

Apply to appoint a New Company Director or CEO as a Company Officer

PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY



Private Security Personnel and Private Investigators Act 2010

When to use this form

Use this form to apply to the Licensing Authority for approval of a new Director or Chief Executive Officer, to act as an officer of a licensed company 1.

A company officer is a Director, Chief Executive Officer or person(s) occupying an equivalent position.

What you need with your application

To complete your application, you need to send:

- A fully completed form
- The fee for filing this application (\$75)

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 to appoint a new company officer is \$75.

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 a month to hear the outcome of your application.

If you meet the disqualification criteria, for example you have one of the specified criminal convictions, then it will take much longer to determine the outcome.

Important information

If you provide false or misleading information to the Licensing Authority, you may be liable for a fine of up to \$20,000 upon summary conviction.

If you operate a licensed company in the private security industry and have a company director or chief executive officer who has not been approved as a company officer by the Licensing Authority you are liable on summary conviction to a fine not exceeding \$20,000.

Step 1. Company details

What is your licence number?

Licence number _____

What is the name on you licence?

Company Registered Name _____

Company Registration Number _____

Step 2. Change of your details

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:

Company's registered office 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 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

Phone Day _____ Mobile _____

Email _____

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

Step 3. Company officer identification details

Please provide details of your passport or New Zealand Drivers 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 _____

Step 4. Disqualification criteria

Disqualification criteria may mean that you are not eligible to hold a licence or certificate of approval.

Section 62 of the Private Security Personnel and Private Investigators Act 2010 lists certain grounds that may disqualify you from being granted a certificate of approval. 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 your application, but only if the Authority is satisfied that you are suitable to work 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 7. Do a quick check

- You have answered every applicable question
- You have signed and dated this form; and
- You have paid the fee

Step 8. 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/>