



INFORMATION NOTE ON TEMPORARY LICENCES

The PSA issues Temporary Licences for the purpose of allowing contractors obtain the technical standards required for PSA licensing. Temporary Licences are only available to contractors applying for licences in the CCTV, Intruder Alarm and/or Access Control sectors.

The following conditions shall apply to applicants seeking a Temporary Licence:

- 1) Applicants must lodge a completed application with the PSA prior to installing any security systems.
- 2) Applicants must include a letter from a PSA approved auditing body confirming that they have registered to be audited in the electronic security sector.
- 3) Applicants must notify their auditing body once the required number of installations, for certification purposes, has been completed, in the case of:
 - i) Intruder Alarm sector only – 4 Installations
 - ii) CCTV sector only – 4 Installations
 - iii) Access Control sector only – 2 Installations
 - iv) Intruder Alarm & CCTV sectors – 4 Intruder Alarm Installations & 2 CCTV Installations
 - v) Intruder Alarm & Access Control sectors – 4 Intruder Alarm Installations & 2 Access Control Installations
 - vi) CCTV & Access Control sectors – 4 CCTV Installations & 2 Access Control Installations
 - vii) Intruder Alarm, Access Control, & CCTV sectors – 4 Intruder Alarm, 2 Access Control Installations, & 2 CCTV Installations
- 4) If an Applicant fails to notify the auditing body that they have completed the number of installations as outlined at 3), their application may be refused.
- 5) If the required number of installations, for certification purposes, have not been completed by the end of the Temporary Licence period the application will be refused
- 6) The Temporary Licence will not be extended to allow for further installations.
- 7) Where an application is refused there is no refund of the licence fee.
- 8) If at the end of the 6 month period an audit by the auditing body has taken place but certification has not issued, the PSA may extend the Temporary Licence for a maximum period of 3 months. This will only be permitted where the PSA receives confirmation from the auditing body that the audit has been completed. Only one extension will be granted.
- 9) If applicants are not in a position to comply with the terms of the Temporary Licence they should withdraw their application.

Before applying for a Temporary Licence applicants should ensure that they can complete the required number of installations within the 6 month duration of the licence. Failure to do so will result in your application being refused. Where an application is refused there is no refund of the administration fee of €1,000.