

Application to renew a private security firm licence

Use this form to renew your private security firm licence in accordance with Section 14 of the *Private Security Act 1995*. This licence must be renewed within 3 months before the expiry of the licence.

See the security licences [webpage](#) for further information on applicant requirements.

Current licence details																
Licence number:				Expiry date:												
Applicant type (select one)																
Corporation		Yes / No		Firm (partnership/association)		Yes / No		Individual								
Yes / No		Yes / No		Yes / No		Yes / No		Yes / No								
Licence term (select one)																
1 year		Yes / No		2 years		Yes / No		3 years								
Yes / No		Yes / No		Yes / No		Yes / No		Yes / No								
Applicant details																
Corporation/Firm name																
Business name (if applicable)																
Applicant full name (if an individual)																
ACN					ABN											
Head office address																
Suburb					State		Postcode									
Is your postal address the same as above? If no, complete below:																
Postal address																
Suburb					State		Postcode									
Contact details																
Contact person																
Phone number				Mobile number												
Email address																
Do you agree to receive correspondence via email?								Yes / No								
Principal place of business																
Is your principal place of business address the same as above?								Yes / No								
If no, complete address below.																
Business address																
Suburb					State		Postcode									
Nominated director name: (this person will be the principal contact for this licence)																
Do you intend to use a business or trading name?								Yes / No								
If yes, complete below.																
Business name																
Business number					Website address											

Do you intend to carry on business from more than one office?					Yes / No	
If yes, complete below. If more than two other place of business, copy and attach to this application.						
Other place of business details (1)						
Business address						
Suburb		State		Postcode		
Phone number		Mobile number				
Email address						
Other place of business details (2)						
Business address						
Suburb		State		Postcode		
Phone number		Mobile number				
Email address						
Applicant declaration						
I, (full name)						
Of (address)						
Solemnly and sincerely declare that:						
<ul style="list-style-type: none"> I have been appointed nominee of the corporation for the purposes of the <i>Private Security Act 1995</i>, and am in bona fide control of the affairs of the company in the Northern Territory; and All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and I have read and understood the information contained in this application; and The declaration is true and correct; and I know that it is an offence to make a declaration that is false in any material particular. 						
This declaration was made at (location)					On (date)	
Applicant signature						
Note: Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.						
Receiving licence						
How do you wish to receive your licence?						
Post	Yes / No	Collection	Yes / No	Email	Yes / No	
Checklist						
Prescribed application fee – See the security licences fees page for fees.						Yes / No
Applicant declaration completed and signed.						Yes / No
Officer details and declaration completed and signed for each person associated with the application (pages 4-5).						Yes / No
Safe NT criminal history name check results for <u>each</u> person associated with the application for the purpose of 'security licence' only, including spent convictions attached.						Yes / No
Current business name extract attached (if applicable)						Yes / No

Current ASIC company extract issued of each company or sole trader making up the firm/company within the last 30 days.	Yes / No
A passport sized photo not more than 6 months old attached of the nominated officer to be displayed on the certificate.	Yes / No
Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo attached for each person associated with the application. For example: Drivers licence, passport, evidence of age card, firearms licence, working with children's card etc.	Yes / No
Privacy statement	
The Northern Territory Government complies with the Information Privacy Principles scheduled by the <i>Information Act 2002</i> .	
Disclaimer	
<p>The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the <i>Northern Territory Information Act 2002</i>.</p> <p>You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.</p> <p>The information you provide will be accessible to Occupational Licensing and Associations and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.</p> <p>You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the <i>Northern Territory Information Act 2002</i>, or the Office of the Information Commissioner NT.</p>	
Lodgement	
Complete applications can be lodged in person, email or via post at a Territory Business Centre below:	
Darwin:	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway, Berrimah
Katherine:	Big Rivers Government Centre, 5 First Street, Katherine
Tennant Creek:	Barkly Business Hub, 63 Haddock Street, Tennant Creek NT
Alice Springs:	Ground Floor, The Green Well Building, 50 Bath Street Alice Springs
1800 193 111	territorybusinesscentre@nt.gov.au GPO Box 9800 Darwin NT 0801
Payment details	
<p>A fee is payable on lodgement of this application form. Payment can be made by:</p> <ul style="list-style-type: none"> • Cash (in person only); or • Cheque (made out to Receiver of Territory Monies); or • Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment. 	
Payment date:	Receipt number: Amount paid

Corporation/Firm Officer details (If more than one officer, copy and attach to this application)					
<u>Each</u> officer of the company (Directors, Secretary and Managers) and <u>each</u> person who substantially controls or could substantially control the affairs of the company/firm must complete the below.					
Surname				Date of birth	
Given name/s					
Other name/s (if applicable)					
Position held					
Director	Yes / No	Legal officer	Yes / No	Company secretary	Yes / No
President	Yes / No	Treasurer	Yes / No	Partner	Yes / No
Principle executive officer	Yes / No				
Postal address					
Suburb			State		Postcode
Phone number			Mobile number		
Email address					
Residency					
Are you an Australian citizen?					Yes / No
If no, how long have you lived in Australia?					
Country of origin					
Note: if you have lived in Australia for less than 6 months you may be required to provide a criminal history check from your country of origin.					
Disclosures					
1. Have you in the last 10 years been convicted, fined, or disqualified by any court, tribunal, board or other authority of the Territory, the Commonwealth or a State or another Territory of the Commonwealth, in respect of any business or other financial dealings in or outside the Territory, or been a member of a company so dealt with?					Yes / No
If yes, provide details below.					
2. Have you in the last 10 years been found guilty or convicted of any offence(s)?					Yes / No
If yes, quote the offence(s), relevant date(s), jurisdiction(s) and sentence(s).					
3. Have you in the last 10 years been convicted of a disqualifying offence(s)?					Yes / No
If yes, quote the offence(s), relevant date(s), jurisdiction(s) and sentence(s). (Please see the information help text for a list of disqualifying offences).					

4. Have you been the subject of evidence given in any Court or Commission of Inquiry?	Yes / No
If yes, provide details below.	
5. Have you been declared bankrupt or assigned your estate for the benefit of your creditors?	Yes / No
If yes, provide details below.	
6. Have you been or are you currently bound by any recognisance (bail condition) or the subject of any charge pending in relation to any offence(s) before a court or Commission of Inquiry?	Yes / No
If yes, provide details below.	
7. Have you been known by any other names?	Yes / No
If yes, provide details below.	
Officer declaration	
I, (full name)	
Of (address)	
Solemnly and sincerely declare that:	
<ul style="list-style-type: none"> • All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and • I have read and understood the information contained in this application; and • The declaration is true and correct; and • I know that it is an offence to make a declaration that is false in any material particular. 	
This declaration was made at (location):	On (date):
Officer signature:	
Note: Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.	