Application for a Temporary Licence Security Activities

WESTERN AUSTRALIA POLICE FORCE LICENSING SERVICES

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
securitylicensing@police.wa.gov.au
Telephone: 1300 171 011

A TEMPORARY LICENCE IS FOR THE HOLDER OF AN EQUIVALENT AUSTRALIAN INTERSTATE LICENCE AND CAN ONLY BE GRANTED FOR A SINGLE EVENT FOR A PERIOD NO LONGER THAN 12 MONTHS. IT IS NOT RENEWABLE UPON EXPIRY.

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 of birth and all telephone numbers and email addresses
- Enter your Motor Driver Licence number

Section 2. Personal History

- **Conviction History**
  Record any details of any conviction and penaly imposed by a court, whether within Australia or overseas.
  This Includes Criminal or Children's Court convictions (include Spent Convictions or where a conviction was not recorded)
- **Previous Names**
  Provide details of any other names that you have been known by

Section 3. Employer Details

- List employer you are currently licensed to work for and in which state/territory
- The employer you will be working for in Western Australia

Section 4. Licence Category

You are only eligible for an equivalent licence for which you hold in your home state/territory. The licence must be current

Section 5. Reason for Licence

Complete details of the event you require a temporary licence for, including commencement and completion date.

- Type of event
- Date of event
- Your duties at event

Section 6. Interstate Licence Details

Record your licence number, type of licence, state of issue, date of issue and expiry date of Interstate licence

Section 7. Sign the Declaration

- Sign and date the form

Application for a Temporary Licence Security Activities

WESTERN AUSTRALIA POLICE FORCE LICENSING SERVICES

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
securitylicensing@police.wa.gov.au
Telephone: 1300 171 011

Application Checklist

- ☐ All application details completed.
- ☐ Correct licence types nominated.
- ☐ Four (4) Passport size photos provided.
- ☐ All relevant documentation i.e. proof of employment etc
- ☐ Full application fees payable.

Documents Required

- **Application Form**, including Code of Conduct
- **Copy of Current State or Terrority's Security Licence and Identification Card**
- **Copy of Current First Aid Certificate** (Security Officer, Crowd Controller, Security Bodyguard)
- **Passport photographs**
  A set of four (4) passport size photographs is to be included with each application. These photographs are to:
  - Display the head and shoulders (full face);
  - Be on a white or very 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 Intent** from proposed Western Australian Agent outlining that they have offered employment to the applicant, and the time and occasion of the specified event or function in respect to why the licence is required.
- **If a firearm or baton endorsement is required, an endorsement application with all supporting documentation must accompany your application**
- **ASIC - Business registration certificate and extract**

Additional Information

If you have any questions relating to the documents required to support a licence, obtain a copy of:
- The Security and Related Activities (Control) Act 1996 and
- The Security and Related Activities (Control) Regulations 1997

These can be obtained from the State Law Publishers at www.legislation.wa.gov.au
It is an offence under section 51 of the Security and Related Activities (Control) Act 1996 to provide information that you know to be false or misleading.

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

Temporary Licence applications are to be submitted at
Licensing Services
Monday to Friday 9am to 12pm only
303 Sevenoaks Street
CANNINGTON WA 6107

Application for a Temporary Licence Security Activities

WESTERN AUSTRALIA POLICE FORCE LICENSING SERVICES

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
securitylicensing@police.wa.gov.au
Telephone: 1300 171 011

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. Personal History

Have you ever been convicted of any offence in a Court anywhere? *This includes Criminal and Children's Court convictions. Include Spent Convictions or findings of guilt where a conviction was not recorded* ☐ No ☐ Yes, provide details

Offence	Court	Date

Have you been known by any other name? ☐ No ☐ Yes (*Provide details below)*

Application for a Temporary Licence Security Activities

WESTERN AUSTRALIA POLICE FORCE LICENSING SERVICES

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
securitylicensing@police.wa.gov.au
Telephone: 1300 171 011

Section 3. Employer Details

Details of the entity you are currently endorsed to work for and entity you will be working for in WA (*Proof of employment to be attached*)

Entity currently endorsed to work for

Entity in WA you will be working for

Section 4. Licence Category

A Temporary Licence cannot exceed a period of 12 months and is not renewable

Term of Licence ____ Months ____ Days

- ☐ Security Agent
- ☐ Security Officer
- ☐ Security Monitoring Officer
- ☐ Security Bodyguard
- ☐ Crowd Control Agent
- ☐ Crowd Controller
- ☐ Inquiry Agent
- ☐ Investigator
- ☐ **Security Installer** (tick class)
  - ☐ Locksmith
  - ☐ Alarms/CCTV
  - ☐ Doors
  - ☐ Locks only
- ☐ **Security Consultant** (tick class)
  - ☐ Locksmith
  - ☐ Alarms/CCTV
  - ☐ Doors
  - ☐ Security Risk Management

Section 5. Reason for Licence

Type of Event

Date of Event

Your duties at event

Section 6. Interstate Licence Details

Type of Licence

- ☐ Security Agent
- ☐ Security Officer
- ☐ Security Monitoring Officer
- ☐ Security Bodyguard
- ☐ Crowd Control Agent
- ☐ Crowd Controller
- ☐ Inquiry Agent
- ☐ Investigator
- ☐ **Security Installer** (tick class)
  - ☐ Locksmith
  - ☐ Alarms/CCTV
  - ☐ Doors
  - ☐ Locks only
- ☐ **Security Consultant** (tick class)
  - ☐ Locksmith
  - ☐ Alarms/CCTV
  - ☐ Doors
  - ☐ Security Risk Management

State of Issue ____ Licence Number ____ Date of Issue ____ Date of Expiry ____

Section 7. Declaration

I certify that the information contained in this application has been provided by myself and that it is true and correct in every particular and that I completed this application myself. 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