



# Application for a Licence

## SECURITY AND RELATED ACTIVITIES (CONTROL) ACT 1996

LICENSING ENFORCEMENT DIVISION  
303 Sevenoaks Street Cannington, Western Australia 6107  
Post: Locked Bag 9 East Perth WA 6892  
Email: securitylicensing@police.wa.gov.au  
Telephone: 1300 171 011

### 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 Licensing Services 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. Licence Category

- Select which category of licence you wish to obtain and tick the corresponding box
- Select the term of licence required

## Section 3. 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

## Section 4. 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              |

## Qualification Requirements for Different Licence Types

Crowd Controller/ Security Officer/ Investigator/ Security Bodyguard

Applicants for these licence types must have completed an approved training course prior to lodging the application.

### Security Installer

- Class 1: Install, maintain or repair safes, vaults and locks of a kind prescribed in Regulation 6. Must be a trade qualified Locksmith to obtain this licence
- Class 2: Install, maintain or repair security alarms, CCTV for security purposes, equipment and devices prescribed in Regulation 8. A course in Technical Security must be completed prior to lodging the application
- Class 3: Install, maintain or repair security doors as prescribed in Regulation 7. A pre-licence test based on AS5040 must be completed with a minimum of 80% to pass the test
- Class 4: Install locks of a kind prescribed in Regulation 6. No pre-licence test or trade certificate is required

### Security Consultant

- Class 1: Consult in safes, vaults and locks of a kind prescribed in Regulation 6. No pre-licence test or trade certificate is required
- Class 2: Consult in security alarms, CCTV for security purposes, equipment and devices prescribed in Regulation A course in Technical Security must be completed prior to lodging the application
- Class 3: Consult in security doors as prescribed in Regulation 7. A pre-licence test based on AS5040 must be completed with a minimum of 80% to pass the test
- Class 4: Consult in matters relating to watching, guarding and protecting of property. Must have completed Certificate IV in Security Risk Analysis prior to lodging an application



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### Documents to Support Application

If you apply for a licence under the Security and Related Activities (Control) Act 1996, you must provide the correct supporting documentation as listed below.

In all cases, the documents presented must be:

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

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

### Documents Required for a 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 a photograph of the applicant that has been issued by an agency of the Commonwealth or a State of 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

**Must be completed on the WA Police Suitability Reference form**

- 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

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

**NOTE: 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.



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## Documents Required for a Licence Application *continued*

### 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.

### PROOF OF COURSE COMPLETION/QUALIFICATIONS

If you are applying for a non-agent licence, you may be required to have completed a particular training course with an approved Registered Training Organisation before lodging your application.

- Security Officer: Certificate II in Security Operations
- Security Officer Guarding with Dog: Certificate II in Security Operations with specified elective units
- Crowd Controller: Certificate II in Security Operations
- Armed Security Officer: Certificate III in Security Operations with specified elective units
- Security Bodyguard: Certificate III in Close Protection Operations with specified elective units
- Investigator: Certificate III in Investigative Services with specified elective units
- Batons endorsement: Control Person Using Baton Certificate

Details of approved courses can be obtained on Licensing Services website: [www.police.wa.gov.au](http://www.police.wa.gov.au)

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 Publisher at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au)

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

**PLEASE COMPLETE THE FOLLOWING 3 PAGE APPLICATION FORM**

**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

#### Complete applications are to be lodged at:

Licensing Services Security  
303 Sevenoaks Street, CANNINGTON WA 6107

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



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APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION IN CAPITAL LETTERS

### Section 1. Personal Details

#### LICENCE HOLDER DETAILS

Family Name

All Given Names

Date of Birth  
DD/MM/YYYY

Gender

Driver's  
Licence

Country of Birth

Date arrived  
in Australia

State of  
Arrival

Eye Colour

Hair  
Colour

Height

Complexion

#### CONTACT ADDRESS - Postal

Unit / Street Number

Street  
Name

Street  
Type

Suburb

State

Postcode

#### CONTACT ADDRESS - Residential

*Tick if Postal Address is the same as Residential Address*

Unit / Street Number

Street  
Name

Street  
Type

Suburb

State

Postcode

#### CONTACT DETAILS

Mobile Phone

Other  
Phone

Email

### Section 2. Licence Category

Term of Licence

1 year

3 years

**Security Installer** (tick class)

**Security Consultant** (tick class)

Security Agent

Crowd Control Agent

Locksmith

Locksmith

Security Officer

Crowd Controller

Alarms/CCTV

Alarms/CCTV

Security Monitoring Officer

Inquiry Agent

Doors

Doors

Security Bodyguard

Investigator

Locks only

Security Risk Management

### Section 3. Personal History

Have you ever been refused any Security Industry licence, or had such licences suspended, disqualified or revoked?

No

Yes - Provide details below

Type of Licence

Date

Location

Reason



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### Section 3. Personal History *continued*

#### Have you ever been found guilty of an offence by a court?

(Include all criminal, children's court, spent convictions, or findings of guilt where a non-conviction was recorded)

No      Yes - Provide details below

Conviction	State	Country	Year of Outcome
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#### Have you been known by any other name?

No      Yes - Provide details below

Surname	First Name	Reason for former name
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#### Employment History (last 5 years, include any education and periods of unemployment)

Employer/Establishment	Location	Position/Role	Number of Years
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### Section 4. 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 information.

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

Applicant's Full Name

Applicant's  
Signature

Date

WA Police Force  
Witness Full Name

PD

WA Police Force  
Contact Details

Witness  
Signature

Date



# Suitability Reference

SECURITY AND RELATED ACTIVITIES (CONTROL) ACT 1996

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303 Sevenoaks Street Cannington, Western Australia 6107

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

1. This form must be completed by YOU, the Referee in capital letters.
2. You are accountable for what you write and sign your name to and may be contacted by the police to verify your statements
3. You must provide your full name, address and contact number.
4. The witness must see you sign and date the reference (i.e. on the same day).
5. You must have known the applicant for a minimum of 5 years prior to the date of the licence application.
6. Electronic knowledge such as email and Facebook is not sufficient knowledge for you to provide a reference.
7. You cannot be a relative of the applicant by birth or marriage (includes defacto/partner).

**Note: if you cannot comply with all of the above do not supply this reference**

**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.**

*REFEREE MUST PERSONALLY COMPLETE THIS FORM IN CAPITAL LETTERS*

## Reference Details

I (Your Name)

have personally known the applicant (Applicant's Name)

for a period of                      years                      months (Must be a minimum of 5 years)

Your relationship to the applicant:

Where and how you met the applicant:

How frequently you have contact with the applicant:

List up to 5 characteristics (traits) which make them suitable to work in the Security Industry:



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

## Declaration

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

I acknowledge that the particulars of 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 a 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 \$15,000.00.

Referee Name

Unit / Street Number

Street  
Name

Street  
Type

Suburb

State

Postcode

Mobile Phone

Other  
Phone

Email

Referee  
Signature

Date

Witness Details (Witness must be an independent person other than the applicant of referee)

Witness Name

Unit / Street Number

Street  
Name

Street  
Type

Suburb

State

Postcode

Mobile Phone

Other  
Phone

Email

Witness  
Signature

Date



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How frequently you have contact with the applicant:

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Referee Name

Unit / Street Number

Street  
Name

Street  
Type

Suburb

State

Postcode

Mobile Phone

Other  
Phone

Email

Referee  
Signature

Date

Witness Details (Witness must be an independent person other than the applicant of referee)

Witness Name

Unit / Street Number

Street  
Name

Street  
Type

Suburb

State

Postcode

Mobile Phone

Other  
Phone

Email

Witness  
Signature

Date



# WA Security Industry Code of Conduct

WESTERN AUSTRALIA  
POLICE FORCE  
LICENSING SERVICES

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## 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*.

## Professional Code of Conduct

### 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.**

## Declaration

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*.

Applicant's Full Name

Applicant's  
Signature

Date