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. Mobile Phone **Email** Do you have a different postal address? (Please tick to confirm) ☐ Yes l I No If yes, please provide us your postal address Address No. Do you have any additional places of business? (Please tick to confirm) ☐ Yes ΠNο Additional place of business 1 Address No.

Addition	nal place of b	usiness 2					
Address	No.	Street			Suburb		
	City		State (if outside NZ)				
	Country				Post code		
Phone	Day			Mob	ile		
Email							
I conser	nt to being co	ontacted regard	ing my ap	plication	at this email address	Yes	No
Step	3. Comp	oany offic	er ide	ntifica	tion details		
Please p	provide detail	s of your pass	port or Ne	w Zealand	d Drivers licence below:		
Passport	t number						
Nationali	ity as shown c	n passport					
Date issu	ued	/	/	_ (day/mor	nth/year)		
Passport	t expiry date		1	(day/mor	nth/year)		
or							
New Zea	aland Drivers I	Licence number					
Drivers L	icence expiry	date	1	1	(day/month/year)		
Drivers L	icence versio	n number		, -			
Step	4. Disqu	ıalificatioı	n crite	ria			
Disqualif	ication criteria	nay mean that	you are n	ot eligible	to hold a licence or certificate of	f approval.	
disqualify	y you from bei	ing granted a ce	rtificate of	approval.	vestigators Act 2010 lists certain If you meet any of the grounds aracter, circumstances or backg	of disqualifica	
work in t		asses of work to			t only if the Authority is satisfied n relates. Please note that no re		
You can	find more info	ormation at https	://www.jus	tice.govt.n	z/tribunals/licences-certificates/	/pspla/	
Please a	nswer each	individual ques	tion belov	w. (Please	tick to confirm)		
		convicted of a 'sp ean Slate) Act 20		fence' as d	lefined in section 4 of the	Yes	☐ No
	st 7 years, hav s Act 1983?	/e you been con	victed by a	a New Zea	land court of an offence under	☐ Yes	☐ 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?	Yes		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?	Yes		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?	Yes		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?	Yes		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?	Yes		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")?	Yes		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")?	Yes		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?	Yes		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?	Yes		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?	Yes		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?	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
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		supp	ort

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
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. This can be a signed reference from someone who can explain your experience]	Yes	☐ No
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	elevant expe	
If you need extra space, please attach a separate sheet to this application		

Step 5. 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:

Please answer each individual qu	uestion below. ((Please tick to confirm)			
Have you ever had an order impos of New Zealand, instead of passing to your mental impairment?				Yes	□ No
Have you ever been convicted of an	n offence outside	e of New Zealand?		Yes	□ No
If you have answered yes, please	provide furthe	r information below:			
					_
If you need extra space, please atta	ach a separate s	heet to this application			
Step 6. Consent and	certificat	ion			
I consent to the Ministry of Justice application. I certify that the above			ormatic	on containe	d in my
None					
Name					
Simothur	 -	Date			
Signature	,	Date			

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

SX10042 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/