



Application for an Agent Licence

SECURITY AND RELATED ACTIVITIES (CONTROL) ACT 1996

Instructions to all applications - 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 Licensing Services Security on 1300 171 011.

Section 1 - Personal Details

- Record your full name, residential address, postal address, date and place of birth and all telephone numbers and email addresses
- Complete details of your physical description
- Enter the year and state you arrived in Australia
- Enter your Motor Driver Licence number

Section 2 - Personal History

Disciplinary Action

Record the details of any Security Industry licences previously refused, suspended, disqualified and revoked. Detail the state, reason for the decision and date the disciplinary action occurred.

Conviction History

Record any details of any findings of guilt and penalty imposed by a court, whether within Australia or overseas. This encompasses Criminal or Children's Court convictions (include Spent Convictions or where a non conviction was recorded).

Previous Names

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

Employment History

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

Bankruptcy Declaration

include details of any previous or current bankruptcy. You must advise Licensing Services Security if you are currently an undischarged bankrupt.

NOTE: If you have declared bankruptcy, a minimum seven (7) years must have passed before applying for an agents licence.

Section 3 - Statement of Assets and Liabilities

- Provide details of your personal Assets and Liabilities

Section 4 - Licence Category

- Select which category of licence you wish to obtain and tick the corresponding box
- Select the term of licence you wish to apply for
- If you reside outside Western Australia, provide details of the contact person and address where the business records will be kept

Section 5 - Business Details

- Nominate the type of business - 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 and contact details
- Provide supplementary details for all partners and company directors

Section 6 - Supplementary Details

- Personal details need to be supplied for any Partners or Directors of the company with the application

Section 7 - Signing the Declaration

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

Penalties Apply for Omissions, False or Misleading Information

Application Checklist

- | | |
|--|--|
| <input type="checkbox"/> Correct licence types nominated | <input type="checkbox"/> All relevant documentation provided |
| <input type="checkbox"/> All application details completed including Code of Conduct | <input type="checkbox"/> Full application fees payable |
| <input type="checkbox"/> Full particulars of personal history, including criminal record | <input type="checkbox"/> 4 Passport size photos |

If you have any enquiries regarding applying for a licence contact Licensing Services Security 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



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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 a 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 a 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.
- 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 honest, integrity, character, etc...

NOTE: You need to have known the person supplying the reference for a five year period or longer prior to the application date. The referee cannot be related to you by birth or marriage (includes partner/ defacto)

PASSPORT PHOTOS

A set of four (4) passport size photographs are to be included with each application. Photographs provided by an applicant 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 Licensing Services Security for further information.

Police Clearance Certificates (PCCs) issued at a village or town or issued by a District Superintendent are unacceptable as they do not cover the country on a national basis

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.



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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 business associates can be identified. These documents are:

- **CERTIFICATE OF INCORPORATION**

This is obtained from the Australian Securities & Investment Commission (ASIC).

This document is entitled "Certificate of Incorporation of Proprietary Company" or similar and must include the Company Number supplied by the ASIC.

NOTE: Application forms, accountant's documentation, annual returns to the ASIC etc are not acceptable.
and

- **COMPANY EXTRACT**

This is obtained from the Australian Securities & Investment 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 Licensing Services in writing within 21 days.

TRADING NAMES

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

- **RECORD OF REGISTRATION OF A BUSINESS NAME**

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

This document is entitled 'Record of Registration of a Business Name' or similar and it must include the Business Name and 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.

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 that 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 that 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.

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 and 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. 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 State Law Publishers, on-line at <http://www.slp.wa.gov.au/index.html>

**ONCE YOU HAVE READ AND UNDERSTOOD THESE INSTRUCTIONS PLEASE
COMPLETE THE FOLLOWING APPLICATION**

DISCLAIMER

Your **FINGERPRINTS** 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:

Licensing Services Security
303 Sevenoaks Street
CANNINGTON WA 6107

Or

if outside a 50km radius of Perth GPO
your nearest country police station



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APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION FORM IN CAPITAL LETTERS

Section 1: Personal Details

Surname Date of Birth

First Names Gender

Postal Address

Street Number Street Name Street Type

Suburb State Postcode

Residential Address Residential Address same as Postal Address?

Street Number Street Name Street Type

Suburb State Postcode

Mobile Phone Other Phone Drivers Licence

Email Address

Country of Birth Date arrived in Australia State of Arrival

Eye Colour Hair Colour Height Complexion

Section 2: Personal History

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 Date

Where? Reason

Have you ever been found guilty of an offence in a court? Including all criminal, children's court, spent convictions, or findings of guilt where a non-conviction was recorded?

YES - Provide details below or attach evidence NO

Offence	State	Country	Year of Outcome
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you been known by any other name?

Surname	First Name	Reason for former name
<input type="text"/>	<input type="text"/>	<input type="text"/>



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Employment History (last 5 years, include any education and periods of unemployment)

Employer/Establishment	Location	Position/Role	Years

Have you ever been declared Bankrupt?

- NO YES - Provide details below

Section 3: Personal Assets/ Liabilities

Assets

Liabilities

Bank Accounts	<input type="text"/>	Mortgages	<input type="text"/>
House Land Premises	<input type="text"/>	Other Liabilities	<input type="text"/>
Motor Vehicles	<input type="text"/>	Other Loans	<input type="text"/>
Other Assets	<input type="text"/>		
TOTAL	<input type="text"/>	TOTAL	<input type="text"/>

Section 4: Licence Category

TERM OF LICENCE

- 1 Year (new business) 3 Years (existing business)

- Security Agent Inquiry Agent Crowd Control Agent

Your Job Role within the business

If other, specify

Section 5: Business Details

- Sole Trader Partnership Company

Name of Organisation

Trading Name

Is the business currently trading in Security Industry?

- No Yes

If yes, commencement date:



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Postal Address

Street Number Street Name Street Type
 Suburb State Postcode

Business Address

Business Address same as Postal Address?

Street Number Street Name Street Type
 Suburb State Postcode
 Mobile Phone Other Phone
 Email Address
 Website

Do you reside in WA?

No Yes

If you answered "No", the address in WA where the records will be kept

Street Number Street Name Street Type
 Suburb State Postcode

Contact Person's details in WA to access business records

Contact Person Contact Number
 Email Address

Section 6: Declaration

I, Certify that the information contained in this application has been provided by myself and is true and correct in every particular and that I completed this application in my own handwriting. 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

Applicants Signature Date
 WA Police Force Witness Signature Date
 Print name, PD and contact details



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Section 7: Associate Details

Relationship to the business

Surname

Date of Birth

First Names

Gender

Postal Address

Street Number

Street Name

Street Type

Suburb

State

Postcode

Residential Address

Residential Address same as Postal Address?

Street Number

Street Name

Street Type

Suburb

State

Postcode

Mobile Phone

Other Phone

Email Address

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