



# Application for an Agent Licence

## SECURITY AND RELATED ACTIVITIES (CONTROL) ACT 1996

WESTERN AUSTRALIA  
POLICE FORCE  
LICENSING SERVICES

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 (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 three (3) 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
- If you reside outside of WA provide WA contact details

## Section 6. 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**

## Section 7. Associate Details

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

## 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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### Documents Required for an Agent's 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 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

**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

**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

#### OVERSEAS POLICE CLEARANCE CERTIFICATE

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 (section 3) must be completed by the applicant for the Agent licence to demonstrate that the applicant is not under undue financial pressure.



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### Documents Required for an Agent's Licence Application *continued*

#### 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*

- **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.

- **TRUST DEED**

If a trust is involved, provide a copy of the Trust Deed.

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

#### 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. 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.

Yes (Provide details below)

No

Type of Licence

Date

Location

Reason

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?

Yes (Provide details below)

No

Conviction

State

Country

Year of Outcome



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### Section 2. Personal History *continued*

Have you been known by any other name? Yes (Provide details below) No

Surname First Name Reason for former name

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

Employer/Establishment Location Position/Role Number of Years

Have you ever been declared bankrupt? Yes (Provide details below) No

Are you still an undischarged bankrupt? Yes (Provide details below) No

### Section 3. Personal Assets/Liabilities

Assets	Liabilities
Bank Accounts	Mortgages
House Land Premises	Other Liabilities
Motor Vehicles	Other Loans
Other Assets	
<b>TOTAL</b>	<b>TOTAL</b>

### Section 4. Licence Category

Term of Licence 1 year (new business) 3 years (existing business)

Agent Type Security Agent Inquiry Agent Crowd Control Agent

Your job role within the business

### Section 5. Business Details

Sole Trader Partnership Company

Name of Organisation

Name of Trust If applicable

Trading Name

Is the business currently trading in Security Industry No If yes, commencement date:



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### Section 5. Business Details *continued*

**Business Address**

Unit / Street Number	Street Name	Street Type
Suburb	State	Postcode

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

Unit / Street Number	Street Name	Street Type
Suburb	State	Postcode

**Contact Details**

Mobile Phone	Work Phone	Other Phone
Email		
Website		

**Do you reside in WA?**    Yes    No    *If you answered "No", provide the WA address where the records will be kept*

Unit / Street Number	Street Name	Street Type
Suburb	State	Postcode

**WA based contact person's details in WA to access business records (this cannot be the agent)**

Contact Person

Contact Number	Email
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### 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 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



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### Section 7. Associate Details

Relationship to  
the business

Family Name

Date of Birth  
DD/MM/YYYY

All Given Names

Gender

Mobile Phone

Other  
Phone

Driver's  
Licence

Email

#### Residential Address

Unit / Street Number

Street  
Name

Street  
Type

Suburb

State

Postcode

#### Postal Address

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

Unit / Street Number

Street  
Name

Street  
Type

Suburb

State

Postcode

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





# Suitability Reference

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Telephone: 1300 171 011

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:



# Suitability Reference

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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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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:



# Suitability Reference

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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  
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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