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/licencescertificates/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 l	_	ferent postal address? No	(Please tick to confirm)	
lf yes, pl	ease provi	ide us your postal addres	s	
Address	No.	Street	Suburb	
	City		State (if outside NZ)	
	Country		Post code	
Do you l	_	additional places of bus	siness? (Please tick to confirm)	
Addition	al place o	of business 1		
Address	No.	Street	Suburb	
	City		State (if outside NZ)	
	Country		Post code	

Addition	al place of b	ousiness 2						
Address	No. Street			Suburb				
	City			State (if outside NZ)				
	Country			Post code				
Phone	Day			Mobile				
Email								
				application at this email address Yes No entification details				
Please p	provide deta	ils of your pass	oort or	New Zealand Drivers licence below:				
Passport	number							
Nationali	ty as shown	on passport						
Date issu	led	/	1	(day/month/year)				
Passport	expiry date	/	1	(day/month/year)				
or								
New Zea	aland Drivers	Licence number						

Drivers Licence expiry date	1	1	(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?	Yes	No No
In the last 7 years, have you been convicted by a New Zealand court of an offence under the Arms Act 1983?	Yes	No 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 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 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 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 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 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 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 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 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 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 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 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 No
Do you hold a licence or certificate of approval that has been suspended?	Yes	No 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 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 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

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 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 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 No

If you have completed any of the requirements set out in sections 114(1)(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

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 question below. (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?	Yes	No No
Have you ever been convicted of an offence outside of New Zealand?	Yes	No No

If you have answered yes, please provide further information below:

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

Step 6. 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.

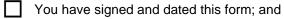
Name

Signature

Date

Step 7. Do a quick check

You have answered every applicable question



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 6011Phone:0800 477 752 between 9am and 5pm Monday to Friday (not Public Holidays)Email:pspla@justice.govt.nzWebsite:https://www.justice.govt.nz/tribunals/licences-certificates/pspla/