



Section 40 of the Licensing Act 1995

# Application for Registration or Renewal of Registration as Security Staff (‘Guard’ or ‘Doorkeeper’)

Please complete all sections of this form in BLOCK CAPITALS and in blue or black ink, writing ‘none’ or ‘not applicable’ if appropriate.

Send or deliver the completed form, together with the appropriate fee, to:

**Central Alcohol Unit  
3rd Floor, The Old Police Station  
Lord Street, Douglas  
Isle of Man, IM1 2SR**

Cheques should be made payable to the ‘Isle of Man Government’.

Please indicate if this application is:

**New**  or a **Renewal**  **Expiry date**  **Badge No.**

**I, the undernamed, hereby apply for registration as a guard or doorkeeper under Section 40 of the Licensing Act 1995.**

## 1 Applicant details

Full name	<input type="text"/>
Details of any other names used (e.g. maiden name)	<input type="text"/>
Current private address	<input type="text"/>
Postcode	<input type="text"/>
Private telephone number	<input type="text"/>
Business telephone number	<input type="text"/>
Email address	<input type="text"/>
Date of birth	<input type="text"/>
Place of birth	<input type="text"/>
National Insurance number	<input type="text"/>

**1 Applicant details** (continued)

Last two previous private addresses **1**

Postcode

**2**

Postcode

Have you had an application for entry on the register refused by either the Licensing Court **Yes**  or the Department of Home Affairs? **No**

If **Yes**, please give the reason your application was refused and the date on which it was refused.

**2 Details of experience/training**

**(a)** Any previous experience as a guard or doorkeeper? **Yes**  **No**

If **Yes**, please give details.

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**(b)** Any previous training relating to:

(1) Performance of the functions of a guard or doorkeeper? **Yes**  **No**

If **Yes**, please give details.

(2) Fire precautions and action in the event of fire? **Yes**  **No**

If **Yes**, please give details.

(3) First aid? **Yes**  **No**

If **Yes**, please give details.

## 2 Details of experience/training (continued)

- (c) Has the applicant completed the University College Isle of Man, **Level 2 Manx Award in Door Supervision (Licensed Premises) Course** and passed the associated examination?

Yes  No

If YES please specify the date the course was attended \_\_\_\_\_ and **enclose a copy of the certificate with the application.**

NB. Where door staff are employed in accordance with section 40 of the Licensing Act 1995 such staff must be registered by the Department of Home Affairs; have attended a **Level 2 Manx Award in Door Supervision (Licensed Premises) Course**; and passed the associated examination.

- (d) Previous employment over the past 5 years.

Please give details


## 3 Details of previous convictions

**Have you been convicted of any offence (including speeding, but not including parking offences or fixed penalty notices), or received a written caution?**

Yes  No

If yes, give details of **all** convictions, formal written Police Cautions, binding overs and spent convictions, including those received outside the Isle of Man. Where you have lived and/or worked outside of Great Britain, you may need to provide a Police Certificate from that country before your application can be processed. If necessary, use a separate sheet and attach to the form.

**Note: The Rehabilitation of Offenders Act 2001 does NOT apply to applications for entry on the security staff register, and therefore, all convictions, both spent and unspent, MUST be declared.**

Note: The holding of criminal convictions or cautions (or both) will not necessarily lead to a refusal of the application. However, failure to disclose the requested information could lead to either the application being refused or, if your application is successful, cancellation of the registration if it is subsequently found that you had a criminal conviction or written caution at the time you made the application.

Date of conviction	Place of conviction	Nature of conviction	Sentence

## 4 Application

(a) Please supply the contact information for 2 referees (the original references should be sent with this application).

Name

Address

Daytime telephone number  Evening telephone number

Name

Address

Daytime telephone number  Evening telephone number

(b) Please send the completed form, together with **2 full-faced, passport size colour photographs of yourself taken within the last 12 months, plus a photocopy of your passport (page including photograph) or if you do not have one, a photocopy of your birth certificate.** The Department of Home Affairs reserves the right to reject any photographs which are not acceptable.

## 5 Declaration

I (print full name)

apply for registration as a guard or doorkeeper under Section 40 of the Licensing Act 1995 and declare as follows:

- (1) That the information given above is true and complete in every respect, and I understand that any statement made by me which I know to be false in any material respect could result in the application being refused and render me liable to prosecution;
- (2) I understand that any false representation or the supply of false or misleading information may render me liable to prosecution;
- (3) For the purposes of making an application for inclusion on the Security Staff Register I understand and consent to the disclosure to the Isle of Man Constabulary, acting on behalf of the Department of Home Affairs, of the record of any criminal conviction(s) that I have. I understand that this application is exempt from the obligations of section 4(2) and 4(3) of the Rehabilitation of Offenders Act 2001;
- (4) I authorise the Department of Home Affairs to obtain from any source any relevant information about me; and
- (5) I consent to the University College Isle of Man sharing relevant information about me.

**Signed**

**Date**

### Check List

When making your application, please ensure that you enclose the following documents —

- 1) Completed application form.
- 2) 2 full-faced passport size photographs.
- 3) Photocopy of passport (page including photograph) or if you do not have one, a photocopy of your birth certificate.
- 4) A cheque (made payable to 'Isle of Man Government') for the £90 fee, which is non refundable.
- 5) References - written references are required.
- 6) A copy of your Level 2 Manx Award in Door Supervision (Licensed Premises) certificate.