PUBLIC CCTV APPLICATION FORM – Local Authority

Applications that do not comply fully with the selection criteria will not be considered for authorisation and will be returned to the applicant. They can be amended and re-submitted. Successful applicants will be required to give an undertaking to fully comply with all relevant law, including public procurement and necessary rules.

GUIDANCE

Prior to submitting this application, ensure that you have done the following:

- Read and understand the Code of Practice for Public CCTV carefully before completing this application form;
- Read and completed this application form in conjunction with the CCTV Handbook for Local Authorities;
- Responded to every question on the checklist of eligibility and mandatory requirements; included all required documentation;
- Submitted a separate application for each proposed CCTV scheme.

The completed application form together with supporting documentation must be sent to the Local Community Engagement Superintendent who will send it onto the CCTV Advisory Committee at the Garda National Community Engagement Bureau.

GNCEB Use Only – Assessment By the Garda National Community Engagement Bureau		
Reference Number:		Date:
Region:	Division:	Station:

PART 1

DETAILS OF APPLICANT

This section relates to information about the Local Authority (L.A.) applying for a Public CCTV Scheme. Each project should have a local Public CCTV Project Team to manage the implementation of the scheme in their area.

1.1 Name of Applicant from the Local Authority Proposing the Project.	
Name of Applicant:	
Work Address:	
Phone No:	
Email Address:	
Position in the L.A. :	
Name of L.A. :	

The applicant must hold the position of Director of Services or higher and be authorised to act on behalf of the Local Authority.

1.2 Confirm the Local Government Act 2001, as amended (and updated by the Local Government Reform Act 2014) is the core legislative code supporting the structures, powers, functions and duties of your local authority.

Yes ☐ **No** ☐

If "NO" provide the legal basis under which the Local Authority operates.

1.3 Please Outline the Proposed Personnel in Your Project Team to Guide This Project.

Name	Organisation	Role within Organisation

PART 2

PUBLIC CCTV PROJECT PROPOSAL

This section relates to information about the proposed installation, extension, upgrade and replacement of an incomplete or obsolete Public CCTV scheme.

2.1 Does the application relate to

☐ First-time installation of CCTV scheme, or

☐ Extension of an existing CCTV scheme, and / or

☐ Renewal of an existing CCTV Scheme

2.2 How many cameras are proposed?

☐

2.3 Across how many locations?

☐

2.4 What is the proposed retention period of the CCTV (in days)?

☐

2.5 Have the project team engaged in a consultation process in order to ascertain that the residents in the area affected by the proposed CCTV are broadly supportive of the Scheme?

Yes ☐ **No** ☐

Note: Documentary and supporting evidence may be required at presentation to CCTV Advisory Committee stage.

2.6 Outline existing Crime Prevention efforts that have been identified prior to an application for CCTV, including any involving An Garda Síochána (AGS)?

2.7 Describe how you consider installation of a CCTV scheme will benefit the area / community.

2.8 Outline the overall CCTV proposal, include details on any enabled smart features (as identified in appendix 8). (Do not include GPS coordinates)

2.9 Describe the geographical area that the proposed CCTV scheme will cover and what the focus of attention will be directed at. (Do not include GPS coordinates)

2.10 What camera types are to be used? Outline type and quantity below (e.g. PTZ, Fixed, multi-sensor x 5)

Type:		**Quantity:**	
Type:		**Quantity:**	
Type:		**Quantity:**	

2.11

Is it proposed to *live* monitor the CCTV scheme?	**Yes** ☐ **No** ☐	**If "Yes" by who? L.A.** ☐ **AGS** ☐ **Other** ☐ Provide details in text box below
Is it proposed to *live* monitor the CCTV scheme *24/7*?	**Yes** ☐ **No** ☐	**If "Yes" by who? L.A.** ☐ **AGS** ☐ **Other** ☐ Provide details in text box below
Is it proposed to *live* monitor the CCTV scheme *ad hoc*?	**Yes** ☐ **No** ☐	**If "Yes" by who? L.A.** ☐ **AGS** ☐ **Other** ☐ Provide details in text box below

If "Yes" to any of the above, describe the monitoring location(s) and outline security measures in place (physical, technical and data protection).

PART 3

PUBLIC CCTV PROJECT PROPOSAL

This section relates to information about the proposed installation, extension, upgrade and replacement of an incomplete or obsolete CCTV scheme.

3.1 Is the full amount of funding required to establish this CCTV Scheme available?

Yes ☐ **No** ☐

If 'Yes' please attach a signed letter from the Applicant confirming funding for the scheme at Appendix 12.

3.2 What is the requested duration of the authorisation? (Maximum of 5 years)

Years:		Months:		Days:	

3.3 Confirm the sole or primary purpose of recording the public is for:

a) the prevention, investigation, detection or prosecution of criminal offences,
b) safeguarding against, and the prevention of, threats to public security, including securing public safety and public order, or
c) the protection of the security of the State?

Yes ☐ **No** ☐

Any consultation process, letter of undertaking to fund the project and all other relevant records should be maintained for perusal by the CCTV Advisory Committee, if required.

Note: Local Authorities may apply to the Community CCTV Grant Aid Scheme administrated by the Department of Justice, Home Affairs and Migration to recoup some of the capital costs of establishing the scheme. Funding will only be approved and released once this application has received Garda Commissioner authorisation so there should be no reliance on such a grant in providing documentation about the availability of funding for the scheme.

PART 4

VETTING OF INDIVIDUALS WITH ACCESS TO CCTV

An individual Garda Vetting Form must be completed in respect of all persons to whom it is proposed to permit access to the monitoring area and/or recorded images. This relates to any staff from external organisations who are contracted to install and/or maintain and/or monitor the CCTV Scheme and any relevant local authority employees.

It is the responsibility of the Project Team Applicant to ensure, as far as possible, that all information including identity, date of birth and biographical details entered on the Garda Vetting forms by applicants for vetting is true and accurate.

A copy of the vetting form can also be obtained from local Garda Divisions.

All completed Vetting Form Certificates will form part of the application for the Garda Commissioner's Authorisation, and shall be forwarded to the Garda Divisional Officer with responsibility for the area in which it is proposed to operate the CCTV scheme.

Details of Persons for whom Vetting Forms have been forwarded.

(Names should be included in the below table. Certificates of Garda Vetting should be attached at Appendix 4)

1	Name of the Person:	
	Designation:	
	Address:	

2	Name of the Person:	
	Designation:	
	Address:	

3	Name of the Person:	
	Designation:	
	Address:	

4	Name of the Person:	
	Designation:	
	Address:	

5	Name of the Person:	
	Designation:	
	Address:	

6	Name of the Person:	
	Designation:	
	Address:	

7	Name of the Person:	
	Designation:	
	Address:	

8	Name of the Person:	
	Designation:	
	Address:	

9	Name of the Person:	
	Designation:	
	Address:	

10	Name of the Person:	
	Designation:	
	Address:	

11	Name of the Person:	
	Designation:	
	Address:	

12	Name of the Person:	
	Designation:	
	Address:	

13	Name of the Person:	
	Designation:	
	Address:	

14	Name of the Person:	
	Designation:	
	Address:	

15	Name of the Person:	
	Designation:	
	Address:	

PART 5

APPROVALS AND AUTHORISATIONS

This section relates to information about the approvals and authorisations required by law for a Public CCTV scheme.
(This page must be filled out in its entirety)

5.1 Has the Local Community Safety Partnership for the area been consulted and support the scheme?

Yes ☐ **No** ☐

If 'Yes' please attach a signed letter from the Local Community Safety Partnership confirming this at Appendix 1.

5.2 Has the proposed CCTV Scheme been recommended by the local Garda Divisional Officer?

Yes ☐ **No** ☐

If 'Yes' please attach a signed letter from the local Garda Divisional Officer confirming this at Appendix C.

5.3 Does the proposed Scheme meet/exceed the minimum technical specification for Public CCTV Schemes?

Yes ☐ **No** ☐

(Please read the relevant technical specification document carefully and attach Statement of Compliance at Appendix 14).

5.4 Does your Controller - Processor Agreement comply with section 80 of the Data Protection Act 2018, if applicable?

Yes ☐ **No** ☐ **N/A** ☐

If 'Yes' please outline this in the Data Protection Impact Assessment (DPIA) and attach at Appendix 5.

5.5 Confirm a live feed will be provided to An Garda Síochána at all times.

Yes ☐ **No** ☐

As per Section 28 (4) of the Garda Síochána (Recording Devices) Act 2023 as amended, a live feed shall be provided to An Garda Síochána. This is the case for all CCTV schemes pursuant to Section 28 unless stated otherwise in this application and ultimately in the Garda Commissioner's authorisation.

A live feed should not be considered to constitute live monitoring of the scheme.

5.6 Confirm a Joint Data Controller Agreement with An Garda Síochána has been entered into.

Yes ☐ **No** ☐

If 'Yes' please attach the Joint Controller Agreement with An Garda Síochána at Appendix 13.

PART 6

DISCLAIMER

This section should be completed by the authorised contact person identified in Part 1 of this application form and to whom all correspondence will be addressed.

An Garda Síochána shall not be liable to the Applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:

- The Application or the subject matter of the Application
- The rejection for any reason of any Application

An Garda Síochána, its members or staff, shall not at any time in any circumstances be held responsibilities or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual systems.

An Garda Síochána will not be held liable for actions undertaken by the relevant Local Authority in the operation of the CCTV system.

It will be a condition of any application for authorisation under the terms and conditions of the Public CCTV scheme that the applicant has read, understood and accepted the above.

PART 7

DECLARATION

This section should be completed by the authorised contact person identified in Part 1 of this application form and to whom all correspondence will be addressed.

I, the undersigned, apply for authorisation to operate a Public CCTV scheme under Section 28 Garda Síochána (Recording Devices) Act 2023, as amended, as described in this application and declare that all the information given is true and complete to the best of my knowledge and belief.

I have read and understand the items contained in the "**Code of Practice for Public CCTV** " and the **minimum technical specifications for Public CCTV Systems** and agree to be bound by them.

I understand that we, the Local Authority, take responsibility for the supply, installation, commissioning and subsequent operation of the proposed CCTV Scheme in full compliance with the Code of Practice for Section 28 of the Garda Síochána (Recording devices) Act 2023, as amended.

I certify that all reasonable efforts have been made to ensure that all information contained in the Garda Vetting Forms submitted as part of this application is true and accurate.

I undertake, as a condition of authorisation, to give members of Garda personnel access at all times to the CCTV (including by way of processing through a live feed of the CCTV) for the purposes referred to in Section 28 (1) Garda Síochána (Recording Devices) Act 2023, as amended, and for the purposes of supervising and controlling its operation and processing data recorded by it provided under Section 28 (4) Garda Síochána (Recording Devices) Act 2023, as amended.

I also acknowledge the “duties of public service bodies” as outlined in Section 118 of the Policing, Security and Community Safety Act 2024, as amended.

Name of L.A. Applicant: **(BLOCK CAPITALS)**	
Signed: **(Director of Services or above)**	
Date:	

CHECKLIST FOR APPLICANT

The completed application form, together with all relevant material, must be forwarded by the Applicant to the local Community Engagement Superintendent with responsibility for the area in which it is proposed to operate the CCTV scheme for onward transmission.

Ensure that all items listed below are included when submitting the application for authorisation.

If an Appendix is not attached, a separate note must be included explaining the reason why.

Tick each box, ensuring that the relevant material is enclosed, before forwarding your application.

☐	Appendix 1 - Letter of approval for the CCTV scheme from the Local Community Safety Partnership.
☐	Appendix 2 - Letter of Approval for the CCTV scheme from the Local Authority.
☐	Appendix 3 - Letter of confirmation from the Local Authority to act as Data Controller for the Scheme.
☐	Appendix 4 - Certificates of Garda Vetting.
☐	Appendix 5 - Data Protection Impact Assessment (DPIA).
☐	Appendix 6 - Letter confirming Public Consultation took place and support exists.
☐	Appendix 7 - Clear Copy of Scaled Map showing CCTV Camera Locations.
☐	Appendix 8 & 8A - Schedule Setting out CCTV Camera Locations and GPS Co-ordinates & Photographs.
☐	Appendix 9 - Clear Copy of Scaled Map showing Signage Locations.
☐	Appendix 10 - Design for the Signage at CCTV Camera Locations and on Approach Roads.
☐	Appendix 11 – Letter of undertaking from Applicant Re: Controller - Processor Agreement/Contract.
☐	Appendix 12 – Letter from Applicant confirming funding for the scheme is in place.
☐	Appendix 13 – Joint Data Controller Agreement.
☐	Appendix 14 - Statement of Compliance with Minimum Technical Specifications.

CHECKLIST FOR AN GARDA SÍOCHÁNA

The completed application form, together with all relevant material, must be forwarded by the Applicant to the local Community Engagement Superintendent with responsibility for the area in which it is proposed to operate the CCTV scheme for onward transmission.

Ensure that all items listed below are included when submitting the application for authorisation.

If an Appendix is not attached, a separate note must be included explaining the reason why.

Tick each box, ensuring that the relevant material is enclosed, before forwarding your application.

☐	Appendix A - Report from the Divisional Crime Prevention Officer.
☐	Appendix B - Statistics Report from the Garda Síochána Analysis Service *(not to be shared outside of An Garda Síochána).*
☐	Appendix C - Letter of Support from the Local Divisional Chief Superintendent.

Appendix 1 –
Letter of approval for the CCTV scheme from the Local Community Safety Partnership.

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Appendix 14 - Statement of Compliance with Minimum Technical Specifications.

Appendix A - Report from the Divisional Crime Prevention Officer.

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