

Hastings Borough Council**Strictly Private and Confidential****Application for Authorisation to Carry Out Non RIPA Directed
Surveillance**

Public Authority (including full address)			
Name of Applicant		Unit/Branch/Division	
Full Address			
Contact Details			
Investigation/Operation Name (if applicable)			
Investigating Officer (if a person other than the applicant)			
Details of application:			
1. Give rank or position of authorising officer			

2. Describe the intelligence of the specific operation or investigation to date and relevant legislation

3. Describe in detail the surveillance operation to be authorised and expected duration, including any premises, vehicles or equipment (e.g. camera, binoculars, recorder) that may be used.

4. The identities, where known, of those to be subject of the directed surveillance:

Name:
Address:
DOB:

Other information as appropriate:

5. Explain the information that it is desired to obtain as a result of the directed surveillance.

6. Identify on which grounds the directed surveillance is necessary

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

7. Explain why this directed surveillance is necessary on the grounds you have identified

8. Supply details of any potential collateral intrusion and why the intrusion is unavoidable. Describe precautions you will take to minimise collateral intrusion.

9. Explain why this directed surveillance is proportionate to what it seeks to achieve. How intrusive might it be on the subject of surveillance or on others? Any why is this intrusion outweighed by the need for surveillance in operational terms or can the evidence be obtained by any other means?

10. Confidential information
Indicate the likelihood of acquiring any confidential information NB this is not private information

11. Applicant's Details

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

12. Authorising Officer's Statement. [Spell out the "5 Ws" – Who; What; Where; When; Why and HOW - in this and the following box.]

I hereby authorise directed surveillance defined as follows: [Why is the surveillance necessary, whom is the surveillance directed against, Where and When will it take place, What surveillance activity/equipment is sanctioned, How is it to be achieved?]

**13. Explain why you believe the directed surveillance is necessary.
Explain why you believe the directed surveillance to be proportionate to what is sought to be achieved by carrying it out.**

14. (Confidential Information Authorisation.)

[Empty space for Confidential Information Authorisation details]

Date of first review	
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Programme for subsequent reviews of this authorisation. Only complete this box if review dates after first review are known. If not or inappropriate to set additional review dates then leave blank.

[Empty space for Programme for subsequent reviews]

Name (Print)		Grade/ Rank	
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Signature		Date and time	
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Expiry date and time [e.g.: authorisation granted on 1 April 2005 – expires on 30 June 2005, 23.59]	
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15. Urgent Authorisation [Code paragraph 5.9]: Authorising officer: explain why you considered the case so urgent that an oral instead of a written authorisation was given.

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16. If you are only entitled to act in urgent cases: explain why it was not reasonably practicable for the application to be considered by a fully qualified authorising officer

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Name (Print)		Grade/ Rank	
Signature		Date and time	
Urgent authorisation Expiry date::		Expiry time:	
Remember the 72 hour rule for urgent authorities – check Code of Practice	e.g. authorisation granted at 5pm on June 1 expires 4.59pm on 4 June		

17. I understand the extent of the Non-RIPA 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 Chief Legal Officer for placing on Hastings Borough Council’s Central Register.