Guidelines for NSW Security Industry

UNIFORMS

The following guidelines are current as at 10 March 2010 and have been determined by the Commissioner to assist security operatives and companies to design suitable uniforms and emblems that can be worn within the workplace and markings that may be displayed on motor vehicles. The guidelines may be further updated or changed in consultation with industry representatives in an effort to establish best practice.

Uniforms and emblems worn or displayed by licensed security operatives should not be designed to resemble or create the impression of affiliation with any Australian or New Zealand Police Service or any other Government of Semi-Government body. If you have any doubts regarding uniforms and emblems please do not hesitate to contact the Security Licensing & Enforcement Directorate for advice.

- Designs MUST NOT include the wording - "Police", "Detective", "Private Detective", "Highway Patrol" "New South Wales State", "Enforcement".
- Designs MUST NOT include any other words purporting to infer a connection with any government body that uses such words and which, when coupled with an emblem, may construe or deceive others that the security uniform, vehicle or stationery used has an association with that body. This includes Commonwealth forces such as the Army, Navy and Air Force.
- Designs MUST NOT include emblems or insignia having a police design or a close resemblance thereto, or any colourable imitation of a police insignia.
- Designs MUST NOT include emblems or insignia using a coat of arms bearing the "Kangaroo and Emu with a Laurel and Shield" or any colourable imitation thereof, which in any way infers a relationship to any Federal, State or Local government or quasi-Government Department or Authority.
- Any indication of rank should be worded (ie: Senior Security Officer etc.). Chevrons, stars and crowns should not be used.
- The Blue and White chequered band commonly used by Police throughout the world should not be worn or used on any clothing, vehicle, building or advertising material.
- The word SECURITY should be clearly defined above any insignia in BOLD print and in a colour other than yellow or gold.
- Any business name displayed on a uniform or motor vehicle must only be the name of a current Master licence holder or a business name that the licence holder has registered with NSW Fair Trading and which is recorded on the relevant Master licence.
- Where a security firm is engaged in armed security activities, any company or business name displayed on any uniform or motor vehicle used in connection with those activities must be that of, or be registered to, the holder of the Category H Business licence issued by the Firearms Registry authorising those activities.
- Any business name, or sign incorporating the word "security", displayed on a motor vehicle must be accompanied by the relevant Master licence number.

If uniforms are tailored in the style of light blue shirt and dark trousers an example of any emblem or insignia must be forwarded to the Security Licensing & Enforcement Directorate for approval.
The requirement to display the licence number on signage has applied since 1 September 2008.

32. Requirement to display licence number

1. It is a condition of a master licence that a licensee conducting a business in the security industry must not, on any sign on any of the licensee’s business premises or on any vehicle used for carrying on security activities, use or display the licensee’s name, the business name which under the business is carried on, any logo or other symbol representing the business or any words indicating that the premises or vehicle used are used in connection with any security activity authorised by the master licence unless the number of the master licence is also displayed in accordance with this clause on the premises or vehicle.

2. The number of the master licence must be displayed on a sign as follows:
   a) “Master Lic.”, “Lic. No”, “M/L” or other approved abbreviation must be followed by the licence number.
   b) The letters and numbers must be in Arial font or otherwise must be clearly legible and must be a minimum height of:
      • For signage purposes – 30mm, or
      • For signage in on or vehicles – 15mm

3. The letters and numbers must be of a colour that contrasts with the background of the sign

4. This clause does not have effect until the end of the period of three months beginning on the commencement of this clause

What does this mean in plain English?

- The preferred Font is Arial. Another clear font is also ok, but do not use a font that is hard to read.
- Master Lic., Lic. No. Or M/L must be in front of the members licence number. (for example Master Lic. 12345678, Lic. No 12345678 or M/L: 12345678)
- Shop fronts and/or premises’ signage font size needs to be a minimum of 30mm in height.
- On or inside vehicles, the font size needs to be a minimum of 15mm in height.
- The text needs to be in a contrasting colour for clarity of the licence number. (Black text on white background or vice versa)
- If you have a vehicle with sign writing on two sides and the back of a van, the vehicle will need to have the licence number on each side or whenever the company name is shown.