

**SUBSIDIARY LEGISLATION 389.02****LOCAL WARDENS REGULATIONS**

27th August, 1996

*LEGAL NOTICE 161 of 1996, as amended by Legal Notices 216 of 1999, 79 of 2001 and 402 of 2003.*

1. The title of these regulations is the Local Wardens Regulations. Citation.

**PART I**

## Preliminary

2. In these regulations, unless the context otherwise requires: Interpretation.  
"Act" means the Private Guards and Local Wardens Act; Cap. 389.  
"Commissioner" means the Commissioner of Police;  
"continuing training course" means any training course as is referred to in regulation 4(2) intended to continue to train and update local wardens in the performance of their duties;  
"Minister" means the Minister responsible for the Police.

**PART II**

## Qualifications and Training Courses

3. No person shall be qualified to be licensed as a local warden in accordance with the provisions of the Act unless such person has attained the age of eighteen years and satisfies the Commissioner that he has obtained a standard of education equivalent to a school leaving certificate of either a secondary school or a trade school: Qualifications for local wardens.  
*Amended by:  
L.N. 216 of 1999;  
L.N. 79 of 2001.*

Provided that this provision shall not apply to persons who have completed a period of service of at least twenty-five years with the Police or armed forces or the prison services:

Provided further that the equivalence to a school leaving certificate as aforesaid shall not be required in the case of any person who satisfies the Commissioner that he has successfully completed an approved training course as specified in regulation 4, which training course was commenced prior to the 1st December, 1999:

Provided further that in the case of a person who is forty years and over, a standard of education equivalent to a school leaving certificate of either a secondary school or a trade school shall not be required of him if he has successfully completed an approved training course conducted by the Employment Training Agency or an authorised person or agency as provided for in regulation 5.

Training courses  
certification.  
Amended by:  
L.N. 402 of 2003.

4. (1) Any person applying for a licence to act as a local warden shall submit to the Commissioner a certificate showing that he has successfully completed such training courses as may be approved in accordance with the provisions of these regulations:

Provided that this provision shall not apply to persons who have completed a period of service with the police or armed forces or the prison services, in Malta or abroad.

(2) A local warden shall not qualify to have his licence renewed in accordance with the provisions of article 12(2) and of article 17 of the Act unless he proves to the satisfaction of the Commissioner that during the previous year he had attended a continuing training course or courses of not less than ten hours in the aggregate.

Approved training  
courses.

5. (1) Any person desiring to provide training courses for the purposes of article 23 of the Act shall make an application therefore to the Minister.

(2) Such application shall contain the following information:

- (a) the individual or individuals who will be effectively running the courses;
- (b) the duration of the course;
- (c) a detailed breakdown of the syllabus content;
- (d) assessment criteria;
- (e) the premises where training will be provided; and
- (f) such other information as the Minister may require.

(3) Having considered an application under subregulation (2) the Minister may approve the provision of such training courses.

(4) Such approval shall be valid for a period of one year and may be subject to such terms and conditions as the Minister may deem fit to impose and may be withdrawn at any time where:

- (a) any of such terms and conditions or any of the provisions of these regulations has not been complied with; or
- (b) circumstances arise which could have justified a refusal of the application; or
- (c) for any other reason which he may deem appropriate.

(5) Unless withdrawn in accordance with the provisions of subregulation (4) such approval may be renewable from year to year.

(6) Courses approved under this regulation shall as a minimum provide adequate instruction and training in the topics shown in the First Schedule.

(7) For the purposes of subregulation (3) such courses shall be subject to inspection as the Minister may direct.

(8) Any person whose application to provide training courses is approved in accordance with this regulation, shall be authorised to issue any certificate required under regulation 4.

(9) The authorisation under this regulation to a person to provide training courses shall include the authorisation to provide continuing training courses.

(10) Any person authorised to provide training courses under this regulation may not refuse to provide such training to any person seeking to be licensed as a local warden or to attend a continuing training course.

(11) A fee of one hundred liri shall be payable on application under subregulation (1) and on renewal under subregulation (5).

### PART III

#### Miscellaneous

**6.** (1) An application for a licence of a warden agency shall be made to the Commissioner in the form set out in the Second Schedule. Licence of warden agency.

(2) There shall be payable to the Commissioner for the issue of a licence of a warden agency the following application fees:

- (a) an application fee of twenty-five liri for the issue of a licence to a person applying to offer his own services as an individual; and
- (b) an application fee of one hundred liri in any other case.

(3) On the renewal of such licence there shall also be paid to the Commissioner the following fees:

- (a) twenty-five liri per annum in the case of a person offering his own services as an individual; and
- (b) in any other case a fee of five liri per annum for every local warden employed, subject to a minimum fee of one hundred liri and a maximum fee of five hundred liri per annum.

**7.** (1) An application for a licence of a local warden shall be made to the Commissioner in the form set out in the Third Schedule. Licence of local warden.

(2) There shall be payable to the Commissioner in relation to a licence of a local warden an application fee of ten liri on application and an annual fee of five liri on its renewal.

**8.** (1) Every person who, not being a person who is employed with a warden agency for the purpose of such employment, is required to be covered by an indemnity insurance in terms of article 21 of the Act, and shall be so covered throughout the currency of the insurance policy as shown hereunder: Indemnity insurance.

- (a) for loss or damage caused by the negligence of such person or any of his employees, to an amount of not less than fifty thousand liri; such amount shall be net of any excess under the said insurance policy;
- (b) for any loss or damage caused by theft or any attempts thereof committed by such person or any of his employees, to an amount which is equivalent to the

replacement value of the actual theft;

(c) for death or bodily injury resulting from the negligence of such person or his employee, to an amount of not less than one hundred thousand liri.

(2) The provisions of subregulation (1) shall be without prejudice to any other cover for indemnity insurance which such person may be required to provide in the provision of local warden services.

(3) Unless special circumstances exist, an insurance company shall, for the purposes of the said article 21 of the Act, be deemed to be a company licensed under the provisions of the Insurance Business Act.

Cap. 403.

Identity cards.

**9.** (1) The Commissioner shall issue an identity card to every person licensed as a local warden. The identity card shall remain the property of the Commissioner.

(2) Such card shall bear a photograph of the licensee and shall be valid for a period of five years from the date of its issue. If the licence of the local warden in relation to whom the card was issued is suspended, withdrawn or not renewed the identity card shall be deemed to have expired on the happening of such an event.

(3) The identity card shall be returned to the Commissioner on the expiry of its validity as specified in subregulation (2).

(4) Every person licensed as a local warden shall, while on duty, wear the identity card in a conspicuous place.

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## FIRST SCHEDULE

(Regulation 5(6))

## Training Course

|                              |   |
|------------------------------|---|
| Course Objectives            | <p>Successful completion of the course will enable a participant to:</p> <ul style="list-style-type: none"> <li>(a) become a motivated and proficient private guard;</li> <li>(b) recognise the functions and inherent duties and be able to perform such duties in a reliable, effective and well-organised manner.</li> </ul>   |
| Methodology                  | <p>Following closely the provisions contained in the Private Guards and Local Wardens Act, and other relevant legislation, a series of interconnected modules introduce the keynote subject-matter, skills required, threats and vulnerabilities.</p> <p>Tuition will include presentations, demonstrations, discussions and participation in project exercises.</p> <p>Quality of direction, tuition and presentation is to be assured through the participation of qualified specialists or acknowledged experts in all the fields of the keynote subjects.</p> |
| Syllabus                     | <p>Introduction</p> <p>Purpose, Objectives and Outline of the Course</p> <p>Introduction all round</p> <p>Briefings covering Course procedures</p>  |
| The Operating Environment    | <p>Introduction to the Private Guards and Local Wardens Act</p> <p>Duties and obligations</p> <p>Introduction to the Local Councils Act with special reference to obligations of Local Council administration</p> <p>Introduction to other relevant legislation</p>   |
| The Local Warden             | <p>Personal and interpersonal skills</p> <p>Appearance and Image</p> <p>Communication</p> <ul style="list-style-type: none"> <li>- Dealing with People</li> <li>- Dealing with the Police</li> <li>- Dealing with other authorities and bodies</li> </ul>   |
| The Role of the Local Warden | <p>Street Patrolling</p> <p>Observation</p> <p>Issuing of tickets</p> <p>Investigation</p> <p>Report writing</p> <p>Court procedures</p> <p>Parking Offences</p> <p>Litter Offences</p>   |

Other offences

Other duties

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## SECOND SCHEDULE

(Regulation 6(1))

## Private Guards and Local Wardens Act

## Application for a licence of a Warden Agency in terms of article 6

## 1. Details of Applicant

## 1.1 Name and Surname

|                                |                                      |
|--------------------------------|--------------------------------------|
|                                | Business Address / Registered Office |
| ID / Registration Number       |                                      |
|                                |                                      |
| Name of proposed Warden Agency |                                      |
|                                |                                      |

## 2. Details where Applicant is a body of persons

Where the Applicant is a Body of Persons, the following information is to be given regarding the shareholders, directors and partners (and, in the case of Partnerships, their registration number, the registered office of the Partnership and the number of persons employed):

## 2.1 Name

## 2.1 Name

|                                  |                             |
|----------------------------------|-----------------------------|
|                                  | Address / Registered Office |
| Shareholder / Director / Partner |                             |
|                                  |                             |
| ID / Registration Number         |                             |
|                                  |                             |
| Number of employees              |                             |
|                                  |                             |

## 2.2 Name

|                                  |                             |
|----------------------------------|-----------------------------|
|                                  | Address / Registered Office |
| Shareholder / Director / Partner |                             |
|                                  |                             |
| ID / Registration Number         |                             |
|                                  |                             |
| Number of employees              |                             |
|                                  |                             |

|                                  |                             |
|----------------------------------|-----------------------------|
| 2.3 Name                         | Address / Registered Office |
| <input type="text"/>             | <input type="text"/>        |
| Shareholder / Director / Partner |                             |
| <input type="text"/>             |                             |
| ID / Registration Number         |                             |
| <input type="text"/>             |                             |
| Number of employees              |                             |
| <input type="text"/>             |                             |
| 2.4 Name                         | Address / Registered Office |
| <input type="text"/>             | <input type="text"/>        |
| Shareholder / Director / Partner |                             |
| <input type="text"/>             |                             |
| ID / Registration Number         |                             |
| <input type="text"/>             |                             |
| Number of employees              |                             |
| <input type="text"/>             |                             |
| 2.5 Name                         | Address / Registered Office |
| <input type="text"/>             | <input type="text"/>        |
| Shareholder / Director / Partner |                             |
| <input type="text"/>             |                             |
| ID / Registration Number         |                             |
| <input type="text"/>             |                             |
| Number of employees              |                             |
| <input type="text"/>             |                             |
| 2.6 Name                         | Address / Registered Office |
| <input type="text"/>             | <input type="text"/>        |
| Shareholder / Director / Partner |                             |
| <input type="text"/>             |                             |
| ID / Registration Number         |                             |
| <input type="text"/>             |                             |
| Number of employees              |                             |
| <input type="text"/>             |                             |

If the Applicant is a body of persons, the Memorandum and Articles of Association, or the deed creating the body, as the case may be, is to be attached to this application.

3. Details of Secretary and other officers

3.1 Secretary

| Name                              | Address              |
|-----------------------------------|----------------------|
| <input type="text"/>              | <input type="text"/> |
| ID Number<br><input type="text"/> |                      |

3.2 Other officers

| Name                                | Address              |
|-------------------------------------|----------------------|
| <input type="text"/>                | <input type="text"/> |
| Designation<br><input type="text"/> |                      |
| ID Number<br><input type="text"/>   |                      |

3.2.1 Name

| Name                                | Address              |
|-------------------------------------|----------------------|
| <input type="text"/>                | <input type="text"/> |
| Designation<br><input type="text"/> |                      |
| ID Number<br><input type="text"/>   |                      |

3.2.2 Name

| Name                                | Address              |
|-------------------------------------|----------------------|
| <input type="text"/>                | <input type="text"/> |
| Designation<br><input type="text"/> |                      |
| ID Number<br><input type="text"/>   |                      |

3.2.3 Name

| Name                                | Address              |
|-------------------------------------|----------------------|
| <input type="text"/>                | <input type="text"/> |
| Designation<br><input type="text"/> |                      |
| ID Number<br><input type="text"/>   |                      |

4. Relevant Working Experience of Applicant and other persons mentioned above.

.....  
.....  
.....  
.....

5. Details of Employment

5.1 Applicant's present employment

.....  
.....

5.2 Has Applicant ever been employed with the Police, armed forces or the prison services?

.....  
.....

5.3 The cause of the termination of such employment (if applicable).

.....  
.....  
.....

6. Financial Status

6.1 If Applicant was previously carrying on any business activity, the financial statements, or if so required under any other law, the audited financial statements for the last three years are to be attached. (If applicable state year/s which are being attached).

.....  
.....  
.....

6.2 The Applicant is to produce with this application a sworn / solemn declaration that he has not been declared bankrupt and that no such bankruptcy proceedings have been commenced.

7. Indemnity Insurance

This application is subject to the condition that an insurance policy in accordance with the provisions of article 21 of the Act is produced to the Commissioner of Police. Any person who does not comply with any of the provisions contained in the said article 21 shall be deemed to be operating without the licence required under the Act.

8. Authorisation for the purpose of article 10(a)(ii) of the Act.

8.1 This authorisation is to be signed by the Applicant, all officers of the Applicant and by any other person having an effective control of the services to be provided by the Applicant.

I hereby authorise the Commissioner of Inland Revenue, the Commissioner of V.A.T. and any Bank Manager to disclose any information that may be required by the Commissioner of Police to ascertain my financial position for the purposes of the Private Guards and Local Wardens Act.

8.2 Applicant

Name .....

Designation .....

Signature .....

8.3 Officers of the Applicant

8.3.1 Name .....

Designation .....

Signature .....

8.3.2 Name .....

Designation .....

Signature .....

8.3.3 Name .....

Designation .....

Signature .....

8.3.4 Name .....

Designation .....

Signature .....

8.3.5 Name .....

Designation .....

Signature .....

8.4 Other persons having an effective control

8.4.1 Name .....

Designation .....

Signature .....

8.4.2 Name .....

Designation .....

Signature .....

9. Declaration of Financial Interest

I hereby declare that I have no financial or other interest, (including any other business or economic activity, services provided or employment held) which could in any way conflict with the services to be provided by this Warden Agency.

9.1 Applicant's name .....

Designation .....

Signature .....

10. Fee

A fee of ..... is being enclosed.

11. List of Documents

Applicants are to list the documents attached to this application.

1. ....

2. ....

3. ....

4. ....

5. ....

6. ....

7. ....

12. Applicant's declaration

I hereby declare that the information contained in this application is, to the best of my knowledge and belief, true and correct, and I undertake that in accordance with the provisions of article 12(1)(c) of the Act, I shall immediately inform the Commissioner of any change in the information herein contained.

12.1 Applicant's name .....

Designation .....

Signature .....

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THIRD SCHEDULE

(Regulation 7(1))

Private Guards and Local Wardens Act

Application for a licence of a Local Warden in terms of articles 6 and 17

1. Details of Applicant

1.1 Applicant's Name and Surname

Address

[Empty box for Name and Surname]

ID Number

[Empty box for ID Number]

Date and Place of Birth

[Empty box for Date and Place of Birth]

[Large empty box for Address]

2. Full Details of Working Experience:

[Dotted lines for working experience details]

3. Details of Employment

3.1 Applicant's present employment

[Dotted lines for present employment details]

3.2 Has Applicant ever been employed with the Police, armed forces or the prison services?

[Dotted lines for response to 3.2]

3.3 The cause of the termination of such employment (if applicable).

[Dotted lines for cause of termination]

4. Academic, training and other qualifications:

[Dotted lines for qualifications]

The Applicant is to produce the relevant academic and training certificates.

5. Financial Status

The Applicant is to produce with this application a sworn/solemn declaration that he has not been declared bankrupt and that no such bankruptcy proceedings have been commenced.

6. Authorisation for the purpose of article 10(a)(ii) of the Act.

I hereby authorise the Commissioner of Inland Revenue, the Commissioner of V.A.T. and any Bank Manager to disclose any information that may be required by

the Commissioner of Police to ascertain my financial position for the purpose of the Private Guards and Local Wardens Act.

- 6.1 Applicant's name .....
- Signature .....

7. Declaration of Financial Interest

I hereby declare that I have no financial or other interest (including any other business or economic activity, services provided or employment held) which could in any way conflict with my services.

- 7.1 Applicant's name .....
- Signature .....

8. Fee

A fee of ..... is being enclosed.

9. List of Documents

Applicants are to list the documents attached to this application.

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....
- 6. ....
- 7. ....

10. Applicant's declaration

I hereby declare that the information contained in this application is, to the best of my knowledge and belief, true and correct, and I undertake that in accordance with the provisions of article 12(1)(c) of the Act, I shall immediately inform the Commissioner of any change in the information herein contained.

- 10.1 Applicant's name .....
- Signature .....

\_\_\_\_\_