

Unique Reference Number:	
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Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA)

Application for Authorisation to Carry Out Directed Surveillance

Public Authority: (including full address)	
Name of Applicant:	
Service Area:	
Full Address:	
Contact Details:	
Line Manager:	
Head of Service:	
Application date:	
Investigation/Operation Name (if applicable):	

Details of Application

1. Give rank or position of authorising officer in accordance with the Regulation of Investigatory Powers (Prescription of Offices, etc. and Specification of Public Authorities) (Scotland) Order 2010, SSI 2010/350 which came into force on 29 November 2010.

2. Describe the conduct to be authorised and the purpose of the investigation or operation.

3. Identify which grounds the directed surveillance is necessary under Section 6(3) of RIPSA. **Delete as inapplicable.**

- For the purpose of preventing or detecting crime or of preventing disorder.
- In the interests of public safety.
- For the purpose of protecting public health.

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

5. Explain why the directed surveillance is proportionate to what it seeks to achieve, what alternatives have been considered and exhausted or discarded.

6. The nature of the surveillance to be authorised, including any premises or vehicles involved (officers acting and supervising; dates, time and duration; location, premises and vehicles; equipment; use of internet and social media; means of recording).			
7. Investigation or operation to be carried out. The identities, where known, of those to be subject of the directed surveillance.			
Name:			
Address:			
Date of Birth:			
Other information as appropriate:			
8. Explanation of the information, including private information, which it is sought and likely to be obtained as a result of the directed surveillance.			
9. Details of any potential collateral intrusion and why the intrusion is unavoidable. Include a plan to minimise Collateral Intrusion.			
10. Confidential Information. Indicate the likelihood of acquiring any confidential information and the steps to be taken to avoid doing so.			
11. Anticipated Start Date:			
12. Head of Service consent to operation and application (name and date)			
13. Applicant's Details			
Name (print):		Telephone No.	
Grade/rank:		Date:	
Signature:			

To be completed by Authorising Officer			
1. Authorising Officer's Comments. This box must be completed. (View on the adequacy of the information in the application in relation to purposes, statutory grounds, directed surveillance to be carried out, information sought, equipment to be used, identities of officers and subjects of intended surveillance)			

2. Authorising Officer's belief as to whether the directed surveillance is necessary and proportionate to what is sought to be achieved by carrying it out			
3. Authorising Officer's assessment of risks of collateral intrusion, acquisition of confidential information, retention of unused information and steps to avoid or mitigate those risks			
4. Authorising Officer's decision and reasons for it – refusal, or authorisation, stating clearly what has been authorised and any parts of the application refused			
5. State expiry date and time of authorisation (maximum 3 months from authorisation date, unless renewed or cancelled)			
Statement – Any Authorisation will be kept under review to assess the need for the authorisation to continue.			
Name (print):		Grade/Rank:	
Signature:		Date:	
6. Date of first review:			
7. Date of subsequent reviews of this authorisation:			
8. Confidential Information Authorisation.			
Name (print):		Grade/Rank:	
Signature:		Date:	
From (time):		Date:	
9. Urgent Authorisation: Details of why application is urgent.			
10. Authorising Officer's Statement. This box must be completed.			
11. State expiry date and time of authorisation (maximum 72 hours from the time authorisation took effect, unless renewed or cancelled)			
Name (print):		Grade/Rank:	
Signature:		Date/Time:	

12. Please give the reasons why the person entitled to act in urgency cases considered that it was not reasonably practicable for the authorisation to be considered by a person otherwise entitled to act.

Name (print):		Grade/Rank:	
Signature:		Date/Time:	