



WESTERN AUSTRALIA POLICE

APPLICATION FOR AN AGENT LICENCE Security & Related Activities (Control) Act 1996

Instructions to all applicants – follow all of these steps to complete your application

You must carefully complete all sections and attach all required documents. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

If you have any queries regarding the completion of this application, contact
Police Licensing Services on 1300 171 011

Section 1

Personal Details

- Record your full complete name, residential address, postal address, date and place of birth and all current telephone numbers and email address.
- Complete details of your physical description.
- Enter the year and state you arrived in Australia.
- Enter your motor driver licence and passport particulars.

Section 2

Business Details

- Nominate the type of corporate entity – sole trader, partnership or company.
- Enter the name of the sole trader, partnership or company.
- Enter any trading names to be used. You will need to provide proof of ownership of each trading name.
- Enter the business address, postal address, telephone and facsimile numbers.
- Provide supplementary details for all partners, company directors and shareholders holding over a 7% interest. (Supplementary details form).

Section 3

Licence Category

- Refer to “Types of Licences” on www.police.wa.gov.au for a full description.
- Select which category of licence that you wish to obtain and tick the corresponding box.

Section 4

Personal History

4.1 & 4.2 - Conviction History

- Record the details of any conviction and penalty imposed by a court, whether within Australia or overseas.
- This encompasses Criminal, Traffic or Children’s Court convictions (include Spent convictions or where a conviction was not recorded).

4.3 - Previous Names

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

4.4 - Police Service

- Provide details of any employment in a Police Force or Police Service including in a civilian capacity.

4.5 - Employment History

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

4.6 - Bankruptcy Declaration

- Include details of any previous or current bankruptcy. You must advise Police Licensing Services if you are currently an undischarged bankrupt. Note: If you have declared bankruptcy, a **minimum** of seven (7) years must have passed before applying for an Agent’s Licence.

Section 5

Signing the Declaration

- Do not sign this without a Member of the Western Australia Police present to witness your signature.

Penalties Apply for Omissions, False or Misleading Information.

Section 6

Statement of assets and liabilities

- 6.1 - Statement Details
- 6.2 - Assets / Liabilities
- 6.3 - Declaration
- 6.4 – Letter from Accountant

Section 7

Supplementary Details

- If shareholders own 7% or more of the business then business details & associate details need to be supplied with the application.

Application Checklist

- All application details completed including Code of Conduct
- Correct licences types nominated.
- Full particulars of personal history, including criminal record or Police employment completed.
- All relevant documentation provided.
- Full application fees payable.



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APPLICATION FOR AN AGENT LICENCE *Security & Related Activities (Control) Act 1996*

DOCUMENTS TO SUPPORT APPLICATION

If you apply for a licence under the Security and Related Activities (Control) Act, you must support your application with the correct documentation. This will explain what documents are required and where such documentation may be obtained.

**If you have any enquiries regarding applying for a licence,
contact Police Licensing Services on 1300 171 011**

In all cases, the documents presented must be:

- Original documents and have a copy attached.
- In English or have an official translation attached.

DOCUMENTS REQUIRED FOR AGENT LICENCE APPLICATION

➤ PROOF OF AGE AND IDENTITY

Applicants must provide evidence of age and identity to accompany this application. It is to consist of the original and a certified copy of either:

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 under a law of the Commonwealth or a State or Territory.
- 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 photograph of the applicant that has been issued by an agency of the Commonwealth or a State or Territory to provide evidence of the person's identity.
- Birth certificate bearing the name and date of birth of the applicant issued under a law of the Commonwealth or a State or Territory.
- 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 the 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 under a law of the Commonwealth or a State or Territory.
- 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 by an agency of the Commonwealth or a State or Territory 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.

NOTE: If insufficient proof of age and identity is received, your application will not be accepted.

➤ PERSONAL REFERENCES / TESTIMONIALS

Two (2) personal references are required. These references need to be about your character, not your work history. (Please refer to Suitability Reference sheet on pages 10 & 11).

They are to be completed in the author's own hand-writing:

- The referee needs to have known the applicant for a period of five (5) years or longer prior to making this application.
- Contain the full name of the referee.
- Contain the address and contact details of the referee.
- Nature of relationship (referee to applicant).
- Where and when the relationship was.
- How long the referee has known the applicant.
- Must refer to the applicant's honesty, integrity, character, etc...

***You need to have known the person supplying the reference for a five year period
or longer prior to the application date***

NOTE: A referee cannot be related to you by birth or marriage (includes partner/defacto) or be a serving member of the WA Police.

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), and be on a *white* or *very light* background.
- No eye altering contact lenses or shaded glasses are to be worn.

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 Police Licensing Services for further information.

COMPANY DOCUMENTS

If you intend to apply for an Agent licence on behalf of a company, you will need to supply documents that detail the company structure so that the application details can be verified and all persons with a substantial shareholding for the purposes of Part 6.7 of the Corporations Law are identified. These documents are:

- Certificate of Incorporation.
- Company Extract.

CERTIFICATE OF INCORPORATION

This is obtained from the Australian Securities & Investments Commission (A.S.I.C).

This document is entitled 'Certificate of Incorporation of Proprietary Company' or similar and must include the Company Number supplied by the A.S.I.C.

NOTE: Application forms, accountant's documentation, annual returns to the A.S.I.C. etc are not acceptable.

COMPANY EXTRACT

This is obtained from the Australian Securities & Investments Commission.

This document is to list all directors of the company. Company extracts obtained from accountants are acceptable. Any changes to the directors of a company are to be notified to Police Licensing Services in writing within 21 days.

TRADING NAMES

If you intend to use any trading names either as a sole trader, a company or partnership, you will need to demonstrate that you are entitled to use the trading names nominated. This can be established by providing:

- Certificate of Business Name Registration.
- Business Names Extract.

CERTIFICATE OF BUSINESS NAME REGISTRATION

This document is obtained from the Australian Securities & Investments Commission.

This document is entitled 'Registration of a Business Name' or similar and it must include the Business Name Number supplied by the Australian Securities & Investments Commission.

An individual document is required for each trading name intended to be used by the agent or company being licensed.

BUSINESS NAMES EXTRACT

This document is obtained from the Australian Securities & Investments Commission.

A copy of this document is required for every trading name intended to be used by the company or trader.

This document must list *all* of the current registered owner(s) of the trading name in question.

The owner(s) of the trading name must be the same as the:

- sole trader applying to be licensed, or
- The company / partnership that the agent applying for the licence will be representing.

If the names are not the same, a letter of authority from the owners of the trading name will be required before the use of that trading name can be accepted.

LETTER OF AUTHORITY

If, 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 the other company directors stating the applicant can hold the agents 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 the other partner stating the applicant can hold the agents licence on behalf of the partnership must be attached to the application.

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 (start up) 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.


Financial Statement – Personal

A Statement of Assets and Liabilities is required to be completed by the applicant for the Agent licence to demonstrate that the applicant is not under undue financial pressure.

AGENT LICENCES

An applicant for a Security, Crowd Control or Inquiry Agent licence must demonstrate their knowledge and understanding of the obligations placed on them by the Security and Related Activities (Control) Act 1996 & 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 100% is required to pass. If you fail the test you cannot re-sit it the same day. 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;
 1. State Law Publishers, 10 William Street, Perth; or
 2. On-Line at <http://www.slp.wa.gov.au/Index.html>

**ONCE YOU HAVE READ AND UNDERSTOOD THESE INSTRUCTIONS PLEASE
COMPLETE THE FOLLOWING APPLICATION FORM IN YOUR OWN
HANDWRITING**

DISCLAIMER
PLEASE NOTE:
That your FINGER PRINTS taken as a result of this application may be compared with or put in a Forensic database, within the meaning of the <i>Criminal Investigation (Identifying People) Act 2002</i> ;

COMPLETED APPLICATIONS ARE TO BE LODGED AT:
Police Licensing Services Mason Bird Building, 303 Sevenoaks Street CANNINGTON WA 6107 <i>Or if outside a 50km radius of Perth GPO, the nearest country police station</i>



WESTERN AUSTRALIA POLICE

APPLICATION FOR AN AGENT LICENCE
(Security & Related Activities (Control) Act 1996)

APPLICANT MUST PERSONALLY COMPLETE THE ENTIRE APPLICATION FORM IN BLOCK LETTERS

1 PERSONAL DETAILS

Surname

Given Names

Residential Address

Suburb

State

Postcode

Postal Address

Suburb (If different to the above)

State

Postcode

Motor Drivers Licence No:

State of Issue

DD / MM / YYYY

Expiry Date

Contact:

Daytime Phone

Mobile Phone

Email Address

DD / MM / YYYY

Date of Birth

Place of Birth/Country of Birth

Nationality

Male

Female

Complexion

Eye Colour

Hair Colour

Height (cm)

Passport No.

DD / MM / YYYY

Date

State

If not Australian born please show Date and State of arrival:

2 BUSINESS DETAILS

Type of Organisation

- Sole Trader

- Partnership

- Company

Organisation Name

Trading Name

Business Address

Suburb

Postcode

Postal Address

Suburb

Postcode

Phone No (Work)

Fax No

Mobile No

Email Address

Web Site



APPLICANT PERSONALLY MUST COMPLETE THE ENTIRE APPLICATION FORM IN BLOCK LETTERS

3 LICENCE CATEGORY

SECURITY CROWD CONTROL INQUIRY

4 PERSONAL HISTORY

4.1 - 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.

- NO - YES – Provide details below

Type of Licence

 When?

Where?

Reason

If you appealed against the decision, please provide full details below -

Court

Result

 Date

 /

 /

4.2 Have you ever been convicted of any offence in a Court in Western Australia or elsewhere? (This includes all Criminal, Traffic and Children’s Court convictions - include Spent Convictions or findings of guilt where a Conviction was not recorded)

- NO - YES – Provide details below

Offence	Court	Date

4.3 – Have you ever been known by any other name?

- NO - YES – Provide details below

4.4 – Are you a Serving member of any Police Force or Police Service? (This includes in a civilian capacity)

- NO - YES – Provide details below

4.5 – Employment History (Past 5 years)

Employer	Period	State	Position



APPLICANT MUST PERSONALLY COMPLETE THE ENTIRE APPLICATION FORM IN BLOCK LETTERS

Section (4) Continued....

4.6 – Have you ever been declared Bankrupt?

- NO - YES – Provide details below

Table with 16 columns and 2 rows for providing details if YES.

5 DECLARATION

Certify that the information contained in this application has been provided by myself and that it is true and correct in every particular. I am also aware that it is an offence under Section 51 of the Security & Related Activities (Control) Act 1996 to provide false or misleading information, punishable by a fine up to \$10,000

I,

Applicants signature

Date

[Signature line]

[Date line]

Witness signature

Date

[Signature line]

[Date line]

Witness, Print Name, Witnessing Authority and Contact Details

[Text line]

6.1 STATEMENT DETAILS

TYPE OF ORGANISATION - SOLE TRADER - PARTNERSHIP - COMPANY

Name of Applicant / Organisation [Table with 16 columns]

6.2 ASSETS / LIABILITIES

Table with two columns: Assets and Liabilities. Rows include House and Land, Commercial Premises, Motor Vehicle/s, Tools of Trade, Office Equipment, Bank Accounts, Other Assets, Other (Specify), Mortgage (House), Mortgage / Rent (Commercial), M/V (Lease or Finance), T/T (Lease or Finance), O/E (Lease or Finance), Financial Loans, Other Loans, Other (Specify). Includes TOTAL = rows at the bottom of each column.



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6.3	DECLARATION	
	I, _____	<i>Certify that the information contained in this application has been provided by myself and that it is true and correct in every particular. I am also aware that it is an offence under Section 51 of the Security & Related Activities (Control) Act 1996 to provide false or misleading information, punishable by a fine up to \$10,000</i>
	<i>Applicants signature</i>	<i>Date</i>
	<input type="text"/>	<input type="text"/>
	<i>Witness signature</i>	<i>Date</i>
	<input type="text"/>	<input type="text"/>
	<i>Witness, Print Name, Witnessing Authority and Contact Details</i>	
	<input type="text"/>	



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7.1 BUSINESS DETAILS

Type of Organisation PARTNERSHIP COMPANY

Organisation Name

7.2 ASSOCIATE DETAILS

Surname

Given Names

Residential Address

Suburb State Postcode

Postal Address

Suburb (If different to the above) State Postcode

/ /

Motor Drivers Licence No: State of Issue Expiry Date

Phone No:

Home Work

Mobile

/ /

Date of Birth Place of Birth/Country of Birth

Nationality Male Female

Passport No.

/ /

Date State

If not Australian born please show date and State of arrival:

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



Western Australia Police

SUITABILITY REFERENCE

(Version 2014.1)

TO THE REFEREE – before you complete your reference, please read:

This Form MUST BE COMPLETED BY YOU, the Referee.

- *You are required to sign and date your reference document. Remember, you are accountable for what you write and sign your name to.*
- *You must provide your full name, address and contact number and you may be contacted by police to verify your statements.*
- *You must have known the applicant for a minimum of 5 years prior to the date of the licence application.*
- *Referee cannot be a current serving member of WA Police or be a family member by birth or marriage (includes defacto/partner)*

If you cannot comply with all of the above do not supply this reference.

This reference is about **your** relationship with this particular person, **not** his/her family or friends. Electronic knowledge such as email and Facebook is **not** sufficient knowledge.

If you sign this document, you may be called upon to stand by this statement in an Australian Court and you may be prosecuted if you provide any false or misleading information.

I _____ have personally known the applicant
(Referee's name)

_____ for a period of _____ years _____ months
(Applicant's name)

Your relationship to the applicant: _____

Where and how you met the applicant and how frequently you have contact with them: _____

The type of contact you have with the applicant (eg social, sporting, business): _____

Describe the applicant's characteristics (traits) which make them suitable to work in the Security Industry:



Western Australia Police

SUITABILITY REFERENCE cont.

Examples you have observed which demonstrate the applicant's characteristics you have described:

All sections of this form must be completed

I declare that I am not related to the applicant by birth or marriage (includes defacto/partner)

I acknowledge that the particulars in this reference are true and correct and I make this acknowledgement knowing it is an offence against Section 51(1) of the *Security and Related Activities (Control) Act 1996*, to give information orally or in writing that the person knows to be, false or misleading in a material particular or likely to deceive in a material way. Section 51 carries a maximum penalty of \$15,000.

Referee

Signature: _____

Date: _____

Referee's contact details: (in block letters)

Address: _____

Phone: (Daytime) _____ (Mobile) _____

Email address: _____

Witness Signature: _____

Date: _____

Witness details (Witness must be an independent person other than the applicant or referee)

Name _____

Address _____

Phone: (Daytime) _____ (Mobile) _____

Email address: _____



Western Australia Police

SUITABILITY REFERENCE

(Version 2014.1)

TO THE REFEREE – before you complete your reference, please read:

This Form MUST BE COMPLETED BY YOU, the Referee.

- *You are required to sign and date your reference document. Remember, you are accountable for what you write and sign your name to.*
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(Referee's name)

_____ for a period of _____ years _____ months
(Applicant's name)

Your relationship to the applicant: _____

Where and how you met the applicant and how frequently you have contact with them: _____

The type of contact you have with the applicant (eg social, sporting, business): _____

Describe the applicant's characteristics (traits) which make them suitable to work in the Security Industry:



Western Australia Police

SUITABILITY REFERENCE cont.

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Referee

Signature: _____

Date: _____

Referee's contact details: (in block letters)

Address: _____

Phone: (Daytime) _____ (Mobile) _____

Email address: _____

Witness Signature: _____

Date: _____

Witness details (Witness must be an independent person other than the applicant or referee)

Name _____

Address _____

Phone: (Daytime) _____ (Mobile) _____

Email address: _____



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*.

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.

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*.

_____/_____/_____
Signature Company Date

.....
Name Licence Number