



Application for a security firm's licence

Security Providers Act 1993

This form is effective from 1 July 2022

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

Payment details

Amount allocated

\$

CHC amount

\$

Fingerprint amount

\$

Total amount

\$

Entity

Entity number

Instructions

Please use **BLOCK** letters when you fill out this form. Attach extra sheets if necessary. Please note that the licence fees may be altered at any time by regulation. All dates should be DD/MM/YYYY.

Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Security Providers Act 1993* to process your application. In accordance with this Act, some personal information and business information may be passed on to police services in Australia (including federal, states and territories) for criminal history searches. Enquiries may also be made with the Department of Home Affairs to verify eligibility to work in Australia. Your name, business address, business information and address will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

No GST payable on licence fees.

A mandatory criminal history check fee is payable for each individual whose date and place of birth appear on this application.

If you were born in New Zealand or have a New Zealand passport, you need to get a copy of your criminal history or a letter indicating you have no criminal history from New Zealand. For more information, visit the New Zealand Ministry of Justice website www.justice.govt.nz

We can only accept original documents dated within one month of the date you send them to us. Please note, it can take up to 20 working days to process a request for a New Zealand criminal history check. There is no fee payable for you to get a New Zealand criminal history check.

A mandatory fingerprinting fee is payable for each individual whose date and place of birth appear on this application.

So that your application for a licence can be considered, all applicants are required to have fingerprints taken by the Queensland Police Service. You will be advised in writing of the process to have your fingerprints taken after your application is lodged. An appointment must be made before attending a police station to have your fingerprints taken for the purpose of this licence. You should read the mandatory fingerprinting privacy information statement attached to this application.

Already fingerprinted

While you have a current licence under the *Security Providers Act 1993* you only need to have your fingerprints taken once. This applies even if you apply for any additional security licences.

However, you do need to give your fingerprints again if you have had them taken for another reason. For instance, you may have been fingerprinted if you hold a gaming or weapons licence or hold a blue card.

Applicant

Name of applicant
(If this is a corporation, please state corporation name here)

☐ Upgrade application (please contact 13 QGOV (13 74 68) for applicable fee).

Part 1—Licence type applied for

Section 1 Licence type

Please note the licence fees usually change on 1 July each year.

Please note that holding a security firm licence does not entitle you to personally perform the functions of a security provider. You will need to complete a *Security Providers Form 1-1 and/or 1-2* for this purpose.

Note: If a security firm installs security equipment and then sub-contracts the monitoring of this equipment (under security officer function) a combined Class 1 and Class 2 licence is required.

To find the fees for your licence, visit www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule

Class 1 licence:

- ☐ one year
☐ three years

To provide the following security services
(Please tick relevant boxes)

- ☐ Bodyguard
☐ Crowd controller
☐ Private investigator
☐ Security officer

Class 2 licence (see Note):

- ☐ one year
☐ three years

To provide the following security services
(Please tick relevant boxes)

- ☐ Security adviser
☐ Security equipment installer

Combined class 1 and class 2 licence:

- ☐ one year ☐ three years

To provide the following security services
(Please tick relevant boxes)

- ☐ Bodyguard
☐ Crowd controller
☐ Private investigator
☐ Security officer
☐ Security adviser
☐ Security equipment installer

Part 2—Approved security industry association membership

Note: Approved security industry associations will be required to undertake compliance audits of members every three years. Associations will be required to take appropriate action to ensure compliance under the *Security Providers Regulation 2008*.

As a requirement of the *Security Providers Act 1993*, you must be a member of an approved security industry association. Your application cannot be considered until you can demonstrate current membership with an approved association. Please provide association details below.

Association name

Please provide your certificate of membership from your nominated security industry association confirming your membership.

A full list of approved security industry associations can be found at www.qld.gov.au/fairtrading

*The security firm licence holder must be the same entity registered with the security industry association. If this is a Corporation, the corporation name should appear on membership certificate.

Part 3—Trading particulars

Section 1

Entity to be licensed

(nominate the type of entity applying for the licence).

Licence type: ☐ Individual ☐ Corporation ☐ Partnership

Name of individual/all partners
.....

Section 2

Corporation details

Please complete Part 4—Personal details for each person listed here.

Note: An officer of the corporation includes a director, secretary or executive officer of the corporation, or a person who can control or substantially influence the conduct of the corporation's affairs.

Name of corporation (if applicable)

ACN (if applicable)

Name of executive officer/s

.....
.....
.....
.....
.....

Part 3—Trading particulars continued

Section 3 Business name	Business/trading name Please show the full name as listed on the <i>Record of Registration for Business Name</i> . The licence holder must be the proprietor of any business name used in conjunction with a licence issued by the Office of Fair Trading. If a trust is listed as a proprietor of the business name, acceptable evidence must be provided that the licence holder is entitled to operate on behalf of the trustees.
Section 4 Contact details	Phone (business) Fax (business) Mobile Website Email
Section 5 Postal address For any correspondence or licence to be sent to.	Address Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Section 6 Place of business Note: a post office box address is not acceptable.	Address Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Section 7 Additional address/es Note: a post office box address is not acceptable. Attach a separate list if necessary.	If you intend to trade from any other place of business, please provide address or addresses. Address Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Phone (business) Fax (business)

Part 4—Personal details (Must be completed by sole operator, ALL partners or ALL corporation officers)

<p>Section 1</p> <p>Position held and name</p> <p>Please make as many copies as required.</p> <p>Each applicant/partner or executive officer is required to complete this section. Please photocopy additional sheets if necessary.</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Individual <input type="checkbox"/> Partner <input type="checkbox"/> Corporation officer </div> <p>Preferred title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify)</p> <p>Surname</p> <p>Given names</p> <p>Have you been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Previous names</p>
<p>Section 2</p> <p>Date and place of birth</p> <p>Note: This office will only accept photocopies of documents certified by the following people: Justice of the Peace, Commissioner for Declarations, barrister/solicitor or Notary Public.</p> <p>Refer to Personal identification 100 point check</p>	<p>If you are lodging this application in person, you must provide 100 points of identification from the checklist in Section 5, which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy. The photocopy must contain the original signature of the person certifying the identification.</p> <p>Date of birth <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/> D D M M Y Y Y Y</p> <p>Place of birth: Town State <input type="text"/><input type="text"/><input type="text"/></p> <p style="margin-left: 150px;">Country</p> <p>Australian driver's licence number State of issue <input type="text"/><input type="text"/><input type="text"/></p> <p>Passport number ImmiCard number.....</p> <p>Passport country</p> <p>Passport type: <input type="checkbox"/> Government <input type="checkbox"/> Private <input type="checkbox"/> UN refugee</p>

Part 4—Personal details continued

Section 3 Residential address

Note: a post office box address is not acceptable.

Address

Suburb State Postcode

Phone (home) Fax (home)

Mobile

Email

Section 4 Postal address

Address

Suburb State Postcode

Section 5 Personal identification 100 point check

You must establish your identity by providing documents from the list (to the right) certified as true copies of the original (see note). Originals may also be sighted and copied by staff if you are lodging the application in person at a departmental counter.

Different types of identity documents are worth different points (see table). You can use different combinations of documents to make up your 100 points, but **you must include at least one primary document as part of your 100 points.**

Note: This office will only accept photocopies of documents certified by the following people: Justice of the Peace, Commissioner for Declarations, barrister/solicitor or Notary Public.

Note: You must supply certified identification in your current name.

Identity verification check		
Document	Points value	Document value
Primary documents		
Passport (current or expired within the past two years, but not cancelled)	50	
Birth certificate/extract	50	
ImmiCard	50	
Australian driver's licence	50	
Photo identification card/Adult proof of age card	50	
Secondary documents		
Australian Citizenship certificate	40	
Public service employee ID card	40	
Health care card	40	
Tertiary education student ID card	40	
Mortgage documents	40	
Letter from employer (current or within past two years)	25	
A rating authority e.g. land rates	25	
Utility bill* e.g. electricity, gas, telephone	25	
ATM card, credit card, bank book statement*	25	
Council rates notice	25	
Medicare card	25	
Marriage certificate	25	
Total points:		

* You cannot use more than one from the same financial institution or utility.

Part 4—Personal details continued

Section 6

Suitability

Disclosure of previous convictions does not automatically disqualify you from holding a licence. However, failure to disclose convictions may result in your application being refused and prosecution action being commenced.

Note: please see page 7 for definition of *disqualifying offence*.

Relevant control order in relation to a licence, means a control order or registered corresponding control order that restricts the person to whom the order applies from carrying on a business, engaging in an occupation or preforming an activity that requires a licence.

Have you or any person associated with the application:

Been found guilty of an offence (excluding traffic or misdemeanour offences) in Queensland or elsewhere, within the last 10 years?

☐ No ☐ Yes —Please attach details.

Currently facing charges for a disqualifying offence as defined in the *Security Providers Act 1993* that has/have not been determined by the court?

☐ No ☐ Yes—Please attach details.

Been convicted of an offence against the *Industrial Relations Act 1999* (Qld), *Workplace Relations Act 1996* (Cth), or the *Fair Work Act 2009* (Cth) relating to the under payment of award wages?

☐ No ☐ Yes—Please attach details.

Contravened an order of the Industrial Commission or of the Industrial Magistrates Court to pay wages?

☐ No ☐ Yes—Please attach details.

Been convicted of an offence against Part 5.3 of the Commonwealth Criminal Code or a terrorist offence against the law of any state or territory or overseas jurisdiction?

☐ No ☐ Yes—Please attach details.

Been (or are) insolvent under administration (this includes entering into bankruptcy or a Personal Insolvency Agreement under Part X of the *Bankruptcy Act 1966* or is a party as a debtor to a debt agreement under Part IX of the *Bankruptcy Act 1966*)?

☐ No ☐ Yes—Please attach details (include certificate of bankruptcy/discharge).

Ever had a licence refused, suspended or cancelled under *Security Providers Act 1993* or similar Act of any state, territory or country?

☐ No ☐ Yes—Please attach details.

Control orders

You are not a suitable person to hold a licence under the *Security Providers Act 1993* if you are subject to a relevant control order as defined under the Act.

Corporation

Do any of the suitability questions in Section 6 apply to the corporation?

☐ No ☐ Yes—Please attach details.

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Part 5—Checklist and declaration

It is an offence to supply incorrect or misleading information.

To find the fees for your licence, visit www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule

Processing timeframes:

Average processing times for a complete application is four to six weeks.

Processing times vary depending on volumes of applications on hand, seasonal fluctuations, and whether an office holder's name is recorded on an interstate police database.

Please allow at least four weeks from the date of lodgement before enquiring on the progress of an application.

Failure to supply requested information in a timely manner may result in your application being withdrawn.

Please check each statement and tick each box if the requirements have been met:

- ☐ I/We have made appropriate enquiries and to the best of my knowledge all details on this application have been provided honestly and correctly.
- ☐ I/We are a member of an approved security industry association and have enclosed evidence of membership.
- ☐ I/We have enclosed 100 points of identification for each individual/partner and office holder/s shown on this application.
- ☐ The prescribed application fee is enclosed with this form.
- ☐ Criminal history check fee x = \$
- ☐ Fingerprinting fee x = \$
- ☐ I/We have read the mandatory fingerprinting privacy statement attached to this application.

In submitting this application, I/We also consent to an Australian criminal history check being conducted and for the police services in Australia (including federal, states and territories) to disclose my/our criminal history information and any impending charges to the Office of Fair Trading. I/We also understand any disclosure will be subject to applicable federal, state and territory legislation and/or applicable police service policy. I/We also understand that enquiries may be made with the Department of Home Affairs to verify eligibility to work in Australia.

Signature: Date / /

Signature: Date / /

Please note: if you do not provide all of the information requested on this form, your application will be delayed until the department receives the required details from you. Unless applying in person at an Office of Fair Trading counter, please do not supply any ORIGINAL identification documents with this application. If you are lodging this application by mail, you must supply a certified copy of the identification documents. The following people can certify photocopies of documents: Justice of the Peace; Commissioner for Declarations; barrister/solicitor or a Notary Public.

Part 6—Lodgement details

IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.

By mail:

Industry Licensing Unit, GPO Box 3111, Brisbane QLD 4001

In person:

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

Refunds

If the application is withdrawn prior to a licence being issued, or the application is refused, the department will retain an administration fee plus the fees for the criminal history check and fingerprinting if they have already been undertaken, and refund the balance.

Change of details

If at any time your licence details or suitability requirements change, you must notify the Office of Fair Trading within 7 days.

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Part 7—Disqualifying offences

Definition

A person is not an appropriate person to hold a licence if the person, within ten years of applying for a licence, has been convicted of a disqualifying offence; or an offence that would be a disqualifying offence if committed in Queensland.

Disqualifying offence means an offence:

- a) under the *Weapons Act 1990* that is punishable by imprisonment for one year or more, even if a fine may be imposed in addition or as an alternative
- b) under the *Drugs Misuse Act 1986* that is punishable by imprisonment for one year or more, even if a fine may be imposed in addition or as an alternative
- c) against the *Police Service Administration Act 1990*, section 10.19(b), (c), (d), (e) or (f)
- d) against a provision of the Criminal Code of the Commonwealth, part 5.3, or a law of a State, or an overseas country, that relates to terrorism
- e) against a provision of the Criminal Code mentioned at the right: or that is a prescribed offence within the meaning of the *Penalties and Sentences Act 1992*, section 161N; and committed with a serious organised crime circumstance of aggravation within the meaning of the *Penalties and Sentences Act 1992*, section 161Q

Disqualifying offence provisions under the Criminal Code

Chapter 9	(Breaches)	Chapter 37	(Offences analogous to stealing)
Chapter 9A	(Consorting)	Chapter 38	(Stealing with violence—Extortion by threats)
Chapter 16	(Offences relating to the administration of justice)	Chapter 39	(Burglary—Housebreaking—and like offences)
Chapter 20	(Miscellaneous offences against public authority)	Chapter 40	(Other fraudulent practices)
Chapter 22	(Offences against morality)	Chapter 41	(Receiving property stolen or fraudulently obtained and like offences)
Chapter 28	(Homicide—Suicide—Concealment of birth)	Chapter 42A	(Secret commissions)
Chapter 29	(Offences endangering life or health)	Chapter 46	(Offences)
Chapter 30	(Assaults)	Chapter 49	(Punishment of forgery and like offences)
Chapter 32	(Rape and sexual assaults)	Chapter 52	(Personation)
Chapter 33	(Offences against liberty)	Chapter 56	(Conspiracy)
Chapter 33A	(Unlawful stalking)		
Chapter 36	(Stealing)		

Disqualifying offence under repealed provisions of the Criminal Code

Section 343A	(Assault occasioning bodily harm)	Section 344	(Aggravated assaults)
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Mandatory fingerprinting privacy statement

Under the *Security Providers Act 1993* (the Act), the Office of Fair Trading requires your fingerprints to be taken to confirm your identity and to undertake ongoing probity checks under section 20 of the Act.

Your fingerprints will be taken by specially trained Queensland Police Service staff who are authorised to do so. Once your fingerprints are taken, they will be securely stored by the Queensland Police Service Fingerprint Bureau. Your fingerprints will also be uploaded onto the National Automated Fingerprint Identification System (NAFIS). NAFIS is operated and secured by CrimTrac, the Australian Government agency that also provides the criminal history search service. As a Commonwealth agency, CrimTrac must operate in accordance with the Commonwealth *Privacy Act 1988*.

Criminal History Checks will still be conducted on every licensee and any additional names identified by the initial fingerprint identification process will also have criminal history searches conducted against them.

Ongoing probity checks will be performed daily by comparing fingerprints stored on NAFIS against unidentified latent fingerprints from unsolved crime scenes. This is in addition to overnight matching of licence details against the Queensland Police Service database to determine if a licensee has been charged with a disqualifying offence.

Fingerprint records will also be available to other police services in Australia. However, your fingerprints will **NOT** be available to the Office of Fair Trading.

As your fingerprints are only required while your security provider licence is current, once your licence ceases, because it has expired, the application has been withdrawn or the Chief Executive has cancelled your licence or has refused to renew your licence, your fingerprints will be destroyed. The fingerprint records to be destroyed will only be the fingerprints taken as part of the security provider licence process. The destruction will include the copy stored at the Fingerprint Bureau and the security provider licence fingerprint record stored on NAFIS. The destruction will be performed by two highly qualified fingerprint specialists and will be done in the presence of a Justice of the Peace. Destruction will be scheduled automatically after all appeal rights are exhausted. You will not have to request to have this done.

This area has been intentionally left blank.

Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name

Postal address

Suburb State Postcode

Mobile Fax number

Receipt request Yes ☐ No ☐

Email

Payment

Payment details

☐ Cash—pay in person ☐ Debit/Credit card ☐ Money order ☐ Cheque
Do not send cash by mail

Make money order or cheque payable to the Office of Fair Trading.

A receipt will not be issued unless specifically requested.

Debit/Credit card

OFT cannot accept debit/credit card details over the phone or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.

Charge my:



Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ Expiry date: /
M M Y Y Y Y

Cardholder's signature:

.....



By post

A cheque or money order can be posted in, together with the application form.

Make money order or cheque payable to the Office of Fair Trading



In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.