

Add or Remove a Class of Business to a Company Licence



PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY

When to use this form

Use this form to add or remove a class(es) of business to your current company licence.

What you need with your application

To complete your application, you need to send:

- A fully completed form
- A cheque for \$75 or a completed credit/debit card form 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.*

Completing this form

- Print clearly in CAPITALS
- Use a black pen or blue pen to complete this form
- Answer every question on the form unless the instructions tell you otherwise

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 pay using the **credit/debit card form** or by **cheque** in NZ dollars, payable to: Private Security Personnel Licensing Authority.

Application fees are non-refundable.

Application process

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.

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.

Step 1. Application details

What is your licence or certificate of approval number?

Licence or certificate of approval number: _____

Do you want to add or remove a class(es) of business?

Add Remove

Classes of business you wish to add/remove from your existing individual licence or certificate of approval (you may tick more than one)

- | | |
|---|--|
| <input type="checkbox"/> Private investigator | <input type="checkbox"/> Property guard |
| <input type="checkbox"/> Security technician | <input type="checkbox"/> Monitoring officer |
| <input type="checkbox"/> Security consultant | <input type="checkbox"/> Confidential document destruction agent |
| <input type="checkbox"/> Crowd controller | <input type="checkbox"/> Repossession agent |
| <input type="checkbox"/> Personal guard | |

Step 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:

Full name First _____ Middle _____ Surname _____

Phone Day _____ Mobile _____

Email _____

I consent to being contacted regarding my application at this email address Yes No

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

Step 3. Address details

What is the company's registered office address?

Address	No.	Street	Suburb
	City		State (if outside NZ)
	Country	Post code	

Do you have a separate postal address? (Please tick to confirm)

Yes No

If yes, please provide your postal address

Address	No.	Street	Suburb
	City		State (if outside NZ)
	Country	Post code	

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, skip to Step 4

Additional place of business 1

Address	No.	Street	Suburb
	City		State (if outside NZ)
	Country	Post code	

Additional place of business 2

Address	No.	Street	Suburb
	City		State (if outside NZ)
	Country	Post code	

Additional place of business 3

Address	No.	Street	Suburb
	City		State (if outside NZ)
	Country	Post code	

Step 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 step 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, has the company 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

Step 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

Signature

Date

** Please note a criminal history check will only be undertaken if you are applying to add a class(es) of business.*

Step 6. Do a quick check

- You have answered every applicable question
- You have signed and dated this form, and
- You have included a cheque for the required fee or completed the credit/debit card form

Step 7. Send in this form

You can fill in this form and post it to:

Private Security Personnel Licensing Authority
SX 10042
Wellington
New Zealand

Or if you are using the credit/debit card form, then email it with your application to PSPLA@Justice.govt.nz

Address: Level 1, 86 Customhouse Quay, Wellington 6011

Phone: 04 477 752