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



PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY

When to use this form

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

What you need with your application

To complete your application, you need to send:

- A fully completed form
- A completed credit/debit card form if you are adding a class of business for \$75

Completing this form

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

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 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.

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

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

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, as a Crowd Controller or Repossession Agent without holding a Certificate of Approval you could be fined up to \$20,000.

Step 1. Photograph requirements

Any photograph of an individual (No Selfies) submitted to the Licensing Authority in nonelectronic form for the purpose of sections 24, 46, or 111 must: be of good quality; and a) have been taken not more than 6 months before the date on which it is supplied; and b) be a full front view of the face, head and shoulders of the person, with the head filling most of the photograph; and Attach photo have a plain, light coloured background (not white or dark) with no background d) here shadow; and 35x45mm 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 be a colour photograph; f) be a good likeness of the person; and g) be on good quality paper.

Step 2. Application details

continue with the application below.

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? Remove ן Add (No fee required) Classes of business you wish to add/remove from your existing individual licence or certificate of approval (you may tick more than one) Private investigator Property guard Security technician Monitoring officer Security consultant Confidential document destruction agent Crowd controller Repossession agent Personal guard

* If you are removing a class(es) of business move on to Step 8. If you are adding a class of business, please

I - ADD OR REMOVE A CLASS - INDIVIDUAL LICENCE OR COA - UPDATED - 8/07/2022

Step 3. Give us your details

Full name	First		Mido	dle Surname	
		her name (tra re a certificate		e)? (Please tick to confirm) I holder	
Yes	☐ No				
If yes, please your date of b		trading name (cannot be	a company). If no, leave this blank and move on to putti	ng in
Trading name					
Date of Birth		I I		(day/month/year)	
What is your	gender? (P	lease tick to c	confirm)		
Male	Female	e			
What is your	occupation	?			
Occupation					
What is your	residential	address?			
Address	No.	Street		Suburb	
	City			State (if outside NZ)	
	Country			Post code	
NOTE: PSLP	A letters and	badges will be	e mailed to t	this address unless a different postal address is provided	ţ
Do you have	a different _l	postal addres	s? (Please	tick to confirm)	
Yes	☐ No				
If yes, please	provide us y	our postal add	lress		
Address	No.	Street		Suburb	
	City			State (if outside NZ)	
	Country			Post code	
Phone	Day			Mobile	
Email					
Note: PSPL/	A products a	nd emails will	be sent to th	his email address.	

I consent t	o being con	acted regardin	g my applic	cation at 1	this em	mail address Yes No	
Step 4	I. Place	of busi	ness				
Only comp to Step 5.	olete this sec	tion if you have	an individ	ual licen	ce. If y	ou have a certificate of approval move	e on
Where is y	our principa	l place of busin	ess?				
Address	No.	Street			Subu	urb	
	City				State	re (if outside NZ)	
	Country				Post	t code	
Do you hav	ve any addit	onal places of	business?	(Please ti	ick to c	confirm)	
Yes	☐ No						
If yes, pleas	se provide yo	ur additional pla	ce of busine	ess below,	if no m	move on to Step 5.	
Additional	place of bus	siness					
Address	No.	Street			Subu	urb	
	City				State	te (if outside NZ)	
	Country				Post	t code	
If you need	to add any fu	ırther additional	places of bu	ısiness, p	lease a	attach a separate sheet to this application	1
Step 5	5. Photo	o identifi	cation	deta	ils		
Photo iden	ntification is	required to veri of your Passpo	fy your ide	ntity for y	our Ce	ertificate of Approval and ID badge. Licence, HANZ 18+ card or New Zealan	d
Passport nu	umber						
Nationality	as shown on	passport					
Date issued	b		/	1		(day/month/year)	
Passport ex	xpiry date		/	1		(day/month/year)	
or							
New Zealar	nd Drivers Lic	ence number					
Drivers Lice	ence expiry d	ate		<i>I</i>	_ / _	(day/month/year)	
Drivers lice	nce version r	umber					
or							

Other identification type	Z Firearms licence		
Other identification number			
Step 6. Disqualification criteria	a		
Disqualification criteria may mean that you are not eligible	to hold a licence or certificate of	f approval.	
Section 62 of the Private Security Personnel and Private I disqualify you from being granted a licence or certificate of disqualification listed below, you will be able to make a stabackground.	f approval. If you meet any of the	e grounds of	•
The Licensing Authority may still grant your application, be operate as a licensee in the class or classes of work to whe payable if your application is unsuccessful.			
You can find more information at www.pspla.govt.nz			
Please answer each individual question below. (Pleas	e tick to confirm)		
Have you ever been convicted of a 'specified offence' as defined Records (Clean Slate) Act 2004?	d in section 4 of the Criminal	Yes	☐ No
In the last 7 years, have you been convicted by a New Zealand Act 1983?	court of an offence under the Arms	Yes	☐ No
In the last 7 years, have you been convicted by a New Zealand 216H to 216J of the Crimes Act 1961?	court of an offence under sections	Yes	☐ No
In the last 7 years, have you ever been convicted by a New Zea sections 10, 11, 13, 16, 19, 21, 24, 47F, or 47J of the Fair Tradir		Yes	☐ No
In the last 7 years, have you ever been convicted by a New Zea section 103(1) of the Credit Contracts and Consumer Finance A any provision of Part 3A of that Act?		Yes	☐ No
In the last 7 years, have you ever been convicted by a New Zea section 8 or 25 of the Harassment Act 1997?	land court of an offence under	Yes	☐ No
In the last 7 years, have you ever been convicted by a New Zea section 6 of the Misuse of Drugs Act 1975 in relation to quantitie B or C controlled drug or drugs?		Yes	☐ No
In the last 7 years, have you ever been convicted by a New Zea dishonesty, as defined in section 4 of the Private Security Perso 2010 ("offence of dishonesty")?		Yes	☐ No
In the last 7 years, have you ever been convicted by a New Zea violence, as defined in section 4 of the Private Security Personn 2010 ("offence of violence")?		Yes	☐ No
In the last 7 years, have you ever been convicted by a New Zea sections 16, 34 or 52 of the Private Investigators and Security G		Yes	☐ No
Have you ever been disqualified from driving for an indefinite pe assessment centre under section 65 of the Land Transport Act 1 provision?		Yes	☐ No
Have you ever been ordered by a court to be imprisoned following that conviction or order has not been quashed on appeal?	ng conviction for an offence and	Yes	☐ No
In the last 7 years, have you ever been convicted by a New Zeal Private Security Personnel and Private Investigators Act 2010 of Guards Act 1974 for working without a licence or certificate or apperson without a certificate of approval?	r Private Investigators and Security	Yes	☐ 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?		Yes		No
Do you hold a licence or certificate of approval that has been suspended?		Yes		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 or a person or class of person)?		Yes		No
Are you currently subject to a court order that requires you to be detained in a hospital because of a mental condition?		Yes		No
Have you been adjudged bankrupt?		Yes		No
If you have answered yes to a ground for disqualification you can provide further in your application (for example, evidence of your character, circumstances, or backg			o sup	port
If you need extra space, please attach a separate sheet to this application				
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)? [If you have answered Yes, please attach a copy of your NZQA record of achievement to this application]		Yes		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)? [If you have answered Yes, please supply competency evidence to support your application]		Yes		No
* If you hold a certificate of approval, please move on to Step 7. If you hold an individual I the question below:	icence	e, pleas	se ans	wer
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		Yes		No

application relates? [If you have answered Yes, please provide proof of meeting those requirements with this application]			
If you have completed any of the requirements set out in sections 114(1)(h)(i) of the Personnel and Private Investigators Act 2010 and/or have completed 12 months of a licensee or responsible employee in the last 5 years, please provide details below	f relevant e		e as
If you need extra space, please attach a separate sheet to this application			
Section 46 of the Private Security Personnel and Private Investigators Act 2010 also requous have had an overseas mental health order or conviction. You may provide further in application (for example, information about your character, circumstances, or backgroun conviction or order as follows: Please answer each individual question below. (Please tick to confirm)	uires that yo	ou specify support y	our
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?	Yes	□ N	0
Have you ever been convicted of an offence outside of New Zealand?	☐ Yes	□ N	0
If you have answered yes, please provide further information below:	I.		

If you need extra space, please attach a separate sheet to this application
Step 8. 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 * Please note a criminal history check will only be undertaken if you are applying to add a class(es) of business.
Step 9. Do a quick check
You have answered every applicable question
You have attached your photograph (only required for adding a class)
You have attached a photo or scan of your ID used in Step 5
You have signed and dated this form, and
You have included a completed the credit/debit card form
Step 10. Send in this form
You can fill in this form and email it to PSPLA@Justice.govt.nz
Or you can fill in this form and post it to:
Private Security Personnel Licensing Authority SX 11159 Wellington New Zealand
Or if you live in Wellington you can drop it off to the below address:
Level 1, 86 Customhouse Quay, Wellington 6011
Phone: 0800 477 752 between 9am and 5pm Monday to Friday (not Public Holidays)

