

Please **remove** Instruction Pages before submitting your application.

## Instruction Pages - Application to Vary a Licence/Registration to include Additional Security Activities

### How do I submit my application?

- Complete the form in blue or black pen only
- Ensure that you print neatly in capital letters.
- Do not send original identification documents, cash, cheques or money orders.
- Attach copies of supporting documentation securely to your application and forward to:

**Licensing & Regulation Division**  
**GPO Box 2807**  
**Melbourne VIC 3001**

If you have any queries regarding your application, you can contact Licensing & Regulation Division by telephone on 1300 651 645 or by e-mail at [lrd@police.vic.gov.au](mailto:lrd@police.vic.gov.au).

Alternatively you can access our Internet site at [Private security \(police.vic.gov.au\)](http://Private%20security%20(police.vic.gov.au))

### Who should complete this form?

This is an application to vary a licence/registration to include an additional activity or activities.

This form can be completed by:

- The holder of a current private security individual operator licence wishing to add further security activity or activities to their existing licence (e.g. security guard, crowd control, investigator, trainer or bodyguard); or
- The holder of a current private security individual operator registration wishing to add a further security activity or activities to their existing registration (e.g. security equipment installer or security adviser); or
- The nominated officer or holder of a current private security business licence wishing to vary their licence to authorise them to provide the services of an additional security activity or activities (e.g. security guard, crowd control, investigator, trainer or bodyguard); or
- The nominated officer or holder of a current private security business registration wishing to vary their registration to authorise them to provide the services of an additional security activity or activities (e.g. security equipment installer or security adviser).

**Note:** If you are seeing to vary both an Individual and Business licence or registration, you can do so at Part 1 of this form by marking the boxes labelled "Individual" and "Business" and by providing both licence/registration numbers.

### How do I make payment?

**Do not send any form of payment with your application.** A 'Payment Notice' will be sent to you for immediate attention upon receipt of your application. The 'Payment Notice' will provide you with advice as to how to make payment.

The total fee payable includes a **non-refundable** application fee. If your application is abandoned, withdrawn or refused, you will receive a refund for the variation fee but not for the application fee.

For a schedule of fees, access the website at [Service fees and penalties \(police.vic.gov.au\)](http://Service%20fees%20and%20penalties%20(police.vic.gov.au)) or contact the Licensing & Regulation Division.

All application fees are GST exempt.

### What evidence must I supply with my application?

You are required to supply the following with your application:

Individual Licence	Individual Registration
<p>You are required to attach a <b>certified</b> copy of your "Statement of Results" training document/certificate relevant to each additional security activity being applied for. Your "Statement of Results" must be certified as a "true copy of the original" by a person with the authority to sign a statutory declaration such as a police officer, justice of the peace or pharmacist.</p> <p>Your "Statement of Results" document/certificate must be dated within <b>12 months</b> of receipt of this application.</p> <p>For further details regarding the training requirements please contact a Registered Training Organisation or access the Licensing &amp; Regulation Division website at <a href="http://Private%20security%20forms%20and%20reference%20information%20(police.vic.gov.au)">Private security forms and reference information (police.vic.gov.au)</a></p>	<p>No requirements.</p>

**What evidence must I supply with my application? (continued)**

Business Licence	Business Registration
<p>You are required to provide copies of the Standard Operating Procedures (SOPs) relevant to the additional security activity/activities being applied for. SOPs should reflect the employer responsibilities and legislative requirements.</p> <p>You are also required to provide a certificate of public liability insurance coverage for the additional security activity/activities being applied for.</p> <p>If you are the nominated person of a body corporate or the holder of a Private Security Business Licence you must provide evidence that you meet the competency requirements stipulated in section 26(3) of the <i>Private Security Act 2004</i>. To do this you must provide at least one of the following:</p> <ul style="list-style-type: none"> <li>• A detailed resume outlining your experience in the private security industry, particularly in relation to the security activity being applied for, and copies of any relevant qualifications and/or documentation; and (one of the following).</li> <li>• A <b>certified</b> copy of your membership to an Approved Security Industry Organisation relevant to the additional activity being applied for.</li> <li>• A <b>certified</b> copy of an Approved Training Course which is relevant to the additional activity being applied for; or</li> </ul> <p>Documents must be certified as a “true copy of the original” by a person with the authority to sign a statutory declaration such as a police officer, justice of the peace or pharmacist.</p> <p>For further details regarding what organisations are Approved Security Industry Organisation or what the approved Training Courses are for licensing purposes, access the Licensing &amp; Regulation Division website at <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>.</p>	<p>You are required to provide copies of the Standard Operating Procedures (SOPs) relevant to the additional security activity being applied for. SOPs should reflect the employer responsibilities and legislative requirements.</p> <p>You are also required to provide a certificate of public liability insurance coverage for the additional security activity being applied for.</p>

**Additional information required for Guard with a Dog – Business Licences**

Any security business seeking to provide dog handler services should provide the following information to enable the Licensing & Regulation Division to make a determination whether the business is fit and proper and it is in the public interest to issue a licence:

- Details of the person within the business responsible for direct management of this activity (including full name & date of birth).
- Deployment or reasons for provision of dog handlers (to ensure only a guarding/protection role and not crowd control).
- Standard Operating Procedures and/or detailed information covering the following: type & number of dogs, selection, training, kennelling, registration, veterinary care, transportation and record keeping of dogs, staff training, use of force policies, procedures and record keeping of security staff, on-going testing of the handler and his dog to ensure public safety.
- Insurance policy indicating use of dogs.
- Declaration by applicants relevant to prosecution under Cruelty to Animals or Domestic Animals legislation.

Post your completed application to:  
 Licensing & Regulation Division  
 GPO Box 2807  
 MELBOURNE VIC 3001  
 Phone: 1300 651 645  
[www.police.vic.gov.au](http://www.police.vic.gov.au)



VICTORIA POLICE

## Application to Vary a Licence/Registration to include Additional Security Activities

**Part 1 – Licence/Registration Details**

a) Please indicate if you are applying to add a security activity to a:  Licence or  Registration

b) Please indicate the type of private security licence/ registration:  Individual or  Business

c) Please provide your Individual Licence or Registration Number:

d) Please provide your Business Licence or Registration Number:

e) Identify the current security activity or activities authorised on your licence or registration:

Licence	Registration
<input type="checkbox"/> Investigator <input type="checkbox"/> Bodyguard <input type="checkbox"/> Crowd Controller <input type="checkbox"/> Trainer <input type="checkbox"/> <b>Security Guard</b> - indicate your current Security Guard sub-activities below: <input type="checkbox"/> Unarmed Guard <input type="checkbox"/> Control Room Operator <input type="checkbox"/> Monitoring Centre Operator <input type="checkbox"/> Guard with a Dog <input type="checkbox"/> Armed Guard <input type="checkbox"/> Cash in Transit	<input type="checkbox"/> Security Equipment Installer <input type="checkbox"/> Security Adviser

f) Please indicate which security activity or activities you are applying to add to your licence or registration:

Licence	Registration
<input type="checkbox"/> Investigator <input type="checkbox"/> Bodyguard <input type="checkbox"/> Crowd Controller <input type="checkbox"/> Trainer <input type="checkbox"/> <b>Security Guard</b> - indicate your current Security Guard sub-activities below: <input type="checkbox"/> Unarmed Guard <input type="checkbox"/> Control Room Operator <input type="checkbox"/> Monitoring Centre Operator <input type="checkbox"/> Guard with a Dog* <input type="checkbox"/> Armed Guard <input type="checkbox"/> Cash in Transit  *Must complete the Declaration located in Part 3 of this form	<input type="checkbox"/> Security Equipment Installer <input type="checkbox"/> Security Adviser

Part 2 – Personal Information

Current Name

Family Name

20 empty boxes for Family Name

First Given Name

20 empty boxes for First Given Name

Second Given Name

20 empty boxes for Second Given Name

Third Given Name

20 empty boxes for Third Given Name

Date of Birth

DD/MM/YYYY format boxes for Date of Birth

Business Details (Must be completed if you hold a business licence/registration)

Registered Company Name

40 empty boxes for Registered Company Name

Australian Company Number (ACN)

9 empty boxes for ACN

Australian Business Number (ABN)

11 empty boxes for ABN

Registered Business Name

40 empty boxes for Registered Business Name

Business Registration Number

9 empty boxes for Business Registration Number

Residential/Business Address

Property name (if applicable)

20 empty boxes for Property name

Flat / Unit Number

5 empty boxes for Flat / Unit Number

Street Number

5 empty boxes for Street Number

Lot Number

5 empty boxes for Lot Number

Street Name

20 empty boxes for Street Name

Street Type (RD, ST, AVE, etc.)

5 empty boxes for Street Type

Town / Suburb

20 empty boxes for Town / Suburb

State

3 empty boxes for State

Postcode

5 empty boxes for Postcode



**Part 3 – Supporting Evidence Required (continued)**

Declaration of previous history related to mistreatment of animals*	
*This declaration is only to be completed if the applicant has applied to add 'Guard with a Dog' to their private security licence. I declare that I have no personal offence history or charges (including pending charges) relating to the mistreatment of animals. I acknowledge that it is an offence to provide a false or misleading declaration as part of this application.	
Signature: <input type="text"/>	Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**Part 4 – Acknowledgement**

I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgment knowing that it is an offence against Section 135 of the <i>Private Security Act 2004</i> to wilfully supply details which are incorrect or omit to furnish particulars.	
Signature: <input type="text"/>	Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**Privacy Statement:** The personal and health information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, registration, permit or approval. It will be used in accordance with relevant legislation, including the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990*, *Health Records Act 2001* and the *Privacy and Data Protection Act 2014*. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at [www.police.vic.gov.au](http://www.police.vic.gov.au)