



INFORMATION NOTE ON THE LICENSING OF EVENT SECURITY EMPLOYEES

From the 1st November 2022, employees in the Event Security Sector are required to hold a Private Security Authority (PSA) Licence.

Licensing applies to all employees who are providing a security service at an event whether they are employees of a PSA licensed contractor, the event promoter or any other person or entity employing them to provide security services.

▪ **What is an event?**

For the purposes of licensing, an event is a gathering of people either at public or private locations for entertainment, social performance or other purposes e.g. sporting, trade events or social functions, held within temporary or fixed, indoor or outdoor locations on a regular, occasional or once off basis.

▪ **What is event security?**

Event security is the provision of a security service at an event.

▪ **Who will need a licence?**

Any person providing security at an event will require a licence.

▪ **What type of licence is required?**

There are two types of licence that can be used at an event.

- A Door Supervisor licence can be used in all areas of an event including the entertainment and periphery areas
- A Security Guard licence can be used in the periphery area of an event.

▪ **Changes to Door Supervisor and Security Guard Licences**

In order to facilitate the introduction of Event Security licensing the PSA is making changes to existing Door Supervisor (Licensed Premises) and Security Guard (Static) licences. As part of these changes the titles of the licences will change as follows:

- The Door Supervisor (Licensed Premises) licence will be known as a Door Supervisor.
- The Security Guard (Static) licence will be known as Security Guard (Guarding).

Existing licence holders do not need to do anything. The change will be made to their licences at their next scheduled renewal.

▪ **How do I apply for a PSA Employee Licence?**

You can apply online on our website, www.psa-gov.ie.

You will be required to input your personal details, name, address, PPS number, contact phone number and email address. The licence fee is €150 for the Door Supervisor licence and €90 for the Security Guard (Guarding) licence. There is a reduction of €20 if you apply for both licences at the same time. Payment is by debit/credit card only. An application pack will be dispatched to you by post containing the details you have provided.

You must sign the application form, insert a passport photo along with the relevant accompanying documents (proof of identity, criminal record certificate (if applicable), proof of training, etc.) and return to the PSA

▪ **How long does an employee licence last for?**

An employee licence is valid for 3 years.





▪ **What training do I need to complete?**

Depending on the licence you wish to apply for, you will need to have successfully completed the relevant training course with an approved training provider for door supervisor and/or a security guard (guarding). A list of all approved training providers is available on our website at www.psa-gov.ie.

▪ **How do I renew my licence?**

You can apply to renew your licence online on our website, www.psa-gov.ie. All licensees will receive a renewal pin 8 weeks prior to the expiry date of their licence. Simply click on the link provided, input your renewal pin, confirm your personal details and pay for your renewal licence.

▪ **Garda Vetting**

All applicants for a licence are Garda vetted. Licensees will also be re-vetted on renewal of their Licence. As a licence holder you may be required to be vetted at any stage during the term of your licence. Once you have submitted your application for a licence to the PSA you will then be asked to complete an online Garda vetting application for processing by the National Vetting Bureau.

If, within the past 15 years, an applicant has resided outside of Ireland for 6 months or more since reaching the age of 15 a criminal record certificate(s) (CRC) will be required from every country that the applicant has lived in since the age of 15.

▪ **I currently hold a Door Supervisor (Licensed Premises) licence and/or a Security Guard (Static) licence. Will I be able to work at events?**

If you have a Door Supervisor (Licensed premises) licence you will be able to work in all areas of an event. If you have a Security Guard (Static) licence you will be able to work in the periphery areas of events and in the entertainment area under certain conditions. Your employer will have further details.

▪ **What if I want to work occasionally at events?**

The PSA have made arrangements with licensed event security contractors for the provision of temporary staff. You should contact your employer regarding same. For further details on temporary licences please visit our website at www.psa-gov.ie.

▪ **What about Event Stewards?**

Event stewards undertake non-security roles such as traffic management, ticket checks and ushering persons to seats. You do not require a licence to work as an event steward. However, event steward who undertake security roles are breaking the law and may be subject to prosecution. For further details please refer to the standard PSA 39:2014 available on our website www.psa-gov.ie.

Any person employing unlicensed event security personnel after the 1st November 2022 will be breaking the law and may face a fine of up to €3,000 and/or a five year term of imprisonment.

