Application for an Agent Licence

SECURITY AND RELATED ACTIVITIES (CONTROL) ACT 1996

LICENSING ENFORCEMENT DIVISION
303 Sevenoaks Street Cannington, Western Australia 6107
Post: Locked Bag 9 East Perth WA 6892
Email: securitylicensing@police.wa.gov.au
Telephone: 1300 171 011

WESTERN AUSTRALIA POLICE FORCE LICENSING SERVICES

You must carefully complete all sections and attach all required documents

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Section 1. Personal Details

- Record your full name, residential address, postal address, date and place of birth and all telephone numbers and email addresses
- Complete details of your physical description
- Enter the year and state you arrived in Australia
- Enter your Motor Driver Licence number

Section 2. Personal History

Disciplinary Action

Record the details of any Security Industry licences previously refused, suspended, disqualified and revoked. Detail the state, reason for the decision and date the disciplinary action occurred.

Conviction History

Record any details of any findings of guilt and penalty imposed by a court, whether within Australia or overseas. This encompasses Criminal or Children's Court convictions (include Spent Convictions or where a non conviction was recorded).

Previous Names

Provide details of any other names that you have been known by

Employment History

Provide details of your employment history for the past five (5) years

Bankruptcy Declaration

Include details of any previous or current bankruptcy. You must advise Licensing Services Security if you are currently an undischarged bankrupt. **You must be a discharged bankrupt to apply for an agent's licence.**

Section 3. Statement of Assets and Liabilities

- Provide details of your personal Assets and Liabilities

Section 4. Licence Category

- Select which category of licence you wish to obtain and tick the corresponding box
- Select the term of licence you wish to apply for
- If you reside outside Western Australia, provide details of the contact person and address where the business records will be kept

Section 5. Business Details

- Nominate the type of business - sole trader, partnership or company
- Enter the name of the sole trader, partnership or company
- Enter any trading/business names to be used. You will need to provide proof of registration of each trading name
- Enter the business address, postal address and contact details
- Provide supplementary details for all partners and company directors
- If you reside outside of WA provide WA business records storage details and contact person details

Section 6. Signing the Declaration

- Sign and date the form

Section 7. Associate Details

- Personal details need to be supplied for any Partners or Directors of the company with the application

Application Checklist

- ☐ Correct licence types nominated
- ☐ All application details completed including Code of Conduct
- ☐ Full particulars of personal history, including criminal record
- ☐ All relevant documentation provided
- ☐ Australian Standard Passport photos

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Pre-Licence Test

- Applicants for Security, Crowd Control or Inquiry Agent licences must demonstrate their knowledge and understanding of the obligations placed on them by the *Security and Related Activities (Control) Act 1996* and the *Security and Related Activities (Control) Regulations 1997* by successfully completing a pre-licence test based upon the Act and Regulations.
- This pre-licence test covers all aspects of the Agent's responsibilities under the Act, including records maintenance, licence conditions and required reporting. This is an open book test and a score of 90% is required to pass.
  Please note: we do NOT provide copies of the Act or Regulations for use during the test.
- Copies of the *Security and Related Activities (Control) Act 1996* and the *Security and Related Activities (Control) Regulations 1997* can be obtained from the State Law Publishers, at www.legislation.wa.gov.au

You must complete the pre-licence test before you can submit your licence application

The pre-licence test is completed at Licensing Services in Cannington OR your nearest police station if you live more than 50km from the Perth GPO.

Documents Required for an Agent Licence Application

PROOF OF AGE AND IDENTITY

Applicants must provide evidence of age and identity to accompany this application:

Two (2) documents referred to in the Category 1 list; or
One (1) document referred to in the Category 1 list and two (2) documents referred to in the Category 2 list

CATEGORY 1:

- Current motor driver's licence bearing the name, date of birth and photograph of the applicant that has been issued in Australia
- Current passport or a passport that has not been expired for more than two (2) years, bearing the name, date of birth and photograph of the applicant
- Proof of age card bearing the name, date of birth and photograph of the applicant
- Identification card (other than a proof of age card) bearing the name, date of birth and a photograph of the applicant that has been issued by a government agency in Australia
- Birth certificate bearing the name and date of birth of the applicant issued in Australia
- Diplomatic document bearing the name, date of birth and photograph of the applicant that has been issued by a government agency to provide evidence of a person's legal entitlement to enter Australia

CATEGORY 2:

- Current licence (other than a motor driver's licence) or current permit bearing the name and date of birth of the applicant that has been issued by a government agency in Australia
- Current identity card or licence bearing the name and date of birth of the applicant that has been issued by a government agency outside Australia
- Identification card bearing the name of the applicant that has been issued in Australia to provide evidence of the person's entitlement to a health benefit or pensioner concession
- Identification card bearing the name of the applicant that has been issued within the last five (5) years by an Australian educational institution

PASSPORT PHOTOS

Australian standard passport photos. These can be obtained from Australia Post.
Photographs are to display the head and shoulders (full face), and be on a white or light background.
No eye-altering contact lenses or shaded glasses are to be worn.
Photographs to be provided in digital format by email on the day you submit your application at the licensing office.

LETTER OF AUTHORITY

In the case of a company where there is at least one director who is not the intended Agent, then a letter of authority from another director stating that the applicant can hold the Agent licence on behalf of the company must be attached to the application.

In the case of a partnership, where there is at least one partner who is not the intended Agent, then a letter from another partner stating that the applicant can hold the Agent licence on behalf of the partnership must be attached to the application.

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Documents Required for an Agent Licence Application *(continued)*

OVERSEAS POLICE CLEARANCE CERTIFICATE

If you have not been a resident of Australia for the last 5 years OR you are an Australian resident who has spent more than 12 consecutive months outside Australia in the past 5 years, you must supply relevant documents from the countries you have resided in to prove you have no criminal record. If you are unsure of what this means, contact Licensing Services Security for further information.

Police Clearance Certificates (PCCs) issued at a village or town or issued by a District Superintendent are unacceptable as they do not cover the country on a national basis.

FINANCIAL STATEMENT - PERSONAL

A statement of Assets and Liabilities (section 3) must be completed by the applicant for the Agent licence to demonstrate that the applicant is not under undue financial pressure.

COMPANY DOCUMENTS

The documents required for each business structure are as follows:

• SOLE TRADER
Record of Registration for Business Name - obtained from the Australian Securities & Investment Commission (ASIC)

• PARTNERSHIP
Record of Registration for Business Name - obtained from the Australian Securities & Investment Commission (ASIC)

• COMPANY
- Company Extract - obtained from the Australian Securities & Investment Commission (ASIC)
- Record of Registration for Business Name (if you have registered a separate trading/business name) - obtained from the Australian Securities & Investment Commission (ASIC)

NOTE: If a Trust is involved in your business (sole trader, partnership or company) provide a copy of the Trust Deed

FINANCIAL DOCUMENTS

The Security and Related Activities (Control) Act 1996 Section 47(e) requires that the applicant demonstrate they have sufficient financial resources to meet their obligations; documents are required in relation to the business to support the application:

- For an **existing business**, provide an accountant's letter confirming the business you are applying to be an Agent on behalf of, is financially sound
- For a **new (startup) business**, provide an accountant's letter confirming the business plan of the business you are applying to be an Agent on behalf of, is financially viable.

Who is Eligible to Hold an Agent's Licence

SOLE TRADER - the Agent must be the sole trader

PARTNERSHIP - the Agent must be one of the partners

COMPANY - the Agent must be one of the directors or managers of the business

NOTE: ***Originals plus a photocopy of all documents including identification are required when submitting your application***

FINGERPRINTING
Your fingerprints will be taken as a requirement of this application and may be compared with or put in a Forensic database within the meaning of the Criminal Investigation (Identifying People) Act 2002

COMPLETE APPLICATIONS ARE TO BE LODGED IN PERSON AT
Licensing Services Security
303 Sevenoaks Street, CANNINGTON WA 6107
Monday to Friday 8.00am to 12.00pm only
OR your nearest police station if you reside more than 50km from the Perth GPO

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APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION IN CAPITAL LETTERS

Section 1. Personal Details

LICENCE HOLDER DETAILS

Family Name

All Given Names

Date of Birth DD/MM/YYYY | Gender | Driver's Licence

Country of Birth | Date arrived in Australia | State of Arrival

Eye Colour | Hair Colour | Height | Complexion

CONTACT ADDRESS - Postal

Unit / Street Number | Street Name | Street Type

Suburb | State | Postcode

CONTACT ADDRESS - Residential ☐ *Tick if Postal Address is the same as Residential Address*

Unit / Street Number | Street Name | Street Type

Suburb | State | Postcode

CONTACT DETAILS

Mobile Phone | Other Phone

Email

Section 2. Personal History

Have you ever been refused a Security, Crowd Controller or Inquiry Agents licence, or had such a licence previously Suspended, Cancelled or Revoked in Western Australia or elsewhere.

☐ Yes (*Provide details below*) ☐ No

Type of Licence | Date

Location | Reason

Have you been found guilty of an offence by a court in Australia or any other country?
(Include all criminal, spent convictions, or findings of guilt where a non-conviction was recorded)

☐ Yes (*Provide details below*) ☐ No

Conviction	State	Country	Year of Outcome

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Section 2. Personal History *continued*

Have you been known by any other name? ☐ No ☐ Yes - Provide details below

Surname	**First Name**	**Reason for former name**

Employment History (last 5 years, include any education and periods of unemployment)

Employer/Establishment	**Location**	**Position/Role**	**Date From** MM/YYYY	**Date To** MM/YYYY

Have you ever been declared bankrupt? ☐ Yes (*Provide details below)* ☐ No

Are you still an undischarged bankrupt? ☐ Yes (*Provide details below)* ☐ No

Section 3. Personal Assets/Liabilities

ASSETS		**LIABILITIES**	
Bank Accounts	$	Mortgages	$
House Land Premises	$	Other Liabilities	$
Motor Vehicles	$	Other Loans	$
Other Assets	$		
TOTAL ASSETS	$	**TOTAL LIABILITIES**	$

Section 4. Licence Category

Term of Licence ☐ 1 year (new/startup business) ☐ 3 years (existing business)

Agent Type ☐ Security Agent ☐ Inquiry Agent ☐ Crowd Control Agent

Your job role within the business

Section 5. Business Details

Business Structure ☐ Sole Trader ☐ Partnership ☐ Company

Name of Organisation

Trading/Business Name

Name of Trust *(if applicable)*

Is the business currently trading in Security Industry ☐ No ☐ If yes, commencement date:

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Section 5. Business Details *continued*

Business Address

Unit / Street Number | Street Name | Street Type

Suburb | State | Postcode

Postal Address

☐ *Tick if Postal Address is the same as Residential Address*

Unit / Street Number | Street Name | Street Type

Suburb | State | Postcode

Contact Details

Mobile Phone | Work Phone | Other Phone

Email

Website

Do you reside in WA?

☐ Yes ☐ No

If you answered "No" provide the WA address and WA based contact person (cannot be the agent) where the business records will be kept

Unit / Street Number | Street Name | Street Type

Suburb | State | Postcode

WA based Contact Person

Contact Number | Email

Section 6. Declaration

I certify that the information contained in this application has been provided by myself and is true and correct in every particular and that I completed this application in my own handwriting. I am aware that it is an offence under Section 51 of the *Security and Related Activities (Control) Act 1996* to provide false or misleading information.

Applicant's Full Name

Applicant's Signature | Date

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Section 7. Associate Details

Relationship to the business					
Family Name			Date of Birth DD/MM/YYYY		
All Given Names			Gender		
Mobile Phone		Other Phone		Driver's Licence	
Email					

Residential Address

Unit / Street Number		Street Name		Street Type	
Suburb		State		Postcode	

Postal Address

☐ *Tick if Postal Address is the same as Residential Address*

Unit / Street Number		Street Name		Street Type	
Suburb		State		Postcode	

IF THERE IS MORE THAN ONE BUSINESS ASSOCIATE, PHOTOCOPY OR REPRINT THIS PAGE AND ATTACH THE SEPARATE SHEET WITH THEIR DETAILS.

WA Security Industry Code of Conduct

WESTERN AUSTRALIA POLICE FORCE
LICENSING SERVICES

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WA Security Industry Code of Conduct

This Code of Conduct is formulated under the provisions of Section 94 of the *Security and Related Activities (Control) Act 1996* and complies with Regulation 54A of the *Security and Related Activities (Control) Regulations 1997*.

The Code outlines the responsibilities for ALL licensees carrying out tasks relating to the provision of supplying, consultation, installation and management of security services in Western Australia. This Code of Conduct will:

- Promote consumer and community confidence;
- Improve the safety of the community and employees;
- Promote ethical and professional conduct;
- Ensure that operators comply with applicable Federal and Western Australian legislation, in particular the Security and Related Activities (Control) Act 1996 and the Security and Related Activities (Control) Regulations 1997.

Professional Code of Conduct

Minimum Standards of the Professional Code of Conduct

Persons engaged in the provision of security or related services as detailed above shall:

- **Conduct their professional activities with respect to and promotion of the public interest;**
- **At all times act with integrity in their dealings with the regulatory authority, clients, suppliers, employees, fellow licence holders and the general public;**
- **Not intentionally disseminate false or misleading information, whether written, spoken or implied, nor conceal any relevant fact;**
- **Maintain truth, accuracy and good taste in advertising and sales promotion;**
- **Not represent conflicting or competing interests without the express consent of those concerned and only after full disclosure of all relevant facts to all interested parties;**
- **Refrain from knowingly associating with any organisation or industry participants who use unethical, improper or illegal methods for obtaining business;**
- **Not intentionally injure the professional reputation or practice of another person;**
- **In the event that evidence is obtained relating to another licensed person being guilty of unethical practices or non compliance with the requirements of the Act or Regulations, inform either the Regulator and/or Security Industry Association of which they are a member.**

Declaration

I undertake to contribute to the body of knowledge for improvement of the profession by exchanging information and experience with industry participants.

I acknowledge, any breach of this Code may result in disciplinary action in accordance with section 67(1a) (d) of the *Security and Related Activities (Control) Act 1996.*

Applicant's Full Name

Applicant's Signature

Date