

APPLICATION FOR A SECURITY MASTER TEMPORARY VISITOR LICENCE

*Security Industry Act 2003
Security Industry Regulation 2003*

<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 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.</p>			
<p style="text-align: center;">INSTRUCTIONS FOR COMPLETION</p> <ul style="list-style-type: none"> • This application must be submitted at least 5 working days before the nominated special event. • A master temporary visitor licence issued in the ACT is valid only for the specific special event identified on the licence. • 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 provided to Access Canberra must be the original (to be sighted by an Access Canberra officer) or a certified copy. 			
<p style="text-align: center;">LODGEMENT AND CONTACT INFORMATION</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Preferred lodgement method is by email to: citl@act.gov.au</p> <p>General Enquiries: 132281</p> </td> <td style="vertical-align: top; width: 50%;"> <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 to: 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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RELEVANT TERMS

Close Associate is a person who: holds, or will hold, a financial interest, or is, or will be, entitled to exercise a relevant power in the business and the Commissioner is satisfied is, or will be, able to exercise a significant influence in relation to the conduct of the business; or holds, or will hold, an executive office in the business.

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.

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.

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, including close associates, each partner and executive officers 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#!tabs-2 . Please do not use a credit or debit card as ID.
	<input type="checkbox"/>	Copy of your current interstate security licence (if self-employed, also include your master security licence)
For a Company/Incorporated Association	<input type="checkbox"/>	A company extract from ASIC or association certificate of incorporation MUST be attached.
For a Cooperative	<input type="checkbox"/>	A certificate of registration MUST be attached.
For a Statutory Authority	<input type="checkbox"/>	A copy of the enabling gazettal, enabling legislation or evidence from the CEO MUST be attached.
For a Partnership	<input type="checkbox"/>	A copy of the legal name as registered with the Australian Business Register MUST be attached.



PART A - APPLICATION FOR A SECURITY MASTER TEMPORARY VISITOR LICENCE

Security Industry Act 2003
Security Industry Regulation 2003

ORGANISATION PARTICULARS

The personal particulars form (Part B) must be completed for each executive officer, partner and close associate.

REGISTERED NAME OF CORPORATION / PARTNERSHIP / ASSOCIATION / STATUTORY AUTHORITY (TRADING AS)

AUSTRALIAN BUSINESS NUMBER (A.B.N)

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AUSTRALIAN COMPANY NUMBER (A.C.N)

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INCORPORATED ASSOCIATION NUMBER or COOPERATIVE NUMBER

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REGISTERED BUSINESS ADDRESS *(Property name, unit, flat, floor or level number, street number and street name)*

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CITY / SUBURB / TOWN

STATE / TERRITORY

POSTCODE

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POSTAL ADDRESS – *(if different to the one shown above)*

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CITY / SUBURB / TOWN

STATE / TERRITORY

POSTCODE

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APPLICATION CONTACT PERSON

POSITION

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BUSINESS TELEPHONE NUMBER

BUSINESS FAX NUMBER

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CONTACT MOBILE NUMBER

BUSINESS OR CONTACT EMAIL ADDRESS

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List ALL Influential Persons of an Organisation

Each person must complete 'Personal Particulars - Part C' and 'Statutory Declaration – Part D'

	Position	Personal Particulars and ID	Statutory Declaration
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION

I, _____, holding the position of _____, confirm on behalf of organisation name _____ that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence.

☐

I am aware the Commissioner for Fair Trading has the ability to consider all relevant information, including criminal intelligence, when assessing my application.

☐**SIGNATURE ON BEHALF OF PROPOSED LICENSEE (must be at least 2 directors or a director and secretary)**

Signature _____ Signature _____

Dated _____ / _____ / 20 _____ Dated _____ / _____ / 20 _____



PART B - APPLICATION FOR A SECURITY MASTER TEMPORARY VISITOR LICENCE

Security Industry Act 2003
Security Industry Regulation 2003

PERSONAL PARTICULARS

A copy of this part must be completed and signed by every: sole trader, partner, executive officer and close associate

PERSON COMPLETING THIS PART

☐ Licensee ☐ Executive Officer ☐ Close associate

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

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

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AUSTRALIAN BUSINESS NUMBER (A.B.N) (if applicable)

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

CITY / SUBURB / TOWN	STATE	POSTCODE	COUNTRY

POSTAL ADDRESS DETAILS (*If different to home address*)

CITY / SUBURB / TOWN	STATE / TERRITORY	POSTCODE	COUNTRY

HOME PHONE NUMBER

MOBILE NUMBER

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WORK PHONE NUMBER

EMAIL ADDRESS

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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 _____ Dated _____ / _____ / 20____	Date Received Details (ORS Stamp)

ACCEPTABLE FORMS OF IDENTIFICATION - You may bring in the original identification documents to be sighted at ORS, or provide a certified copy. Faxed or emailed copies cannot be accepted.

You may provide documentation in accordance with the requirements below to reach 100 points of identification	
Primary Identification Documents You may use one of the following:	Points
<ul style="list-style-type: none"> Passport – Australian or International (<i>current or expired within the last two years, but not cancelled</i>) Birth Certificate (<i>or certified copy</i>). Citizenship Certificate (<i>or certified copy</i>). United Nations approved document for international travel. 	70
Secondary Identification Documents You may use several current documents of the following:	Points
<ul style="list-style-type: none"> Drivers Licence. ID card issued to a public servant (<i>with picture or signature</i>). A licence or permit issued under a law. <i>eg: Builders Licence, Electrical Licence, Boat Licence, etc.</i> ID card issued by the Commonwealth, a State or Territory as evidence of a person's entitlements to a financial benefit (with picture or signature). <i>eg: Pensioner Concession Card, Health Care Card, Concession card, etc.</i> Tertiary Education ID card (<i>with picture or signature</i>). 	40/25#
#If you wish to use more than one document from this group, the first acceptable document scores 40 points, but subsequent documents only score 25 points each	
Evidence of Identifying Operation in the Community You may use several of the following:	Points
<ul style="list-style-type: none"> Bank Statement, Letter from Bank, Credit or Account Card Record held under a law, other than a law relating to Land Titles. <i>eg: Court records, Births, Deaths & Marriages issued Marriage Certificate, etc.</i> Written reference from an acceptable referee, nominated by person, who would have known the person for at least 12 months Records from a primary, secondary or tertiary education institution (<i>no more than 10 years old</i>). Membership of a professional Trade Association <i>eg: HIA, NIBA, ACEA, AARE, etc.</i> 	25
Evidence of Residential Address You may use several of the following:	Points
<ul style="list-style-type: none"> Extract from the electoral roll Letter from real estate agent, owner, landlord of premises the person may be living in/occupying for business purposes Gas, Electricity, Water, Phone bill. 	25

IDENTITY SUPPORTING DOCUMENTATION				
	Type	Number	Expiry Date	Copy Attached
100 points of ID documentation				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Evidence of Citizenship (if applicable)				<input type="checkbox"/>



PART C - APPLICATION FOR A SECURITY MASTER TEMPORARY VISITOR LICENCE

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STATEMENT BY APPLICANT

I, Name in full
of Full residential address
whose current occupation is
make the following declaration under the *Statutory Declarations Act 1959* in support of an application for a temporary visitor licence under the *Security Industry Act 2003*;

1	I am licensed (or registered) as a master security licensee (however described) in the following States/Territories: <u></u>
2	I am not the subject of disciplinary proceedings in any State or Territory (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to the licence/s stated in 1.
3	My registration is not cancelled or currently suspended as a result of disciplinary action in any State or Territory.
4	I am not otherwise personally prohibited from carrying on the stated occupation in any State or Territory 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 or Territory.
5	I am subject to the following special conditions in carrying on the stated occupation: <u></u> <u></u> <u></u>
6	I give my consent to the exchange of information with the authorities of any State or Territory 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 master 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 declaration

Declared at _____ On the _____ Day of _____ 20____

**PART D - APPLICATION FOR A SECURITY MASTER TEMPORARY
VISITOR LICENCE***Security Industry Act 2003
Security Industry Regulation 2003***SPECIAL EVENT DETAILS**

Only one (1) event will be approved under this licence at the permitted premises. However, you may apply for more events by completing a new sheet ([Part D](#)) for another event if the details of the other parts of this application are still relevant and correct. A new licence will be issued for each event – the fee is per event.

NAME OF EVENT**EVENT START DATE****EVENT END DATE****START TIME****END TIME**

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NATURE OF EVENT / ENTERTAINMENT**RATIONALE FOR WHY IT IS A SPECIAL EVENT** You must address the criteria for a “special event” as defined on page 2.**PREMISES REGISTERED BUSINESS NAME** (*if applicable*)**PREMISES ADDRESS / LOCATION****SUBURB****STATE****POSTCODE**

ACT

POSTAL ADDRESS FOR PREMISES**SUBURB****STATE****POSTCODE****PREMISES / EVENT CONTACT PERSON****POSITION****BUSINESS PHONE****BUSINESS FAX**

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BUSINESS MOBILE**BUSINESS EMAIL OR WEBSITE**



ACT
Government

Justice and Community Safety

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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 industrylicensing 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 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