**Application Guidance**

Please read the following guidance before completing your application for facility registration, 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 capture the information necessary to proceed with the registration process.

**When to Apply**

This form should only be used to register a single facility to the SABRE scheme (where details of the facility address, owner and proposed use are known).

If you have previously purchased multi-facility pre-registrations, then you may redeem one of your ‘temporary’ registration numbers resulting from that process in Section 4 of this application form.

Registration using this form results in a ‘permanent’ registration number which may then be used to evidence a facility’s registration to BRE Global at the commencement of the QA audit and certification process.

**Who Can Register Facilities?**

An application to register a facility can be made by anybody acting on behalf of the facility owner, though this is normally the scheme adopter (e.g., facility owner, facility operator, project manager) or a SABRE Licensed Company. Following registration, the applicant will be provided with confirmation of their ‘permanent’ registration number.

**Completing This Form**

Please complete all applicable sections of this form and return to us at [sabre@security-institute.org](mailto:sabre@security-institute.org).

The Terms and Conditions referred to in Section 6 of this application form can be found online at [[www.security-institue.org](http://www.security-institue.org)](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.

**Registration, Assessment and Certification Fees**

The invoice (if applicable) arising from this application will only cover a single facility registration fee.

Fees for QA audit of assessments, certification and Red Book listing are not covered by this application form. These are subject to separate application(s) and payment to BRE Global (the certification body for SABRE). Visit [www.security-institute.org](http://www.security-institute.org) for further information.

A list of current fees can be found on the SABRE Fee Sheet (SYI-1103-001F) available from [[www.security-institue.org](http://www.security-institue.org)](http://www.redbooklive.com).

Please ensure you include a Purchase Order number in Section 6 of this application form for the applicable fee, or state ‘N/A’ if a Purchase Order number is not required. Should you wish to confirm the applicable fee in advance of submitting this application form, please contact us at [sabre@security‑institute.org](mailto:sabre@securityinstitute.org).

# Applicant Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company name |  | | | | | | | |
| SABRE Licensed Company number (if applicable): | | S | L | C | - |  |  |  |
| Company address |  | | | | | | | |
| Telephone |  | Fax | |  | | | | |
| E-mail address |  | Website | |  | | | | |
| Contact name |  | Position | |  | | | | |
| Contact e-mail address |  | Contact telephone | |  | | | | |

# Facility Owner Information

|  |  |  |  |
| --- | --- | --- | --- |
| Company name |  | | |
| Company address |  | | |
| Telephone |  | Fax |  |
| E-mail address |  | Website |  |
| Contact name |  | Position |  |
| Contact e-mail address |  | Contact telephone |  |

# Facility Occupier Information (if known/applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Same as Owner? | Yes / No | | |
| Company name |  | | |
| Company address |  | | |
| Telephone |  | Fax |  |
| E-mail address |  | Website |  |
| Contact name |  | Position |  |
| Contact e-mail address |  | Contact telephone |  |

# Facility Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facility Name |  | | | | | | | | | | | | |
| Facility Address |  | | | | | | | | | | | | |
| Approx GIA (m²) |  | | | | | | | | | | | | |
| Are you redeeming a pre-registration? | | Yes | | |  | | | No | | |  | | |
| If yes, please provide a valid ‘temporary’ registration no.: | | T | M | P | | - |  |  |  |  | |  |  |

Please tick all boxes in the Table below applicable to the facility being registered.

| Sector | Sub-sector | Built Asset Type |  |
| --- | --- | --- | --- |
| Commercial | Office | General Office (Grade A-C) |  |
| Laboratories | Laboratories and associated office accommodation |  |
| Industrial | Warehousing, and distribution |  |
| Processing, manufacturing, servicing & maintenance |  |
| Exploration and extraction |  |
| Retail | Shop units |  |
| Retail park/complex, shopping malls |  |
| Restaurants, cafes, takeaways and bars |  |
| Showrooms |  |
| ‘Over the counter’ service providers e.g., high street banks, estate agents, betting offices |  |
| Service stations |  |
| Public  (Non-residential) | Education | Crèche and pre-schools, |  |
| Schools (Primary & Secondary) |  |
| Colleges and higher education |  |
| Healthcare | Hospitals |  |
| Surgeries, health centres, clinics |  |
| Assembly | Cinema / theatre |  |
| Concert hall, music venue |  |
| Exhibition / conference centre |  |
| Sports complex, fitness and recreation centres |  |
| Open air venues |  |
| Institutions | Art galleries, museums and archives |  |
| Libraries |  |
| Day centres, civic and community centres |  |
| Places of worship |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Sector | Sub-sector | Built Asset Type | |
| Utilities | Communications | Data centres |  |
| Energy | Storage & Distribution |  |
| Generation |  |
| Control |  |
| Water | Storage & Distribution |  |
| Extraction / Production |  |
| Control |  |
| Transport | Aviation | Airports / airfields |  |
| Information and communications infrastructure |  |
| Maritime | Ports and harbours |  |
| Information and communications infrastructure |  |
| Surface Transport | Structures |  |
| Information and communications infrastructure |  |
| Residential | Multi-residential  (Long Term) | Private Dwellings |  |
| Care Homes |  |
| Sheltered Accommodation |  |
| Residential Education Facilities |  |
| Military Barracks |  |
| Multi-residential (Short Term) | Hotels & Resorts |  |
| Residential Training Centres |  |
| Other/bespoke (please describe) | |  |  |

# Declaration

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I hereby confirm:   1. The information contained in this document has been reviewed to ensure that it is fully complete and correct. 2. Acceptance of terms described in ‘SABRE Imagery: Guidance and Rules’ (SYI-1102-002P). 3. This application has been submitted with the authorisation of the Facility Owner named in Section 2. | | | | | | |
| Invoices arising from this application shall be addressed and sent to the SABRE Licensed Company using the following details: | | | | | | |
| Purchase Order (PO) (state ‘N/A’ if not required) | |  | | | | |
| Contact name | |  | | | | |
| Company name | |  | | | | |
| Company address | |  | | | | |
| Telephone | |  | | | | |
| E-mail address (to receive invoice by e-mail) | |  | | | | |
| Signed by: | | | | | | |
| Name: |  | | Signature: |  | Date: |  |

Please submit the completed application form to [sabre@security-institute.org](mailto:sabre@security-institute.org).