

<p style="text-align: center;">IMPORTANT INFORMATION</p> <p>Applicants should be aware of their responsibilities under the <i>Security Industry Act 2003</i>. You can access the Act at www.legislation.act.gov.au. You may also obtain further information and forms at www.accesscanberra.act.gov.au.</p>	<p style="text-align: center;">LICENCE NUMBER (Office Use Only)</p>		
<p style="text-align: center;">PRIVACY INFORMATION</p> <p>The <i>Information Privacy Act 2014</i> applies in the ACT. The <i>Security Industry Act 2003</i> authorises the Commissioner for Fair Trading (the Commissioner) to collect the information required by this form for the purpose of issuing a licence. The Access Canberra Privacy Policy can be found at http://www.act.gov.au/privacy. The <i>Security Industry Act 2003</i> also authorises the Commissioner, pursuant to Section 34 and 35 of the Act, to keep a register of licences issued under that Act. The Commissioner may provide additional information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.</p>			
<p style="text-align: center;">INSTRUCTIONS FOR COMPLETION</p> <ul style="list-style-type: none"> • This application must be submitted at least 5 (five) working days before the nominated special event. • An employee temporary visitor licence issued in the ACT is valid only for the special event identified on the licence. Your employer must also have a master temporary visitor licence issued for the special event before this application will be approved. • Read the Further Information (on the next page) prior to completing the application form. • You must complete and submit all relevant parts of the application form and provide all requested documentation before your application will be processed and a decision is made to grant a licence. All supporting documentation must be provided to Access Canberra. • MANDATORY DISQUALIFYING OFFENCES APPLY 			
<p style="text-align: center;">LODGEMENT AND CONTACT INFORMATION</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Preferred lodgement method is by email: citl@act.gov.au</p> <p>General Enquiries: 132281</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Post: Access Canberra Community, Industry and Trader Licensing GPO Box 158 Canberra, ACT 2601</p> </td> </tr> </table>		<p>Preferred lodgement method is by email: citl@act.gov.au</p> <p>General Enquiries: 132281</p>	<p>Post: Access Canberra Community, Industry and Trader Licensing GPO Box 158 Canberra, ACT 2601</p>
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FURTHER INFORMATION

RELEVANT TERMS

Security Activity is, for a temporary visitor licence, any of the following carried out in the course of their business or employment for a special event:

- Patrol, guard, watch or protect property (including cash in transit);
- Guard with a firearm for cash in transit;
- Guard with a firearm for protecting property;
- Act as a monitoring centre operator;
- Guard with a dog;
- Act as a bodyguard;
- Act as a security consultant;
- Act as a crowd controller;
- Sell security equipment;
- Carry out surveys and inspections of security equipment;
- Install, maintain, monitor, repair or service security equipment.

An application for an employee temporary visitor licence must state which of the above classes are required for the nominated special event and will form the basis of the licence class/es approved for the applicant.

Special Event is an event, approved by the Commissioner, of social, cultural, sporting, political or economic significance to the Australian Capital Territory that takes place for a specific period of time. The circumstances of the event must be such that the resources of the ACT private security industry are not sufficient to service the event, unless the need for specific or specialised skill can be proven. Your employer must have demonstrated the above to be issued a master temporary visitor licence for the event.

LICENCE FEES

There is an initial licence fee for any one subclass, then a fee for each additional subclass. You can ascertain the relevant fees by contacting us or by visiting our website www.accesscanberra.act.gov.au. Licence fees are GST exempt.

YOU MUST PROVIDE THE FOLLOWING AS PART OF YOUR APPLICATION

Please tick what is attached – supporting documentation must be a certified copy or the original to be sighted by an Access Canberra officer

All applicants MUST provide	<input type="checkbox"/>	Application details
	<input type="checkbox"/>	One primary and one secondary Identity document from the list at https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2917/kw/proof%20of%20identity#l1tabs-2 . Please do not use a credit or debit card as ID.
	<input type="checkbox"/>	Statement by Applicant
	<input type="checkbox"/>	Statement by Employer
	<input type="checkbox"/>	Copy of your current interstate security licence (if self-employed, also include your master security licence)
Applicants applying for the firearm subclass/es	<input type="checkbox"/>	Copy of your current ACT Firearm Licence
	<input type="checkbox"/>	Copy of your current First Aid Certificate

APPLICATION DETAILS

TITLE (Ms, Mr, Dr)	FIRST GIVEN NAME	SECOND GIVEN NAME	SURNAME

DATE OF BIRTH	CITY / TOWN OF BIRTH	COUNTRY OF BIRTH	NATIONALITY

RESIDENTIAL ADDRESS DETAILS
(Property Name, Unit, Flat, Room No, Street Number, Street Name)

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CITY / SUBURB	STATE	POSTCODE	COUNTRY

POSTAL ADDRESS DETAILS
(If different to residential address)

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CITY/ SUBURB/ TOWN	STATE	POSTCODE	COUNTRY

HOME TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER

WORK TELEPHONE NUMBER	EMAIL ADDRESS

SPECIAL EVENT NAME	DATE/S
	/ / to / /

EMPLOYER'S NAME (identify if self-employed)	MASTER TEMPORARY VISITOR LICENCE NUMBER (if known)

REQUIRED LICENCE SUBCLASS/ES	Select
1A Patrol, guard, watch or protect property (including cash in transit)	<input type="checkbox"/>
1B Act as bodyguard	<input type="checkbox"/>
1C Act as crowd controller	<input type="checkbox"/>
1D Guard with a dog	<input type="checkbox"/>
1E Act as monitoring centre operator	<input type="checkbox"/>
1FC Guard with a firearm for cash in transit	<input type="checkbox"/>
1FP Guard with a firearm for protecting property	<input type="checkbox"/>
2A Act as a security consultant	<input type="checkbox"/>
2B Sell security equipment (not required if you are selling security equipment by wholesale only (other than directly to the public)	<input type="checkbox"/>
2C Carry out surveys and inspections of security equipment	<input type="checkbox"/>
2D Give advice about security equipment	<input type="checkbox"/>
2E Install, maintain, monitor, repair or service security equipment	<input type="checkbox"/>

DECLARATION BY APPLICANT

I confirm that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence.	<input type="checkbox"/>
I am aware the Commissioner for Fair Trading has the ability to consider all relevant information, including criminal intelligence, when assessing my application.	<input type="checkbox"/>
Applicant Signature _____	Date Received Details (Access Canberra Stamp)
Dated _____ / _____ / 20_____	

STATEMENT BY APPLICANT

I, Name in full
of Full residential address
whose current occupation is _____
make the following statement in support of an application for a temporary visitor licence under the *Security Industry Act 2003*;

1	I am registered (or licensed) to <u>occupation (subclass/es)</u> in the following States/Territories: _____
2	I am not the subject of disciplinary proceedings in any State (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to the occupation/s stated in 1.
3	My registration is not cancelled or currently suspended as a result of disciplinary action in any State.
4	I am not otherwise personally prohibited from carrying on the stated occupation in any State and am not subject to any special conditions in carrying on that occupation, as a result of criminal, civil or disciplinary proceedings in any State.
5	I am subject to the following special conditions in carrying on the stated occupation in State _____: _____ _____
6	I give my consent to the exchange of information with the authorities of any State regarding my activities in the relevant occupation or otherwise regarding matters relevant to this application.
7	I certify that the attached licence is the original or a certified copy of my original instrument of registration or licence.
8	I acknowledge that any employee temporary visitor licence issued to me is only valid for the special event listed on the licence and is not to be used for any other purpose.

AND I acknowledge that if I make a false statement in this application I am committing an offence under the Criminal Code 2002 and criminal penalties up to 10 years imprisonment may apply.
I understand that if I make a false statement my business or professional indemnity insurance may not be honoured.
All information provided in this application is true and correct to the best of my knowledge.

x

Signature of person making the statement

Declared at _____ On the _____ Day of _____ 20____

STATEMENT BY EMPLOYER

This statement is to be completed by your employer for the special event to endorse your application

I, Name in full
of Full residential address
whose current occupation is
whose ACT Master Licence or Master Temporary Visitor licence number is
as the authorised person of the company/master licensee, make the following statement

The information below relates to the Employee Temporary Visitor licence application for: applicant name

1 If the applicant's Employee Temporary Visitor licence is approved they will be employed for special Yes No
event name; and

2 The use of a firearm is required in carrying out their role. Yes No

The applicant will be performing the following role(s) at the special event:

3 Patrol, guard, watch or protect property (including cash in transit) Yes No

4 Guarding with a dog Yes No

5 Act as a bodyguard Yes No

6 Act as a security consultant Yes No

7 Act as a crowd controller Yes No

8 Sell security equipment, or carry out surveys and inspections of security equipment, or give advice about security equipment, or Install, maintain, monitor, repair or service security equipment Yes No

I confirm that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence.

All information provided in this application is true and correct to the best of my knowledge.

✕

Signature of person making the statement

Declared at _____ On the _____ Day of _____ 20____

PAYMENT & LICENSING FEE QUERIES

There is an initial fee, plus additional fee for further subclasses.

Payment may be made using the security payment form at this link:

[Security payments form - Make payments online for security temporary licences and employee temporary visitor licences with a credit/debit card](#)

Alternatively, you will be contacted for payment once your application has been received.

Fees can be found on the Security industry licensing page of the Access Canberra website at

www.accesscanberra.act.gov.au.

For queries regarding the relevant licence fee or your application please contact the Community, Industry and Trader Licensing Unit (CITL) on 13 2281 or by email at citl@act.gov.au.

The fee for this licence is GST exempt

The Access Canberra ABN is: 68 367 113 536

Please email your completed application and supporting documents to citl@act.gov.au