



## APPLICATION FOR AN EMPLOYEE TEMPORARY VISITOR LICENCE

Security Industry Act 2003  
Security Industry Regulation 2003

### IMPORTANT INFORMATION

Applicants should be aware of their responsibilities under the *Security Industry Act 2003*. You can access the Act at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.ors.act.gov.au](http://www.ors.act.gov.au).

**LICENCE NUMBER**  
(Office Use Only)

### PRIVACY INFORMATION

The *Information Privacy Act 2014* applies in the ACT. The *Security Industry Act 2003* authorises the Commissioner for Fair Trading (the Commissioner) to collect the information required by this form for the purpose of **issuing a licence**. The JACS Privacy Policy can be found on the JACS website at <http://www.justice.act.gov.au/privacy>. The *Security Industry Act 2003* also authorises the Commissioner, pursuant to Section 34 and 35 of the Act, to keep a register of licences issued under that Act. The Commissioner may provide additional information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

### CONTACT INFORMATION

Office of Regulatory Services

GPO Box 158, Canberra ACT 2601

255 Canberra Avenue, Fyshwick ACT 2609

Office Hours

9:00am to 4:30pm Monday to Friday

General enquiries telephone number

(02) 6207 3000

Fax number

(02) 6207 0424

Email

[ors.bil@act.gov.au](mailto:ors.bil@act.gov.au)

Website

[www.ors.act.gov.au](http://www.ors.act.gov.au)

### INSTRUCTIONS FOR COMPLETION

- This application must be submitted at least 5 (five) working days before the nominated special event.
- **An employee temporary visitor licence issued in the ACT is valid only for the special event identified on the licence. Your employer must also have a master temporary visitor licence issued for the special event before this application will be approved.**
- Read the Further Information (on the next page) prior to completing the application form.
- You must complete and submit all relevant parts of the application form, and provide all requested documentation before your application will be processed and a decision is made to grant a licence. All supporting documentation provided to the Office of Regulatory Services (ORS).
- **You will need to attend our office in Fyshwick to have your photograph and signature recorded so that they can be reproduced on your photo licence.**
- The application fee is paid upon approval of your application and you will be advised of the actual amount to be paid by ORS. All methods of payment will be accepted at the ORS shopfront. A cheque or money order made out to the "Office of Regulatory Services" or credit card payment authority will be accepted by post. If you fax the application form and do not complete the credit card payment authority, please post a cheque or money order to the below address attached to the payment details page. Your licence will not be issued until payment of the fee has been received.

### Return completed forms

In Person:	By Post:	Fax to*:	Email to*:
Office of Regulatory Services 255 Canberra Avenue Fyshwick ACT 2609 Hours: 9.00am – 4.30pm	Office of Regulatory Services Business and Industry Licensing GPO Box 158 Canberra, ACT 2601	(02) 6207 0424 *Only credit card payment can be accepted via fax.	<a href="mailto:ors.bil@act.gov.au">ors.bil@act.gov.au</a> *Payment can only be accepted via email if the application has been scanned with a signed credit card payment authority included

### TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

MANDATORY DISQUALIFYING OFFENCES APPLY

## FURTHER INFORMATION

### FORM PARTS

#### Part A Application Details

Information required includes names, contact details, date of birth, and nominated licence subclass/es.

#### Part B Statutory Declaration - APPLICANT

A declaration regarding your criminal history and any conditions against your licence in your licensed state or territory.

#### Part C Statutory Declaration - EMPLOYER

Must be provided by all applicants and will assist the Commissioner to decide if it is in the public interest to grant you a licence. This section also includes a statutory declaration that must be completed by your employer.

#### Part D Credit card payment authority

If you choose to pay by credit card, please note that your payment will not be processed until such time as your application has been approved by the Commissioner.

### RELEVANT TERMS

*Security Activity* is, for a temporary visitor licence, any of the following carried out in the course of their business or employment for a special event:

- Patrol, guard, watch or protect property (including cash in transit);
- Guard with a firearm for cash in transit;
- Guard with a firearm for protecting property;
- Act as a monitoring centre operator;
- Guard with a dog;
- Act as a bodyguard;
- Act as a security consultant;
- Act as a crowd controller;
- Sell security equipment;
- Carry out surveys and inspections of security equipment;
- Install, maintain, monitor, repair or service security equipment.

An application for an employee temporary visitor licence must state which of the above classes are required for the nominated special event, and will form the basis of the licence class/es approved for the applicant.

*Special Event* is an event, approved by the Commissioner, of social, cultural, sporting, political or economic significance to the Australian Capital Territory that takes place for a specific period of time. The circumstances of the event must be such that the resources of the ACT private security industry are not sufficient to service the event, unless the need for specific or specialised skill can be proven. Your employer must have demonstrated the above to be issued a master temporary visitor licence for the event.

### LICENCE FEES

There is an initial licence fee for any one subclass, then a fee for each additional subclass. You can ascertain the relevant fees by contacting us or by visiting our website [www.ors.act.gov.au](http://www.ors.act.gov.au). Licence fees are GST exempt.

### YOU MUST PROVIDE THE FOLLOWING AS PART OF YOUR APPLICATION

**Please tick what is attached** – supporting documentation must be a certified copy or the original to be sighted by an ORS officer

All applicants <b>MUST</b> provide	<input type="checkbox"/>	Application details ( <b>Part A</b> )
	<input type="checkbox"/>	2 forms of ID from the list contained in Part A.
	<input type="checkbox"/>	Statutory Declaration – Applicant ( <b>Part B</b> )
	<input type="checkbox"/>	Statutory Declaration - Employer ( <b>Part C</b> )
	<input type="checkbox"/>	Copy of your <b>current</b> interstate security licence (if self-employed, also include your master security licence)
Applicants applying for the firearm subclass/es	<input type="checkbox"/>	Copy of your current ACT Firearm Licence
	<input type="checkbox"/>	Copy of your current First Aid Certificate



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**BIL – PART A**

### APPLICATION DETAILS

TITLE (Ms, Mr, Dr)	FIRST GIVEN NAME	SECOND GIVEN NAME	SURNAME

DATE OF BIRTH	CITY / TOWN OF BIRTH	COUNTRY OF BIRTH	NATIONALITY

### RESIDENTIAL ADDRESS DETAILS

(Property Name, Unit, Flat, Room No, Street Number, Street Name)

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CITY / SUBURB	STATE	POSTCODE	COUNTRY

### POSTAL ADDRESS DETAILS

(If different to residential address)

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CITY/ SUBURB/ TOWN	STATE	POSTCODE	COUNTRY

### HOME TELEPHONE NUMBER

### MOBILE TELEPHONE NUMBER

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### WORK TELEPHONE NUMBER

### EMAIL ADDRESS

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### SPECIAL EVENT NAME

### DATE/S

	/ / to / /
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### EMPLOYER'S NAME (identify if self-employed)

### MASTER TEMPORARY VISITOR LICENCE NUMBER (if known)

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EMPLOYER'S BUSINESS ADDRESS	STATE	POSTCODE

REQUIRED LICENCE SUBCLASS/ES	Select
1A Patrol, guard, watch or protect property (including cash in transit)	<input type="checkbox"/>
1B Act as bodyguard	<input type="checkbox"/>
1C Act as crowd controller	<input type="checkbox"/>
1D Guard with a dog	<input type="checkbox"/>
1E Act as monitoring centre operator	<input type="checkbox"/>
1FC Guard with a firearm for cash in transit	<input type="checkbox"/>
1FP Guard with a firearm for protecting property	<input type="checkbox"/>
2A Act as a security consultant	<input type="checkbox"/>
2B Sell security equipment	<input type="checkbox"/>
2C Carry out surveys and inspections of security equipment	<input type="checkbox"/>
2D Give advice about security equipment	<input type="checkbox"/>
2E Install, maintain, monitor, repair or service security equipment	<input type="checkbox"/>

### DECLARATION BY APPLICANT

I confirm that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence.	<input type="checkbox"/>
I am aware the Commissioner for Fair Trading has the ability to consider all relevant information, including criminal intelligence, when assessing my application.	<input type="checkbox"/>
Applicant Signature _____	Date Received Details (ORS Stamp)
Dated _____ / _____ / 20____	

### ACCEPTABLE FORMS OF IDENTIFICATION

You must provide at least one form of <b>current</b> photo identification, and one other document from the below list.	
<u>Photo Identification</u> Driver's licence Learner driver's licence/permit Proof of age or identity card issued by a State/Territory Passport Firearms licence Shooter's licence Security licence Boat licence Defence force ID Government department ID	<u>Other acceptable identification</u> Bank passbook Birth certificate/extract (certified copy) Certificate of Australian citizenship Credit card Credit union passbook Health benefits card Marriage certificate Medicare card Naturalisation certificate Public utility account Rates notice Taxation assessment notice

### FORMS OF IDENTIFICATION PRESENTED IN SUPPORT OF APPLICATION

	Type	Number	Expiry Date	Copy Attached
Primary Identification				<input type="checkbox"/>
Secondary Identification				<input type="checkbox"/>



## APPLICATION FOR AN EMPLOYEE TEMPORARY VISITOR LICENCE

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**BIL – PART B**

### STATUTORY DECLARATION - APPLICANT

*Statutory Declarations Act 1959 (Cwlth)*

I, Name in full

of Full residential address

whose current occupation is

make the following declaration under the *Statutory Declarations Act 1959* in support of an application for a temporary visitor licence under the *Security Industry Act 2003*;

1	I am registered (or licensed) to <u>occupation (subclass/es)</u> in the following States/Territories: <u></u>
2	I am not the subject of disciplinary proceedings in any State (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to the occupation/s stated in 1.
3	My registration is not cancelled or currently suspended as a result of disciplinary action in any State.
4	I am not otherwise personally prohibited from carrying on the stated occupation in any State and am not subject to any special conditions in carrying on that occupation, as a result of criminal, civil or disciplinary proceedings in any State.
5	I am subject to the following special conditions in carrying on the stated occupation in State <u>_____</u> : <u></u> <u></u> <u></u> <u></u>
6	I give my consent to the exchange of information with the authorities of any State regarding my activities in the relevant occupation or otherwise regarding matters relevant to this application.
7	I certify that the attached licence is the original or a certified copy of my original instrument of registration or licence.
8	I acknowledge that any employee temporary visitor licence issued to me is only valid for the special event listed on the licence and is not to be used for any other purpose.

#### OFFICE USE ONLY

Entered into IBS by		Date Entered into IBS	
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I understand that a **person who intentionally makes a false statement** in a statutory declaration is **guilty of an offence** under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

✘

Signature of person making the declaration

Declared at \_\_\_\_\_ On the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

Before me ✘

Signature of witness

Full name of witness

of Full residential address

whose qualification is \_\_\_\_\_

*Note:* A person who makes a false statement in a statutory declaration is guilty of an offence under the *Statutory Declarations Act 1959* (C'wth) and the *Criminal Code 2002* (ACT). A Court can impose substantial fines and/or a term of imprisonment for these offences.

The list of persons before whom a statutory declaration may be made are in schedule 2 of the *Statutory Declarations Regulation 1993*, found at: <http://www.comlaw.gov.au/comlaw/legislation/legislativeinstrumentcompilation1.nsf/current/bytitle/BAF4F2D92E09F45ACA256F71004C14F1?OpenDocument&mostrecent=1>



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**BIL – PART C**

## STATUTORY DECLARATION - EMPLOYER

This statutory declaration is to be completed by your employer for the special event to endorse your application

### Statutory Declarations Act 1959 (Cwlth)

I, Name in full

of Full residential address

whose current occupation is

whose ACT Master Temporary Visitor licence number is

as the authorised person of the company/master licensee, make the following Statutory Declaration under the *Statutory Declarations Act 1959*:

The information below relates to the Employee Temporary Visitor licence application for: applicant name

1 If the applicant's Employee Temporary Visitor licence is approved they will be employed for special  Yes  No  
event name; and

2 The use of a firearm is required in carrying out their role.  Yes  No

### The applicant will be performing the following role(s) at the special event:

3 Patrol, guard, watch or protect property (including cash in transit)  Yes  No

4 Guarding with a dog  Yes  No

5 Act as a bodyguard  Yes  No

6 Act as a security consultant  Yes  No

7 Act as a crowd controller  Yes  No

8 Sell security equipment, or carry out surveys and inspections of security equipment, or give advice about security equipment, or Install, maintain, monitor, repair or service security equipment  Yes  No

I understand that a **person who intentionally makes a false statement** in a statutory declaration is **guilty of an offence** under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

✕  
Signature of person making the declaration

Declared at \_\_\_\_\_ On the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

Before me ✕  
Signature of witness \_\_\_\_\_ Full name of witness \_\_\_\_\_

of Full residential address

whose qualification is \_\_\_\_\_

*Note:* A person who makes a false statement in a statutory declaration is guilty of an offence under the *Statutory Declarations Act 1959* (Cwlth) and the *Criminal Code 2002* (ACT). A Court can impose substantial fines and/or a term of imprisonment for these offences. The list of persons before whom a statutory declaration may be made are in schedule 2 of the *Statutory Declarations Regulation 1993*, found at: <http://www.comlaw.gov.au/comlaw/legislation/legislativeinstrumentcompilation1.nsf/current/bytitle/BAF4F2D92E09F45ACA256F71004C14F1?OpenDocument&mostrecent=1>

