

Application to vary a private security licence

Use this form to notify of a change to your private security licence in accordance with the *Private Security Act 1995*.

Changes must be notified to this office within 30 days of the change occurring. See the security licences [webpage](#) for further information on applicant requirements.

Reason for variation					
Address change	Yes / No	Contact details change	Yes / No	Officer removal	Yes / No
Adding new officer	Yes / No	Name change (individual only)			Yes / No
Principle place of business change		Yes / No	Other place of business change		Yes / No
Licence details					
Licence number:			Expiry date:		
Applicant type (complete section that is applicable)					
Individual					
Surname:			Date of birth:		
Given name/s:					
Other name/s (if applicable):					
Corporation					
Company name:					
ACN:		ABN:			
Firm					
Full firm name:					
ACN:		ABN:			
Address details					
Residential address:					
Suburb:		State:	Postcode:		
Is your postal address the same as above? If no, complete below:					
Postal address:					
Suburb:		State:	Postcode:		
Contact details					
Phone number:		Mobile number:			
Email address:					
Principle place of business					
Is your principle place of business address the same as above?				Yes / No	
If no complete below.					
Business address:					
Suburb:		State:	Postcode:		
Name of the nominated director who is the principle contact for this licence?					

Do you intend to carry on business from more than one office?		Yes / No	
If yes, complete below. If more than one other place of business, copy and attach to application.			
Details of other place of business			
Business address:			
Suburb:		State:	Postcode:
Phone number:		Mobile number:	
Email address:			
Officer removal			
Complete the following sections to remove a corporation officer.			
Surname:		Date of birth:	
Given name/s:			
Position held:		Date ceased position:	
Surname:		Date of birth:	
Given name/s:			
Position held:		Date ceased position:	
Adding an officer details (If you are an individual applicant, please proceed to applicant declaration.)			
Photocopy and complete the below sections for each officer of the firm/company if more than one. If you are an individual applicant, please proceed to applicant declaration.			
Surname:		Date of birth:	
Given name/s:			
Other name/s (if applicable):			
Position held:			
Partner	Yes / No	Director	Yes / No
Secretary	Yes / No		
Principle Executive Officer	Yes / No	Other (please specify): Yes / No	
Postal address:			
Suburb:		State:	Postcode:
Contact details			
Phone number:		Mobile number:	
Email address:			
Disclosures			
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 firm so dealt with?			Yes / No
If yes, provide details below:			

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) below.	
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) below.	
Have you been the subject of evidence given in any Court or Commission of Inquiry?	Yes / No
If yes, provide details below:	
Have you been declared bankrupt or assigned your estate for the benefit of your creditors?	Yes / No
If yes, provide details below:	
Have you been known by any other names?	Yes / No
If yes, provide details below:	
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:	
Additional disclosures - Individual only	
Have you been refused a crowd controller or security officer licence in any other jurisdiction including the Northern Territory?	Yes / No
If yes, provide details below:	
Do you suffer from an illness that would make you unfit to work in the security industry?	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 I know that it is an offence to make a declaration that is false in any material particular. 			
This declaration is 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.			
Application 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/firm for the purposes of the <i>Private Security Act 1995</i>, and am in bona fide control of the affairs of the firm in the NT; 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 I know that it is an offence to make a declaration that is false in any material particular. 			
This declaration is made at: (location)		on: (date)	
Nominee/Individual 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 the licence?					
Post	Yes/No	Collection(company/firm only)	Yes/No	Email	Yes/No
Supporting documents checklist					
Prescribed application fee – See the security licences fees page for fees.					Yes / No
Complete and signed officer declaration					Yes / No
Complete and signed applicant declaration					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
Safe NT criminal history fingerprint check results for the purpose of security, including spent convictions for each new officer attached. Note: <ul style="list-style-type: none"> Interstate applicants need to attend their local police station to have their fingerprints taken. The original copy of the fingerprints must then be mailed with your completed application and the relevant fee to Safe NT for processing. If you hold a current NT crowd controller and/or security licence, you may not be required to complete another criminal history check. Please call a licensing officer on 1800 193 111to confirm. 					Yes / No
Evidence of name change attached (if applicable) i.e. marriage certificate, deed poll etc					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
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	
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