.com) or in his absence [christos.villiotis@abm.com](mailto:christos.villiotis@abm.com) who will then, on receipt, pay for the licence and arrange for the deduction from wages over a maximum of a three month period.

Guidance regarding SIA licence renewal can be found on the SIA website

<https://www.sia.homeoffice.gov.uk/Pages/home.aspx>

## Employee Loan Authorisation – SIA Licensing

Employee name	
Job Title	
Pay rate	

Site	
Pay Rate	
Holiday remaining	

To be completed by Employee:

Reason for Loan	SIA Licence Payment
Number of License Renewals	
Loan Amount Requested by Employee*	
Payback Period (Maximum 3 Months)	
Monthly Wage Deduction	
Date	

I hereby agree that ABM can deduct the amount above per month from my wages to repay this loan. A maximum period of three **(03)** months is permitted

Employee Signature		Date	
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**Office use only**

Payroll signature		Date	
Manager signature		Date	

## **Process for requesting a Licence Dispensation Notice (LDN)**

As an ACS Approved Company ABM is authorised to issue an LDN for the following sectors:

- Security Guarding
- PSS CCTV

The process for requesting an LDN is as follows:

1. The Site Manager / Site Lead is the responsible person for ensuring that the onsite Security Officers are correctly licenced and that any licence application / renewal is completed in good time following the SIA Licence and Renewal Process
2. The request for an LDN is to be submitted to [kevin.fiddes@abm.com](mailto:kevin.fiddes@abm.com) or in his absence [christos.villiotis@abm.com](mailto:christos.villiotis@abm.com) no sooner than three (03) days before the given licence is due to expire. This is to ensure that the full ten (10) weeks of the LDN is correctly applied
3. On submission you must provide a screen shot from the officers SIA Account which clearly shows their name, application number and status as "Checks in Progress". Without this the LDN will not be issued
4. On receipt of the LDN it must be printed, signed, contact telephone number inserted and a signed copy emailed back to [kevin.fiddes@abm.com](mailto:kevin.fiddes@abm.com) or in his absence [christos.villiotis@abm.com](mailto:christos.villiotis@abm.com).
5. The LDN must always be carried on the Officers person whilst on duty along with secondary ID as outlined within the LDN
6. The Site Manager / Site Lead are to monitor the expiry dates of any LDN issued to their Security Officers as a second LDN can only be issued on the direct authority of the SIA. If the LDN is due to expire and the new licence has not been received, they must notify [kevin.fiddes@abm.com](mailto:kevin.fiddes@abm.com) or in his absence [christos.villiotis@abm.com](mailto:christos.villiotis@abm.com) at least two (02) weeks before the expiry date
7. On receipt of the Officers new licence the LDN is to be destroyed

**NOTE:** If an Officer is applying for a Door Supervisors licence and requires an LDN they will be issued with an LDN for Security Guarding duties only

