



Add or Remove a Class of Business to an Individual Licence or Certificate of Approval

Under the Private Security Personnel and Private Investigators Act 2010

1 What is this form used for?

Use this form to add or remove a class of business if you have a current individual licence or certificate of approval.

2 What do you need to complete your application?

To complete your application you need to send:

- A fully completed form.
- A passport style photo (for more information see overleaf).
- A cheque for \$75 if you are adding a class of business.

3 Completing this form

- Print clearly in CAPITALS.
- Use a black or blue pen to complete this form.
- Answer every question on the form unless the instructions tell you otherwise.

4 Payment Information

- The fee for filing an application to add a class(es) of business is \$75.
- There is no fee for removing a class of business.
- You can only pay by cheque. Make your cheque payable to: The Private Security Personnel Licensing Authority. For a quicker, easier, cheaper way of applying apply online – see www.pspla.govt.nz.

Application fees are non-refundable.

You may only add or remove a class of business to an individual licence or certificate of approval if you are the holder of that licence or certificate.

5 How long will it take to hear the outcome of your application?

In normal circumstances it will take a month to hear the outcome of your application.

If you have a criminal conviction your application may take longer to process.

You can check the progress of your application on www.pspla.govt.nz.

6 Important information

If you:

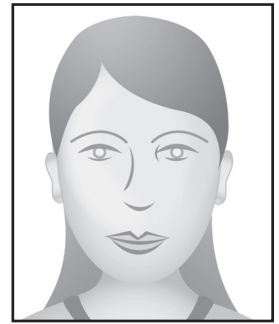
- Provide false or misleading information to the Licensing Authority, you may be liable for a fine of up to \$20,000.
- Work for a licensee or as a crowd controller without holding a certificate of approval you could be fined up to \$20,000.

All personal information provided to the PSPLA will be managed in accordance with the Privacy Act 1993.

Photograph Requirements

Any photograph of an individual submitted to the Licensing Authority in non-electronic form for the purpose of sections 24, 46, or 111 must:

- (a) be of good quality; and (b) have been taken not more than 6 months before the date on which it is supplied; and
- (c) be a full front view of the face, head and shoulders of the person, with the head filling most of the photograph; and
- (d) have a plain, light coloured background (not white or dark) with no background shadow; and
- (e) show the individual without a head covering, hat, head band, bandanna or scarf except for religious or medical reasons. In all cases, facial features from the bottom of the chin to the top of the forehead and both edges of the face must be clearly shown; and
- (f) be a colour photograph; and (g) be a good likeness of the person; and
- (h) be 45mm high x 35mm wide; and (i) be on good quality paper.



Attach photo here
45mm high x 35mm wide

Section 1 - Application Details

What is your licence or certificate of approval number?

Licence or certificate of approval number:

Do you want to add or remove a class(es) of business?

- Add class(es) Remove class(es)

Classes of business you wish to add/remove from your existing individual licence or certificate of approval: (you may tick more than one)

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

* If you are removing a class(es) of business move on to section 8. If you are adding a class of business please continue with the application below.

Section 2 – Personal Details

What is your name?

First name(s)

Middle name(s)

Last name(s)

Do you trade under another name (trading name)? (Please tick to confirm)

Skip this question if you are a certificate of approval holder.

- Yes No

If yes please supply details, if no leave this box blank and move on to the next question.

Trading name

Date of Birth / / (day / month / year)

Section 2 – Personal Details (contd)

What is your gender? (Please tick to confirm)

Male Female

Occupation

Are you currently employed? (Please tick to confirm)

Skip this question if you are an individual licence holder and move on to section 3.

Yes No

If yes, please supply further details below, if no please move to section 3.

What is your occupation?

Who are you employed by?

If you are employed by several employers please list their names here

If you need to add any further employers please attach a separate sheet to this application.

Section 3 – Contact Details

What is your residential address?

Street	
Suburb	City / town
Postcode	State (if outside of NZ)
Country	

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

Yes No

If yes what is your postal address:

Street / PO Box	
Suburb	City / town
Postcode	State (if outside of NZ)
Country	

How can we contact you?

Daytime contact number ()	Other contact number ()
Mobile number	Fax number ()
Email address	

Section 4 – Place of Business Details

Only complete this section if you have an individual licence. If you have a certificate of approval move on to section 5.

Where is your principal place of business?

Street	
Suburb	City / town
Postcode	State (if outside of NZ)
Country	

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

Yes No

If yes provide your additional place of business below, if no move on to section 5.

Additional place of business 1

Street	
Suburb	City / town
Postcode	State (if outside of NZ)
Country	

Additional place of business 2

Street	
Suburb	City / town
Postcode	State (if outside of NZ)
Country	

If you need to add any further additional places of business please attach a separate sheet to this application.

Section 5 – Photo Identification Details

Photo identification is required to verify your identity when you pick up your Certificate of Approval or Individual Licence. Please provide details of your Passport, New Zealand Driver's Licence, HANZ 18+ card or New Zealand Firearms Licence below:

Passport number	
Nationality as shown on passport	
Passport expiry date / / (day / month / year)	Date issued / / (day / month / year)

or

Section 5 – Photo Identification Details (contd)

New Zealand driver's licence number		
Driver's licence expiry date	/	/ (day / month / year)
Driver's licence version number		

or

Other identification type HANZ 18+ NZ firearms licence

Other identification number

Section 6 – 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 licence or 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 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 www.pspla.govt.nz

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

Section 6 – Disqualification Criteria (contd)

(Please tick to confirm)

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 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.

(Please tick to confirm)

Have you met any requirements prescribed in regulations made under section 114(h)(i) of the Private Security Personnel and Private Investigators Act 2010, (which relate to the competency, knowledge, and skills required for licences and certificates of approval). [You must provide proof of meeting those requirements with this application.]	<input type="checkbox"/> Yes <input type="checkbox"/> No
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* If you hold a certificate of approval please move on to section 7. If you hold an individual licence please answer the question below:

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? [You must provide proof of meeting those requirements with this application.]	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Section 6 – Disqualification Criteria (contd)

If you have completed any of the training requirements set out in section 114(h)(i) of the Private Security Personnel and Private Investigators Act 2010 and/or have completed 12 months of relevant experience as a licensee or responsible employee in the last 5 years, please provide details below:

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

Section 7 – 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:

(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 outside of New Zealand of an offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide further information below:

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

Section 8 – Licence/Certificate and Badge Collection

Because you are adding or removing a class(es) of business you will need to be issued with a new licence/certificate and ID badge. Which branch of NZ Post would you prefer to pick up your certificate of approval and ID badge from (should your application be successful)? – a list of branches can be found at www.pspla.govt.nz.

Location

Section 9 – 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

Date / / (day / month / year)

Signature

** Please note a criminal history check will only be undertaken if you are applying to add a class(es) of business.*

Section 10 – Checklist

Before you submit this form please check that: (Please tick to confirm)

- You have answered every applicable question;
- You have attached your photograph;
- You have signed and dated this form; and
- You have included a cheque totalling the amount of the application.

Please mail this completed form with photograph and cheque to:



Private Security Personnel Licensing Authority
DX Box: SX 11159
Wellington