

NSW Security Licencing Information

Security Licencing & Enforcement Directorate (SLED) – NSW POLICE

Introduction:

The performance of security activities in New South Wales is governed by the *Security Industry Act 1997* and *Security Industry Regulation 2007*.

These laws, which came into effect in July 1998, have been designed with the clear intention of providing the community of New South Wales with confidence in a professional security industry where competency (training), integrity and accountability are provided and maintained to a high standard.

The Security Licencing & Enforcement Directorate (SLED) of NSW Police is responsible for the administration of the Act and Regulation.

Major Changes to the Security Industry Act: Updates July 2012

The Security Industry Amendment Bill 2012 was recently passed by the NSW Parliament and assented to by the Governor on 25 June 2012. The Bill makes significant reforms to the Security Industry Act 1997, including those that were previously announced that support the establishment of the Security Licencing & Enforcement Directorate and address recommendations made by the Independent Commission Against Corruption following its Operation Columba inquiry. The majority of these reforms will not come into effect until **1 November 2012** to allow the SLED and industry time to make the necessary preparations.

- Restore the Commissioner of Police's powers to regulate security industry training
- Introduce new subclasses of Master licences
- Change the authority of Master licences to the *provision* of licensed persons (i.e. employees and subcontractors) to carry on security activities
- Abolish Class 1G licences (retail loss prevention activities to be authorised by Class 1A licences)
- Abolish Class 2E and 2F licences and incorporate related security activities within the authority of **Class 2C (locksmiths)** licences
- Abolish Provisional licences
- Abolish the requirement for licence applicants to provide written References
- Introduce licence renewals
- Introduce a requirement that Class 1 and **Class 2 licensees** must, if so directed, satisfactorily complete training, assessment and/or instruction to ensure their continued knowledge and competency
- Introduce conditional Class 1 licences for new or returning entrants to the manpower sector
- Introduce incentives for licensees to apply for a replacement licence within 14 days of reporting their licence lost, damaged, etc
- Introduce subcontracting restrictions and disclosure requirements
- Provide necessary powers to NSW Police Force enforcement officers
- Introduce permits for Master licensees needing to temporarily provide more persons than are authorised by their licence
- Abolish the Security Industry Council Page
- Convert licences impacted by changes to licence classes

Summary of Legislation

In NSW, security employers (including sole traders or corporate entities) must hold a Master Licence.

Licences have been placed into three groups:

- Master licences for employers and registered training organisations.
 - Class 1 licence for manpower services.
 - **Class 2 licences for technical services, sales and training.**
- Licence applicants must be permanent Australian residents.
- Holders of Class 1 and/or Class 2 licences may only work for a Master licence holder.
- Master licence holders must be a member of an approved Industry Organisation (**MLAA**)
- Trainers operating on behalf of Registered Training Organisations (RTO) are required to be licensed. They must hold a Class 2D licence.
- Mandatory refusal of licence applications for persons convicted of prescribed offences within the last 10 years.
- Mandatory refusal of licence where the Commissioner of Police considers the person is not of fit and proper character to be granted a licence.
- Mandatory refusal of licence applications for persons found guilty, with no conviction recorded, of prescribed offences within the last 5 years.
- Licences will be issued for a period of 1 or 5 years but may be suspended or revoked by the Commissioner of Police.
- Photograph licences will be issued to Class 1 and Class 2 licence holders through the Roads and Traffic Authority (RTA) and must be worn by licensees (unless an exemption has been granted).
- Training for security operatives must be conducted by a training organisation that has been registered with the Vocational Education Training Accreditation Board (VETAB) and approved by the Commissioner of Police.
- Training qualifications have been upgraded and licences will not be issued unless approved competencies are met.
- Licence applicants will be required to be fingerprinted and photographed in order to confirm the applicant's identity.

Applying for a Master License

To qualify for a Master Licence you must:

- Hold membership of an approved Industry Organisation. **The MLAA is your Approved Security Organisation.**
- Satisfy stringent integrity requirements in relation to the nominated licence holder and close associates of the business.
- Declare details of close associates who have a financial or other interest in your business.

Security Licence Classes and Activities – What licence do you need?

What are the subclasses and what security activities do they authorise?

The new Class 1 licence subclasses are:

- **1A – Unarmed Guard**
Authorises the licensee to patrol, protect, watch or guard property while unarmed (includes control room operations).
- **1B – Bodyguard**
Authorises the licensee to act as a bodyguard or provide close personal protection.

- **1C – Crowd Controller**
Authorises the licensee to act as a crowd/venue controller or bouncer.
- **1D – Guard Dog Handler**
Authorises the licensee to patrol, protect, watch or guard property with a dog.
- **1E – Monitoring Centre Operator**
Authorises the licensee to patrol, protect, watch or guard property while carrying on monitoring centre operations (does not include control room operations).
- **1F – Armed Guard**
Authorises the licensee to patrol, protect, watch or guard property while armed (but only if the licensee also holds the relevant firearms licence).
- **1G – Loss Prevention Officer**
Authorises the licensee to patrol, protect, watch or guard property while carrying on retail loss prevention.

Each of these Class 1 licence subclasses has a corresponding Provisional licence subclass for new entrants (see Fact Sheet 2).

The Class 2 licence subclasses are:

- **2A – Security Consultant**
Authorises the licensee to act as a consultant by identifying and analysing security risks and providing solutions and strategies to minimise those risks (includes security site and risk assessments).
- **2B – Security Seller**
Authorises the licensee to sell and provide advice on security services and security equipment.
- **2C – Locksmith**
authorises the licensee to sell, install, maintain, repair and service, and provide advice in relation to, security equipment (including electronic security equipment and barrier equipment) and to act as a locksmith,
- **2D – Security Trainer**
Authorises the licensee to provide training, assessment or instruction in relation to any security activity.

Class 1 and Class 2 licensees can only perform security activities while employed by a Master licence holder. Licensees who are self-employed must hold a Master licence in addition to their Class 1 and/or Class 2 licence.

Contact Information

The Security Licensing & Enforcement Directorate can be contacted:

By post at:
Locked bag 5099
Parramatta NSW 2124

By e-mail: SLED@police.nsw.gov.au

By phone: 1300 362 001

Application Forms

[P601 - PROVISIONAL, CLASS 1 and/or CLASS 2 LICENCE](#) (PDF)

[P608 - MUTUAL RECOGNITION APPLICATION \(Class 1 and 2\)](#) (PDF)

[P641 - CORPORATION MASTER LICENCE](#) (PDF)

[P642 - GOVERNMENT AGENCY MASTER LICENCE](#) (PDF)

[P643 - INDIVIDUAL MASTER LICENCE](#) (PDF)

[P644 - CLOSE ASSOCIATE NOMINATION FORM](#) (PDF)

[P645 - APPLICATION FOR AMENDMENT OR REPLACEMENT OF AN INDIVIDUAL LICENCE](#) (PDF)

Further Information

Click on the fact sheets below to find further information on Security Licencing in NSW.

[Fact Sheet 1 - Security Licence Classes and Activities](#) (PDF)

[Fact Sheet 4 - Master Licence Application Requirements](#) (PDF)

[Fact Sheet 5 - Record-keeping and Other Requirements for Master Licence Holders](#) (PDF)

[Fact Sheet 6 - Grounds for Refusing or Revoking a Provisional, Class 1 or Class 2 Licence](#) (PDF)

[Fact Sheet 7 - Grounds for Refusing or Revoking a Master Licence](#) (PDF)

[Fact Sheet 8 - Offences and Increased Penalties: Provisional, Class 1 & Class 2 Licence Holders](#) (PDF)

[Fact Sheet 9 - Offences and Increased Penalties: Information for Master Licence Holders](#) (PDF)

[Fact Sheet 10 - Wearing and Producing your Provisional, Class 1 or Class 2 Licence](#) (PDF)

[Fact Sheet 11 - Character Reference Requirements](#) (PDF)

[Schedule of Fees \(effective from 16 March 2009\)](#) (PDF)

Frequently Asked Questions

Can a person under 18 years be granted a Security Licence?

You may undertake training through a Registered Training Organisation if you have not been convicted of a disqualifying offence, however you will not be issued with a security licence until you are 18 years of age.

If I hold a Master Licence for my business, do I require Class 1 or 2 licences to carry out security activities?

Yes. A Master Licence is for the business only and allows you to employ or provide persons to carry out security activities. If you are a Sole Trader (i.e. you do not employ staff) you must hold both a Master Licence and the appropriate individual licence/s.

I have a security licence in another state of Australia. Do I need a licence in New South Wales?

Yes. If you have an equivalent licence in another state or New Zealand, you may apply for a licence in New South Wales under 'Mutual Recognition' laws. For further information, you should contact SLED

I supply and install security doors and grilles. Do I need a security licence for this activity?

Regardless of the description of the doors and grilles being supplied or installed, the activity of supply and installation of doors and grilles designed to enhance or provide security and carried out in the course of conducting a business, is a security activity for the purposes of the Security Industry Act, 1997 and thereby requires a security licence.

How do I find a Security Industry trainer who has been authorised by the Commissioner? How do I know if they have been authorised?

Only Registered Training Organisations approved by the Commissioner may provide training for licensing purposes. A complete up to date list is available on this website at "Approved Registered Training Organisations".

Where can I pick up an application form for a new licence?

Application forms for licences can be obtained by accessing and downloading from this site or by calling the Security Licensing & Enforcement Directorate (SLED) on 1300 362 001, 8:30am - 4:30pm Monday to Friday. If you are a current licence holder, you will receive a form in the post approximately 6 weeks prior to the expiry of your current licence.

I want to talk to someone personally about my application. Where do I go?

Applicants can contact SLED by phone (1300 362 001, 8:30am - 4:30pm Monday to Friday), fax (1300 362 066) or email (sled@police.nsw.gov.au). The Security Licensing & Enforcement Directorate does not provide counter services. Applications and payments will only be accepted by post.

What is the term of my licence?

Class 1 and Class 2 licences are available for a one or five-year period, unless suspended or revoked during the licence period. Provisional licences are issued for a period of 1 year. Master licences are issued for a period of five years.

Do I have to supply references when I submit my application? What information is needed?

Yes. All applicants for Provisional, Class 1 and 2 licences are required to attach two written character references to their application form. The references should be no more than 12 months old, be written by an approved class of person that has known you for at least 12 months, confirms that you have been known to the referee and must state that you are of proper and fit character to work within the security industry.

In addition, when reapplying, current licence holders must provide a statement of employment that outlines periods of security employment and the nature of duties undertaken during the term of the previous licence.

What documents do I need to provide to prove that I am a permanent Australian citizen/permanent Australian resident?

All licence applicants must be Australian citizens or permanent Australian residents. When you submit your application you must include a certified copy of one of the following:

- Full Australian birth certificate (Extracts and Commemorative certificates are NOT acceptable).
- Australian passport or acceptable Australian travel document.
- Australian Citizenship certificate
- Acceptable document issued by the Department of Immigration and Citizenship clearly showing your citizenship residency status
- Overseas passport (clearly showing passport number, name and date of birth, issue and expiry date, photograph and relevant visa page).
- New Zealand passport (clearly showing passport number, name and date of birth, issue and expiry date, photograph and the most recent Australian immigration entry stamp).

Note: If the name recorded on your Australian citizenship/permanent Australian residency document is not identical to your current name you must submit a **certified copy** of an acceptable change of name document.

What is an acceptable change of name document?

Acceptable change of name documents must show a clear link between all your names. Acceptable documents are limited to **certified copies** of the following:

- Marriage certificate(s) issued by NSW Registry of Births, Deaths & Marriages. If you were married in another state a certified copy of the marriage certificate issued by the celebrant or church is acceptable.
- Change of Name certificate issued by NSW Registry of Births, Deaths & Marriages
- Full birth certificate showing your name at birth and your new name (Extracts and Commemorative certificates are NOT acceptable).
- Divorce decree bearing the name being reverted to
- Deed poll registered with the relevant authority
- Instrument evidencing change of name form registered in the Land Titles Office.

Who may certify documents?

Documents may be certified by one of the following:

- Justice of the Peace
- Legal Practitioner
- Notary Public

The person certifying the documents must:

- Compare the original document to the copy of the document to be submitted and ensure it is identical.
- Write (or stamp) on the copy "I certify this to be a true copy of the original document sighted by me".
- Sign the statement.
- Print the following details:
 - Name
 - Contact telephone number
 - Profession or occupation
 - Date certified

In addition, a Justice of the Peace must also print their registration number and the state in which they are registered.

What documents need to be certified?

When providing ANY of the following documents, only **certified copies** will be accepted:

- Australian citizenship/ permanent Australian residency documents
- Security training qualifications
- First aid training qualifications
- Change of name documents
- Drivers licence

What happens if I send my application form without all of the relevant information or certified copies of documents?

Incomplete applications will not be accepted and will be returned to you. SLED will not commence to process your application until it is completed and accompanied by the correct fee. It is your responsibility to ensure that you have provided all necessary information set out in the checklist of your application form. You should note that you are not permitted to work in the industry until you have obtained your licence.

How long after I send in my application will I get my licence?

If you have correctly completed your application form and there is no criminal history recorded against you, you may expect to receive your "Photograph Advice" within 6 weeks of having your fingerprints taken. If there is a requirement for further investigation, delays may be experienced and the 6 weeks extended.

Must I wear my Photo Licence?

Yes. The photo licence must be worn and clearly visible at all times when carrying on a security activity unless a written exemption has been granted the Commissioner. Applications for exemptions will only be considered from Master Licence holders who can demonstrate their employees are engaged in loss prevention, transport of cash and/or valuables and in some cases for close personal protection duties whilst in plain clothes for covert reasons.

What happens if I lose my photo licence?

If you have lost your licence you should report the loss immediately to the Police Assistance Line (PAL), phone number 131444 and obtain the Event (reference) number. As you are unable to work without displaying your licence, you should obtain a "[P645 - Application for Amendment or Replacement of an Individual Licence](#)" and send it to SLED, along with the applicable fee, immediately.

I have recently moved, how do I inform you of my change of address?

The Security Licensing & Enforcement Directorate MUST be notified of your new address within 14 days of moving. Your new address details will only be accepted in writing. You can either send the address and telephone particulars by post, send a fax to SLED on 1300 362 066, or submit the information by email to sled@police.nsw.gov.au.

How do I alter the personal details shown on my licence (other than change of address)? Is there any charge for this?

You must notify SLED, in writing, of your change of details and send this, together with your payment of \$65, to the Security Licensing & Enforcement Directorate. For Provisional, Class 1 and 2 licences, a 'Photograph Advice' will be sent to you, which should be taken to the RTA to obtain a new licence.

How do I change the details of my Master licence?

You must notify SLED, in writing, within 14 days of any change to the operation of a Master licence. This includes change of address or change of close associates.

Is there any charge for this?

For a change of any details which appear on the licence, such as licence holder or principal place of business, a fee of \$65 applies for the replacement licence. Changes such as postal addresses do not incur a fee.

I have had my 5 year licence for 6 months but I do not wish to work in the Security Industry again. Am I entitled to a refund?

No.

What will happen to my licence fee if I withdraw my application?

The Security Licensing & Enforcement Directorate will retain an administration fee (this varies depending on the type of application) and the remainder of the licence fee will be refunded, provided that your application is withdrawn prior to your licence being approved.