# Part II of the Regulation of Investigatory Powers Act 2000

# Authorisation Directed Surveillance

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| Unique Reference Number  | Obtained from Legal Service |
| **Public Authority***(including full address)* | North East Lincolnshire Council*Enter full address* |
| Name of Applicant | *Enter name of officer completing application* | **Unit/Branch /Division** | *Enter team name, service & directorate* |
| **Full Address** | *Enter address of team base* |
| **Contact Details** | *Enter telephone numbers (including mobile if appropriate) & e-mail address* |
| **Investigation/Operation Name (if applicable)** | *Enter unique operation name. If no operation name use subject name* |
| **Investigating Officer (if a person other than the applicant)** |  |

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| **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]](#footnote-1)**
 |
| *Enter the full title of the authorising officer (RIPA application detailed guidance – para 2)* |
| 1. **Describe the purpose of the specific operation or investigation.**
 |
| *Include details of the original reason for starting the investigation/operation and a summary of the present position leading to the request (RIPA application details guidance – para 3)* |
| 1. **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.**
 |
| *Include the following** *The place(s) where surveillance is to take place;*
* *The duration of the surveillance or times between which it is intended to conduct the surveillance;*
* *The number of officers that are to be involved (in joint operations this should include the number of officers from other organisations covered by this authorisation)*
* *How those officers will be deployed (for example, static surveillance, mobile surveillance, etc)*
* *Whether vehicles will be used and if so in what way;*
* *Whether it is intended to use other equipment (for example, cameras, binoculars, etc);*
* *How surveillance will be recorded (for example, contemporaneous notes, video recording, still photographs);*

*This list is not exhaustive (RIPA application detailed guidance – para 4).* |
| 1. **The identities, where known, of those to be subject of the directed surveillance.**
 |
| * Name:
* Address:
* DOB:
* Other information as appropriate:

*Where DOB unknown or names unknown, provide as much detail as possible to identify the subject(s) such as approximate age(s), descriptions (RIPA application detailed guidance – para 5).* |
| 1. **Explain the information that it is desired to obtain as a result of the directed surveillance.**
 |
| *Provide details of the purpose of the directed surveillance. Explain what information you believe conducting such surveillance will provide to further the investigation.**Ensure the assessment is objective (RIPA application detailed guidance – para 6).* |
| Identify on which grounds the directed surveillance is necessary under Section 28(3) of RIPA. *Delete those that are inapplicable. Ensure that you know which of these grounds you are entitled to rely on (SI 2012/1500).* |
| * In the interests of national security;
* **For the purpose of preventing or detecting crime;**
* In the interests of the economic well-being of the United Kingdom;
* In the interests of public safety;
* for the purpose of protecting public health;
* for the purpose of assessing or collecting any tax, duty, levy or other imposition, contribution or charge payable to a government department;

*An authorisation under RIPA will only be given if the surveillance operation is for the purpose of preventing or detecting crime (RIPA application detailed guidance – para 7).* |
| Explain why this directed surveillance is necessary on the grounds you have identified [Code paragraph 3.3]. |
| *Provide details of why the information sought will progress the operation/investigation* *Consider:** *Whether there is a question that needs an answer*
* *Whether the information is actually needed*

*(RIPA application detailed guidance – para 8)* |
| 1. **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. |
| *There will always be the potential for collateral intrusion when undertaking directed surveillance. Identify the risk and provide a plan to minimise any such intrusion (RIPA application detailed guidance – para 9).* |
| 1. **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? And why is this intrusion outweighed by the need for surveillance in operational terms or can the evidence be obtained by any other means [Code paragraphs 3.4 to 3.7]?**
 |
| *Provide details of the following**• Why there are no less intrusive ways of obtaining the information;**• Why it is not excessive in what it seeks to achieve, and;**• why the intrusion into the subject’s privacy (and that of others) is outweighed by the need to conduct the surveillance.**(RIPA application detailed guidance – para 10)* |
| 1. **Confidential information [Code paragraphs 4.1 to 4.31].**

INDICATE THE LIKELIHOOD OF ACQUIRING ANY CONFIDENTIAL INFORMATION: |
| *Confidential information is defined in section 2 of the RIPA employee guide but includes** *matters subject to legal privilege;*
* *confidential personal information; or*
* *confidential journalistic material.*

*Only the Head of Paid Service (or in their absence Chief Officer) are empowered to authorise requests for confidential information (RIPA application detailed guidance – para 11).* |

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| 1. **Applicant’s Details**
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| **Name (print)** |  | **Tel No:** |  |
| **Grade/Rank** |  | Date |  |
| **Signature** |  |  |
| 1. **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?]* *Include* ***who*** *the surveillance is directed against,* ***when*** *the surveillance will occur,* ***where*** *the surveillance will take place and* ***how*** *it will be achieved, for example, what equipment will be used, how many officers will be deployed.* *Only activity requested by the applicant can be considered for authorisation. The Authorising officer cannot add addition activities not included in the application.**(RIPA application detailed guidance– para 12&13)* |
| 1. **Explain why you believe the directed surveillance is necessary [Code paragraph 3.3].**

 **Explain why you believe the directed surveillance to be proportionate to what is sought to be achieved by carrying it out [Code paragraphs 3.4 to 3.7].** |

*Set out* ***why*** *surveillance is both necessary and proportionate to what it seeks to achieve (or not as the case may be). Provide written justification to support the decision to authorise or reject the application*

*(RIPA application detailed guidance – para 14)*

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| 1. **(Confidential Information Authorisation.) Supply detail demonstrating compliance with Code paragraphs 4.1 to 4.31.**
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| *Where confidential information is likely to be obtained, contact Legal Services for advice prior to authorisation.****NB –Only the Head of Paid Service can authorise the obtaining confidential information*** |
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| Date of first review | *Set date of first review – should be within one month of authorisation* |
| **Programme for subsequent reviews of this authorisation: [Code paragraph 3.23]. Only complete this box if review dates after first review are known. If not or inappropriate to set additional review dates then leave blank.** |
|  |
| **Name (Print)** |  | **Grade / Rank** |  |
| **Signature** |  | **Date and time** |  |  |
|  **Expiry date and time [ e.g.: authorisation granted on 1 April 2005 - expires on 30 June 2005, 23.59 ]** |  |

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| 1. **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.**
 |
| *Local Authorities cannot give urgent oral authorisation by virtue of the requirement to have judicial approval for any authorisation before it can take effect (RIPA employee guide para 6.28)* |
| 1. **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 1st expires 4.59pm on 4th June |  |  |

1. For local authorities: The exact position of the authorising officer should be given. For example, Head of Trading Standards. [↑](#footnote-ref-1)