Application for a Licence

SECURITY AND RELATED ACTIVITIES (CONTROL) ACT 1996

WESTERN AUSTRALIA POLICE FORCE LICENSING SERVICES

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

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. Licence Category

- Select which category of licence you wish to obtain and tick the corresponding box
- Select the term of licence required

Section 3. 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 occured.

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

Section 4. Investigator Licence Applicants Requesting Training Exemption

- Complete this section only if you are requesting an Investigator Licence Training Exemption

Section 5. Signing the Declaration

- Sign and date the form

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

Qualification Requirements for Different Licence Types

Applicants for the following licence types must have completed the training course listed prior to submitting their licence application:

- Security Officer: Certificate II in Security Operations
- Security Officer Guarding with Dog: Certificate II in Security Operations with specified elective units
- Crowd Controller: Certificate II in Security Operations
- Armed Security Officer: Certificate III in Security Operations with specified elective units
- Security Bodyguard: Certificate III in Close Protection Operations with specified elective units
- Investigator: Certificate III in Investigative Services with specified elective units *(exemptions may apply)*
- Batons endorsement: Control Person Using Baton Certificate

Details of approved courses and specified elective units can be obtained on Licensing Services (Security) homepage of the WA Police Force website Security Licensing

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Qualification Requirements for Different Licence Types *(continued)*

Security Installer

- Class 1: Install, maintain or repair safes, vaults and locks of a kind prescribed in Regulation 6. Must be a trade qualified Locksmith to obtain this licence
- Class 2: Install, maintain or repair security alarms, CCTV for security purposes, equipment and devices prescribed in Regulation 8. A course in Technical Security must be completed prior to lodging the application
- Class 3: Install, maintain or repair security doors as prescribed in Regulation 7.
  A pre-licence test based on AS5040 must be completed with a minimum of 80% to pass the test.
  (*The pre-licence test is completed at Licensing Services in Cannington OR your nearest country police station if you live more than 50km from the Perth GPO)*
- Class 4: Install locks of a kind prescribed in Regulation 6. No pre-licence test or trade certificate is required

Security Consultant

- Class 1: Consult in safes, vaults and locks of a kind prescribed in Regulation 6. No pre-licence test or trade certificate is required
- Class 2: Consult in security alarms, CCTV for security purposes, equipment and devices prescribed in Regulation 8. A course in Technical Security must be completed prior to lodging the application
- Class 3: Consult in security doors as prescribed in Regulation 7.
  A pre-licence test based on AS5040 must be completed with a minimum of 80% to pass the test.
  (*The pre-licence test is completed at Licensing Services in Cannington OR your nearest country police station if you live more than 50km from the Perth GPO)*
- Class 4: Consult in matters relating to watching, guarding and protecting of property. Must have completed Certificate IV in Security Risk Analysis prior to lodging an application

Documents Required for a 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

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Documents Required for a Licence Application *continued*

PASSPORT PHOTOS
Australian Standard passport photographs. 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.

CRIMINAL RECORD
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.

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

Surname

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. Licence Category

Term of Licence ☐ 1 year ☐ 3 years

☐ Security Officer
☐ Security Monitoring Officer
☐ Security Bodyguard

☐ Crowd Controller
☐ Investigator

☐ **Security Installer** (tick class)
- ☐ Locksmith
- ☐ Alarms/CCTV
- ☐ Doors
- ☐ Locks only

☐ **Security Consultant** (tick class)
- ☐ Locksmith
- ☐ Alarms/CCTV
- ☐ Doors
- ☐ Security Risk Management

Section 3. Personal History

Have you ever been refused any Security Industry licence, or had such licences suspended, disqualified or revoked?

☐ No ☐ Yes - Provide details below

Type of Licence | Date

Location | Reason

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Section 3. Personal History *continued*

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)

☐ No ☐ Yes - Provide details below (attach an extra page if required)

Conviction	State	Country	Year of Outcome

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 - Date To MM/YYYY	MM/YYYY

Section 4. Investigator Licence Applicants Requesting Training Exemption

Reason training exemption is being requested

Previous Employment

Position / Company		Number of years	
Referee Details Name / Company		Phone Number	
Referee Details Name / Company		Phone Number	

Section 5. 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

WA Security Industry Code of Conduct

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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