



A copy of the terms and conditions of the Jersey Door Registration scheme are attached. These are for your reference (for you to keep). Please read these terms and conditions and then sign the declaration and consent form accompanying the application forms (your application will not be processed unless this is signed).

A criminal record will not debar you from appointment unless the conviction/sanction renders you unsuitable for registration in accordance with the attached terms and conditions.

Applications for registration under the Jersey Door Registration Scheme are not listed within the Exceptions Regulations of the Rehabilitation of Offenders (Jersey) Law 2001. Accordingly, details of spent convictions will not normally be considered during the suitability assessment process undertaken by the States of Jersey Police.

If you would like to discuss the effect a conviction may have on your application, please contact a member of the States of Jersey Police Licensing Unit on 01534 612416 in confidence, for advice.

All applicants need to be a minimum of 20 years of age.

### **POLICE RECORD CHECK**

It is a requirement under the Jersey Door Registration Scheme (JDRS) that Door/Security Supervisors are required to undergo a Criminal Record Check with Disclosure Scotland at the following [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk). This may include enquiries with other Policing jurisdictions.

A Police record check has to be completed by the applicant prior to submission of the application form. Once you have received your disclosure certificate, you can then submit your application form to the JDRS administrator.

Accordingly, on receipt of your application form, supporting documentation, photographs and payment, the JDRS will register your application and forward it to the States of Jersey Police who will conduct Criminal Record Checks in order to assess your suitability. The States of Jersey Police will assess your application, in accordance with the guidelines provided with your application form. The application will be sent back to the Jersey Door Registration Scheme, along with a letter confirming your suitability or otherwise. The JDRS will retain one photograph for administration purposes and the other one will be used on your Yellow and Green Badges (Identification Cards). The States of Jersey Police will retain a copy of the application form, a copy of Foreign Police Check (where applicable), together with one photograph for administrative purposes.

Only in cases of appeal, will the States of Jersey Police disclose the content of criminal records or other information they consider relevant, to the Jersey Door Registration Appeal Committee. The States of Jersey Police, JDRS and the Jersey Door Registration Committee will keep all information provided by an applicant in strict confidence, in accordance with the conditions of this scheme, and the requirements of the Data Protection (Jersey) Law, 2005.

Supply 2  
passport size  
photographs  
of the  
applicant

**JERSEY  
DOOR  
REGISTRATION  
SCHEME**



APPLICATION / RENEWAL

Office use only:

Registration Number

Date Received

PLEASE ALLOW 6-8 WEEKS FOR ALL APPLICATIONS TO BE PROCESSED

ALL FIELDS MUST BE COMPLETED. FAILURE TO COMPLY MAY RESULT IN YOUR APPLICATION BEING RETURNED.

ANY FIELDS NOT APPLICABLE PLEASE WRITE N/A.

Please write in **BLOCK CAPITALS**

Section A

| Details of Applicant |                           |  |        |  |    |        |  |    |  |
|----------------------|---------------------------|--|--------|--|----|--------|--|----|--|
| Surname              |                           |  |        |  |    |        |  |    |  |
| All forenames        |                           |  |        |  |    |        |  |    |  |
| Maiden name          |                           |  |        |  |    |        |  |    |  |
| Previous surnames    |                           |  |        |  |    |        |  |    |  |
| Date of birth        | (Minimum age of 20 years) |  |        |  |    |        |  |    |  |
| Nationality          |                           |  |        |  |    |        |  |    |  |
| Height               | Feet                      |  | Inches |  | or | meters |  | Cm |  |
| Eye colour           |                           |  |        |  |    |        |  |    |  |

|                     |  |                  |  |
|---------------------|--|------------------|--|
| Driving License No: |  | Parish Issued:   |  |
| Social Security No: |  | Pesel No / ID No |  |
| Passport No:        |  | Country of Issue |  |

|                  |  |        |  |
|------------------|--|--------|--|
| Telephone - Home |  | Mobile |  |
| Email address    |  |        |  |

|                  |  |  |  |
|------------------|--|--|--|
| Present address: |  |  |  |
|                  |  |  |  |
|                  |  |  |  |
| Post Code:       |  |  |  |

Please give previous addresses for the past 5 years listed in reverse order, most recent first. (Continue on a separate sheet of paper, if required)

|  |                            |  |
|--|----------------------------|--|
|  |                            |  |
|  |                            |  |
|  | Resident from, Month, year |  |

|  |                            |  |
|--|----------------------------|--|
|  |                            |  |
|  |                            |  |
|  | Resident from, Month, year |  |

|  |                            |  |
|--|----------------------------|--|
|  |                            |  |
|  |                            |  |
|  | Resident from, Month, year |  |

Section B

1. Is this your first application?

YES  Go to question 2. NO  Go to question 3.

2. Have you resided outside of Jersey or the UK in the last 10 years?

YES  NO

**Please go to section C.**

3. What was your previous badge number

4. Have you resided outside of Jersey or the UK since your last application?

YES  NO

**Please read section C.**

Section C

**\*Important\* for the purposes of the JDRS resided is defined in a country for more than 3 months.**

If you have answered YES to questions 2 Or 4, having resided overseas prior to your application, you are required to provide a Criminality Certificate (Foreign Police Check) from the country you were residing in. (With an approved translation if the document is not in English). You should do this before submitting your application form.

Section D

**Criminal Record Information**

5. Have you ever had a criminal conviction at Magistrates or Royal Court?

YES  NO

|                                   |  |
|-----------------------------------|--|
| Date Given                        |  |
| Description of offence            |  |
| If case pending – details of case |  |
|                                   |  |

|                                   |  |
|-----------------------------------|--|
| Date Given                        |  |
| Description of offence            |  |
| If case pending – details of case |  |
|                                   |  |

- Access to a person’s criminal record is usually restricted. However, as it is in the public interest for us to have **and** give full disclosure of a person’s criminal record in order to assess their suitability **for a door supervisor’s position, either** after suspension or revocation or on appeal. To exempt the JDERS from this restriction **they** are allowed full access to your criminal record. We are able to consider all offences including spent conviction.

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**IMPORTANT**

**ALL APPLICANTS WILL BE REQUIRED TO DEMONSTRATE THAT THEY HAVE AN APPROPRIATE COMMAND OF THE ENGLISH LANGUAGE.**

REGISTRATION SCHEME FOR DOOR / SECURITY STAFF  
AT PREMISES REGISTERED UNDER THE LICENSING (JERSEY) LAW 1974

TERMS AND CONDITIONS

1. The Jersey Door Registration scheme is intended to regulate the standard of door supervisors used at premises/locations registered under the Licensing (Jersey) Law 1974. The intention is to raise the standards of Door / Security Staff (Door Supervisors)

2. A Door Supervisor shall be defined as being:

(a). Any person engaged or employed on Licensed Premises to regulate and supervise patrons either entering or inside the premises, who assists the Licensee, his servants

(b). or agents, in the maintenance of good order, public safety and security on the licensed premises.

3. All applicants will be required to demonstrate that they can communicate in English and have an adequate knowledge of the Jersey Licensing Law.

4. Current badge holders may appeal against a refusal to renew or against suspension of their badge. Applicants may not appeal against a refusal to register a badge on their initial application.

5. If in the case a current badge holder is charged with an offence that would normally fit the criteria for refusal, the States of Jersey Police reserve the right to suspend the badge without appeal until the outcome of the case is known.

6. In the event of a badge (identification card) being lost, please contact the JDRS scheme administrator ASAP for a replacement (**within 72hrs**).

7. All course fees are inclusive and provided by the JDRS. Applicants, who have been trained outside of the JDRS, may have their training accepted at the discretion of the JDRS. Please check before submitting your application.

8. Following the approval of the JDRS an applicant will receive a “Yellow Badge” which will be valid for a six-month “Probationary Period”.

9. “Yellow Badge” holders will be required to qualify in the following courses within the six month period. Once completed the JDRS will endorse the appropriate database, and where appropriate issue a Green Badge:

- ❖ Multiple choice examination \*
- ❖ Conflict Management.
- ❖ 1st Aid.
- ❖ Drug Awareness, Licensing Law and Fire Evacuation Awareness.

\*The multiple choice examination is a pass or fail course. Applicants who fail will not proceed to the following aspects of the course. It is essential for all applicants to read and have a good knowledge of the pre-reads prior to sitting this examination.

10. If an applicant fails to complete the set courses within the six-month period without exceptional reason, the “Yellow Badge” will not be renewed, but at the discretion of the JDRS they may subsequently complete the relevant courses to attain a ‘Green Badge.’
11. An applicant may attend additional Drugs Awareness, Licensing Law and Fire Evacuation Awareness Courses at any time.
12. The “Green Badge” will be issued on completion of the relevant courses and is valid for a period of three years from the date the application was processed by SOJP, provided the applicant continues to meet the criteria set within these terms and conditions.
13. It shall be the responsibility of the person registered to ensure that an application for a renewal is made to the scheme administrator at least 28 days prior to the expiry date of their registration.
14. All Door Supervisors employed at Licensed Premises will wear their identification in a conspicuous position whilst on duty. Failure to do so may result in suspension or revocation. (All Door supervisors employed at a Licensed Premises will wear their identification on the upper arm in a fluorescent badge holder).
15. Door Supervisors who either witness or are involved in an incident that has either occurred within Licensed Premises they are employed at, or connected with those premises (e.g. just ejected from) will co-operate with any subsequent Police investigation and may be required to provide a witness statement immediately or at the end of their duty.
16. Door supervisors will be expected to assist SOJP officers in the normal execution of their duties, any resistance by a door supervisor will be referred to the JDRS and the SOJP may withdraw their support for the continued registration of the door supervisor.
17. The SOJP will notify the JDRS if a Door Supervisor fails or refuses to assist Police in an investigation following an incident connected with the premises they are employed at. In these circumstances the SOJP may withdraw their support for the applicants continued registration.
18. The SOJP will notify the JDRS if a registered door supervisor no longer fits the criteria to hold their position or if any further information comes to light which deems the applicant no longer suitable. In such circumstances the SOJP will normally withdraw their support for the supervisors continued registration until the outcome of the case/issue is known.
19. Within 14 days of receipt of notification of suspension/revocation a Door Supervisor may appeal in writing, to the JDRS scheme administrator.
20. The SOJP and JDRS Coordinator will arrange and hold an appeal meeting as soon as practicable.
21. The SOJP, JDRS, and JDRS Committee are not responsible for ‘loss of earnings’ should a registration be SUSPENDED or REVOKED.

22. Renewal applicants will be required to attend a first aid course and will have to attend at a conflict management refresher course. (Renewal applicants will be required to attend a first aid course, conflict management course and a refresher on the Licensing Law provided by SOJP including a Fire Safety course)

23. The SOJP & JDRS can, at their discretion, direct any registered door supervisor to re-attend at any of the training inputs provided (First Aid, Conflict management, Drugs awareness & Licensing Law).

24. SOJP & JDRS may on occasion amend these Terms & Conditions. In the event of this occurring all registered door staff will be notified using the contact details provided on this application by the JDRS coordinator. Supervisors are urged to make contact to receive the new T&C's. Should no contact be made by the supervisor it will be accepted that the supervisor agrees to accept the changes. As such it is imperative that all supervisors update the JDRS of any changes to their contact details.

25. At any subsequent appeal hearing following the refusal to register or suspension, the JDRS committee can impose any conditions they deem necessary to a door supervisors badge to ensure they continue to meet the criteria. Examples include – a refresher course on any of the existing training packages or a probationary period.

#### GUIDELINES RELATING TO CONVICTIONS

The Jersey Door Registration Scheme believes that it is essential that a door supervisor is of good character. Consequently, when determining the suitability of a new applicant, or the continued registration of a registered door supervisor, Court convictions in respect of offences involving violence, drugs, dishonesty and indecency will be considered by the JDRS.

The States of Jersey Police may also consider information within their knowledge that may preclude the applicant from being a suitable candidate.

Whilst the general policy will be that each case will be decided on its own merits, the following criteria will be applied by the SOJP whilst considering an applicant's suitability as per the terms and conditions of the JDRS:

A person with a conviction for a serious crime need not be permanently prohibited from registration as a door supervisor at licensed premises. Some discretion may be appropriate if the offence is an isolated incident and there are mitigating circumstances.

The over-riding consideration must be the protection of the public.

In this respect, any other information concerning an applicant or registered door supervisor which gives rise to serious concerns about their suitability for the role (and therefore the safety of the public) may be taken into account and may subsequently result in a refused initial application, or suspension. If this is the case a referral will be brought before the JDRS committee, which may result in the revocation of an existing registration.

The following guidelines should be considered on receipt of an application from a person wishing to be employed as a door supervisor at licensed premises.

## SENTENCES OF IMPRISONMENT

In all cases where an applicant has been sentenced to a period of imprisonment, detention in a young offender's institution, youth custody or corrective training, for a term exceeding six months, at least ten years free from any conviction should be proved before an application is considered. Free from any conviction is defined as the time that begins after the sentence has expired, and not the time that begins from the date of sentencing. Even if you were released early we will still regard the offence as relevant up until and including the final date when the sentence restrictions would have ended, the sentence expiry date.

In the following categories of offence, where lesser sentences or sanctions may have been applied, the following will be considered:

### 1. VIOLENCE

A firm line should be taken with applicants who have convictions for Grave and Criminal Assault / Grievous Bodily Harm / Wounding. At least five years free of such convictions should be proved before an application is considered.

Where acts of violence of a lesser nature, e.g. Common Assault / Actual Bodily Harm / Breach of the Peace / Disorderly Licensed Premises / Obstruction/Resisting Arrest are revealed, at least three years free of such convictions should be proved before an application is considered.

### 2. DRUGS

Where an applicant has been convicted for importation of controlled drugs / supplying controlled drugs / possession with intent to supply a controlled drug, at least five years free of such convictions should be proved before an application is considered.

Where a lesser offence involving drugs is disclosed, at least three years free from such conviction should be proved before an application is considered.

### 3. INDECENCY OFFENCES

Where an applicant has a conviction for a case of indecency, a minimum of five years free of conviction must be proved before applications are considered.

### 4. ROBBERY / DISHONESTY OFFENCES

Where an applicant has a conviction for robbery, burglary or larceny / theft, involving violence to the person, at least ten years free from any dishonesty offences should be proved before an application is considered. In all other cases of dishonesty, at least five years free from such conviction must be proved before an application is considered.

(N.B. Door / security staff are in a position of trust when searching people on licensed premises or dealing with patrons' property within those premises. For this reason, a serious view must be taken of any conviction for dishonesty.)



## 5. IDENTIFICATION IN DOUBT / POLICE CHECKS

Where the identity of an applicant is in doubt, he or she may be required to allow his / her fingerprints to be taken, so that these can be compared with those held by the National Identification Bureau. In all cases where it is proved the applicant is free from convictions, the fingerprints will be destroyed.

In all cases, Police checks will be made against records on the Police National Computer, the Scottish Criminal Records Office, the Northern Ireland Criminal Record Office and the Criminal Record Office in Eire.

The above guidelines will be adhered to for all court convictions. The SOJP will treat Parish Hall Sanctions on their own merits. Circumstances which will be considered will be the details of the offence, (location and time) and in what capacity the applicant was engaged at the time of the offence (IE whether the offence was committed whilst working at a licensed premises)

## CHECKLIST

1. Completed application form.
2. Signed Declaration and Consent. (Page 11).
3. 2 passport sized photographs.
4. Foreign Police Check (Criminality Certificate).
5. Payment of;

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|  |

|               |      |
|---------------|------|
| New Applicant | £240 |
| Renewal       | £180 |

Cheques made payable to JDRS.

Cash payment by appointment only.

Prices include all courses and relevant badges.

All Applications to,  
Jersey Door Registration Scheme  
5 Grove Street  
St Helier  
JE2 4TU

Telephone 07797 721248

Please note that in the event that your application is REFUSED, a fee of £50.00 will be retained by J.D.R.S to cover administration costs

## Declaration and Consent of Applicant

I hereby apply for registration as a door/security supervisor to be employed on premises registered under the Licensing (Jersey) Law 1974 and declare that the information I have given and provided in support of this application is true and correct to the best of my knowledge and belief in every respect.

I understand that to knowingly make a false statement to obtain a Door Supervisor badge, will lead to my application being refused, or my badge registration being cancelled, and may lead to prosecution.

I give my consent for the States of Jersey Police to check any criminal record or information in order to assess my suitability for registration under this scheme. I am aware that the States of Jersey Police will retain a copy of this application form, together with a copy of my photograph and Foreign Police Check when relevant in support of this application. If the States of Jersey Police receive notification of my Appeal against the decision regarding my suitability for registration under the scheme, I give my consent for the content of my criminal record to be disclosed to the Jersey Door Registration Appeal Committee.

All information provided in connection with your application will be treated in confidence by the JDRS and the States Of Jersey Police and processed in accordance with the Data Protection Act, but it may also be disclosed to the JDRS Committee if the need arises to enable them to carry out its functions i.e. Processing of Suspensions, Revocations, and appeals.

I have read and understand the Terms and Conditions regarding the Jersey Door Registration Scheme for Licensed Premises in Jersey, and agree to be bound by them.

Date:

Signed:

Print Name: