



Add or Remove a Class of Business to a Company Licence

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(es) of business to your current company licence.

2 What do you need to complete your application?

To complete your application you need to send:

- A fully completed form.
- A cheque for \$75 if you are adding a class of business.
- A completed company officer form for every officer of the company (a company officer is a director, CEO or person occupying an equivalent position), if you are applying to add a class of business. One company officer form is included as part of this application form. *ie: If you are the sole director of your company and have not appointed a Chief Executive Officer, you are not required to complete an additional company officer form.*

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.

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.

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

Section 1 - Application Details

What is your licence 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 company licence: (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 |

Section 2 – Company Details

What is your name?

Company registered name

Company registration number

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

First name(s)

Middle name(s)

Last name(s)

Daytime contact number ()

Other contact number ()

Mobile number

Fax number ()

Email address

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

Section 3 – Address Details

What is the company's registered office address?

Street / PO Box

Suburb

City / town

Postcode

State (if outside of NZ)

Country

Section 3 – Address Details (contd)

Do you have a separate 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	

Place of business 1

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 move on to section 4

Additional place of business 1

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

Additional place of business 2

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

Additional place of business 3

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

Section 4 – Disqualification Criteria

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 www.pspla.govt.nz

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 section 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, 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, 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 your character, circumstances, or background).

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

Section 5 – 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				

Section 6 – Company Officer Details

If you have more than one company officer please use the “company officer form” for each additional company officer.

What is your name?

First name(s)
Middle name(s)
Last name(s)

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)
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What is your gender? (Please tick to confirm)

Male Female

Occupation

--

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

Yes No

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

Other name 1

First name(s)
Middle name(s)
Last name(s)

Other name 2

First name(s)
Middle name(s)
Last name(s)

Section 6 – Company Officer Details (contd)

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	
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 6A – Company Officer Identification Details

Please provide details of your passport or New Zealand drivers licence below.

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

or

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

Section 6B – Company Officer Disqualification Criteria

Section 62 of the Act sets out the grounds for disqualification of a company officer. 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 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
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

Section 6B – Company Officer Disqualification Criteria (contd)

Please tick to confirm

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)?

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

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

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(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).

Yes No

[You must provide proof of meeting those requirements with this application.]

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?

Yes No

[You must provide proof of meeting those requirements with this application.]

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 – 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 8 – Checklist

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

- You have answered every applicable question;
- 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