

# Private Security Application to Vary Additional Security Activities to a Licence

## Instruction Pages

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

### Who should complete this form?

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

This form can be completed by:

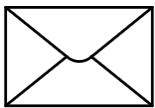
- The holder of a current private security individual operator licence wishing to add further security activity or activities to their existing licence (e.g. security guard, crowd control, investigator, trainer, bodyguard, security equipment installer or security adviser).
- The nominated officer or 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, bodyguard, security equipment installer or security adviser).
- **Note:** If you are seeking to vary both an Individual and Business licence, you can do so at Part 1 of this form by marking the boxes labelled "Individual" and "Business" and by providing both licence numbers.

### How do I complete this form?

- Print out the form and write clearly in the boxes in capital letters using a blue or black pen.

### How do I send this form?

- Do not send original identification documents with the form. If you need to send identification documents, send certified copies of the documents.
- Post the completed form and all attachments to:



**Postal Address:**

Licensing and Regulation Division,  
GPO Box 2807,  
Melbourne, VIC, 3001

If you have any queries about your application, visit our website at [www.police.vic.gov.au](http://www.police.vic.gov.au) or contact Licensing and Regulation Division.

(Office use only)

Licence Number Issued:

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## Private Security Application to Vary Additional Security Activities to a Licence

### Part 1 - Licence Details

#### Section 1 - Private Security Licence Number

What is the licence number to be varied?

Licence Number:

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Expiry Date:

		/			/				
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#### Section 2 - Current Security Activities

Identify and select the current security activity or activities authorised on your licence.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Security Guard               | <input type="checkbox"/> Crowd Controller | <input type="checkbox"/> Bodyguard        |
| <input type="checkbox"/> Security Trainer             | <input type="checkbox"/> Investigator     | <input type="checkbox"/> Security Advisor |
| <input type="checkbox"/> Security Equipment Installer |   |   |

#### Section 3 - Current Sub-Activities

If you currently have **Security Guard** on your licence, identify and select the Sub-Activity(s).

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Unarmed Guard              | <input type="checkbox"/> Control Room Operator | <input type="checkbox"/> Guard with a Dog      |
| <input type="checkbox"/> Monitoring Centre Operator | <input type="checkbox"/> Cash in Transit       | <input type="checkbox"/> Armed / Unarmed Guard |

#### Section 4 - Additional Security Activities

Identify and select the new security activity or activities to be authorised on your licence.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Security Guard               | <input type="checkbox"/> Crowd Controller | <input type="checkbox"/> Bodyguard        |
| <input type="checkbox"/> Security Trainer             | <input type="checkbox"/> Investigator     | <input type="checkbox"/> Security Advisor |
| <input type="checkbox"/> Security Equipment Installer |   |   |

#### Section 5 - Additional Sub-Activities

If you currently or have selected **Security Guard** on your licence, identify and select the Sub-Activity(s) required.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Unarmed Guard              | <input type="checkbox"/> Control Room Operator | <input type="checkbox"/> Guard with a Dog      |
| <input type="checkbox"/> Monitoring Centre Operator | <input type="checkbox"/> Cash in Transit       | <input type="checkbox"/> Armed / Unarmed Guard |

#### **Armed / Unarmed Guard and/or Cash In Transit**

- You **must** submit a Handgun Licence Application at the same time as this application or already be the holder of a Handgun Licence.

## Part 3 - Personal/Business Information (Continued)

### Section 6 - Current Name

You are required to provide your Current Name(s) as listed on your Private Security Licence.

Family Name:

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First Given Name:

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Second Given Name:

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Third Given Name:

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Date of Birth:

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### Section 7 - Business Details

This section must be completed if you hold a Private Security Business Licence.

Registered Company Name:

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Australian Business Number: (ABN)

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Australian Company Number: (ACN)

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Registered Business Name:

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### Section 8 - Residential/Business Address

You are required to provide your Residential/Business Address Information.

Property Name: (if applicable)

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Street Number:

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Flat / Unit Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Lot Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Street Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Street Type:

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Town/Suburb:

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State:

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Postcode:

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Is your Postal Address the same as your Residential/Business Address?

Yes ☐ Go to **Section 10 - Contact Information**

No ☐ Go to **Section 9 - Postal Address**

### Section 9 - Postal Address

You are required to provide your Postal Address Information.

☐ GPO Box
☐ PO Box
☐ Locked Bag
☐ Private Bag
☐ RSD
☐ RMB

Box / Bag / Number:
/

Flat / Unit / Lot Number:
/

Street Number:

Street Name:

Street Type:
Town/Suburb:

State:
Postcode:

### Section 10 - Contact Information

You are required to provide your Contact Information.

Mobile Contact Number:

Work Contact Number:

Home Contact Number:

One Email Address:

All applicants **must** provide the following:

- One Contact Number
- One Email Address

Failure to provide your contact information may result in your application not being

<b>Section 11 - Supporting Evidence for Individual Licence</b>
Please provide all the documentation listed below according to your new activity selection(s) and tick the relevant box.
<input type="checkbox"/> <b>Statement of Results</b> (All applicants must provide)
A certified copy of your “Statement of Results” document/certificate (issued within the past 12 months) relevant to each additional security activity being applied for.
<b><u>Guard with a Dog Applicants</u></b>
If you have selected Guard with a Dog, you must complete <b>Section 13 - Supporting Evidence and Declaration for Guard with a Dog Applicants.</b>

## Part 5 - Business Licence Supporting Evidence Required

### Section 12 - Supporting Evidence for Business Licence

Please provide all the documentation listed below according to your new activity selection(s) and tick the relevant box.

☐

#### **Standard Operating Procedures** (All applicants must provide)

- You must provide copies of the standard operating procedures and protocols that employees will be required to follow, relevant to the additional security activity applied for.
- Standard operating procedures should cover all the responsibilities employees will be required to follow as a part of their employment. Standard operating procedures should reflect the employer responsibilities and legislative requirements.

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#### **Evidence of Public Liability Insurance** (All applicants must provide)

You must provide a certificate of currency of public liability insurance coverage relevant to each additional security activity being applied for.

☐

#### **Business Resume and Statement of Results** (All applicants must provide)

A detailed resume outlining your experience in the private security industry, particularly in relation to the security activity (or activities) being applied for, and certified copies of any relevant qualifications and/or documentation.

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#### **Approved Security Industry Organisation** (All applicants must provide)

A certified copy of an approved Training Course completion certificate which is relevant to the security activity (or activities) being applied for;

**And/Or;**

A certified copy of your membership to an approved Security Industry Organisation relevant to the security activity (or activities) being applied for.

☐

#### **Armed Guard and/or Cash In Transit** (If you have selected this in your application)

A Corporate Handgun Licence Application must be submitted if applying to add sub-activities of Armed Guard or Cash In Transit.

☐

#### **Private Security Trainer** (If you have selected this in your application)

If you have applied for the activity of Private Security Trainer, you must supply a USB stick that contains all the training and assessment resources that you intend to use including, but not limited to your:

- Private Security Trainer
- Delivery plans or timetables (including times)
- Language, Literacy and Numeracy Test Paper
- Trainer and student manuals

#### **Guard with a Dog Applicants**

If you have selected Guard with a Dog, you must complete  
**Section 13 - Supporting Evidence and Declaration for Guard with a Dog Applicants.**

## Part 6 - Supporting Evidence Required (Guard with a Dog Applicants Only)

### Section 13 - Supporting Evidence and Declaration for Guard with a Dog Applicants.

Please provide the evidence required listed below according to your new activity selection and complete the acknowledgement.

☐ **Guard with a Dog** (If you have selected this in your application)

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 and address information).
- 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 a security staff, on-going testing of the handler and their 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.

#### Declaration of previous history related to mistreatment of animals (Guard with a Dog Applicants Only)

☐ 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 false or misleading declaration as part of this application.

Applicants Signature:

Date of Signature:

 /  / 

## Part 7 - Acknowledgement

### Section 14 - Acknowledgement by the Applicant

You must sign and date again to confirm that all the information you have supplied is true and correct.

☐ I acknowledge that the particulars in this application and any attachments are true and correct, and I make this acknowledgement knowing that it is an offence against Section 135 of the *Private Security Act 2004* to willfully supply details which are incorrect or omit to furnish particulars.

Applicants Signature:

Date of Signature:

 /  / 

**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, 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).

**End of Application**

### **How do I make payment?**

- **Do not send any payment with your application.**
- A Payment Notice will be sent with a total fee that includes a non-refundable administration fee.
- If your application is abandoned, withdrawn or refused, you will receive a refund for the licence fee, but not for the administration fee. All application fees are GST exempt.
- For a schedule of fees, contact Licensing & Regulation Division or visit our website.

### **How do I track the progress of my application after submission?**

To track the progress of your application, please refer to the Victoria Police - Private Security Page for our current processing timeframes.

The following factors can increase the time it takes to process an application:

- A person has adverse history;
- An application is incomplete;
- Complexity of the application.

Licensing & Regulation Division is unable to respond to enquiries relating to the processing status of applications within the last 28 days.

If 28 calendar days have elapsed and you require an update on the status of your application, please contact us via email with your full name, date of birth, type of application, date sent and licence number (if available).