Trespass Notice

Notice that permission to enter has been withdrawn

Part A. Notice (hand this part to the person)

To (name, or description if name refused)	
Property (address and boundaries)	
Owner / occupier of the property	

On behalf of the owner or occupier named above, you are notified that you are not permitted to enter or remain on the property described above, including its buildings, grounds and car parks.

This notice takes effect immediately and remains in force until: _____ (date), or until it is withdrawn in writing by the owner or occupier.

If you enter or remain on the property after receiving this notice, you will be asked to leave and the police may be called.

Issued by (name)		**On behalf of (company)**	
Licence / registration no. (UK: SIA licence; US: state guard card or registration)		**Date and time issued**	

Role	Name	Signature	Date
Issuing officer			

Part B. Record (keep this part)

Reason for the notice		**Linked incident report no.**	
How served (handed over / refused / read aloud)		**Person's response**	
ID shown? (type)		**Photo taken? (per site policy)**	
Police informed? (reference)		**Client informed (name, time)**	

Role	Name	Signature	Date
Witness			

Check this wording with the property owner's legal adviser for your state or jurisdiction before first use.

Trespass Notice - worked example (fictional)

Names, numbers and places are invented to show the level of detail.

Part A. Notice (hand this part to the person)

To (name, or description if name refused)	Name refused. Male, approx. 40, grey jacket, red cap
Property (address and boundaries)	Larch Lane Retail Park, all units, car parks and service yards
Owner / occupier of the property	Larch Lane Retail Park Ltd (example)

On behalf of the owner or occupier named above, you are notified that you are not permitted to enter or remain on the property described above, including its buildings, grounds and car parks.

This notice takes effect immediately and remains in force until: _____ (date), or until it is withdrawn in writing by the owner or occupier.

If you enter or remain on the property after receiving this notice, you will be asked to leave and the police may be called.

Part B. Record (keep this part)

Reason for the notice	Third time found in service yard after hours	**Linked incident report no.**	IR-2026-0301
How served (handed over / refused / read aloud)	Read aloud, refused to take copy	**Person's response**	"I'll come back when I want"
ID shown? (type)	No	**Photo taken? (per site policy)**	Yes, CCTV still saved
Police informed? (reference)	No	**Client informed (name, time)**	L. Ford, 08:10