

Licensing & Regulation Division
 GPO Box 2807
 MELBOURNE VIC 3001
 Phone: 1300 651 645
 licensingregulation@police.vic.gov.au
www.police.vic.gov.au



VICTORIA POLICE

Application to Vary a Licence/Registration to Include Additional Security Activity

Part 1 – Licence/Registration Details

1. Please indicate if you are applying to add a security activity to a: Licence or Registration
2. Please indicate the type of private security licence/ registration: Individual or Business

Please provide your Individual Licence or Registration Number:

Please provide your Business Licence or Registration Number:

3. Identify the current security activity or activities authorised on your licence or registration:

Licence	Registration
<input type="checkbox"/> Investigator <input type="checkbox"/> Bodyguard <input type="checkbox"/> Crowd Controller <input type="checkbox"/> Trainer <input type="checkbox"/> Security Guard (indicate your current Security Guard sub-activities below)	<input type="checkbox"/> Security Equipment Installer <input type="checkbox"/> Security Adviser

Please indicate your current Security Guard sub-activities	
<input type="checkbox"/> Unarmed Guard <input type="checkbox"/> Control Room Operator <input type="checkbox"/> Monitoring Centre Operator <input type="checkbox"/> Guard with a Dog	<input type="checkbox"/> Armed Guard <input type="checkbox"/> Cash in Transit

4. Please indicate which type of security activity you are applying to add to your licence or registration:

Licence	Registration
<input type="checkbox"/> Investigator <input type="checkbox"/> Bodyguard <input type="checkbox"/> Crowd Controller <input type="checkbox"/> Trainer <input type="checkbox"/> Security Guard (indicate your current Security Guard sub-activities below)	<input type="checkbox"/> Security Equipment Installer <input type="checkbox"/> Security Adviser

Please select your Security Guard sub-activities (if applicable)	
<input type="checkbox"/> Unarmed Guard <input type="checkbox"/> Control Room Operator <input type="checkbox"/> Monitoring Centre Operator <input type="checkbox"/> Guard with a Dog* *Must complete the Declaration located in Part 3 of this form.	<input type="checkbox"/> Armed Guard** <input type="checkbox"/> Cash in Transit** **Must submit a handgun licence application or already be the holder of a handgun licence.

Part 2 – Personal Information

Name

Family Name

First Given Name

Second Given Name

Third Given Name 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

Postal Address (only complete this section if you want correspondence forwarded to an address different to your residential address)

GPO Box PO Box Locked Bag Private Bag RSD RMB Box / Bag number

Street Name

Street Type (RD, ST, AVE, etc)

Town / Suburb State Postcode

Contact details

Telephone

(Home/Business) (Mobile)

(Fax)

E-mail Address

When providing your e-mail address, please indicate the exact case, punctuation and location of the '@' symbol.

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 Licence	Individual Registration
<input type="checkbox"/> A certified copy of your “statement of results” document/certificate relevant to each additional security activity being applied for. <input type="checkbox"/> An Individual Handgun Licence Application must be submitted if applying to add additional sub-activities of Armed Guard or Cash in Transit.	No requirements
Business Licence	Business Registration
<input type="checkbox"/> If applying for the activity of ‘Trainer’, a CD or USB stick that contains all the training and assessment resources including, but not limited to your: <ul style="list-style-type: none"> • Assessment and training strategy • Delivery plans or timetables (including times) • Language, Literacy and Numeracy Test Paper • Powerpoints • Trainer and student manuals <input type="checkbox"/> Requirements for Guard with a Dog (if applicable) as outlined in the Instruction Pages accompanying this form. <input type="checkbox"/> Copy of Standard Operating Procedures (SOPs) relevant to the additional security activity/activities being applied for. <input type="checkbox"/> Copy of public liability insurance for the additional security activity/activities being applied for. <input type="checkbox"/> Detailed resume and copies of any relevant qualifications and/or documentation relevant to additional security activity/ activities being applied for. <input type="checkbox"/> A certified copy of membership to an Approved Security Industry Organisation if not previously provided OR a certified copy of an approved training qualification. <input type="checkbox"/> A Corporate Handgun Licence Application must be submitted if applying to add sub-activities of Armed Guard or Cash in Transit.	No requirements

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 (Maximum penalty of \$6,000).

Signature: Date: / / --

Privacy Statement; The information in this application is being collected by Victoria Police. It will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *Information Privacy Act 2000*. Applicants may gain access to their information through application to the Victoria Police Freedom of Information Unit. Your information may be disclosed to employers or used by Victoria Police or other statutory authorities for the purpose of law enforcement and the administration of justice.

Instruction Pages for Application to Vary a Licence/Registration to Include Additional Security Activity

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 licensingregulation@police.vic.gov.au. Alternatively you can access our Internet site at <http://www.police.vic.gov.au>.

Who should complete this form?

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

This form can be completed by:

- The holder of a current private security individual operator licence wishing to add a further security activity 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 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 additional security 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 additional security activities (e.g. security equipment installer or security adviser).

Note: If you are seeking 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.

What evidence must I supply with my application?

You are required to supply the following with your application:

Individual Licence	Individual Registration
<p>You are required to attach a certified copy of your "Statement of Results" training document/certificate relevant to each additional security activity being applied for:</p> <p>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.</p> <p>The "Statement of Results" must include a list of the units completed, as detailed at the below website.</p> <p>For further details regarding the training requirements please contact a Registered Training Organisation or access the Licensing & Regulation Division website at www.police.vic.gov.au/private security</p>	<p>No requirements</p>

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

Business Licence	Business Registration
<p>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 <i>Private Security Act</i> 2004. To do this you must provide at least one of the following:</p> <ul style="list-style-type: none"> • 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; and (one of the following): • 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; or <p>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.</p> <p>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.</p>	<p>No requirements</p>

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 guarding/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.

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. **Your application will not be assessed until you have made payment.**

All fees are GST exempt under Division 81. For a schedule of fees you can contact the Licensing & Regulation Division by telephone on 1300 651 645 or by e-mail at licensingregulation@police.vic.gov.au or accessing the website at www.police.vic.gov.au.