



Individual Licence Annual Return

PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY

Private Security Personnel and Private Investigators Act 2010

When to use this form

Use this form to Submit your Annual Return to the Licensing Authority if you hold a current individual licence.

What you need with your application

To complete your Annual Return you need to send:

- A fully completed form
- A fully completed Spreadsheet – Details of Certificate Holders, if required
- The fee for the amount of the annual return, if a payment is required. (See below for information on the cost of filing an annual return.)

Completing this form

- You can fill in this form electronically. If you do, you must print, sign, and submit it to the Authority.
- You can also print and fill in this form by hand. Use a black pen or blue pen, and print clearly IN CAPITALS.
- Answer every question on the form unless the instructions tell you otherwise.

Payment information

The fee for filing an annual return is determined by the number of certificate of approval holders you employ, or currently contract. The fee is \$30.00 per employee (if any) up to a maximum fee of \$600.00.

If you do not employ any certificate of approval holders, there is no fee for your annual return.

To confirm how you pay the filing fee, visit our website:

<https://www.justice.govt.nz/tribunals/licences-certificates/pspla/forms-and-fees/>

If you need further assistance, then please contact the Authority on:

Ph: 0800 477 752

Email: pspla@justice.govt.nz

Step 1. Give us your details

What is your licence number?

Licence number: _____

What is the name on your licence?

Name on licence: _____

What is your trading name?

Trading name: _____

Step 2. Tell us if your details have changed

If any details you supplied in your licence application, or details you provided when you last updated your details with the Licensing Authority have changed, please advise below

Do you intend to trade under another name (trading name)?

Yes No

Trading name: _____

Do you have a different residential address? (Please tick to confirm)

Yes No

If yes, please provide us your residential address

Address No. Street Suburb

City State (if outside NZ)

Country Post code

Phone Day _____ Mobile _____
Email _____

Do you have a different postal address? (Please tick to confirm)

Yes No

If yes, please provide us your postal address

Address Street/PO Box Suburb

City State (if outside NZ)

Country Post code

Has your principal place of business address changed? (Please tick to confirm)

Yes No

If yes, please provide us your principal place of business address

Address	No.	Street	Suburb
	City		State (if outside NZ)
	Country		Post code

Do you have any additional places of business? (Please tick to confirm)

Yes No

Additional place of business 1

Address	No.	Street	Suburb
	City		State (if outside NZ)
	Country		Post code

Additional place of business 2

Address	No.	Street	Suburb
	City		State (if outside NZ)
	Country		Post code

Step 3. Tell us of any disqualification criteria

Do you now meet the grounds of disqualification set out in section 63 of the Private Security Personnel and Private Investigators Act 2010?

Yes No

Please answer each individual question below. (Please tick to confirm)

Have you ever been convicted of a 'specified offence' as defined in section 4 of the Criminal Records (Clean Slate) Act 2004?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you been convicted by a New Zealand court of an offence under the Arms Act 1983?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you been convicted by a New Zealand court of an offence under sections 216H to 216J of the Crimes Act 1961?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under sections 10, 11, 13, 16, 19, 21, 24, 47F, or 47J of the Fair Trading Act 1986?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under section 103(1) of the Credit Contracts and Consumer Finance Act 2003 that involves a breach of any provision of Part 3A of that Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under section 8 or 25 of the Harassment Act 1997?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

In the last 7 years, have you ever been convicted by a New Zealand court of an offence under section 6 of the Misuse of Drugs Act 1975 in relation to quantities deemed for supply of a Class A, B or C controlled drug or drugs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence of dishonesty, as defined in section 4 of the Private Security Personnel and Private Investigators Act 2010 (“offence of dishonesty”)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence of violence, as defined in section 4 of the Private Security Personnel and Private Investigators Act 2010 (“offence of violence”)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under sections 16, 34 or 52 of the Private Investigators and Security Guards Act 1974?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been disqualified from driving for an indefinite period and ordered to attend an assessment centre under section 65 of the Land Transport Act 1998, or an earlier equivalent provision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been ordered by a New Zealand court to be imprisoned following conviction for an offence and that conviction or order has not been quashed on appeal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under the Private Security Personnel and Private Investigators Act 2010 or Private Investigators and Security Guards Act 1974 for working without a licence or certificate or approval or employing or engaging a person without a certificate of approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you had a licence or certificate of approval cancelled under the Private Security Personnel and Private Investigators Act 2010 or the Private Investigators and Security Guards Act 1974?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you hold a licence or certificate of approval that has been suspended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever had an order made in relation to you under section 34(1)(b) of the Criminal Procedure (Mentally Impaired Persons) Act 2003, section 118 of the Criminal Justice Act 1985, or section 39J of the Criminal Justice Act 1954 (being an order imposed, instead of passing sentence, that you be treated or cared for in a manner that your mental impairment requires, either in your own interest, or the safety of the public, or for the safety of the public, or for the safety of a person or class of person)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently subject to a court order that requires you to be detained in a hospital because of a mental condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have answered yes to a ground for disqualification you can provide further information to support your application (for example, evidence of your character, circumstances, or background).

If you need extra space, please attach a separate sheet to this application

Step 4. Provide details of certificate holders

As a licensee, I employ or engage certificate holder(s)

Yes

No

If yes, complete the certificate of approval holder spreadsheet for each person you employ or engage.

The spreadsheet can be found at:

<https://www.justice.govt.nz/tribunals/licences-certificates/pspla/forms-and-fees/>.

Step 5. Consent and certify

I consent to the Ministry of Justice undertaking a criminal history check using the information contained in my application.

Yes

No

I certify that the above particulars are true and correct.

Yes

No

Name:

Signature:

Date:

Step 6. Do a quick check

You have answered every applicable question



You have completed and attached a form for each certificate holder you employ or engage

You have paid the fee

Step 7. Send in this form

You can fill in this form and post it to:

Private Security Personnel Licensing Authority
SX11159
Wellington
New Zealand

Address: Level 1, 86 Customhouse Quay, Wellington 6011
Phone: 0800 477 752 between 9am and 5pm Monday to Friday (not Public Holidays)
Email: pspla@justice.govt.nz
Website: <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>