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 and Regulation Division
  GPO Box 2807
  Melbourne VIC 3001

If you have any queries regarding your application, you can contact Licensing and Regulation Division by telephone on 1300 651 645 or by e-mail at licensingregulation@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, security guard, crowd controllers and/or trainer 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 40 penalty units.

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 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 and Regulation Division website at 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 and Regulation Division by telephone on 1300 651 645 or by e-mail at licensingregulation@police.vic.gov.au or accessing the website at www.police.vic.gov.au.

What documentation is required?

For your application to be considered, you must provide all of the following documentation. Documentation can be provided on CD or USB stick.

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:

• An Individual Sole Trader; and • Any close associates of the business	**For applications by Sole Traders**
• Each partner in the partnership; and • Any close associates of the business	**For applications by a Partnership**
• The Nominated Officer; • All other officers of the body corporate; and • Any close associates of the business	**For applications by a Body Corporate**

A 'Personal Information Form' is a separate form that can be obtained by contacting Licensing and Regulation 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

Under s 26 (1) (f) of the *Private Security Act* 2004, the Chief Commissioner must be satisfied that you have or will be able to obtain adequate financial resources to ensure the financial viability of your private security business. In order to satisfy the Chief Commissioner as to the financial viability of your business, you must complete the 'Company assets/liabilities' section of Part 3 – Business Information <u>and</u> supply a recent letter from a qualified accountant the provides a detailed assessment of the ongoing 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 and Regulation 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 and Regulation Division, GPO Box 2807, Melbourne VIC 3001."
- **For a Private Security Business Registration**
  "**[Insert your Business Name]** of **[Insert your Business Address]** has made application to the Licensing and Regulation 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 and Regulation Division, GPO Box 2807, Melbourne VIC 3001."

A copy of this advertisement, including the name of the newspaper and the publication date, must be forwarded to Licensing and Regulation 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.

8. Requirement to be fingerprinted

All persons associated with this private security business licence application (i.e. nominated person, director and close associate(s)) are required to undergo a National Police Records Check (including National name check and fingerprint records search) before submitting this application (new or renewal) to Licensing and Regulation Division.
An original copy of each person's National Police Records Check Certificate must be attached to this private security licence application (new or renewal) in order for the application to be processed. If a National Police Records Check Certificate is not provided, the application will not be processed.

What documentation is required? (continued)

9. 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).

VP Form 1083

Send your completed application to:
Licensing and Regulation Division
GPO Box 2807
MELBOURNE VIC 3001
Phone: 1300 651 645
Email: licensingregulation@police.vic.gov.au
Web: www.police.vic.gov.au

VICTORIA POLICE

Office use only
Licence number issued

Victorian Private Security Business Application

Part 1 - Type of Application

Type of Application

1. Identify the type of application

☐ **Licence Application** ☐ **Registration Application**

2. Identify the type of security activities the business will provide.

Licence Application

☐ Investigator
☐ Bodyguard
☐ Crowd Controller
☐ Trainer
☐ Security Guard

Sub Activities: ☐ Unarmed Guard ☐ Guard with a dog ☐ Monitoring Centre Operator
☐ Control Room Operator ☐ Armed Guard *
☐ Cash in Transit *

* Must have corporate handgun licence

Registration Application

☐ Security Equipment Installer
☐ Security Adviser

3. How will the business be structured?

☐ Body Corporate (Pty Ltd) ☐ Sole Trader ☐ Partnership

Part 2 - Required Documentation

Confirm that the required documentation for your application is attached by placing a cross in the box. Please see the Instruction Pages for further details regarding documentation that is required with your application.

All applications must be accompanied by:

1. 'Personal Information Forms' for all people relevant to the application ..... ☐
   If the business is structured as a 'Sole Trader', a 'Personal Information Form' must be completed by:
   - The applicant; and
   - Any close associate

   If the business is structured as a partnership, a 'Personal Information Form' must be completed by:
   - All partners in the partnership; and
   - Any close associate

   If the business is structured as a 'Body Corporate', a 'Personal Information Form' must be completed by:
   - The nominated officer;
   - Any other officer of the body corporate; and
   - Any close associate

   A 'Personal Information Form' is a separate form that can be obtained by contacting Licensing and Regulation Division or by accessing the internet site at http://www.police.vic.gov.au.
2. A copy of the standard operating procedures for the business ..... ☐
3. Business Plan ..... ☐
4. A certificate of currency of public liability insurance ..... ☐
5. A letter from a qualified accountant confirming the financial viability of the business ..... ☐
6. A written undertaking signed and dated by the applicant or nominated person stating that they are aware of their obligations as an employer in the areas of award wages, superannuation, taxation and occupational health and safety ..... ☐
7. If applying for the activity of 'Trainer', a CD or USB stick that contains all the training and assessment resources including, but not limited to your: ..... ☐
   - Assessment and training strategy
   - Delivery plans or timetables (including times)
   - Language, Literacy and Numeracy Test Paper
   - Powerpoints
   - Trainer and student manuals
8. An original copy of the National Police Records Check Certificate for each person associated with this application (i.e. nominated person, director and close associate(s)) ..... ☐

Requirement to Advertise Application

Pursuant to s.18 and s.75 of the *Private Security Act* 2004, you must place an advertisement in a daily newspaper that circulates generally in Victoria within **7 days** of lodging your application. The advertisement is to be worded as specified on page 2 of the 'Instruction Pages' of this application form.

You must provide a copy of the advertisement including the name of the newspaper and the publication date to Licensing and Regulation Division within 14 days of lodging this application. If a copy is not received within this timeframe, the processing of your application will be abandoned.

Part 3 - Business Information

Business Details

Registered Company Name

Australian Company Number (ACN)

You must provide a certified copy of the Certificate of Registration of a Company and certified proof of appointment of directors. A current and historical extract can be obtained from the Australian Securities and Investment Commission.

Australian Business Number (ABN)

Registered Business Name

You must provide a certified copy of the Certificate of Registration of a Business Name.

Business Registration Number

Business Address

Flat / Unit Number / Street Number / Lot Number

Street Name

Street Type (RD, ST, AVE,

Postal Address *(only complete this section if you want your correspondence forwarded to an address different to your business address)*

☐ GPO Box ☐ PO Box ☐ Locked Bag ☐ Private Bag ☐ RMB ☐ RSD

Box / Bag Number

Street Name

Street Type (RD, ST, AVE,

Business Telephone Numbers

(Business)

(After Hours)

(Mobile)

(Facsimile)

Business E-mail & Internet

E-mail Address

When providing your e-mail address, please indicate the exact case, punctuation and location of the '@' symbol.

Internet Address

Part 3 – Business Information (Assets/Liabilities)

Please provide information regarding assets/liabilities for the company/business only).
Information relating to your personal assets/liabilities is not required.

Assets

1. Company/Business Property	Current Value
	$

2. Company/Business Investments (eg. Real estate, Shares etc.)	Current Value
	$
	$
	$
	$
	$
	$

3. Company/Business Vehicle(s)	Current Value
	$
	$
	$

4. Company/Business Bank Account(s)	Current Value
	$
	$
	$
	$
	$

5. Company/Business Insurance	Amount Insured
Property:	$
Contents:	$
Other:	$

6. Other Company Assets (eg. equipment)	Current Value
	$
	$
	$
	$

Liabilities

Company/Business Mortgage		
Monthly repayment	Amount Borrowed	Balance now owed
$	$	$
Company/Business Rent		
Monthly repayment	Term of Lease	Years remaining
$	_____ years	_____ years
Other Company/Business Loans		
Monthly repayment	Amount Borrowed	Balance now owed
$	$	$
Monthly repayment	Amount Borrowed	Balance now owed
$	$	$
Monthly repayment	Amount Borrowed	Balance now owed
$	$	$

Part 3 – Business Information (Assets/Liabilities) (continued)

Company Credit Cards		
Name of Bank/Credit Union/etc:		
Monthly repayment	Credit Limit	Balance now owed
$	$	$
Name of Bank/Credit Union/etc:		
Monthly repayment	Credit Limit	Balance now owed
$	$	$
Bank Institute:		
Monthly repayment	Credit Limit	Balance now owed
$	$	$
Name of Bank/Credit Union/etc:		
Monthly repayment	Credit Limit	Balance now owed
$	$	$

Other Company/Business Liabilities/Debts (e.g. GST, Superannuation)	
Type of Debt/Liability: eg. debt with Australian Taxation Office	
Monthly repayment:	$
Type of Debt/Liability: eg. superannuation	
Monthly repayment:	$
Type of Debt/Liability: eg. employee entitlements	
Monthly repayment:	$
Type of Debt/Liability:	
Monthly repayment:	$
Type of Debt/Liability:	
Monthly repayment:	$
Type of Debt/Liability:	
Monthly repayment:	$
Type of Debt/Liability:	
Monthly repayment:	$

Additional Information

Please provide any additional information relating to company/business assets/liabilities to demonstrate the financial viability of your private security business (if you require more space, please provide this information on a separate page and attach it to this application).

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

Part 5 - Acknowledgement

Depending on the type of business being applied for, the nominated officer, sole trader or the responsible partner must sign this acknowledgement.

I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgement knowing that it is an offence against Section 135 of the *Private Security Act* 2004 to wilfully supply details which are incorrect or omit to furnish particulars (Maximum penalty of $6,000).

Signature:

Full Name (Please Print):

Position:

Date: / /

Privacy Statement: The information collected in this application is being collected by Victoria Police. It will be used in accordance with the provisions of the *Firearms Act 1996, Private Security Act 2004, Control of Weapons Act 1990* and the *Information Privacy Act 2000.* Your information may be disclosed to employers, approved bodies and other statutory authorities by Victoria Police for the purpose of law enforcement and the administration of justice. Applicants may gain access to their information through application to the Victoria Police Freedom of Information Unit. Failure to provide information requested in this application may result in this application being denied or delayed.

VICTORIA POLICE

SUITABILITY REFERENCE

➢ PART 1: ADVICE TO THE REFEREE TO BE READ PRIOR TO COMPLETING THIS REFERENCE

- The purpose of this written reference is for **you** to attest that, in your opinion, the applicant is of a suitable character to hold a private security licence in Victoria. **You are <u>not</u> obliged to provide this reference**.
- To provide this reference you **must** be of a prescribed class of person in accordance with the *Private Security Regulations* 2005. Acceptable classes of persons are listed on the reverse of this page. Please note that your qualifications may be verified with the relevant authority.
- You **must** have known the applicant for at least 12 months **in Australia**.
- You **must not** be related to the applicant by birth or marriage.
- If you **cannot** attest to all of the above **do not** supply this reference.
- Please complete this form in block letters.

➢ PART 2: REFEREE TO COMPLETE THE FOLLOWING STATEMENT OF SUITABILITY

I *(insert referee name),* _____**, give the following written reference regarding the licence application made by** *(insert applicant's name)* _____**to work in the private security industry.**

- **I have known the applicant on a personal or full time basis for ____ year(s) ____month(s) and I am not related to them by birth or marriage.**

- **I have known the applicant in the following capacity:** *(eg: as a client, employer, student teacher etc)*

_____

- **I have been in regular contact with the applicant:**
  *(Your response **must** specify the frequency of contact and when you last interacted with the applicant and on what basis)*

_____

_____

_____

_____

- **I have observed the following skills and characteristics (traits) that would make the applicant suitable for work in the private security industry:** *(Your response **must** comment on the applicant's ability to interact effectively with people in a variety of settings, general demeanour, whether they are law abiding, can communicate effectively using the English language and any other consideration that is relevant to their fitness for work in the industry) If insufficient space, please provide a signed and dated attachment .*

_____

_____

_____

_____

_____

I make this reference as I belong to one of the following prescribed classes of persons in Australia:
(You must check ✓ the appropriate class)

For the purposes of sections 107A(1) of the Evidence Act 1958:

- ❒ a Justice of the peace or a bail justice;
- ❒ a public notary;
- ❒ an Australian lawyer (within the meaning of the **Legal Profession Act 2004**);
- ❒ a clerk to an Australian lawyer;
- ❒ 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;
- ❒ the registrar of probates or an assistant registrar of probates;
- ❒ the associate to a judge of the Supreme Court or of the County Court;
- ❒ the associate of an Associate Judge of the Supreme Court or of an associate judge of the County Court;
- ❒ a person registered as a patent attorney under Chapter 20 of the **Patents Act 1990** of the Commonwealth;
- ❒ the sheriff or a deputy sheriff;
- ❒ a member or former member of either House of the Parliament of Victoria;
- ❒ a member or former member of either House of the Parliament of Commonwealth;
- ❒ councillor of a municipality;
- ❒ a senior officer of a Council as defined in the Local Government Act 1989;
- ❒ a medical practitioner registered under **the Health Professions Registration Act 2005**;
- ❒ a dentist registered under **the Health Professions Registration Act 2005**;
- ❒ a veterinary practitioner;
- ❒ a pharmacist;
- ❒ a principal in the teaching service;.
- ❒ the manager of an authorised deposit-taking institution;
- ❒ a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants;
- ❒ the secretary of a building society
- ❒ a minister of religion authorised to celebrate marriages;
- ❒ a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed in the Evidence (Affidavits and Statutory Declarations) Regulations 2008 as follows:

For the purposes of section 107A of the *Evidence (Miscellaneous Provisions) Act* 1958 , the following classifications in the public service are prescribed classifications—

a) Non-executive employee grades 2 to 6 (inclusive) and Senior Technical Specialist;
b) Solicitor, Senior Solicitor, Principal Solicitor and Principal Solicitor (Team Leader);
c) Executive (Level 1, Level 2 and Level 3);
d) Principal Scientist or Principal Scientist Level PS-1 and PS-2;
e) Science A to D (inclusive);
f) Forensic Officer Level 2 to Level 7 (inclusive);
g) Child Protection Worker CPW1 to CPW6 (inclusive);
h) Juvenile Justice Worker JJW1 to JJW6 (inclusive);
i) Housing Services Officer HSO;
j) Senior Medical Adviser SMA;
k) Disability Development and Support Officer DDSO4 to DDSO9 (inclusive);
l) Custodial Officers COG4 to COG6 (inclusive);

- ❒ a fellow of the Institute of Legal Executives (Victoria)
- ❒ a nurse registered under the **Nurses Act 1993** or any corresponding law of another State or Territory
- ❒ a teacher registered under the **Victorian Institute of Teaching Act 2001** or any corresponding law of another State or Territory
- ❒ a commissioned officer currently serving with the Australian Defence Forces
- ❒ a person who is the holder of a private security business licence or nominee and has held it for at least 5 years continuously

I provide my ID reference as known by the relevant authority and include stamp if available.

Relevant Authority ID. (Include stamp if available)

➢ PART 3: REFEREE TO COMPLETE THE FOLLOWING DECLARATION

I acknowledge that the particulars in this suitability reference are true and correct and I make this acknowledgement knowing it is an offence against section 135 of the *Private Security Act 2004* to wilfully supply details which are false or misleading or omit to furnish particulars (Maximum penalty $7,000). **In signing this declaration I am aware that I may be called upon to stand by this statement in a court of law.**

Referee Signature:_____ **Date:**_____/_____/_____

Printed Name:_____

Work Address:_____

Phone: (H)_____ **(W)**_____ **(M)**_____

E-mail address:_____

VICTORIA POLICE

SUITABILITY REFERENCE

➢ PART 1: ADVICE TO THE REFEREE TO BE READ PRIOR TO COMPLETING THIS REFERENCE

- The purpose of this written reference is for **you** to attest that, in your opinion, the applicant is of a suitable character to hold a private security licence in Victoria. **You are <u>not</u> obliged to provide this reference**.
- To provide this reference you **must** be of a prescribed class of person in accordance with the *Private Security Regulations* 2005. Acceptable classes of persons are listed on the reverse of this page. Please note that your qualifications may be verified with the relevant authority.
- You **must** have known the applicant for at least 12 months **in Australia**.
- You **must not** be related to the applicant by birth or marriage.
- If you **cannot** attest to all of the above **do not** supply this reference.
- Please complete this form in block letters.

➢ PART 2: REFEREE TO COMPLETE THE FOLLOWING STATEMENT OF SUITABILITY

I *(insert referee name),* _____**, give the following written reference regarding the licence application made by** *(insert applicant's name)* _____**to work in the private security industry.**

- **I have known the applicant on a personal or full time basis for ____ year(s) ____month(s) and I am not related to them by birth or marriage.**

- **I have known the applicant in the following capacity:** *(eg: as a client, employer, student teacher etc)*

_____

- **I have been in regular contact with the applicant:**
  *(Your response **must** specify the frequency of contact and when you last interacted with the applicant and on what basis)*

_____

_____

_____

_____

- **I have observed the following skills and characteristics (traits) that would make the applicant suitable for work in the private security industry:** *(Your response **must** comment on the applicant's ability to interact effectively with people in a variety of settings, general demeanour, whether they are law abiding, can communicate effectively using the English language and any other consideration that is relevant to their fitness for work in the industry) If insufficient space, please provide a signed and dated attachment .*

_____

_____

_____

_____

_____

I make this reference as I belong to one of the following prescribed classes of persons in Australia:
(You must check ✓ the appropriate class)

For the purposes of sections 107A(1) of the Evidence Act 1958:

- ❒ a Justice of the peace or a bail justice;
- ❒ a public notary;
- ❒ an Australian lawyer (within the meaning of the **Legal Profession Act 2004**);
- ❒ a clerk to an Australian lawyer;
- ❒ 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;
- ❒ the registrar of probates or an assistant registrar of probates;
- ❒ the associate to a judge of the Supreme Court or of the County Court;
- ❒ the associate of an Associate Judge of the Supreme Court or of an associate judge of the County Court;
- ❒ a person registered as a patent attorney under Chapter 20 of the **Patents Act 1990** of the Commonwealth;
- ❒ the sheriff or a deputy sheriff;
- ❒ a member or former member of either House of the Parliament of Victoria;
- ❒ a member or former member of either House of the Parliament of Commonwealth;
- ❒ councillor of a municipality;
- ❒ a senior officer of a Council as defined in the Local Government Act 1989;
- ❒ a medical practitioner registered under **the Health Professions Registration Act 2005**;
- ❒ a dentist registered under **the Health Professions Registration Act 2005**;
- ❒ a veterinary practitioner;
- ❒ a pharmacist;
- ❒ a principal in the teaching service;.
- ❒ the manager of an authorised deposit-taking institution;
- ❒ a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants;
- ❒ the secretary of a building society
- ❒ a minister of religion authorised to celebrate marriages;
- ❒ a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed in the Evidence (Affidavits and Statutory Declarations) Regulations 2008 as follows:

For the purposes of section 107A of the *Evidence (Miscellaneous Provisions) Act* 1958, the following classifications in the public service are prescribed classifications—

a) Non-executive employee grades 2 to 6 (inclusive) and Senior Technical Specialist;
b) Solicitor, Senior Solicitor, Principal Solicitor and Principal Solicitor (Team Leader);
c) Executive (Level 1, Level 2 and Level 3);
d) Principal Scientist or Principal Scientist Level PS-1 and PS-2;
e) Science A to D (inclusive);
f) Forensic Officer Level 2 to Level 7 (inclusive);
g) Child Protection Worker CPW1 to CPW6 (inclusive);
h) Juvenile Justice Worker JJW1 to JJW6 (inclusive);
i) Housing Services Officer HSO;
j) Senior Medical Adviser SMA;
k) Disability Development and Support Officer DDSO4 to DDSO9 (inclusive);
l) Custodial Officers COG4 to COG6 (inclusive);

- ❒ a fellow of the Institute of Legal Executives (Victoria)
- ❒ a nurse registered under the **Nurses Act 1993** or any corresponding law of another State or Territory
- ❒ a teacher registered under the **Victorian Institute of Teaching Act 2001** or any corresponding law of another State or Territory
- ❒ a commissioned officer currently serving with the Australian Defence Forces
- ❒ a person who is the holder of a private security business licence or nominee and has held it for at least 5 years continuously

I provide my ID reference as known by the relevant authority and include stamp if available.

Relevant Authority ID. (Include stamp if available)

➢ PART 3: REFEREE TO COMPLETE THE FOLLOWING DECLARATION

I acknowledge that the particulars in this suitability reference are true and correct and I make this acknowledgement knowing it is an offence against section 135 of the *Private Security Act 2004* to wilfully supply details which are false or misleading or omit to furnish particulars (Maximum penalty $7,000). **In signing this declaration I am aware that I may be called upon to stand by this statement in a court of law.**

Referee Signature:_____ **Date:**_____/_____/_____

Printed Name:_____

Work Address:_____

Phone: (H)_____ **(W)**_____ **(M)**_____

E-mail address:_____