

Department of Justice  
Consumer, Building and Occupational Services  
PO Box 56, ROSNY 7018  
Phone: 1300 65 44 99

Email: [licensing@justice.tas.gov.au](mailto:licensing@justice.tas.gov.au) Web: [www.justice.tas.gov.au/licensing\\_and\\_accreditation](http://www.justice.tas.gov.au/licensing_and_accreditation)

<b>SERVICE TAS USE ONLY</b>	
Service Tasmania product code: 422 and Service Tasmania product code: 408	
ONE TRANSACTION PER DIRECTOR	
ID sighted	<input type="checkbox"/>
Photos attached	<input type="checkbox"/>
Training certificates attached	<input type="checkbox"/>

## Part 1 - Type of Activity (please tick)

- Security General Guarding  
 Security Guarding with dog  
 Commercial Sub-Agent  
 Crowd Control #  
 Monitoring Room Operator

Have you previously held a licence in Tasmania under the *Security and Investigations Agents Act 2002*?

- No      Licence Number:       Expiry Date:   
 Yes, provide details:

- Bodyguard     Security Guarding with Firearm\*\*    Both only available on current full security general guarding licence

Licence fees change annually on 1 July.  
Provide details of current or previously held Tasmanian licence.  
Please note that each activity has its own specific training requirements.  
# those who tick crowd control need to complete the attached code of conduct.  
\*\* must attach a copy of a current firearms licence.

## Part 2 - Corporation Details

Company name       ACN number

You must provide the full company name and ACN as it is registered with the Australian Securities and Investments Commission (ASIC).

## Part 3 - Contact Details

Phone (Business):       Phone (Mobile):

Business or Registered address:

Postal address: *(if different from above)*

Email:

You must provide at least one phone number. You must supply your Business or Registered address.  
Business Address is the address where you conduct business in Tasmania.  
Registered Address is the address recorded with the Australian Securities and Investments Commission (ASIC).

## Part 4 - Manager

Manager Name:       Manager Signature:   
 Manager Licence Number:

A manager must be appointed who holds a Tasmanian Agent - Individual licence with the equivalent licensed activities.

## Part 5 - Directors

### First director

Preferred Title:  Mr  Mrs  Ms  Miss

Surname:

Given Names:

Have you ever changed your name?

Yes  No

If Yes, provide other names:

Gender:

Date of birth:

Place of birth:

Town/City:

Country:

**Born outside  
Australia**

If born overseas period of time in Australia:

Residential Address:

Previous Residential Address:

### Second director

Preferred Title:  Mr  Mrs  Ms  Miss

Surname:

Given Names:

Have you ever changed your name?

Yes  No

If Yes, provide other names:

Gender:

Date of birth:

Place of birth:

Town/City:

Country:

**Born outside  
Australia**

If born overseas period of time in Australia:

Residential Address:

Previous Residential Address:

You must provide your full name.

If you have been known by another name, proof of name change must be attached to this application (e.g. marriage certificate or a change of name certificate).

Provide date and country of birth. If not born in Australia, you need to state the period of time you have lived in this country.

Provide your residential address. If you have lived at your present address for less than three (3) years, you must supply your previous address.

You must sign the form in part 9 - Declaration.

You must provide your full name.

If you have been known by another name, proof of name change must be attached to this application (e.g. marriage certificate or a change of name certificate).

Provide date and country of birth. If not born in Australia, you need to state the period of time you have lived in this country.

Provide your residential address. If you have lived at your present address for less than three (3) years, you must supply your previous address.

You must sign the form in part 9 - Declaration.

**Third director**

Preferred Title:  Mr  Mrs  Ms  Miss

Surname:

Given Names:

Have you ever changed your name?  Yes  No

If Yes, provide other names:

Gender:  Date of birth:

**Place of birth:** Town/City:  Country:

**Born outside Australia** If born overseas period of time in Australia:

Residential Address:

Previous Residential Address:

You must provide your full name.

If you have been known by another name, proof of name change must be attached to this application (e.g. marriage certificate or a change of name certificate).

Provide date and country of birth. If not born in Australia, you need to state the period of time you have lived in this country.

Provide your residential address. If you have lived at your present address for less than three (3) years, you must supply your previous address.

You must sign the form in part 9 - Declaration.

**Fourth director**

Preferred Title:  Mr  Mrs  Ms  Miss

Surname:

Given Names:

Have you ever changed your name?  Yes  No

If Yes, provide other names:

Gender:  Date of birth:

**Place of birth:** Town/City:  Country:

**Born outside Australia** If born overseas period of time in Australia:

Residential Address:

Previous Residential Address:

You must provide your full name.

If you have been known by another name, proof of name change must be attached to this application (e.g. marriage certificate or a change of name certificate).

Provide date and country of birth. If not born in Australia, you need to state the period of time you have lived in this country.

Provide your residential address. If you have lived at your present address for less than three (3) years, you must supply your previous address.

You must sign the form in part 9 - Declaration.

## Part 6 - Suitability

Has the body corporate ever been convicted of any offence, or are any court proceedings pending?

- Yes If yes state charge/s, when and where  
 No

Has the body corporate been, or is it now, suspended or disqualified from practising or carrying on an occupation, trade or business under a law of this State or elsewhere?

- Yes If yes, when and where  
 No

Has the body corporate been or is it now, being wound up, or under official management or receivership?

- Yes If yes when and where  
 No

### Directors

Has any director EVER been charged, found guilty (without a conviction recorded) or convicted of an offence involving assault or violence in any country?

- Yes If yes, charges, when, where and who  
 No

Has any director EVER been the subject of a restraint order / family violence order or interim restraint order / interim family violence order?

- Yes If yes, charges, when, where and who  
 No

Has any Director EVER been charged, found guilty (without a conviction recorded) or convicted of an offence involving dishonesty, fraud or theft in any country?

- Yes If yes, charges, when, where and who  
 No

Has any Director EVER been charged, found guilty (without a conviction recorded) or convicted of an offence involving burglary or stealing in any country?

- Yes If yes, charges, when, where and who  
 No

Has any Director EVER been charged, found guilty (without a conviction recorded) or convicted of a firearms or weapons offence in any country?

- Yes If yes, charges, when, where and who  
 No

Has any Director EVER been charged, found guilty (without a conviction recorded) or convicted of a drug offence in any country?

- Yes If yes, charges, when, where and who  
 No

Each Director must answer ALL questions. All questions must be answered either Yes or No. If you are unsure whether to declare a certain charge or incident, remember it is better to provide too much information rather than none at all. It is an offence not to declare your previous history and you risk prosecution.

Disclosure of previous charges, findings of guilt (without a conviction recorded), convictions or diversions, family violence orders or restraint / interim restraint orders does not automatically disqualify you from holding a licence.

However failure to disclose charges, findings of guilt (without a conviction recorded) convictions or diversions, family violence orders or restraint / interim restraint orders may result in your licence being rejected and prosecution action being commenced.

If you have answered 'Yes' to a question you must provide details with the date in the following format dd/mmm/yyyy.

### Offences

Applicants must declare **ALL** prior offences with or without convictions and pending court cases on their application form. There is the opinion that applicants do not have to declare court appearances greater than 10 years old. This is **NOT** the case.

**All prior offences must be declared, no matter how long ago they occurred.**

Has any Director EVER been subject to a court or police diversion for any offence?

- No If yes provide evidence of participation in program  
 Yes

Does any Director have ANY charges pending against them or have they been convicted of ANY offence anywhere in the world? (Not traffic offences)

- Yes If yes, charges, when, where and who  
 No

Is any Director an undischarged bankrupt or have you entered into any composition or arrangement with your creditors that is still continuing?

- Yes If yes, charges, when, where and who  
 No

## Part 7 - Declaration and Statement of Consent and Identity

### Declaration

I/WE confirm that the information supplied in this application is true and correct. I/WE understand that if details supplied are incorrect or required information is not provided, I/WE may be unable to get a licence. I/WE can be fined under the *Security and Investigations Agents Act 2002*.

I/WE agree to the disclosure of any information needed to verify details given in this application.

### Statement of Consent

I hereby consent to a check of the records of Tasmania Police and other Australian police jurisdictions and to the release of police records recorded against my name. In consideration of Tasmania Police releasing police records, I hereby indemnify the services of the CrimTrac Agency, other police jurisdictions and the State of Tasmania, its servants and agents including all members of the Department of Police and Emergency Management, against all actions, suits, proceedings, causes of action, costs, claims and demands whatsoever that may be brought or made against it or them by anybody or person by reason of, or arising out of, the release of police records recorded against my name or purporting to either relate to or concern me.

Director 1 Signature: \_\_\_\_\_ Date:

Director 2 Signature: \_\_\_\_\_ Date:

Director 3 Signature: \_\_\_\_\_ Date:

Director 4 Signature: \_\_\_\_\_ Date:

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Witness Signature: \_\_\_\_\_ Date:

Full name of witness:

Full address of witness:

### Penalty for supplying any false or misleading information

Section 27D - *Security and Investigations Agents Act 2002*

A person must not, in giving any information under this Act -

(a) make a statement knowing it to be false or misleading; or

(b) omit any matter from a statement knowing that without that matter that statement is false or misleading

### Police check

You are consenting to a Police Check for the purposes of this licence application. The Police Check will be sent directly to Consumer, Building and Occupational Services.

## Part 8 - Proof of Identity

You can provide proof of identity by presenting an Australian Photo Driver Licence showing your correct name and address details when completing the application process at any Service Tasmania shop. If the name and/or address are not correct, you must provide Evidence of Residential Address and/or Evidence of Change of Name documents. If you cannot provide any of the above, you must provide at least three (3) documents, either:

- One (1) document from Category A plus two (2) documents from Category B; or
- Two (2) documents from Category A plus one (1) document from Category B

### Category A documents

Australian Birth Certificate (not an Extract or commemorative certificate issued by Births, Deaths & Marriages)  
Australian Citizenship papers  
Australian Passport  
Overseas Passport/Visa  
Australian Photo Driver Licence  
Australian Firearm Licence  
Tasmanian Government Personal Information Card (displaying full name)  
Dept of Immigration & Citizenship issued documents including a visa  
Dept of Immigration & Citizenship Certificate of Evidence of Resident Status

### Category B documents

Medicare Card  
Plastic Bank or Credit Card, with signature  
Student Identity Card with photo issued by an Australian Educational Institution  
Department of Veterans Affairs/Centrelink Pensioner Concession Card  
Births, Death & Marriages Change of Name/Marriage Certificate/Deed Poll

### Evidence of Change of Name

Marriage Certificate issued by Births, Deaths & Marriages (or interstate / overseas Registry office equivalent)  
Divorce Paper indicating the name being reverted to, as issued by a Court  
Change of Name Registration issued by Births, Deaths & Marriages or Deed Poll  
Guardianship Order issued by the relevant Authority  
Adoption Paper issued by a Court

### Evidence of Residential Address

Financial Institution Statement  
Utility Account (power, water, sewerage, phone, gas) with evidence of payment  
Council Rate Notice  
Lease or Rent Agreement  
Land Tax Valuation Notice  
Australian Tax Office Assessment (current or last financial year)  
Certificate of Title

All applicants must provide proof of identity when completing the application process.

Documents provided at Service Tasmania must be original and current.

All proof of identity documents must be in English or be accompanied by an English translation from an accredited translator.

If your name is different than what is shown on your Category A documents, you must also provide at least one (1) original Evidence of Change of Name document.

At least one document from either category A or B must show your date of birth and current Tasmanian residential address. If the documents don't show a current Tasmanian residential address, you will need to provide a fourth document less than six (6) months old from the Evidence of Residential Address category.

## Checklist

- Have completed all sections
- Have indicated which licence activity I wish to be licensed for
- Have signed the declaration and the statement of consent and identity
- Attached copies of required identification for each Director
- Attached a copy of the last financial statement or a letter from a qualified accountant that the company is a viable concern
- Attached a companies extract
- Attached bankruptcy report (commercial sub-agent activity only) dated within the last month

Please use this list to check your application is complete before submitting.

**Instruction pages for application of Agent - Body Corporate Licence**  
Activites: Crowd Control, Security General Guarding, Security Guarding with Dog,  
Security Guarding with Firearm, Bodyguard, Monitoring Room Operator, Commercial Agent, Inquiry Agent

You must complete all relevant parts of the application and provide all requested documentation before your application will be processed. Applications will be returned if they are not fully completed, which will delay the processing time. Applicants should be aware of their responsibilities under the *Security and Investigations Agents Act 2002*. You can view the legislation and its regulations or download them from [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au).

You may also get information at [www.justice.tas.gov.au/licensing\\_and\\_accreditation](http://www.justice.tas.gov.au/licensing_and_accreditation)

### **Processing time - Please allow 6 weeks from date of lodgement**

Average processing time for a complete application is between 2 to 6 weeks. Please allow 6 weeks from the date of lodgement before enquiring on the progress of an application.

### **Licence application fee and lodgement**

The full payment of the application fee must accompany this form. All application fees are GST exempt. The application fee is not refundable if your application is refused or withdrawn for any reason. Please read the application carefully and check the requirements before applying. You must also pay the fee for your National Police Record and Fingerprint Check - \$120.00  
Applications are required to be lodged with payment through Service Tasmania outlets. Visit [www.service.tas.gov.au](http://www.service.tas.gov.au)

### **Personal information protection statement**

In line with the *Personal Information Protection Act 2004*, the Consumer, Building and Occupational Services Division of the Department of Justice, is collecting this information so that it can determine your eligibility to obtain the requested licence. You are required to provide this information by the *Security and Investigations Agents Act 2002*. If you do not provide all of the information requested then your application may not be processed. Your personal information will be used for the primary source for which it is collected and may be disclosed to law enforcement agencies, courts and other organisations authorised to collect it. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to Consumer, Building and Occupational Services. You may be charged a fee for this service.

### **National police and fingerprint check**

It is a legislative requirement for all applicants to be fingerprinted.

Applicants need to sign the Statement of Consent and Indemnity and pay the relevant fee. If fingerprints have already been taken for a licence under the *Security and Investigations Agents Act 2002* then the fee is \$45.00. If you have not previously provided fingerprints for the purposes of a licence under the *Security and Investigations Agents Act 2002*, then you must pay \$120.00 (to be paid at Service Tasmania). Take your Service Tasmania receipt with you to the police station to have your fingerprints taken. If you do not show your Service Tasmania receipt, Tasmania Police will not take your fingerprints and this could seriously delay the processing of your application. Photographic identification must also be presented.

If an applicant does not live in Tasmania they will need to be fingerprinted and get the National Police Check from the Police in the State or Territory they live in.

**The application fee is not refundable if your application is refused or withdrawn for any reason.**

**For further information visit our website at [www.justice.tas.gov.au/licensing\\_and\\_accreditation](http://www.justice.tas.gov.au/licensing_and_accreditation)**

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This Code of Conduct applies to Crowd Controllers undertaking the duties within Tasmania and was issued by the Director of Consumer Affairs and Fair Trading under Section 38A of the *Security and Investigations Agents Act 2002* (the Act) and is current from 4 January 2011. Failure to comply with this Code of Conduct may result in suspension or cancellation of a licence.

It is a condition of a crowd control activity that the holder of a licence signs and complies with the provisions of this Code of Conduct. The holder of a licence must wear an identifying number and carry their licence with them at all times when they are on duty.

The Code outlines the responsibilities for ALL persons carrying out tasks relating to crowd controllers in Tasmania. This Code of Conduct will:

- promote consumer and community confidence
- ensure the safety of the community and employees
- promote ethical and professional conduct; and
- ensure the operators comply with applicable Tasmanian legislation in particular the *Security and Investigations Agents Act 2002*.

## Minimum Standards of the Code of Conduct

### Perform duties in accordance with the law

Only engage in legal employment. This means that crowd controller will not work 'off the books or for cash in hand';

Encourage a professional and supportive working relationship with Law Enforcement agencies;

Not admit persons into the venue if they are aware that the person is under the influence of drugs or in possession of drugs;

Be fully informed about issues of drug abuse and the illegal use of drugs. Take action and report any witnessed drug use or the sale of drugs while employed;

Do not reveal security information, arrangements or personal details in connection with their employment, unless this information is provided to authorised persons when requested by authorised persons; and

Ensure that they are licensed under the law and have completed all the current training units and refresher courses.

Adhere to all Liquor Licensing legislation by:

- refusing intoxicated, violent, argumentative or underage persons entry into licensed premises;
- taking necessary action by informing management / bar staff if patrons have consumed alcohol in excess, to ensure that responsible service or alcohol compliance is maintained;
- carefully monitoring the actions of patrons so that anti-social behaviour is easily detected and actioned according to legislation ; and
- awareness of the appropriate use of alcohol through education and training.

**Display responsible conduct**

Be aware what is expected by management and the general public in their role as a crowd controller;

Avoid potential conflicts of professional interest;

Communicate professionally and courteously to all patrons and use mediation and negotiation as the primary methods to stop undesirable behaviour;

Ensure a 'duty of care' and professional support is given to all persons in their workplace and in the surrounding environment;

Not use undue force in the course of their duties, threaten, participate or encourage others to participate in assault;

Not be under the influence of alcohol or illegal drugs, prior to or while on duty;

Be aware of the fire procedures and the effective use of other emergency management equipment at the venue;

Communicate with other crowd controllers, managers, and the authorities regarding anti-social behaviour and informing the relevant parties if known persons of interest are seen in the immediate area;

At all times perform duties ethically, with integrity and behave in a manner that upholds the professionalism of the Crowd Control Industry.

**Declaration**

I (print full name)

have read, understood and hereby agree to comply with the Crowd Controllers Code of Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Licence Number \*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Endorsed by Manager \*  
(signature / name)

\_\_\_\_\_  
Organisation / Manager \*  
(Licence Number)

\_\_\_\_\_  
Date

\* If applying for the first time, you will not have a licence number. Please leave blank. If you currently do not have an employer / manager recorded please leave blank. Upon advising employer / manager details, a new Code of Conduct will need to be signed by the crowd controller and the manager and lodged with this office.