



# Application for a Temporary Licence Security Activities

WESTERN AUSTRALIA  
POLICE FORCE  
LICENSING SERVICES

## 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](mailto:securitylicensing@police.wa.gov.au)

Telephone: 1300 171 011

A TEMPORARY LICENCE IS FOR THE HOLDER OF AN EQUIVALENT AUSTRALIAN INTERSTATE LICENCE AND CAN ONLY BE GRANTED FOR A SINGLE EVENT FOR A PERIOD NO LONGER THAN 12 MONTHS. IT IS NOT RENEWABLE UPON EXPIRY.

You must carefully complete all sections and attach all required documents.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

### Section 1. Personal Details

- Record your full name, residential address, postal address, date of birth and all telephone numbers and email addresses
- Enter your Motor Driver Licence number

### Section 2. Personal History

- **Conviction History**  
Record any details of any conviction and penalty imposed by a court, whether within Australia or overseas.  
This Includes Criminal or Children's Court convictions (include Spent Convictions or where a conviction was not recorded)
- **Previous Names**  
Provide details of any other names that you have been known by

### Section 3. 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 4. Licence Category

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

### Section 5. Reason for Licence

Complete details of the event you require a temporary licence for, including commencement and completion date.

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

### Section 6. Interstate Licence Details

Record your licence number, type of licence, state of issue, date of issue and expiry date of Interstate licence

### Section 7. Sign the Declaration

- Sign and date the form

**Temporary Licence applications are to be submitted at**

Licensing Services  
303 Sevenoaks Street  
CANNINGTON WA 6107



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### Application Checklist

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

### Documents Required

- **Application Form**, including Code of Conduct
- **Copy of Current State or Territory's Security Licence and Identification Card**
- **Copy of Current First Aid Certificate** (Security Officer, Crowd Controller, Security Bodyguard)
- **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.
- **Letter of Intent** from proposed Western Australian Agent outlining that they have offered employment to the applicant, and the time and occasion of the specified event or function in respect to why the licence is required.
- **If a firearm or baton endorsement is required, an endorsement application with all supporting documentation must accompany your application**
- **ASIC - Business registration certificate and extract**

### Additional Information

If you have any questions relating to the documents required to support a licence, 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 at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au)

It is an offence under section 51 of the Security and Related Activities (Control) Act 1996 to provide information that you know to be false or misleading.



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## Section 1. Personal Details

### LICENCE HOLDER DETAILS

Surname

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 convicted of any offence in a Court anywhere? *This includes Criminal and Children's Court convictions. Include Spent Convictions or findings of guilt where a conviction was not recorded*

No

Yes, provide details

Offence

Court

Date

Have you been known by any other name?

No

Yes (Provide details below)



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### Section 3. Employer Details

Details of the entity you are currently endorsed to work for and entity you will be working for in WA (*Proof of employment to be attached*)

Entity currently  
endorsed to work for

Entity in WA you  
will be working for

### Section 4. Licence Category

A Temporary Licence cannot exceed a period of 12 months and is not renewable

Term of Licence	Months	Days	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 5. Reason for Licence

Type of Event

Date of Event

Your duties at event

### Section 6. Interstate Licence Details

Type of Licence		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
State of Issue	Licence Number	Date of Issue	Date of Expiry

### Section 7. Declaration

I certify that the information contained in this application has been provided by myself and that it is true and correct in every particular and that I completed this application myself. 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.

Applicant's Full Name

Applicant's  
Signature

Date