



Application for a Company Licence

PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY

Private Security Personnel and Private Investigators Act 2010

When to use this form

Use this form to apply for a company licence to run a business in the private security industry. You can apply for a licence in one of nine categories. These categories are listed in Step 2.

What you need with your application

To complete your application, you need to send:

- A fully completed form
- The fee for filing this application (\$725)

Please send a completed company officer form for every additional officer of the company to:

Private Security Personnel Licensing Authority
SX 11159
Wellington

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 application for a Company licence is \$725.

To confirm how you pay the application 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

Application fees are non-refundable.

Application process

In normal circumstances, it will take two (2) months to hear the outcome of your application.

If the company has any convictions or any of the company officers have a criminal conviction your application may take longer to process.

Important information

If you, or your company:

- Provide false or misleading information to the Licensing Authority, you may be liable for a fine of up to \$20,000.
- Work for a licensee and do not hold a licence you could be fined up to \$60,000.

Step 1. Type of application

Are you applying for a renewal? (Please tick to confirm)

Yes No

If the company has previously held or currently holds a licence under the Private Investigators and Security Guards Act 1974 or Private Security Personnel and Private Investigators Act 2010, add the licence number here:

Step 2. Application details

What class or classes of work are you applying for? (you may tick more than one)

- | | |
|---|--|
| <input type="checkbox"/> Private investigator | <input type="checkbox"/> Property guard |
| <input type="checkbox"/> Security technician | <input type="checkbox"/> Monitoring officer |
| <input type="checkbox"/> Security consultant | <input type="checkbox"/> Confidential document destruction agent |
| <input type="checkbox"/> Crowd controller | <input type="checkbox"/> Repossession agent |
| <input type="checkbox"/> Personal guard | |

Step 3. Company details

What is the name of your company?

Company registered name _____

Company registration number _____

Please provide the email address of every officer of the company below

A company officer is a Director, CEO or person occupying an equivalent position. The amount of email addresses provided must match the number of officers of the company.

Please describe the nature of all other business carried out or proposed to be carried out by the company

Please provide the contact details of the person the Licensing Authority can contact regarding this application:

Full name First _____ Middle _____ Last _____

Phone Day _____ Mobile _____

Email _____

I consent to being contacted regarding my application at this email address Yes No

What is the company's registered office address?

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

Does the company have a separate postal address? (Please tick to confirm)

Yes No

If yes, please provide us your postal address

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

Do you have any additional places of business (other than the registered office address already supplied)? (Please tick to confirm)

Yes No

If yes, please supply details. If no, skip to Step 4

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 4. Company disqualification criteria relating to convictions

Section 63 of the Private Security Personnel and Private Investigators Act 2010 sets out the grounds of disqualification for a company licence applicant.

If the company meets any of the grounds of disqualification listed below, you will be able to make a statement about the circumstances or background of the company. The Licensing Authority may still grant your application, but only if the Authority is satisfied that the company is suitable to operate as a licensee in the class or classes of work to which the application relates. Please note that no refund is payable if your application is unsuccessful.

You can find more information at <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>

Has the company ever been convicted of an offence? (Please tick to confirm)

Yes No

If yes, answer each individual question below (Please tick to confirm). If no, skip to step 5

In the last 7 years, has the company 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, has the company 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, has the company 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, has the company 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, has the company 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
In the last 7 years, has the company ever been convicted by a New Zealand court of an offence under the Private Security Personnel and Private Investigators Act 2010 of operating while unlicensed or employing or engaging a person without a certificate of approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the company currently hold a licence that is suspended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years has the company had a licence 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
Has the company ever been convicted outside of New Zealand of an offence?	<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 character of the company officers, circumstances, or background).

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

Step 5. Consent and certification on behalf of the company

I consent to the Ministry of Justice undertaking a criminal history check using the information contained in my application. I certify that the above particulars are true and correct.

Name

Signature

Date

Step 6. Company officer details

If you have more than one company officer, please use the "Company officer form" for each additional company officer. You can download this form from <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>

Full name

First

Middle

Last

If you have previously held or currently hold a certificate of approval or licence under the Private Investigators and Security Guards Act 1974 or Private Security Personnel and Private Investigators Act 2010, add your licence or certificate number below:

Licence or certificate of approval number _____

Date of birth		/		/		(day/month/year)
---------------	--	---	--	---	--	------------------

What is your gender? (Please tick to confirm)

Female

Male

What is your occupation?

Occupation _____

Are you known by, or have you ever been known by another name? (Please tick to confirm)

Yes

No

If yes, please supply the additional names. If no, please skip to the residential address question

Other names First Middle Last

First Middle Last

First Middle Last

What is your residential address?

Address No. Street Suburb

City State (if outside NZ)

Country Post code

Do you have a different postal address? (Please tick to confirm)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide your postal address

Address No. Street Suburb

City State (if outside NZ)

Country Post code

Phone Day Mobile _____

Email _____

I consent to being contacted regarding my application at this email address Yes No

Step 7. Photo identification details

Photo identification is required to verify your identity before we issue your Certificate of Approval and ID badge. Please provide details of your valid Passport, New Zealand Driver's Licence, Kiwi Access card or New Zealand Firearms Licence below:

Passport number _____

Nationality as shown on passport _____

Date issued / / (day/month/year)

Passport expiry date / / (day/month/year)

or

New Zealand Drivers Licence number _____

Drivers Licence expiry date / / (day/month/year)

Drivers Licence version number _____

or

Other identification type Kiwi Access NZ Firearms licence

Other identification number _____

Step 8. Company officer disqualification criteria

Section 62 of the Act sets out the grounds for disqualification of a company officer. Disqualification of a company officer may cause disqualification of the company. If you meet any of the grounds of disqualification listed below, you will be able to make a statement about your character, circumstances or background.

The Licensing Authority may still grant the company application, but only if the Authority is satisfied that you are suitable to operate as an officer of a licensee in the class or classes of work to which the application relates.

Please note that no refund is payable if your application is unsuccessful.

You can find more information at <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>

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).

Step 9. Training disqualification criteria

Have you met any requirements prescribed in regulations made under section 114 (1)(h)(i) of the Private Security Personnel and Private Investigators Act 2010, (which relate to the mandatory training required for licences and certificates of approval)? <i>[If you have answered Yes, please attach a copy of your NZQA record of achievement to this application]</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you met any requirements prescribed by the Licensing Authority to meet the requirements of ss 26 or 47 of the Private Security Personnel and Private Investigators Act 2010 (which relate to competency, knowledge and skills required for licences and certificates)? <i>[If you have answered Yes, please supply competency evidence to support your application]</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you within the past 5 years, had 12 months' relevant experience as a licensee or responsible employee in the class or classes of private security business to which the application relates? <i>[You must provide proof of meeting those requirements with this application. This can be a signed reference from someone who can explain your experience]</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Step 10. Company officer overseas mental health orders and convictions

Section 46 of the Private Security Personnel and Private Investigators Act 2010 also requires that you specify if you have had an overseas mental health order or conviction.

You may provide further information to support your application (for example, information about your character, circumstances, or background) if you have specified a conviction or order as follows: You can find more information at <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>

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

Have you ever had an order imposed in relation to you by any court or tribunal outside of New Zealand, instead of passing sentence, that you be treated or cared for in relation to your mental impairment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of an offence outside of New Zealand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have answered yes, please provide further information below:


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

Step 11. Company officer consent and certification

I consent to the Ministry of Justice undertaking a criminal history check using the information contained in my application. I certify that the above particulars are true and correct.

Name	
Signature	Date

Step 12. Do a quick check

- You have answered every question
-  You have included a completed Company Officer form for every officer of the company, additional to the one named in this application
- You have signed and dated this form; and
- You have paid the fee

Step 13. 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/>