

Hastings Borough Council
Strictly Private and Confidential

**Part II of the Regulation of Investigatory Powers Act
(RIPA) 2000**

**Application for Authorisation of the Conduct Use of a
Covert Human Intelligence Source (CHIS)**

Public Authority (including full address)			
Name of Applicant		Service/Department/ Branch	
How will the source be referred to? i.e. what will be his/her pseudonym or reference number			
The name, rank or position of the person within the relevant investigating authority who will have day to day responsibility for dealing with the source, including the source's security and welfare. (Often referred to as the Handler)			
The name, rank or position of another person within the relevant investigating authority who will have general oversight of the use made of the source. (Often referred to as the Controller)			
Who will be responsible for retaining (in secure, strictly controlled conditions, with need-to-know access) the source's true identity, a record of the use made of the source and the particulars required under RIP (Source Records) Regulations 2000 (SI 2000/2725)?			
Investigation/Operation Name (if applicable)			

Details of Application

1. Give rank or position of authorising officer in accordance with the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010; No. 521.¹ Where appropriate throughout amend references to the Order relevant to your authority.

2. Describe the purpose of the specific operation or investigation.

3. Describe in detail the purpose for which the source will be tasked or used.

4. Describe in detail the proposed covert conduct of the source or how the source is to be used.

¹ For local authorities: The formal position of the authorising officer should be given. For example, Head of Trading Standards.
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5. Identify on which grounds the conduct or the use of the source is necessary under Section 29(3) of RIPA. Delete those that are inapplicable. Ensure that you know which of these grounds you are entitled to rely on. (eg. SI 2010 No. 521)

For the purpose of preventing or detecting crime or of preventing disorder;

6. Explain why this conduct or use of the source is necessary on the grounds you have identified [Code paragraph 3.2]

7. Supply details of any potential collateral intrusion and why the intrusion is unavoidable. [Bear in mind Code paragraphs 3.8 to 3.11.] Describe precautions you will take to minimise collateral intrusion and how any will be managed.

8. Are there any particular sensitivities in the local community where the source is to be used? Are similar activities being undertaken by other public authorities that could impact on the deployment of the source? (see Code paragraphs 3.17 and 3.18)

9. Provide an assessment of the risk to the source in carrying out the proposed conduct. (see Code paragraph 6.14)

10. Explain why this conduct or use of the source is proportionate to what it seeks to achieve. How intrusive might it be on the subject(s) of surveillance or on others? How is this intrusion outweighed by the need for a source in operational terms, and could the evidence be obtained by any other means? [Code paragraphs 3.3 to 3.5]

**11. Confidential information. [Code paragraphs 4.1 to 4.21]
Indicate the likelihood of acquiring any confidential information.**

References for any other linked authorisations:

12. Applicant's Details.

Name (print)		Grade/Rank/Position	
Signature		Tel No:	
Date			

13. Authorising Officer's Statement. [Spell out the "5 Ws" – Who; What; Where; When; Why and HOW – in this and the following box.] The authorisation should identify the pseudonym or reference number of the source, not the true identity.

**14. Explain why you believe the conduct or use of the source is necessary. [Code paragraph 3.2]
Explain why you believe the conduct or use of the source to be proportionate to what is sought to be achieved by their engagement. [Code paragraphs 3.3 to 3.5]**

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15. (Confidential Information Authorisation.) Supply details demonstrating compliance with Code paragraphs 4.1 to 4.21

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16. Date of first review:

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17. Programme for subsequent reviews of this authorisation: [Code paragraphs 5.15 and 5.16]. Only complete this box if review dates after first review are known. If not, or inappropriate to set additional review dates, then leave blank.

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18. Authorising Officer's Details

Name (Print)		Grade/Rank/Position	
Signature		Time and date granted* Time and date authorisation ends	

* Remember, an authorisation must be granted for a 12 month period, i.e. 1700 hrs 4 June 2006 to 2359hrs 3 June 2007

19. Urgent Authorisation [Code paragraphs 5.13 and 5.14]: Authorising Officer: explain why you considered the case so urgent that an oral instead of a written authorisation was given.

20. If you are entitled to act only in urgent cases: explain why it was not reasonably practicable for the application to be considered by a fully designated Authorising Officer

21. Authorising Officer of urgent authorisation

Name (Print)		Grade/Rank/Position	
Signature		Date and Time	
Urgent authorisation expiry date:		Expiry time:	

Remember the 72 hour rule for urgent authorisations – check Code of Practice [Code Paragraph 4.18]. e.g. authorisation granted at 1700 on 1 June 2006 expires 1659 on 4 June 2006

22. I understand the extent of the renewal of the CHIS Authorisation.

Name (Print)		Date:	
Signature			
Investigating Officer			

NB A copy of this form, once it has been authorised, must be kept on the Investigation Officer's file. The original must be sent to the Senior Lawyer, Enforcement and Litigation, for placing on Hastings Borough Council's Central Register.