

 <p><b>North East Lincolnshire Council</b> www.nelincs.gov.uk</p> <p><b>Balfour Beatty</b> WorkPlace</p> <p>Working in Partnership</p>	<b>Security</b>	Ref: 1004
		Rev: 1
	<b>Appendix B</b> <b>CCTV Surveillance – Proforma</b>	Author: K. Hynes
	NOT PROTECTIVELY MARKED	Approver:
		Date: 20/08/2013

Request Ref No: .....
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**CCTV SURVEILLANCE  
– PROFORMA**

I ..... officer nominated by the Strategic Director of Environment, Economy and Housing, under the Council's "code of practice - for the Management and Use of the Council's CCTV System" to check and review Police authorisations, certify that:-

The application by the Police has/ has not been authorised by an authorising officer of the Police.

The authorisation does/ does not include a plan to minimise collateral intrusion AND avoids/ does not avoid the acquisition of any confidential information.

I can confirm that all areas have been / have not been completed and it meets / does not meet the criteria as required.

I have also explained to all N.E.L.C. staff operating the cameras the terms of the Authorisation and am satisfied that they both understand the requirements and limits of it, and will comply with all procedures and guidelines.

Permission has / has not been given to enable N.E.L.C. CCTV operators to carry out "Directed Surveillance" utilising the North East Lincolnshire Council CCTV system AND will be carried out in accordance with the Authorisation at:

.....  
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For the following period

From.....hrs .....date, to.....date.....hrs

Surveillance will be terminated at the above time and date unless a further Review / Renewal Application is received.  
**Surveillance should not be carried out until pro-forma has been signed and returned**

Signed..... Designation .....

Date .....