



WESTERN AUSTRALIA POLICE

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

Instructions to 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 (08) 9223 7000

Section 1

Personal Details

- Record your Full Name, Residential Address, Postal Address, Date and Place of Birth and all current Telephone Numbers.
- Complete Details of your Physical Description.
- Enter the year you arrived in Australia.
- Enter your Motor Driver Licence and Passport particulars.

Section 2

Licence Category

- Refer to "Licence Categories" documents for a full description.
- Select which category of licence that you wish to obtain and tick the corresponding box.
- Select term of licence required.

Section 3

Personal History

3.1 & 3.2 - Conviction History

- Record details of any conviction and penalty imposed by a court, whether within Australia or overseas.
- This includes Criminal, Traffic or Children's Court convictions – include Spent Convictions or where a conviction was not recorded.

3.3 - Previous Names

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

3.4 - Previous Police Service

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

3.5 - Employment History

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

Section 4

Signing the Declaration

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

Section 5

Endorsement Category

- Select the endorsement(s) that you wish to have included on your Security Officer Licence and tick the corresponding box.
- Firearm endorsements require an accompanying letter from a licensed Security Agent who holds a Corporate Firearms licence.
- Baton endorsements require proof that you have successfully completed an approved Baton course within the past six months.
- Baton endorsements also require an accompanying letter from a licensed Security Agent stating that it is required for security duties.

Section 6

Employers Corporate Firearms Licence details

- Firearm endorsements require an accompanying letter from a licensed Security Agent who holds a Corporate Firearms licence.

Section 7

Signing the Firearms/Baton 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.

Application Checklist

- All Application Details completed.
- Correct licence types nominated.
- Full particulars of personal history, including criminal record or Police employment completed.
- All relevant documentation provided.
- Full application fees payable.

Crowd Controller

Applicants for Crowd Controller licenses must have completed an approved training course prior to lodging this application.

Security Officer / Security Bodyguard

Applicants for Security Officer / Security Bodyguard licenses must have completed an approved training course prior to lodging this application.

Security Installer

Applicants for Security Installer licenses must have completed a pre-licence test if they are to perform the following functions:
Install or maintain electronic alarm systems;
Install or maintain CCTV equipment;
Install or maintain security doors.

The alarm test is based upon Australian Standard AS2201.1-5 (Intruder Alarm Systems), basic electronic skills including circuit calculations and component values. The applicant must achieve a minimum of 80% to pass this test;

The CCTV test is based on Australian Standard AS4806. The applicant must achieve a minimum of 80% to pass this test;

The security door test is based on the standards applying to the supply and installation of security doors.

The applicant must achieve a minimum of 80% to pass this test;

Applicants who wish to repair or maintain locks, including door, window and safe locking mechanisms will need to be a trade qualified locksmith;

Applicants who wish to install locks of a Prescribed type must sit a test based on Australian standards. The applicant must achieve a minimum of 80% to pass this test.

Security Consultant

Applicants for Security Consultants licenses must complete a pre-licence test if they wish to consult in electronic alarms. This test is based on Australian Standard AS2201.1 (Intruder Alarm Systems) and on Australian Standard AS4806 (CCTV). The applicant must achieve a minimum of 80% to pass this test.



WESTERN AUSTRALIA POLICE



APPLICATION FOR A 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 queries regarding applying for a licence,
contact Police Licensing Services on (08) 9223 7000.**

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 LICENCE APPLICATIONS

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 documents referred to in the Category 1 List; or
One document referred to in the Category 1 and two 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 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 5 years by an Australian educational institution.

**If insufficient proof of age and identity is received, your application will not be accepted.
Non Australian citizens are required to produce residency or working visa.**

PERSONAL REFERENCES / TESTIMONIALS

Two (2) personal references are required. These references need to be about your character, not your work history.
(Please refer to new Reference Information & Reference Sheet on page 7 & 8)

They are to be completed in the author's own hand writing and must be on the form attached:

- The referee needs to have known the applicant for a period of five years or longer prior to making this application.
- Comments in support must be longer than 5 lines.
- Contain the full name of the referee.
- Position/s held by referee.
- Contain the address and contact details of the referee (including telephone numbers).
- Nature of relationship (referee to applicant).
- Where and when the relationship was.
- How long the referee has known the applicant.
- Must refer to the applicants 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 a current serving member of the Western Australia Police or a family member.

✚ 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 whole 5 year period, or if you are an Australian resident and you have spent more than 12 consecutive months outside of Australia in the past 5 years prior to lodging your application, 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.

Indian Police Clearance Certificate: PCCs issued at a village or town, or District Superintendent are unacceptable as they do not cover the whole of India. Only PCCs issued through an Indian High Commission, Consulate or Embassy (see below) will be accepted.

Consulate General of India, 1st Floor, 15 Munro Street, COBURG VIC 3058. Tel: 03 93867399

Consulate General of India, Level 27/25 Bligh Street SYDNEY NSW 2000. Tel: 02 92239500

High Commission of India, 3 Moonah Place, YARRALUMLA ACT 2600. Tel: 02 62733999

✚ PROOF OF COURSE COMPLETION / QUALIFICATIONS

If you are applying for a non-agent licence, you may be required to hold particular qualifications or have completed a particular training course before lodging your application.

The following licences require the completed courses:

- Security Officer, an approved Security Officer course.
- Security Officer Guarding with a Dog, an approved Security Officer Guarding with a Dog course.
- Crowd Controller, an approved Crowd Controller course.
- Security Bodyguard, an approved Bodyguard course.
- Security Installer (Locks), an approved Locksmith course (otherwise you will not be approved to repair locks).
- Investigator Certificate III in Investigative Services.
- Batons endorsement, an approved Baton course within the past six months.
- Consultant in watching, protecting & guarding property, Certificate IV in Security Risk Management.

Details of approved courses can be obtained by contacting Police Licensing Services.

✚ FIREARMS ENDORSEMENTS MEDICAL CERTIFICATE

Applicants for firearms endorsements are required to provide a medical certificate to demonstrate that they are fit to carry a firearm. This medical certificate is to state:

That you have been examined and found to be *“physically and psychologically fit for use and carriage of firearms”*.

Additionally, a new medical certificate is to be supplied on an annual basis to maintain the firearms endorsement.

All medical certificates are to be provided to Police Licensing Services within one month of being prepared by the medical practitioner.

You must provide a statement from your doctor in reference to how long they have known you from a medical perspective

If you have any questions relating to the documents required to support a licence or endorsement application you should 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;

1. State Law Publishers, 10 William Street, Perth; or
2. On-Line at <http://www.slp.wa.gov.au/Index.html>

PLEASE MAKE SURE YOU HAVE READ AND FULLY UNDERSTOOD THESE INSTRUCTIONS

PLEASE COMPLETE THE FOLLOWING 3 PAGE 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 *Criminal Investigation (Identifying People) Act 2002;*

COMPLETED APPLICATIONS ARE TO BE LODGED AT

Police Licensing Services
297 Hay Street
EAST PERTH WA 6004
*Or if outside a 50km radius of Perth GPO
The nearest Country Police Station*



APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION FORM IN BLOCK LETTERS

3 PERSONAL HISTORY

3.1 - Have you ever been refused a Security, Crowd Control or Investigator licence, or had such a licence Suspended, Cancelled or Revoked before in Western Australia or anywhere else?

- NO - YES - Provide details below

Type of Licence [grid] When? [grid]

Where? [grid]

Reason? [grid]

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

Court [grid]

Result [grid] Date [DD / MM / YYYY]

3.2 - 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 charges where a Conviction was not recorded)

- NO - YES - Provide details below

Table with 3 columns: Offence/Charge, Court, Date

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

- NO - YES - Provide details below

[grid]

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

- NO - YES - Provide details below

[grid]

3.5 - Employment History (Past 5 years)

Table with 4 columns: Employer, Period, State, Position

IT IS AN OFFENCE UNDER SECTION 51 OF THE SECURITY & RELATED ACTIVITIES (CONTROL) ACT 1996 TO PROVIDE INFORMATION THAT YOU KNOW TO BE FALSE OR MISLEADING.



APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION FORM IN BLOCK LETTERS

4 DECLARATION

I, _____

Certify that the information contained in this application has been provided by myself and that it is true and correct in every detail.

I am also fully aware that it is an offence under Section 51 of the Security & Related Activities (Control) Act 1996 to provide information that I know to be false or misleading.

Applicants signature *Date*

Witness signature *Date*

Witness, Print Name, Witnessing Authority and Contact Details

FIREARMS AND BATON ENDORSEMENT

5 ENDORSEMENT

FIREARMS BATONS

6 EMPLOYER DETAILS

Include all companies for which you wish to be endorsed to carry firearms - (A letter must be attached from each company that wishes to employ you in an armed capacity)

1 _____

CORPORATE FIREARMS LICENCE NUMBER _____

2 _____

CORPORATE FIREARMS LICENCE NUMBER _____

7 FIREARMS AND BATON DECLARATION

I, _____

Certify that the information contained in this application has been provided by myself and that it is true and correct in every detail.

I am also fully aware that it is an offence under Section 51 of the Security & Related Activities (Control) Act 1996 to provide information that I know to be false or misleading.

Applicants signature *Date*

Witness signature *Date*

Witness, Print Name, Witnessing Authority and Contact Details



Western Australia Police

SUITABILITY REFERENCE

To the referee – before you sign this reference please read:

This Form MUST BE COMPLETED BY YOU, the Referee.

- *The purpose of this reference is for **YOU** to acknowledge that the applicant is of a suitable character to hold a private security licence in Western Australia. **You are not obliged to provide this reference and you should only do so if you wish to and only if you can satisfy the requirements provided by law.***

FIRSTLY:

- ***You must know the applicant’s character.** You need to outline in what capacity you know the applicant and how that allows you to attest to his/her suitability for the industry.*
- ***Remember you are accountable for what you write and sign your name to.***
- *You must provide contact details to us and you are likely to be contacted by police to verify your statements.*

SECONDLY:

- ***You must have known the applicant for a minimum of 5 years prior to the date of the licence application.***
- ***If you can not comply with all of the above do not supply this reference.***

What does “I can attest to the character of the applicant” mean?

Explain how you know the applicant and how this enables you to comment on their ability, competence, honesty and integrity. Please explain the nature of your relationship to the **applicant** (for example but not limited to: personal, professional, family connections). This reference is about your relationship with this particular person, **not** his/her family or friends. Electronic knowledge such as email and chat rooms on the Internet is **not** sufficient knowledge.

If you do 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.

To the Licensing Officer,

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

_____ for a period of _____ years _____ months
(insert name YOU know the applicant by)

My relationship to the applicant.... _____



Western Australia Police

SUITABILITY REFERENCE cont.

Multiple horizontal lines for writing a suitability reference.

(This section MUST be completed. If insufficient space attach separate sheet)

I am not related to the applicant by birth or marriage and I attest that the applicant is suitable to hold a Licence in Western Australia under the Security and Related Activities (Control) Act 1996.

Referee

Signature: _____

Referee's contact details: (in block letters)

Work address: _____

Phone: (H) _____ (W) _____ (M) _____

Email address: _____

(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.

Date: _____ Referee Signature: _____

Witness _____

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

Name _____

Address _____