**Purpose**

This application form is designed for organisations to apply for SABRE Licensed Company status, and register SABRE Assessors and SABRE Professionals.

Requests to terminate or amend the details of an existing Licence, including modification to the details of the Licensed Company or its Registered Assessors and Registered Professionals, must be submitted directly by email to SABRE@bre.co.uk or by post to SABRE, BRE Global, Bucknalls Lane, Watford, WD25 9XX.

**Guidance for Licence Holders and Licence Applicants**

Please read the following guidance before completing this application form as doing so may help to avoid any unnecessary delays and costs that may be incurred as a result of us receiving partially or incorrectly completed forms.

This application form is designed to help us provide quotations tailored to your specific requirements. Only organisations wishing to apply for SABRE Licensed Company status, or add SABRE Registered Assessors and/or SABRE Registered Professionals to an existing licence should complete this form.

Please complete all sections of this application form. Once completed, please return the completed application form, along with supporting information, to us at SABRE@bre.co.uk. Alternatively, send by post to SABRE, BRE Global, Bucknalls Lane, Watford, WD25 9XX.

Please ensure that all supporting information is organised such that it can be easily identified and attributed to the associated individual. Failure to do so may result in rejection of the application.

Copy of the Terms and Conditions referred to in Section 4 of this application form can be found online at [www.redbooklive.com](http://www.redbooklive.com).

Please do not hesitate to contact us if you have any queries or require assistance completing this form as we are unfortunately not able to process applications based on partially completed forms or supporting information.

**Who Can Apply**

SABRE Licences may be issued to organisations registered at Companies House (or national equivalent) and holding Professional Indemnity Insurance with a minimum cover of £1,000,000 (per claim). SABRE Licences will be issued in the registered name of the Company.

SABRE Licences are only valid whilst there is at least one SABRE Registered Assessor or SABRE Registered Professional attached to the Licence. As such, initial Licence applications must also include a request to attach at least one SABRE Registered Assessor or SABRE Registered Professional. Should all SABRE Registered Assessors and SABRE Registered Professionals be removed from a Licence, the Licence will be annulled.

**Fees**

This application form acts as a request to attach SABRE Registered Assessors and SABRE Registered Professionals to a new or existing Licence.

Subject to its validation, the quotation arising from this application shall be sent by email to the individual named in Section 2.1 and will cover the registration and Red Book Listing fees for new SABRE Registered Assessors and SABRE Registered Professionals (as applicable).

The quotation will not cover fees associated with the renewal of the Licence. Those fees are invoiced at the point of renewal, based on the scope of the Licence.

All fees relating to SABRE Licences are detailed on SABRE Fee Sheet FS084.

# Licensed Status

*This section must be completed by all applicants.*

|  |  |  |
| --- | --- | --- |
| Does your company already hold a valid SABRE Licence? | Yes |[ ]  No |[ ]
| If ‘Yes’ please provide your SABRE Licence Reference Number[[1]](#footnote-1) and proceed to section 3. If ‘No’, please proceed to section 2. | SABRE Licence Ref: |
|  | S | L | C | - |  |  |  |

# Company Details

## Principle Company Address

*This section need only be completed by non-Licence holders.*

|  |  |
| --- | --- |
| Company name |  |
| Company address |  |
| Company email |  |
| Company fax |  |
| Company website |  |
| Companies House Ref: |  |
| VAT No. (if applicable) |  |
| Professional. Indemnity Policy Ref: |  |

|  |  |
| --- | --- |
| Contact name |  |
| Contact telephone |  |
| Contact e-mail address |  |
| Position |  |

## Additional Company Addresses

*This section should be completed by non-Licence holders seeking to Licence multiple office locations or current Licence holders seeking to add additional office locations. All office locations must be covered by the Professional Indemnity Insurance certificate submitted with this application form.*

|  |  |
| --- | --- |
| Address |  |
| Telephone |  |
| E-mail address |  |
| Fax |  |

Please insert additional information boxes to Licence more than one additional company address.

# Request to Add Registered Assessors and/or Registered Professionals

*The details of at least one individual must be provided in the following sub-sections.*

*Supporting information must be submitted for each individual named in the following sub-sections, demonstrating appropriate compliance of those individuals with the applicable criteria defined in PN 715 ‘SABRE Operations Handbook’.*

## Request to Add Registered Assessors

*Please only list details of new Assessors. Existing Registered Assessors must not be listed.*

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Position |  | Fax |  |
| E-mail address |  | Telephone |  |

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Position |  | Fax |  |
| E-mail address |  | Telephone |  |

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Position |  | Fax |  |
| E-mail address |  | Telephone |  |

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Position |  | Fax |  |
| E-mail address |  | Telephone |  |

Please insert additional information boxes if needed.

## Request to Add Registered Professionals

*Please only list details of new Professionals. Existing Registered Professionals must not be listed.*

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Position |  | Fax |  |
| E-mail address |  | Telephone |  |
| Specialisms (must tick at least one) |
| Threat Assessment |[ ]  Technical Security Design & Engineering |[ ]
| Risk Assessment |[ ]  Operational Security |[ ]
| Security Strategy |[ ]   |  |

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Position |  | Fax |  |
| E-mail address |  | Telephone |  |
| Specialisms (must tick at least one) |
| Threat Assessment |[ ]  Technical Security Design & Engineering |[ ]
| Risk Assessment |[ ]  Operational Security |[ ]
| Security Strategy |[ ]   |  |

Please insert additional information boxes if needed.

# Declaration

|  |
| --- |
| I hereby confirm on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the Company):1. The information contained in this document has been reviewed to ensure that it is fully complete and correct.
2. Acceptance of terms contained in PN173 ‘Terms and Conditions of Licencing’.
3. Acceptance of terms contained in PN713 ‘Rules and Guidance for use of the ‘SABRE Badge of Recognition’’.
4. Acceptance of terms contained in PN714 ‘SABRE Licence Agreement’
5. Acceptance of terms contained in PN715 ‘SABRE Operations Handbook’.
6. The relevant consents have been sought from the individual(s) named in section 3.

In support of this application, I enclose:1. Evidence, as detailed in the SABRE Operations Handbook (PN715) in support of the request to add the Registered Assessors and/or Registered Professionals listed in section 3.
2. A copy of the Company’s Professional Indemnity Insurance certificate (applies to non‑Licence holders only).
 |
| Authorised representative of the Company: |
| Name: |  | Position: |  |
| Signature: |  | Date: |  |

Please submit the completed application together with copies of all associated documents to sabre@bre.co.uk or SABRE, BRE Global, Garston, Watford, WD25 9XX.

|  |
| --- |
| BRE Global Use Only |
| Reviewed by |  | Date |  | Accepted? | Yes / No |
| Details of action taken if not accepted |  |

1. This can be found at the top of your SABRE Licence Letter. [↑](#footnote-ref-1)