

## Instruction Pages for a Victorian Private Security Business Application

### 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 Services Division  
GPO Box 2807AA  
Melbourne VIC 3001

If you have any queries regarding your application, you can contact Licensing Services Division by telephone on 1300 651 645 or by e-mail at [licensingervices@police.vic.gov.au](mailto:licensingervices@police.vic.gov.au). Alternatively, you can access our Internet site at <http://www.police.vic.gov.au>.

### Who should complete this application form?

This is an application form for a Private Security Business.

- If you are applying for a **Private Security Business Licence** to provide the services of investigators, bodyguards, crowd controllers and/or security guards you should complete this form.
- If you are applying for a **Private Security Business Registration** to provide the services of security equipment installers and/or security advisers you should also complete this form.
- You **cannot** make an application for a Business Licence and a Business Registration on the same application form.
- If the business is structured as a body corporate the **Nominated Officer** must complete this application form.
- If the business is structured as a sole trader or partnership, the sole trader or one of the partners must complete this application form.

### Important Information

You cannot advertise or in any way indicate a willingness to engage in the business of a private security operator without the required licence/registration.

The practice of submitting for tenders, distributing pamphlets, placing advertisement and/or similar prior to the granting of a licence/registration is a breach of Section 6 or Section 10 of the *Private Security Act 2004* and carries a maximum penalty of \$4,000.

### Where can I get more information?

The *Private Security Act 2004* and the Private Security Regulations 2005 govern the activities of private security operators. It is expected that you will have a thorough understanding of the requirements of this legislation.

Copies of the *Private Security Act 2004* and the Private Security Regulations 2005 can be accessed via the Internet at [www.dms.dpc.vic.gov.au](http://www.dms.dpc.vic.gov.au) or copies can be brought from **Information Victoria 356 Collins Street, Melbourne 3001, telephone 1300 366 356**.

Information regarding private security licensing and registration can also be obtained by accessing the Licensing Services Division website at [www.police.vic.gov.au](http://www.police.vic.gov.au).

### 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 licence/registration fee but not for the application fee. **Your application will not be assessed until you have made payment.**

The *Private Security Act 2004* states that only one person in a partnership is required to pay the fee. Therefore, if the business is structured as a partnership, the partner who completes this application form will be required to make the fee payment on behalf of the partnership.

All application fees are GST exempt under Division 81. For a schedule of fees you can contact the Licensing Services Division by telephone on 1300 651 645 or by e-mail at [licensingervices@police.vic.gov.au](mailto:licensingervices@police.vic.gov.au) or accessing the website at [www.police.vic.gov.au](http://www.police.vic.gov.au).

## What documentation is required?

For your application to be considered, you must provide all of the following documentation.

### 1. Personal Information Forms

Any relevant person to the business must complete a separate form known as a 'Personal Information Form' (VP1149).

A 'Personal Information Form' must be completed by:

<ul style="list-style-type: none"><li>• An Individual Sole Trader; and</li><li>• Any close associates of the business</li></ul>	<b>For applications by Sole Traders</b>
<ul style="list-style-type: none"><li>• Each partner in the partnership; and</li><li>• Any close associates of the business</li></ul>	<b>For applications by a Partnership</b>
<ul style="list-style-type: none"><li>• The Nominated Officer;</li><li>• All other officers of the body corporate; and</li><li>• Any close associates of the business</li></ul>	<b>For applications by a Body Corporate</b>

A 'Personal Information Form' is a separate form that can be obtained by contacting Licensing Services Division on 1300 651 645 or by accessing our internet site at <http://www.police.vic.gov.au>. People completing this form are required to submit proof of identity, answer questions in relation to criminal history and provide other prescribed information.

All 'Personal Information Forms' must be attached to and submitted at the same time as this Business Application Form.

### 2. Standard Operating Procedures

You must provide copies of the standard operating procedures and protocols that employees will be required to follow. 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.

### 3. Business Plan

You must provide a business plan of the precise details of your business and the nature of work you intend to do. The business plan provided must include the following information:

- Details of the precise nature of the work that will be undertaken by the business.
- Details of the suitability of existing or intended business premises. Consideration needs to be given to the security of the information held on the premises, particularly if the premises are a private residence.
- Details of the number of employees that you intend to employ.
- Details of the procedure that will be used to check the expiry dates of the licences/registrations of employees and the business licence/registration.
- Details of training and supervision standards that will be set in place for employees.
- If applicable, a description of the uniforms, a sample of the shoulder badge design and details of any vehicle decals.

### 4. Evidence of Public Liability Insurance

You must provide a certificate of currency of public liability insurance coverage.

### 5. Evidence of Financial Viability

In order to satisfy the Licensing Services Division that you have sufficient financial resources to conduct the business you must supply a **recent** letter from a qualified accountant that provides an assessment as to the financial viability of the business.

### 6. Employer Responsibilities

You must provide a written undertaking (signed and dated) by the Nominated Officer or Partner/Sole Trader stating that you are aware of your obligations as an employer in the areas of award wages, superannuation, taxation and occupational health & safety.

### 7. Newspaper Advertisement

Within 7 days of lodging your application you must publish an advertisement in a daily newspaper circulating generally in Victoria indicating your intention to apply for a Business Licence/Registration. The advertisement must be worded as follows:

- **For a Private Security Business Licence**  
“**[Insert your Business Name]** of **[Insert your Business Address]** has made application to the Licensing Services Division for a Private Security Business Licence to provide the services of **[Insert activities applied for ie. investigators, bodyguards, crowd controllers and/or security guards]**. Any person wishing to object to the granting of the licence has 14 days from the date of this advertisement to lodge an objection in writing to Licensing Services Division, GPO Box 2807AA, Melbourne VIC 3001.”
- **For a Private Security Business Registration**  
“**[Insert your Business Name]** of **[Insert your Business Address]** has made application to the Licensing Services Division for a Private Security Business Registration to provide the services of **[Insert activities applied for ie. security advisers and/or security equipment installers]**. Any person wishing to object to the granting of the registration has 14 days from the date of this advertisement to lodge an objection in writing to Licensing Services Division, GPO Box 2807AA, Melbourne VIC 3001.”

A copy of this advertisement, including the name of the newspaper and the publication date, must be forwarded to Licensing Services Division within 14 days of lodging your application. If you do not provide a copy of the advertisement within this timeframe your application will be abandoned.

## What documentation is required? (continued)

### 8. Official Documentation

If you are applying as a body corporate you must provide **certified** copies of:

- A Certificate of Registration of a Company;
- Proof of the appointment of directors (A current and historical extract can be obtained from the Australian Securities and Investment Commission); and
- A current Certificate of Registration of a Business Name from Consumer Affairs Victoria for any trading names that the company will operate under.

If you are applying as a partnership or sole trader you must provide a **certified** copy of:

- A current Certificate of Registration of a Business Name from Consumer Affairs Victoria for any trading names that the business will operate under.

### Who is a Close Associate?

Section 3 of the *Private Security Act 2004* provides a definition of a close associate in relation to a private security business licence or registration.

- A close associate is a person who is able to exercise a significant influence over the running of the business because they –
  - Hold an interest in the capital or assets of that business; or
  - Are entitled (by law, equity or otherwise) to receive any income derived from that business; or
  - Hold any power, either alone or in association with others, (by voting or otherwise) to participate in any managerial or executive decision of that business; or
  - Hold any power, either alone or in association with others, to appoint any person to a position of management (ie. Director, manager, secretary or any other capacity) in the business.
- A person who participates in the management of the business is also classified as a close associate.
- The definition of a close associate **does not extend** to a shareholder of a public company or to an officer of the body corporate (if the holder of the licence/registration is a body corporate).
- One example of a close associate to a business licence/registration would be a person who has provided finances to start up a company, but is not a director or officer of the company.
- It is a requirement of the *Private Security Act 2004* that all close associates to the business are declared.
- All close associates must meet the probity requirements outlined in the *Private Security Act 2004*.

### How do I certify documentation?

Official documentation must be certified as a “true copy of the original” by a person who has the authority to sign a statutory declaration. The person certifying the copy must view the original document along with the copy.

Any of the persons listed below have the authority to certify documentation:

- (a) a justice of the peace or a bail justice;
- (b) a public notary;
- (c) a barrister and solicitor of the Supreme Court;
- (d) a clerk to a barrister and solicitor of the Supreme Court;
- (e) the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates’ Court or a registrar or deputy registrar of the Magistrates’ Court;
- (f) the registrar of probates or an assistant registrar of probates;
- (g) the associate to a judge of the Supreme Court or of the County Court;
- (h) the secretary of a master of the Supreme Court or of the County Court;
- (i) a person registered as a patent attorney under Part XV of the Patents Act 1952 of the Commonwealth;
- (j) a member of the police force;
- (k) the sheriff or a deputy sheriff;
- (l) a member or former member of either House of the Parliament of Victoria;
- (m) a member or former member of either House of the Parliament of the Commonwealth;
- (n) a councillor of a municipality;
- (o) a senior officer of a Council as defined in the Local Government Act 1989;
- (p) a registered medical practitioner within the meaning of the Medical Practice Act 1994;
- (q) a registered dentist within the meaning of the Dental Practice Act 1999;
- (r) a veterinary practitioner;
- (s) a pharmacist;
- (t) a principal in the teaching service;
- (u) the manager of an authorised deposit-taking institution;
- (v) a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants of the National Institute of Accountants;
- (w) the secretary of a building society;
- (x) a minister of religion authorised to celebrate marriages;
- (y) a person employed under Part 3 of the Public Sector Management and Employment Act 1998 with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification;
- (z) a fellow of the Institute of Legal Executives (Victoria).







# Part 4 - Statement of Related People

Please indicate below the name and date of birth of each person involved in the business under the business structure applicable to your application. If you require further space, please attach an additional page to the application with the required details.

As detailed in Part 2 - Required Documentation, a 'Personal Information Form' must be completed for **ALL** of the people listed below.

## Body Corporate Applications

**Nominated Officer**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

**Officer of the Body Corporate**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

**Officer of the Body Corporate**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

**Officer of the Body Corporate**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

# Part 4 - Statement of Related People (continued)

## Body Corporate Applications (continued)

**Close Associate**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

**Close Associate**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

## Sole Trader Applications

**Sole Trader**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

**Close Associate**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

**Close Associate**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

# Part 4 - Statement of Related People (continued)

## Partnership Applications

**Partner**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

**Partner**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

**Close Associate**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

**Close Associate**

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth  /  /

Personal Information Form Attached?  Yes  No

