#### Please **remove** Instruction Pages before submitting you application.

### Instruction Pages - Application to Vary a Licence/Registration to include Additional Security Activities

#### How do I submit my application?

- Complete the form in blue or black pen only
- Ensure that you print neatly in capital letters.
- Do not send original identification documents, cash, cheques or money orders.
- Attach copies of supporting documentation securely to your application and forward to:

#### Licensing & Regulation Division GPO Box 2807 Melbourne VIC 3001

If you have any queries regarding your application, you can contact Licensing & Regulation Division by telephone on 1300 651 645 or by e-mail at <a href="mailto:licensingregulation@police.vic.gov.au">licensingregulation@police.vic.gov.au</a>.

Alternatively you can access our Internet site at www.police.vic.gov.au/privatesecurity

#### Who should complete this form?

This is an application to vary a licence/registration to include an additional activity or activities.

This form can be completed by:

- The holder of a current private security individual operator licence wishing to add further security activity or activities to their existing licence (e.g. security guard, crowd control, investigator, trainer or bodyguard); or
- The holder of a current private security individual operator registration wishing to add a further security activity or activities to their existing registration (e.g. security equipment installer or security adviser); or
- The nominated officer or holder of a current private security business licence wishing to vary their licence to authorise them to provide the services of an additional security activity or activities (e.g. security guard, crowd control, investigator, trainer or bodyguard); or
- The nominated officer or holder of a current private security business registration wishing to vary their registration to authorise them to provide the services of an additional security activity or activities (e.g. security equipment installer or security adviser).

**Note:** If you are seeing to vary both an Individual and Business licence or registration, you can do so at Part 1 of this form by marking the boxes labelled "Individual" and "Business" and by providing both licence/registration numbers.

#### How do I make payment?

**Do not send any form of payment with your application**. A 'Payment Notice' will be sent to you for immediate attention upon receipt of your application. The 'Payment Notice' will provide you with advice as to how to make payment.

The total fee payable includes a **non-refundable** application fee. If your application is abandoned, withdrawn or refused, you will receive a refund for the variation fee but not for the application fee.

Individual Registration

For a schedule of fees, access the website at <a href="www.police.vic.gov.au/private security">www.police.vic.gov.au/private security</a> or contact the Licensing & Regulation Division.

All application fees are GST exempt.

Individual Licence

#### What evidence must I supply with my application?

You are required to supply the following with your application:

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You are required to attach a <u>certified</u> copy of your "Statement of Results" training document/certificate relevant to each additional security activity being applied for. Your "Statement of Results" must be certified as a "true copy of the original" by a person with the authority to sign a statutory declaration such as a police officer, justice of the peace or pharmacist.	No requirements.
Your "Statement of Results" document/certificate must be dated within <b>12 months</b> of receipt of this application.	
For further details regarding the training requirements please contact a Registered Training Organisation or access the Licensing & Regulation Division website at <a href="https://www.police.vic.gov.au/private-security">www.police.vic.gov.au/private-security</a>	

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#### What evidence must I supply with my application? (continued)

#### **Business Licence**

You are required to provide copies of the Standard Operating Procedures (SOPs) relevant to the additional security activity/activities being applied for. SOPs should reflect the employer responsibilities and legislative requirements.

You are also required to provide a certificate of public liability insurance coverage for the additional security activity/activities being applied for.

If you are the nominated person of a body corporate or the holder of a Private Security Business Licence you must provide evidence that you meet the competency requirements stipulated in section 26(3) of the Private Security Act 2004. To do this you must provide at least one of the following:

- A detailed resume outlining your experience in the private security industry, particularly in relation to the security activity being applied for, and copies of any relevant qualifications and/or documentation.
- A certified copy of your membership to an Approved Security Industry Organisation relevant to the additional activity being applied for.
- A certified copy of an Approved Training Course which is relevant to the additional activity being applied for.

Documents must be certified as a "true copy of the original" by a person with the authority to sign a statutory declaration such as a police officer, justice of the peace or pharmacist.

For further details regarding what organisations are Approved Security Industry Organisation or what the approved Training Courses are for licensing purposes, access the Licensing & Regulation Division website at www.police.vic.gov.au.

#### **Business Registration**

You are required to provide copies of the Standard Operating Procedures (SOPs) relevant to the additional security activity being applied for. SOPs should reflect the employer responsibilities and legislative requirements.

You are also required to provide a certificate of public liability insurance coverage for the additional security activity being applied for.

#### Additional information required for Guard with a Dog – Business Licences

Any security business seeking to provide dog handler services should provide the following information to enable the Licensing & Regulation Division to make a determination whether the business is fit and proper and it is in the public interest to issue a licence:

- Details of the person within the business responsible for direct management of this activity (including full name & date of birth).
- Deployment or reasons for provision of dog handlers (to ensure only a quarding/protection role and not crowd control).
- Standard Operating Procedures and/or detailed information covering the following: type & number of dogs, selection, training, kennelling, registration, veterinary care, transportation and record keeping of dogs, staff training, use of force policies, procedures and record keeping of security staff, on-going testing of the handler and his dog to ensure public safety.
- Insurance policy indicating use of dogs.
- Declaration by applicants relevant to prosecution under Cruelty to Animals or Domestic Animals legislation.

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Post your completed application to: Licensing & Regulation Division GPO Box 2807 MELBOURNE VIC 3001 Phone: 1300 651 645 www.police.vic.gov.au



## Application to Vary a Licence/Registration to include Additional Security Activities

Par	Part 1 – Licence/Registration Details			
a)	Please indicate if you are applying to add a security activity to a: Licence or	Registration		
b)	Please indicate the type of private security licence/ registration:	Business		
	Please provide your Individual Licence or Registration Number:			
e)	Identify the current security activity or activities authorised on your licence or registration	:		
	Licence	Registration		
	Investigator  Bodyguard  Crowd Controller  Trainer	Security Equipment Installer Security Adviser		
	Security Guard - indicate your current Security Guard sub-activities below:			
	Unarmed Guard			
	Control Room Operator			
	<ul><li>☐ Monitoring Centre Operator</li><li>☐ Guard with a Dog</li></ul>			
	Armed Guard			
	Cash in Transit			
f)	f) Please indicate which security activity or activities you are applying to add to your licence or registration:            Licence         Registration			
	Investigator	Security Equipment Installer		
	Bodyguard	Security Adviser		
	Crowd Controller			
	Trainer			
	Security Guard - indicate your current Security Guard sub-activities below:			
	Unarmed Guard			
	Control Room Operator			
	☐ Monitoring Centre Operator			
	☐ Guard with a Dog*			
	Armed Guard			
	Cash in Transit			
	*Must complete the Declaration located in Part 3 of this form			

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#### Part 2 – Personal Information

Part 2 – Personal Information			
Current Name			
Family Name			
First Given Name			
Second Given Name			
Third Given Name			
Date of Birth			
Date of Birth			
Business Details (Must be completed if you hold a business licence/registration)			
Registered Company Name			
Australian Company Number (ACN)  Australian Business Number (ABN)			
Registered Business Name			
Business Registration Number			
Residential/Business Address			
Property name (if applicable)			
Flat / Unit Number Street Number Lot Number			
Street Name			
Street Type (RD, ST, AVE, etc.)			
Town / Suburb			
State Postcode			

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Part 2 – Personal Information (continued) **Postal Address** (only complete this section if you want correspondence forwarded to an address different to your residential address) Box / Bag / Street number PO Box GPO Box Locked Bag L Private Bag Street Name Street Type (RD, ST, AVE, etc.) Town / Suburb State Postcode Telephone (include area code where applicable) Home Mobile **Business** Facsimile Email Address (indicate exact case) Part 3 - Supporting Evidence Required Please provide all the documentation listed below according to your Licence/Registration type. Cross the relevant box (es) when documentation has been attached. **Individual Registration Individual Licence** A **certified** copy of your "Statement of Results" document/certificate No requirements. (issued within the past 12 months) relevant to each additional security activity being applied for. **Business Licence Business Registration** If applying for the activity of 'Trainer', a CD or USB stick that contains all Copy of Standard Operating Procedures the training and assessment resources including, but not limited to your: (SOPs) relevant to the additional security Assessment and training strategy activity being applied for. Delivery plans or timetables (including times) Copy of public liability insurance for the Language, Literacy and Numeracy Test Paper additional security activity being applied **Powerpoints** for. Trainer and student manuals

Requirements for Guard with a Dog (if applicable) as outlined in the Instruction Pages accompanying this form. Copy of Standard Operating Procedures (SOPs) relevant to the additional security activity/activities being applied for. of public liability insurance for the additional security activity/activities being applied for. Detailed resume and copies of any relevant documentation OR a certified copy of membership to an Approved Security Industry Organisation if not previously provided OR a certified copy of an approved training qualification. A Corporate Handgun Licence Application must be submitted if applying to add sub-activities of Armed Guard or Cash in Transit.

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# Part 3 – Supporting Evidence Required (continued) Declaration of previous history related to mistreatment of animals\* \*This declaration is only to be completed if the applicant has applied to add 'Guard with a Dog' to their private security licence. I declare that I have no personal offence history or charges (including pending charges) relating to the mistreatment of animals. I acknowledge that it is an offence to provide a false or misleading declaration as part of this application. Signature: Date:

#### Part 4 – Acknowledgement

I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgment knowing that it is an offence against Section 135 of the Private Security Act 2004 to wilfully supply details which are incorrect or omit to furnish particulars.			
Signature	Date:		

**Privacy Statement:** The personal and health information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, registration, permit or approval. It will be used in accordance with relevant legislation, including the *Firearms Act* 1996, *Private Security Act* 2004, *Control of Weapons Act* 1990, *Health Records Act* 2001 and the *Privacy and Data Protection Act* 2014. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at <a href="https://www.police.vic.gov.au">www.police.vic.gov.au</a>

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