



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

Telephone: 1300 171 011

A TEMPORARY LICENCE IS FOR THE HOLDER OF AN EQUIVALENT OTHER AUSTRALIAN STATE OR TERRITORY LICENCE AND CAN ONLY BE GRANTED FOR A SINGLE EVENT OR FUNCTION FOR A PERIOD NO LONGER THAN 12 MONTHS. THEY ARE NOT RENEWABLE.

Instructions to 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 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, Traffic 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. Signing the Declaration

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

PENALTIES APPLY FOR OMISSIONS, FALSE OR MISLEADING INFORMATION

Section 8. Endorsement

- Endorsement

Section 9. 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 10. Signing the Declaration

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

PENALTIES APPLY FOR OMISSIONS, FALSE OR MISLEADING INFORMATION

Temporary Licence applications can only be submitted at
Licensing Services
303 Sevenoaks Street
CANNINGTON WA 6107

Country applicants may attend their nearest police station



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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 to Support Application

If you apply for a licence under the Security and Related Activities (Control) Act, you must support your application with the correct documentation. This will explain what documents are required and where such documentation may be obtained.

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

All documents presented must be original documents and have a copy attached.

Documents for 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.
- **Baton and Firearm Endorsement** - (if applicable) documents to support that the applicant has a current firearm/baton endorsement and that their training is current.
- **Baton and Firearm Endorsement** - (if applicable) a letter of intent from agent stating why temporary licence is required, the types of duties to be performed and that a firearm is required.
- **ASIC - Business registration certificate and extract**

Penalties apply for omissions, false or misleading information.

Additional Information

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

Please make sure you have read and understood these instructions then fully complete the following application form in your own handwriting

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

If you have any questions relating to the documents required to support a licence or endorsement application, 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 website or telephone: 6552 6000.

It is an offence under section 51 of the security & related activities (control) act 1996 to provide information that you know to be false or misleading.



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Section 1. Personal Details

Family Name

All Given Names

Have you ever been
known by another
name?

No Yes, provide details

Country of Birth

Nationality

Date of Birth
DD/MM/YYYY

Gender

Driver's
Licence

Mobile Phone

Work
Phone

Other
Phone

Email

Residential Address

Unit / Lot / Level

Street
Number

Street
Name

Street Type

Suburb

State

Postcode

Postal Address

Tick if Postal Address is the same as Residential Address

Unit / Lot / Level

Street No.
/PO Box

Street
Name

Street Type

Suburb

State

Postcode

Section 2. Personal History

Have you ever been convicted of any offence in a Court anywhere? *This includes Criminal, Traffic 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

Witness Full Name

Witness
Signature

Date



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TEMPORARY FIREARMS AND BATON ENDORSEMENT

APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION FORM IN BLOCK LETTERS

Section 8. Endorsement

Endorsement Firearms Baton

Section 9. Employer Details

Include all companies for which you wish to be endorsed to carry firearms for
A letter must be attached from each entity that wishes to employ you in an armed capacity

Company

Corporate Firearms
Licence Number

Company

Corporate Firearms
Licence Number

Section 10. 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

Witness Full Name

Witness
Signature

Date