



# WESTERN AUSTRALIA POLICE

## APPLICATION FOR A TEMPORARY LICENCE – SECURITY ACTIVITIES Security & Related Activities (Control) Act 1996

**A TEMPORARY LICENCE IS FOR THE HOLDER OF AN EQUIVALENT OTHER AUSTRALIAN STATE OR TERRITORY LICENCE AND CAN ONLY BE GRANTED FOR A SINGLE EVENT OR FUNCTION FOR A PERIOD NO LONGER THAN 12 MONTHS. THEY ARE NOT RENEWABLE.**

### 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 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 current telephone numbers.
- Enter your Motor Driver Licence particulars.

#### Section 2

##### Employer Details

- List employer you are currently licensed to work for and in which state/territory.
- The employer you will be working for in Western Australia.

#### Section 3

##### Licence Category

**You are only eligible for an equivalent licence for which you hold in your home state/territory. The licence must also be current.**

#### Section 4

##### Reason for licence

- Type of event.
- Date of event.
- Your duties at event.

#### 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.**

#### Application Checklist

- All application details completed.
- Correct licence types nominated.
- Four (4) Passport size photos provided.
- All relevant documentation – Proof of employment etc...
- Full application fees payable.

**Temporary Licence applications can only be submitted at Licensing Services, Security Mason Bird Building, 303 Sevenoaks Street, Cannington WA 6107**

### 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 Licensing Services, Security on 1300 171 011**

In all cases, the documents presented must be:

- Original documents and have a copy attached.

### DOCUMENTS REQUIRED FOR TEMPORARY LICENCE APPLICATIONS

#### APPLICATION FORM

The correct application form is to be included:

- In each application for a temporary licence.

#### CERTIFIED COPY OF RELEVANT STATE/TERRITORY LICENCE

#### CERTIFIED COPY OF MOTOR DRIVERS LICENCE WITH CURRENT ADDRESS

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

**Penalties apply for omissions, false or misleading information.**

# WESTERN AUSTRALIA LICENCE CATEGORY DEFINITIONS

## **Crowd Controller**

### *Definition of "crowd controller"*

- (1) A crowd controller is a person who in respect of any licensed premises, place of entertainment, or public or private event or function, as part of his or her regular duties, performs for remuneration any function of —
  - (a) controlling or monitoring the behaviour of persons;
  - (b) screening persons seeking entry; or
  - (c) removing persons for behavioural reasons,or any other prescribed function.
- (2) In subsection (1) "**licensed premises**" has the meaning given by section 3(1) of the Liquor Control Act 1988.

## **Security Officer**

### *Definition of "security officer"*

- (1) A security officer is a person who for remuneration watches, guards or protects any property.
- (2) A person employed by one employer only, who is not a security agent, to watch, guard or protect the property of that employer is not within the definition in subsection (1) unless the person is in possession of a firearm or baton while carrying out his or her duties.

## **Security Bodyguard**

### *Definition of "security bodyguard"*

A security bodyguard is a person who for remuneration escorts another person as a guard or protector.

## **Investigator**

### *Definition of "investigator"*

- (1) An investigator is a person who for remuneration conducts -
  - (a) investigations into the conduct of individuals or bodies corporate or the character of individuals;
  - (b) surveillance work in relation to the matters referred to in paragraph (a); or
  - (c) investigations concerning missing persons.
- (2) Investigations carried out by the following persons are not within paragraph (a) of the definition in subsection (1) -
  - (a) any certificated practitioner (within the meaning of the Legal Practice Act 2003) while acting in the ordinary course of his or her profession as such;
  - (b) any clerk of such a practitioner acting in the ordinary course of the practitioner's profession;
  - (c) any body corporate authorised under the Insurance Act 1973 of the Commonwealth to carry on insurance business, while acting in the ordinary course of that business;
  - (d) any employee of a body corporate referred to in paragraph (c) while acting in the ordinary course of his or her employer's insurance business; or
  - (e) any other prescribed person, or person belonging to a prescribed class of persons, while acting in any prescribed circumstances.

## **Security Installer**

### *Definition of "security installer"*

- (1) A security installer is a person who for remuneration installs, maintains or repairs all, or any, of the following -

Class 1:	Safes, vaults and locks of a prescribed kind by regulation 6.
Class 2:	Security alarms, closed circuit television equipment for security purposes and equipment and devices prescribed by regulation 8.
Class 3:	Security doors prescribed by regulation 7.
Class 4:	A person who is authorised to carry out the activity of, for remuneration, installing locks of a kind referred to in regulation 6.
- (2) The definition in subsection (1) does not include a person who installs, maintains or repairs any equipment or device in a vehicle, vessel, aircraft or other means of conveyance.
- (3) Regulations made for the purpose of subsection (1) may adopt by reference any Australian Standard with or without variations and either as in force at a particular time or as amended from time to time.

# WESTERN AUSTRALIA LICENCE CATEGORY DEFINITIONS

## Security Consultant

### *Definition of "security consultant"*

A person holding a security consultants licence of a class referred in the table below is authorised to carry out the activities of going from place to place seeking out persons who may be prepared to enter into contracts for the supply of an item or equipment of a type listed in the table for that class of licence:

Class 1: Safes, vaults and locks of a prescribed kind by regulation 6.

Class 2: Security alarms, closed circuit television equipment for security purposes and equipment and devices prescribed by regulation 8.

Class 3: Security doors prescribed by regulation 7.

Class 4: A person who is authorised to carry out the activities of, for remuneration, investigating or advising on matters relating to the watching, guarding or protection of property.

## Security Agent

### *Definition of "security agent"*

A security agent is a person who supplies the services of —

- (a) security officers; or
- (b) security consultants; or
- (c) security installers; or
- (d) security bodyguards.

## Inquiry Agent

### *Definition of "inquiry agent"*

An inquiry agent is a person who supplies the services of investigators.

## Crowd Control Agent

### *Definition of "crowd control agent"*

A crowd control agent is a person who supplies the services of crowd controllers.

**A TEMPORARY LICENCE CANNOT EXCEED A PERIOD OF 12 MONTHS AND IS NOT RENEWABLE**

**PLEASE MAKE SURE YOU HAVE READ AND UNDERSTOOD THESE INSTRUCTIONS**

**THEN FULLY COMPLETE THE FOLLOWING APPLICATION FORM IN YOUR OWN HANDWRITING**

**COMPLETED APPLICATIONS ARE TO BE LODGED AT**

**Licensing Services, Security  
Mason Bird Building, 303 Sevenoaks Street  
Cannington WA 6107**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**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 State Law Publishers <http://www.slp.wa.gov.au/Index.html> or telephone: 65526000.

**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.**



# WESTERN AUSTRALIA POLICE

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

**APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION FORM IN BLOCK LETTERS**

**1 PERSONAL DETAILS**

Surname

Given Names

Residential Address

Suburb  State  Postcode

Postal Address (If different to the above)

Suburb  State  Postcode

Contact: Daytime Phone  Mobile Phone

Email Address

Date of Birth  /  /

Have you ever been known any other name?  - NO  - YES – Provide details below

**2 EMPLOYER DETAILS**

Include the details of the entity that you are currently endorsed to work for and the entity you will be working for in Western Australia (Proof of employment must be attached)

Entity you are currently endorsed to work for

Entity in WA that you will be working for

**3 LICENCE CATEGORY**

<input type="checkbox"/> SECURITY OFFICER	<input type="checkbox"/> CROWD CONTROLLER	<input type="checkbox"/> SECURITY CONSULTANT: CLASS <input type="checkbox"/>
<input type="checkbox"/> INVESTIGATOR	<input type="checkbox"/> BODYGUARD	<input type="checkbox"/> SECURITY INSTALLER: CLASS <input type="checkbox"/>
<input type="checkbox"/> SECURITY AGENT	<input type="checkbox"/> INQUIRY AGENT	<input type="checkbox"/> CROWD CONTROL AGENT

TERM OF LICENCE  Months  Days

**A TEMPORARY LICENCE CANNOT EXCEED A PERIOD OF 12 MONTHS AND IS NOT RENEWABLE**





**TEMPORARY FIREARMS AND BATON ENDORSEMENT**

**APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION FORM IN BLOCK LETTERS**

**7 ENDORSEMENT**

FIREARMS

BATONS

**8 EMPLOYER DETAILS**

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

1 [Grid for company name]

CORPORATE FIREARMS LICENCE NUMBER

[Grid for licence number]

2 [Grid for company name]

CORPORATE FIREARMS LICENCE NUMBER

[Grid for licence number]

**9 DECLARATION**

I,  
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*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*

[Signature box]

*Date*

[Date box]

*Witness signature*

[Witness signature box]

*Date*

[Witness date box]

*Witness, Print Name, Witnessing Authority and Contact Details*

[Witness details box]