



**APPLICATION FOR A LICENCE**

You are required to satisfy the Authorised Officer that you have a genuine reason to hold a licence.  
 Please PRINT the required information clearly and legibly.

**1. SELECT CLASS OF LICENCE**

Please cross the box for your class of licence. <input checked="" type="checkbox"/>	(a) Security Licence (Guard) - Employee <input type="checkbox"/>	(c) Security Licence (Guard) - Business <input type="checkbox"/>
	(b) Security (Guard) – Sole Provider <input type="checkbox"/>	(d) Security Licence (Organisation) <input type="checkbox"/>

**(a) SECURITY LICENCE (GUARD) - EMPLOYEE**

This information is required to support your genuine reason and must be attached to your application.	1. Indicate which categories of weapons you wish to apply for by crossing the WHITE boxes only. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> <b>A</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>B</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>C</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>D</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>E</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>H</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>M</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>R</b> </div> </div> <p>Refer to the 'Application for a Licence Guide' for category descriptions.</p>
	2. Provide a "Statement of Attainment" as proof of your successful completion of the approved training course for security licence (guard), issued within the last twelve months detailing the date the certificate was awarded, the categories of weapons in which you have been deemed competent, and the name of the registered training provider. 3. Provide a copy of the <b>front</b> and <b>back</b> of your current <b>Security Officer's Licence</b> issued by the Office of Fair Trading under the <i>Security Providers Act 1993</i> . <p><b>NOTE THAT THIS TYPE OF LICENCE DOES NOT AUTHORISE THE ACQUISITION OF WEAPONS</b></p>

**(b) SECURITY LICENCE (GUARD) – SOLE PROVIDER**

This information is required to support your genuine reason and must be attached to your application.	1. Indicate which categories of weapons you wish to apply for by crossing the WHITE boxes only. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> <b>A</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>B</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>C</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>D</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>E</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>H</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>M</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>R</b> </div> </div> <p>Refer to the 'Application for a Licence Guide' for category descriptions.</p>
	2. Provide information that verifies there is a need for you to provide an <u>armed</u> service. Please supply a list of your potential clients and letters on company letterhead which include the following information: <ul style="list-style-type: none"> <li>• The author's name, address and contact number/ s;</li> <li>• The nature of the services required by the business (eg. cash escort);</li> <li>• The frequency of the services required (eg. twice per week); and</li> <li>• The arrangement in place should you be unavailable for work.</li> </ul> 3. Provide a "Statement of Attainment" as proof of your successful completion of the approved training course for security licence (guard), issued within the last twelve months detailing the date the certificate was awarded, the categories of weapons in which you have been deemed competent, and the name of the registered training provider. 4. Provide a copy of the registered business or company name providing details of the type of enterprise (eg. Sole proprietor or partnership etc), including the extract detailing the office holders of the business/company. 5. Provide a copy of the <b>front</b> and <b>back</b> of your current <b>Security Officer's Licence</b> issued by the Office of Fair Trading under the <i>Security Providers Act 1993</i> . 6. Provide written approval from your local Council / Authority which gives direct approval for your intended business <b>OR</b> states there is no objection to your intended business. 7. Describe the facilities in place for the storage of weapons, including details of the safe / vault location, construction and weight. 8. Provide details of the procedure to be put in place should you be unable to meet the contractual duties due to illness or injury. 9. Provide written confirmation that these arrangements are agreed to by the contracted clients, on business letterhead. <p><b>NOTE THAT THIS TYPE OF LICENCE DOES NOT AUTHORISE THE CONTRACTING OR SUB-CONTRACTING OF DUTIES WITH ANOTHER SECURITY LICENCE.</b></p>

**(c) SECURITY LICENCE (GUARD) - BUSINESS**

This information is required to support your genuine reason and must be attached to your application.  <i>Continues on Page Two</i>	1. Indicate which categories of weapons you wish to apply for by crossing the WHITE boxes only. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> <b>A</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>B</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>C</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>D</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>E</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>H</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>M</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>R</b> </div> </div> <p>Refer to the 'Application for a Licence Guide' for category descriptions.</p>
	2. Provide a "Statement of Attainment" as proof of your successful completion of the approved training course for security licence (guard), issued within the last twelve months detailing the date the certificate was awarded, the categories of weapons in which you have been deemed competent, and the name of the registered training provider. 3. Provide a copy of the registered business or company name providing details of the type of enterprise (eg. sole proprietor or partnership, etc), including the extract detailing the office holders of the business / company. <p style="text-align: right;"><b><u>CONTINUED ON PAGE TWO</u></b></p>

**(d) SECURITY LICENCE (GUARD) – BUSINESS**

Continued from Page One.

4. Provide advice as to the risks you have identified and what action has been taken to reduce these risks.
5. Provide advice as to incidents you have been involved with either directly or indirectly.
6. Outline any other alternative measures that may be available other than the issue of a licence of this type.
7. Provide details addressing why your need to possess a weapon is greater than the need to ensure public safety.
8. Provide details of how the carriage of a loaded weapon in public will reduce the risk to the community and yourself.
9. Provide details of current security measures relevant to the protection of the valuables. This may include security at a place (eg. residence) or during transport.
10. Provide details of the security organisation currently protecting the valuables.
11. Provide advice as to the banking facilities used and the frequency of this banking.
12. Provide advice as to why alternate security or business practices cannot be utilised.
13. Provide details of any special circumstances that support the application for this licence (eg. isolation, disability).
14. Provide verification of the property / valuables being protected. Evidence may include:
  - Copies of bank statements;
  - Copies of invoices / receipts relating to the sale or purchase of property / stock which is being protected; and
  - Other documents confirming the said property (eg. asset statements).
15. Describe the business activities where the weapon is required. This should include the following details:
  - When the weapon will be in possession;
  - Where the weapon will be in possession; and
  - How often the weapon will be in possession.
16. Describe the facilities in place for the storage of weapons, including details of the safe / vault location, construction and weight.

**NOTE THAT THIS TYPE OF LICENCE DOES NOT ALLOW THE LICENSEE TO ENGAGE IN SECURITY FOR OTHER PERSONS.**

**(e) SECURITY LICENCE (ORGANISATION)**

This information is required to support your genuine reason and must be attached to your application.

1. Indicate which categories of weapons you wish to apply for by crossing the WHITE boxes only.
 

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>H</b>	<b>M</b>	<b>R</b>

**Refer to the 'Application for a Licence Guide' for category descriptions.**
2. Provide information that verifies there is a need for you to provide an armed service. Please supply a list of your potential clients and letters on company letterhead which include the following information:
  - The author's name, address and contact number/ s;
  - The nature of the services required by the business (eg. cash escort);
  - The frequency of the services required (eg. twice per week); and
  - The perceived risks that require the possession of a weapon.
3. Provide a copy of the organisation's operating procedures / guidelines for employees when using weapons in the course of their occupation.
4. Provide a copy of the current registered business or company name providing details of the type of enterprise (eg. sole proprietor, partnership, etc), including the extract detailing the office holders of the company / business.
5. Provide written approval from your local Council certifying the intended land use for the business is in compliance with local by-laws.
6. Provide a copy of a current Security Firm's Licence (SFM) issued under the *Security Providers Act 1993* in the name of your business.
7. Provide a "Statement of Attainment" as proof of your successful completion of the approved training course for security licence (guard), issued within the last twelve months detailing the date the certificate was awarded, the categories of weapons in which you have been deemed competent, and the name of the registered training provider **OR** current security licence (guard).
8. Describe the facilities in place for the storage of weapons, including details of the safe / vault location, construction and weight.

**2. PROOF OF IDENTITY**

Do you need to attach Proof of Identity?

- If you are the holder of a current Weapons Act licence of another type, you are not required to complete another Proof of Identity Declaration or supply recent photographs unless –**
- A period of not more than 3 years has elapsed since you provided proof of identity and photographs; or
  - The current licence card does not reflect an accurate likeness of you (e.g. have you grown or removed a beard since the issue of the licence card?).

**3. CERTIFICATION**

**CERTIFY AND SIGN HERE**

I certify that I have attached all relevant supporting documentation.

*Signature*

*Please sign and date:*

<i>Day</i>		<i>Month</i>		<i>Year</i>			