



How to fill in the application form for public camera surveillance licences

The contact person must be someone who is familiar with the relevant surveillance system and can answer the County Administrative Board's questions.

The applicant must state the purpose of maintaining surveillance. Under Section 6 of the Public Camera Surveillance Act (1998:150), a public camera surveillance licence may be issued if the surveillance is intended to prevent crime, accidents or for other comparable purposes.

It is also important to state any alternative measures that the applicant has taken. Neglecting to take alternative and supplementary measures may impact negatively on the assessment of the need for camera surveillance (Govt. Bill 1997/98:64 p. 28).

If surveillance is to take place at a workplace, such as an entrance that is also used by personnel, a statement by the safety representative, the safety committee or an organisation that represents the employees must be included with the application (Section 16, paragraph 2 of the Public Camera Surveillance Act).

Enclose a plan of the area to be kept under surveillance. Show the placement of the cameras on the plan, including how the cameras are to be labelled (such as camera 1, camera 2, etc.) and the area that each camera is to keep under surveillance. Specify how the cameras are to be mounted, how high off the ground/floor they will be and whether they will be mounted on a wall or the roof. Describe in words what is to be kept under surveillance (such as the main entrance, the driveway gate, the front of the building, etc).

Specify the cameras' focal length in millimetres. Specify whether the camera mounting will be fixed or moveable, and if the camera's optics (zoom) will be fixed or variable.

If the camera is to maintain surveillance over an area that is not open to public access, a public camera surveillance licence is not required. However, information stating that the area is under camera surveillance must be provided. This can be accomplished by means of clearly posted signs.

Specify whether images and sound will be recorded and in what way (such as on a hard disk). Specify how the material will be stored (such as in a security

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container) and who will have access to the recorded material (such as the head of security). Also specify the reason for recording images and sound.

Specify whether the surveillance will be run by a security company.