



APPLICATION FOR A SECURITY TEMPORARY LICENCE

Security Industry Act 2003
Security Industry Regulation 2003

MANDATORY DISQUALIFYING OFFENCES APPLY

IMPORTANT INFORMATION	LICENCE NUMBER (Office Use Only)
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 .	

PRIVACY INFORMATION
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 on the Access Canberra website 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.

IMPORTANT INFORMATION
<ul style="list-style-type: none"> To be eligible for a Security Temporary Licence you must be a 'trainee' undergoing training in the prescribed qualification, be employed by an ACT Security Master Licensee, and be supervised by a person licensed to carry out the security activity. You must complete and submit ALL parts of this application form and provide the required supporting documentation before your application will be processed and a decision made on the application. Before submitting this form you MUST have obtained a fingerprint-verified Police Check, or, if a fingerprint-verified police check was previously provided to the Access Canberra, a name only police check. More details on next page. For applicants living more than 100 km from the ACT border, the licence will only be issued if you prove that you require the licence to work in the ACT and that you are, or will be, employed by the holder of an ACT Security Master Licence. You will need to attend our office to have your photograph and signature recorded to be reproduced on your photo ID Security Temporary Licence. A Security Temporary Licence issued in the ACT is only valid for carrying on security activities in the ACT and can only be issued for one year.

YOU MUST PROVIDE THE FOLLOWING SUPPORTING DOCUMENTATION (in addition to each Part) AS PART OF YOUR APPLICATION
Supporting documentation must be either the <u>original</u> (to be sighted by Access Canberra officer and returned to you) or a scanned copy if applying via email/online.

All applicants MUST provide Please tick what is attached	<input type="checkbox"/>	A fingerprint-verified Police Certificate from the Australian Federal Police or, if a fingerprint-verified police certificate was previously provided to the Access Canberra, a name only police certificate.
	<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"/>	Evidence of Citizenship if not born in Australia
	<input type="checkbox"/>	Evidence of your current ACT training contract
Applicants for the firearm subclass/es	<input type="checkbox"/>	Evidence of your current ACT Firearm Licence

LODGEMENT AND CONTACT INFORMATION	
Preferred lodgement method is by email: citl@act.gov.au	Post: Access Canberra Community, Industry and Trader Licensing GPO Box 158 Canberra, ACT 2601
General Enquiries: 132281	

INFORMATION YOU NEED TO KNOW ABOUT THE APPLICATION PROCESS

SUBCLASSES OF LICENCE

A security temporary licence has up to 12 subclasses; you may apply for any one or more subclasses, provided you have the required qualifications for those subclasses.

If applying for a licence to guard with a dog, you must be aware of your obligations under the *Domestic Animals Act 2000* and the *Animal Welfare Act 1992*. Any issued licence only authorises the stated security activity to be carried out with a dog under the *Security Act 2003*; it does not indicate your compliance with the requirement to register your dog under the *Domestic Animals Act 2000* or with any other legal obligation.

Contact Domestic Animal Services on (02) 6207 2424 or dogcontrol@act.gov.au for further information.

If applying for a licence that authorises the use of a firearm in guarding cash in transit or protecting property, you must hold an appropriate **ACT firearms licence** issued under the *Firearms Act 1996* and comply with the ongoing requirements of that Act to hold a firearm.

Crowd controllers working on licensed premises must have a Responsible Service of Alcohol (RSA) certificate issued by an ACT-approved Registered Training Organisation (RTO) for successfully completing the course. If an applicant does not have a RSA certificate, they will be issued a conditional licence that does not allow them to work on licensed premises. A list of approved RTOs is on the Access Canberra website.

QUALIFICATIONS

There are prescribed training requirements for each subclass. You will be required to provide documentary proof (original or certified copy) that you are completing the prescribed training for the subclass/es applied for. You will need to provide evidence of your training contract to be eligible for a temporary licence.

POLICE CERTIFICATE

You must provide a fingerprint-verified police certificate or, if a fingerprint-verified police check was previously provided to the Access Canberra, a name only police check issued by the Australian Federal Police (AFP), an Australian Criminal Intelligence Commission (ACIC) agency or State Police force, with your application. Fingerprints can be taken at a Police Station or at the Access Canberra Dickson Shopfront located in Dame Pattie Menzies House, 16 Challis Street, Dickson. You will need to provide the image of the fingerprints to the AFP/Police when applying for the police certificate.

Police certificates must not be dated more than 2 months before the date of lodging your licence application with us.

If you have lived outside of Australia continuously for more than 1 year, as an adult, in the last 5 years the Commissioner may request you to obtain a criminal history record from that country.

MANDATORY DISQUALIFYING OFFENCES

The Commissioner must refuse an application if you have been convicted in the last 10 years, or found guilty in the last 5 years of an offence:

- involving robbery;
- against the *Criminal Code Act 1995* (Commonwealth) schedule, Part 5.3 (Terrorism);
- committed outside of the ACT involving terrorism that is an offence against a law of that place;
- involving assault, violence against another person, dishonesty or theft (penalty must have been imprisonment, a fine of \$500 or more, or both);
- relating to the possession, storage or use of a firearm or other weapon (penalty must have been imprisonment, a fine of \$500 or more, or both);
- other than for possession, involving a controlled drug, controlled plant or controlled precursor within the meaning of the *Criminal Code 2002* (penalty must have been imprisonment, a fine of \$500 or more, or both).

A finding of guilt means that a Court found you guilty of a charge but did not record a conviction against you (for example – you may have been released on a bond or similar, without conviction).

If you think you may be affected by these provisions, please talk to our staff.

OTHER CONSIDERATIONS

In deciding an application for a security licence, the Commissioner is authorised to consider information provided by the Chief Police Officer relating to actual or suspected criminal activity. You will not be told if criminal information has been considered in making a decision. Any information provided to the Commissioner that is classified as criminal intelligence will be kept confidential until a decision is made by the Supreme Court, on appeal, that the information is not criminal intelligence.

The Commissioner must also consider whether issuing this licence is in the public interest, including whether any other findings of guilt or convictions affect your suitability to hold a licence. Any other relevant information can also be considered.



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PERSONAL PARTICULARS			
TITLE (Ms, Mr, Dr)	FIRST GIVEN NAME	SECOND GIVEN NAME	FAMILY 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)			
CITY / SUBURB	STATE	POSTCODE	COUNTRY
POSTAL ADDRESS DETAILS (If different to residential address)			
CITY/ SUBURB/ TOWN	STATE	POSTCODE	COUNTRY
HOME TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER		
WORK TELEPHONE NUMBER	EMAIL ADDRESS		
ACT EMPLOYER (MASTER LICENSEE NAME)			MASTER LICENCE NUMBER
			1750

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 licence under the *Security Industry Act 2003*;

- That I will give true answers to all questions in this statutory declaration by ticking the corresponding YES or NO box indicating my answer; and
- That for each question I answer YES, I will provide full and accurate details of the facts or matters specified or associated with the question, attaching additional details on an annexure form.

1	Do you have any conviction(s) or finding(s) of guilt for <u>any offence(s)</u> recorded against your name, either in Australia or any other country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Are you the subject of any charge(s) for <u>any offence(s)</u> still pending before a court, either in Australia or any other country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Have you been convicted of, had a finding of guilt or a pecuniary penalty imposed, had an order made against you or been issued with a reprimand or direction, in relation to a "relevant offence" (as defined on the next page) before a court, tribunal, board or similar, either in Australia or any other country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Are charges still pending against you in relation to a "relevant offence"* before a court, tribunal, board or similar, either in Australia or any other country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Are you now, or have you been, either in Australia or any other country, a director, secretary, executive officer or manager of a company which has been the subject of a conviction, finding of guilt or pecuniary penalty, or has charges still pending against it, before a court, tribunal or board, for any offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Have you previously applied for a security industry licence or registration in the ACT or any other State or Territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Have you ever been refused a security industry licence or registration in the ACT or any other State or Territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Have you ever had a security industry licence or registration suspended, cancelled or revoked, in the ACT or any other State or Territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Have you lived outside of Australia as an adult for a continuous period of 1 year, in the last 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DECLARATION BY APPLICANT	
I declare that I will advise the Commissioner for Fair Trading if I am convicted or found guilty of, or commit without being convicted of, a 'relevant offence' under the <i>Security Industry Act 2003</i> and of any incidents or charges that may disqualify me from holding a security licence or affect my suitability to hold a security licence.	<input type="checkbox"/>
I have read the privacy statement in this form and agree that the Commissioner for Fair Trading provide my information to law enforcement agencies and authorised organisations that have legal authority to request information under circumstances prescribed by law. I consent to the Australian Federal Police providing information to the Commissioner for Fair Trading in relation to criminal charges that may be laid against me. I understand that this may affect my continued eligibility to hold a security industry licence.	<input type="checkbox"/>
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_____	

***'RELEVANT OFFENCE' under the *Security Industry Act 2003* means an offence prescribed in Section 21.**

(a) Section 21(3):

- (b) if the stated circumstances apply—an offence involving assault, violence against a person, dishonesty or theft;
- (c) if the stated circumstances apply—an offence relating to the possession, storage or use of a firearm or other weapon;
- (d) if the stated circumstances apply—an offence, other than for possession, involving a controlled drug, controlled plant or controlled precursor within the meaning of the *Criminal Code 2002*;
- (e) an offence involving robbery;
- (f) an offence against the *Criminal Code Act 1995 (Cwlth)*, schedule, part 5.3 (Terrorism);
- (g) an offence committed outside the ACT involving terrorism that is an offence against a law of the place where the offence is committed.

"Stated circumstances" for an offence listed above means that:

- a penalty is imposed on the applicant for the offence; and
- the penalty is imprisonment, a fine of \$500 or more, or both.

A **'Relevant offence'** also includes other offences under the *Security Industry Act 2003*, the *Criminal Code*, the *Crimes Act 1900*, the *Firearms Act 1996*, the *Crimes Act 1914 (Cwlth)* or as prescribed under other prescribed Commonwealth and State legislation.

"PUBLIC INTEREST" –

In deciding whether it is in the **public interest** to issue a licence to an applicant, the Commissioner **must** consider any 'relevant offences' and **may** consider any other relevant matter.



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TRAINING FOR PRESCRIBED QUALIFICATIONS

TRAINING INSTITUTION ATTENDED

TRAINING COURSE BEING COMPLETED

SUBCLASS OF LICENCE AND DESCRIPTION OF SECURITY ACTIVITY	QUALIFICATIONS REQUIRED FOR SUBCLASS OF LICENCE	Tick subclass required
1A Patrol, guard, watch or protect property (including cash in transit)	Certificate II in Security Operations Certificate in First Aid (current)	<input type="checkbox"/>
1B Act as bodyguard	Certificate II in Security Operations, with electives in: <ul style="list-style-type: none"> • protecting people; and • protecting self & others using basic defensive tactics Certificate in First Aid (current)	<input type="checkbox"/>
1C Act as crowd controller	Certificate II in Security Operations, with electives in: <ul style="list-style-type: none"> • protecting self & others using basic defensive tactics; • monitoring and controlling individual and crowd behaviour; and • controlling access to and from premises Certificate in First Aid (current)	<input type="checkbox"/>
1D Guard with a dog	Certificate II in Security Operations with electives about— <ul style="list-style-type: none"> • control and accesses to and exit from premises; • operating basic security equipment; • patrolling premises; • managing dogs for security functions; and • handling dogs for security patrol Certificate in First Aid (current)	<input type="checkbox"/>
1FC Guard with a firearm for cash in transit	Certificate III in Security Operations with electives about— <ul style="list-style-type: none"> • controlling security risk situations using firearms; • controlling people using empty hand techniques; • implementing cash in transit security procedures; • undertaking cash in transit loading and unloading in an unsecured environment; and • testing and inspecting cash in transit security equipment. Certificate in first aid (current)	<input type="checkbox"/>

1FP Guard with a firearm for protecting property	Certificate III in Security Operations with electives about — <ul style="list-style-type: none"> • security risk situations using firearms; • preparing and presenting evidence in court; • controlling people using empty hand techniques; and • planning and conducting evacuations from premises; Certificate in first aid (current)	<input type="checkbox"/>
2A Act as a security consultant	Certificate IV in Security and Risk Management	<input type="checkbox"/>
2B Sell security equipment (not required if you are selling security equipment by wholesale only (other than directly to the public))	Certificate II in Technical Security Or if a locksmith – <ul style="list-style-type: none"> • Certificate III in Engineering Technology (Locksmithing Stream); or • Certificate III in Engineering-Mechanical Trade (Locksmithing) 	<input type="checkbox"/>
2C Carry out surveys and inspections of security equipment	As for 2B	<input type="checkbox"/>
2D Give advice about security equipment	As for 2B	<input type="checkbox"/>
2E Install, maintain, monitor, repair or service security equipment	Certificate III in Technical Security Or if a locksmith – <ul style="list-style-type: none"> • Certificate III in Engineering Technology (Locksmithing Stream); or • Certificate III in Engineering-Mechanical Trade (Locksmithing) 	<input type="checkbox"/>

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 22 81 or by email at cit@act.gov.au.

The fee for this licence is GST exempt.

The Access Canberra ABN is: 68367113536

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