

INSTRUCTION PAGES AND APPLICATION TO AMEND REGISTERED DETAILS

Agent Individual and Employee licence

Enquires to Consumer Affairs & Fair Trading on 1300 65 4499

PART 1 – LICENCE DETAILS

Full Name: _____

Licence Number: _____ Expiry Date: _____

You must provide your full name and licence number

PART 2 – TYPE OF AMENDMENT (Please tick)

- | | | |
|-------------------------------------|----------------------------------|-----------------|
| Change of address & contact details | <input type="checkbox"/> No Fee | Parts 1, 3 & 10 |
| Change of name | <input type="checkbox"/> \$51.10 | Parts 1, 4 & 10 |
| Remove condition of provisional | <input type="checkbox"/> \$51.10 | Parts 1, 5 & 10 |
| Baton endorsement | <input type="checkbox"/> \$51.10 | Parts 1, 6 & 10 |
| Adding or Removing an activity | <input type="checkbox"/> \$51.10 | Parts 1, 7 & 10 |
| Appoint or change manager | <input type="checkbox"/> No Fee | Parts 1, 8 & 10 |
| Replacement licence or certificate | <input type="checkbox"/> \$51.10 | Parts 1, 9 & 10 |

Please indicate the type of amendment you require in relation to your licence details and then complete the appropriate sections

PART 10 - The Declaration **MUST** be signed for all amendments

For any combination of these amendments the fee is \$51.10

PART 3 - ADDRESS & CONTACT DETAILS

Residential Address: _____

Postal Address: _____

Business Address: _____

Phone (Home): _____

Phone (Business): _____

Phone (Mobile): _____

Email: _____

Yes, I would like to receive the Security Industry Bulletin

No, I do not wish to receive the Security Industry Bulletin

A FEE IS NOT REQUIRED IF ONLY SECTIONS 1, 3 AND 10 COMPLETED

Complete if any of your residential, business or postal address or contact details have changed

If you would like to receive the security industry bulletin you must provide an email address

PART 4 – CHANGE OF NAME

Previous Name: _____

New Name: _____

Proof of the name change must accompany this form

Example of a name change: an individual marries and changes their surname

PART 5 – REMOVE CONDITION OF PROVISIONAL

Training Provider: _____

Course Completed: _____

Date of Completion: _____

Following verification of completion of ALL the approved units of competency applicants will be issued with a replacement identity card

The new card will not display provisional

Please attach a copy of your statement of attainment as evidence of completion

PART 6 – BATON ENDORSEMENT

I would like to have Baton Endorsed on my licence, I have completed the required course and have a letter giving exemption from Police

Training Provider: _____

Course Completed: _____

Date of Completion: _____

YOU MUST ATTACH

A Letter from Tasmania Police Granting An Exemption Under The Police Offences Act 1935 Section 15C (1A)

Evidence you have completed the baton training course (required yearly)

PART 7 – ADDING OR REMOVING AN ACTIVITY FROM A LICENCE (Please tick)

I am the holder of Agent Individual Licence Employee Licence

I would like to add an activity to my licence

I would like to remove an activity to my licence

Crowd Control[#]

Security General Guarding

Monitoring Room Operator

Security Guarding with Dog

Commercial / Commercial Sub-Agent

Inquiry (agent individual licence holders only)

These 2 activities cannot be added unless you hold a full Security General Guarding licence

Body Guard

Security Guarding with Firearm*

Please tick if you are an agent or an employee licence holder and if you wish to add or remove any activity.

The licence period for new activities will be aligned with to the commencement date of your current licence and will expire on the same date

IMPORTANT If there is a prerequisite training requirement for a licensed activity you must meet this prerequisite to have a licensed activity added

You must therefore provide a statement of attainment that meets the prerequisite standards with this application

[#] must sign a crowd control code of conduct

* must provide a copy of a current firearms licence issued by Tasmania Police

Please note: for Employee licence holders, when adding an activity you need to complete part 8 to add a manager for the new activities.

PART 8 – CHANGE OR APPOINT A MANAGER (Please tick)

- MANAGER DETAILS FOR:
- Security General Guarding
 - Security Guarding with Dog
 - Security Guarding with Firearm
 - Monitoring Room Operator

Manager Licence Number: _____

Manager Name: _____

Manager Business Address:
(PO Box is not acceptable) _____

Manager Signature: _____

- MANAGER DETAILS FOR:
- Crowd Control*
 - Body Guard
 - Commercial Sub-Agent

Manager Licence Number: _____

Manager Name: _____

Manager Business Address:
(PO Box is not acceptable) _____

Manager Signature: _____

A FEE IS NOT REQUIRED IF ONLY SECTIONS 1, 8 AND 10 COMPLETED

The person / corporation appointed as manager must have a current Tasmanian licence to undertake the activities ticked or be a liquor licensee with Licensing and Gaming

If they do not hold a licence to undertake an activity they cannot be recorded as your manager

Manager must sign the form

****Crowd Control Agent or a Liquor Licensee holder can be appointed as a crowd controller manager**

Liquor licensee must state the licence number issued by Liquor and Gaming in the licence number of manager box

You may only appoint one (1) manager per activity at a time.

The person you do the most hours for should be the one recorded

ADDITIONAL PAGES MAY BE ADDED IF MULTIPLE MANAGERS

*A new code of conduct needs to be completed and endorsed by the new manager

PART 9 – REPLACEMENT OF PHOTO LICENCE OR CERTIFICATE (Please tick)

- I require a replacement photo licence
- I require a replacement certificate

Set out the circumstances through which the identity card or certificate was lost, damaged or destroyed

Complete this section only if your licence or certificate has been lost, stolen, destroyed or mutilated and you require a replacement

PART 10 – DECLARATION

I confirm that the information supplied in this application is true and accurate and understand that if I wilfully supply details that are incorrect or omit to furnish particulars that are required I may be ineligible to obtain a licence and can be fined under the Act.

Applicant Signature: _____ Date _____

Witness Signature: _____ Date _____

Full name of witness: _____

Full address of witness: _____

PENALTY FOR SUPPLY ANY FALSE OR MISLEADING INFORMATION

Section 27D - Security and Investigations Agents Act 2002

A person must not, in giving any information under this Act-

(a) make a statement knowing it to be false or misleading; or

(b) omit any matter from a statement knowing that without that matter that statement is false or misleading

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YOU MUST COMPLETE ALL RELEVANT PARTS OF THE APPLICATION AND PROVIDE ALL REQUESTED DOCUMENTATION BEFORE YOUR APPLICATION WILL BE PROCESSED. APPLICATIONS WILL BE RETURNED IF THEY ARE NOT FULLY COMPLETED, WHICH WILL DELAY THE PROCESSING TIME.

APPLICANTS SHOULD BE AWARE OF THEIR RESPONSIBILITIES UNDER THE SECURITY AND INVESTIGATIONS AGENTS ACT 2002.

YOU CAN VIEW THE LEGISLATION AND ITS REGULATIONS OR DOWNLOAD THEM FROM www.thelaw.tas.gov.au YOU MAY ALSO OBTAIN INFORMATION AT www.consumer.tas.gov.au

PROCESSING TIME

Processing time frames: Average processing times for a complete application is around 5 days. Please allow 14 days from the date of lodgement before enquiring on the progress of an application.

LICENCE APPLICATION FEE & LODGEMENT

The full payment must accompany this form. Refer to the 'Schedule of Fees' on our Fees and Payments page at www.consumer.tas.gov.au. All application fees are GST exempt. The application fee is not refundable if your application is refused or withdrawn for any reason.

Applications are required to be lodged with payment through Service Tasmania outlets visit www.service.tas.gov.au for locations.

NO FEE is required if only changing contact details (part 3) or have only appointed a manager (part 8).

PERSONAL INFORMATION PROTECTION STATEMENT

Consumer Affairs and Fair Trading (CAFT) will collect personal information from you for the purpose of processing this application. You are required to provide this information by the *Security and Investigation Agents Act 2002*. Failure to provide this information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other authorised organisations. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to CAFT. You may be charged a fee for this service.