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Door Registration Scheme Terms

Procedure Owner: Governance and Administration Manager

Government of Jersey Door Registration Scheme (DRS)

1. Introduction

These terms and conditions outline the scheme recognised by the Licensing Assembly for the registration of door security staff in Jersey. It is a standard condition of liquor licences (other than off-licences) that door security staff may only be employed or otherwise engaged if they are authorised by the Justice and Home Affairs Department (JHA). It is an offence under Article 79 of the licensing law for licensees to employ or engage unregistered door security staff in breach of that condition. Registration remains valid for a period of 2 years and may be renewed by making an application for renewal of registration.

These terms and conditions may be updated from time to time without notice. It is the responsibility of door staff to keep up to date with the latest terms and conditions published online at [Door Registration Scheme \(Licensing of door security staff\) \(gov.je\)](#).

A DRS Card remains the property of JHA at all times and must be returned to JHA once the registration to which it relates comes to an end.

2. Purpose and Scope

For the purposes of this scheme, *door security staff* refers to persons employed or otherwise engaged on licensed premises to regulate and supervise patrons on those premises and to assist the licensee, and the licensee's servants or agents, in the maintenance of good order, ensuring public safety and security.

These terms and conditions outline the process for applications by individuals to be registered as door security staff in Jersey, as well as applications for renewal of registration or for the re-issue of a card evidencing registration.

3. Related Legislation and Resources

[Licensing \(Jersey\) Law 1974 \(jerseylaw.je\)](#)

[Door Registration Scheme \(Licensing of door security staff\) \(gov.je\)](#)

[Rehabilitation of Offenders \(Jersey\) Law 2001](#)

Procedure

4. Requirements for Registration

Applications for registration must include:

- a) evidence of mandatory training (outlined below at section 5);
- b) a signed declaration that the applicant has no convictions for a designated offence (set out below at section 6), other than those which are spent convictions, supported by:
 - (i) a basic DBS or Disclosure Scotland check issued no more than 3 months before the date of application; and
 - (ii) if the applicant has spent any period of 3 continuous months or more outside of Jersey or the UK, evidence of a criminal record check for each country the applicant has been resident in during each such period;
- c) details of any convictions (whether for a designated or other offence), wherever occurring, which are not spent;
- d) details of any charges or criminal proceedings which are pending against the applicant;
- e) valid photographic ID (passport/driving licence);
- f) a photo of the applicant that has been taken no more than 3 months before the application; and
- g) the applicable fee (outlined below).

It is a condition of registration that the above items are provided.

It is the responsibility of a registered person to ensure that their application for renewal is made to JHA at least 6 weeks prior to the expiry of their registration.

Payment will also be taken at point of application through the online form, there is no alternative payment. Fees for the application are non refundable.

Application type	Cost
Initial Registration	£50
Renewal of Registration	£50
Re-issue of a lost card	£20

Missing information

If there is any missing information from the application, the applicant will be emailed requesting the missing information.

If the missing information is not submitted within 20 working days from the date of the email requesting the information then the application can be refused.

5. Training requirements

New applications

An applicant must hold the following:

- a) A current First Aid Qualification, awarded no more than 3 months before the application, the qualification must be an Emergency First Aid at Work qualification or equivalent; and
- b) One of the following:
 - (i) Current Level 2 for Working as a Door Supervisor within the Private Security Industry awarded no more than 3 months before the application by one of the following:
 - *British Institute of Innkeeping Awarding Body (BIIAB)*
 - *Security Industry Authority*
 - *Laser Learning Awards*
 - *National Open College Network (NOCN)*
 - *Highfield Qualifications*
 - *Pearson*
 - *Qualifications Network (QNUK)*
 - *SFJ Awards*
 - (ii) Current Award for Door Supervisors in the Private Industry (Scotland) at SCQF Level 6, awarded no more than 3 months before the application by one of the following:
 - *British Institute of Innkeeping Awarding Body (BIIAB)*
 - *Security Industry Authority*

Renewal of registration

Upon making a renewal application (including where a person has been registered within the last 3 years), the applicant must provide evidence of the following:

- c) A current First Aid Qualification, awarded no more than 3 months before the renewal date, the qualification must be an Emergency First Aid at Work qualification or equivalent;

d) One of the following:

- (i) Current Level 2 Award for Door Supervisors in the Private Security Industry (Top up); or
- (ii) Current Award for Door Supervisors in the Private Security Industry (Top up) or equivalent;

awarded no more than 3 months before the renewal date by a trainer or training provider approved by JHA who is registered to train from one of the awarding bodies listed at (b)(i) or (ii) above.

If it has been more than 3 years since the applicant's registration expired, a new application must be made (see above).

There are currently three registered training providers in Jersey.

The JHA approved training providers' details are as follows:

Training Provider	Contact Name	Contact Details
Atlantic Security Services Ltd	Rob Jackson	rob@atlanticsecurity.je
Talis Solutions Ltd	Roisin Pitman	contact@talissolutions.com
Get Badged Ltd	John Perry	doorsecjersey@gmail.com

JHA can, at its discretion, require any registered door supervisor to re-attend any of the training, or any additional training that JHA considers appropriate.

Please note, it is the responsibility of the applicant to make sure the training provider they use is registered.

6. Convictions

If the applicant has a conviction for a designated offence which is unspent, the applicant will not be eligible to be registered. Designated offences include all offences within the following categories:

- a) offences against the person.
- b) public order offences.
- c) sexual offences.
- d) drugs offences.
- e) offences against property (including larceny/theft, malicious damage, and illegal breaking and/or entering premises); and
- f) licensing offences.

If an application discloses an offence which is not a designated offence, JHA will consider whether the offence indicates that the applicant is unsuitable to be registered. The overriding consideration will be the protection of the public.

Whether a conviction is spent or unspent is determined by reference to the Rehabilitation of Offenders (Jersey) Law 2001.

Parish Hall sanctions are not treated as convictions.

A registered person who is charged with or convicted of any offence (whether a *designated* or other offence), wherever occurring, must notify JHA by emailing ONEJHA@gov.je of that fact within 7 working days of being charged or convicted. A person who fails to do so will be liable to be removed from the register.

If a registered person is charged with a *designated offence*, their registration shall be immediately suspended until the outcome of the case is known.

If a registered person is convicted of a *designated offence*, the person shall be removed from the register and shall not be eligible to apply for re-registration until such time, if any, as the conviction shall become spent.

If a registered person is charged with or convicted of, an offence which is not a *designated offence*, but which is nonetheless relevant to the role of door security staff, JHA reserves the right to refuse, suspend or cancel registration, or impose conditions on the registration, as the case may be.

In any of the above circumstances, the applicant will be informed in writing of the decision along with the reasons for it. The applicant may apply for a decision to be reviewed in accordance with the review process set out below.

The suspension, revocation or conditions imposed will be effective from the date of the notice in writing to the individual concerned and will remain in effect unless and until it is overturned by a review panel. JHA will not be responsible for loss of earnings including where a registration is suspended or revoked.

7. Refusal or revocation of registration

An application may be refused, conditions imposed, or a registration revoked if:

- a) The person does not have the right to work in Jersey;
- b) Their criminal record shows the person may be a risk to the public;
- c) The person is considered unsuitable to work as a Door Supervisor for another reason, for example dishonest behaviour

A registration may be suspended or cancelled, or conditions imposed on the registration, on the basis of information that gives rise to serious concerns about the suitability of the applicant to work as door security staff (and therefore the safety of the public).

If the application is unsuccessful the applicant will be informed in writing of the decision along with the reasons for it. The applicant may apply for a decision to be reviewed in accordance with the review process set out below.

8. Lost Card Process

A registered person can apply for a replacement card using the [online](#) form if the card has been lost, damaged, destroyed or stolen.

Any existing card must be returned to JHA before a replacement card can be issued. If a lost card is subsequently found it must be returned to JHA. The registered person will be required to make a declaration to this effect. Cards must be returned to:

Governance and Administration Manager
19-21 Broad Street
St Helier
JE2 3RR

9. Review Process

If an individual wants to request a review of an unsuccessful application, conditions placed on a registration, or any of the decisions listed in section 6 above, a request for review must be made in writing and submitted within 14 days from the date of the notice to the applicant informing them of the decision.

A request for review should include any information that the applicant considers relevant, which may include:

- a) any evidence that the information provided to JHA is incorrect;
- b) a personal statement;
- c) character reference(s)

Where the request concerns an offence (whether a designated offence or other offence), the request may also include:

- a) any mitigating evidence in respect of the offences;
- b) any evidence of rehabilitation;

A character reference is likely to have more weight if it is provided by an independent person, which may be:

- a) a previous employer;
- b) a person of standing in the community; or
- e) a person who works in (or is retired from) a recognised profession from the list available at: [Countersigning passport applications and photos: Accepted occupations for countersignatories - GOV.UK \(www.gov.uk\)](#)

A character reference should be signed and dated and should include the following:

- a) the name and contact details of the person giving the reference (including daytime telephone number);
- b) their job title and type of employment;
- c) how they know the person;
- d) how long they have known the person;

- e) a statement that they are aware of the relevant offences;
- f) a statement that they agree to be contacted by JHA.

A character reference may also include the following, where applicable:

- a) any observations about the person from the time of the offence
- b) actions that may have been out of character
- c) events that may have influenced the person's actions
- d) observations about the person's character since they committed the offences; and
- e) evidence of how the person has shown rehabilitation since the offences.

10. Review Panel

The review will be conducted by a panel which will include a representative from the States of Jersey Police, a Senior Member of Staff within JHA and an independent panel member who is not employed by JHA. The chair of the panel will be a Senior Member of Staff within JHA with no prior involvement in the case.

A person must not be a member of a panel if they were involved in making the original decision or provided information which contributed to the decision.

11. Review Decision

The review panel may:

- a) uphold the original decision;
- b) overturn the original decision; or
- c) overturn the original decision and impose conditions on the registration.

The decision will be made by a simple majority of votes. The review panel may otherwise determine its own procedure.

The review panel will communicate the decision of the review and the reasons for that decision in writing to the applicant. The review coordinator or chair must send the decision to the applicant and JHA no later than five working days after the review is conducted.