

Security Agents Licence

Business Conditions

Guidelines for Applicants

Who needs to be licensed?

If you wish, for fee or reward, to contract for the security work listed below, you must hold a Security Agents Licence with Consumer and Business Services.

Crowd control work

- Controlling crowds

General guarding

- Protecting or guarding property or keeping property under surveillance (other than in a manner involving a dog or while in possession of a firearm); and
- Preventing, detecting or investigating the commission of an offence in relation to property.

Body guarding

- Protecting or guarding a person or keeping a person under surveillance; and
- Preventing, detecting or investigating the commission of an offence in relation to a person.

Guarding with a dog

- Protecting or guarding property, or keeping property under surveillance, in a manner involving a dog; and
- Hiring out or otherwise supplying dogs or other animals for the purpose of protecting or guarding property.

Guarding with a firearm

- Protecting or guarding property, or keeping property under surveillance, while in possession of a firearm within the meaning of the Firearms Act 1977.

Monitoring centre operations

- Protecting or guarding property, or keeping property under surveillance, by means of monitoring a security alarm or surveillance system whether from the place at which the property is located or from another place (but not by means of attendance in response to an alarm).

Security systems work

- Providing advice on security alarm or surveillance systems; and
- Hiring out or otherwise supplying security alarm or surveillance systems; and
- Installing or maintaining security alarm or surveillance systems.

Security systems work ltd to providing sales and advice only

- Providing advice on security alarm or surveillance systems; and
- Hiring out or otherwise supplying security alarm or surveillance systems.

How do I apply?

Visit our website www.cbs.sa.gov.au and apply on line, or come in to our customer service centre at 91 Grenfell Street Adelaide.

All applications need to be printed, signed and submitted with the appropriate supporting documentation.

Am I eligible to obtain a licence?

You are entitled to be licensed as an security agent (business) if you meet the following criteria:

Individuals (including partners in a partnership)

- You hold or are applying to hold a licence which allows you to personally perform the functions of an agent (refer to the ISL Security Agent Employee Guidelines)
- You are not an insolvent under administration (eg bankrupt) within the meaning of the *Corporations Act 2001* of the Commonwealth
- You are not suspended or disqualified from practicing or carrying on an occupation, trade or business under Australian law
- During the last 5 years they have not been a director of a body corporate wound up for the benefit of creditors when it was being wound up or within 6 months before it commenced winding up
- You have sufficient business knowledge and experience to properly carry on the business to be authorised by the licence
- You have not been convicted of a Prescribed Offence (refer to the Prescribed Offence guideline for more information)
- You are a fit and proper person
- You have sufficient financial resources

If you do not have the required qualifications, business knowledge or financial resources, you may be eligible for a licence restricted to carrying on business in partnership with a specified licensee.

Body corporate

- The body corporate and each of its directors are not suspended or disqualified from practicing or carrying on an occupation, trade or business under Australian law
- It is not being wound up and is not under official management or receivership
- During the last 5 years no director has been a director of a body corporate wound up for the benefit of creditors when it was being wound up or within 6 months before it commenced winding up
- The directors have sufficient business knowledge and experience to properly direct the business to be authorised by the licence
- No director has been convicted of a Prescribed Offence (refer to the Prescribed Offence guideline for more information)
- Each director is a fit and proper person
- The body corporate has sufficient financial resources

Management requirements (body corporate only)

A body corporate must ensure that its business (under its licence) is properly managed and supervised by a person licensed to perform the security work personally, without supervision. The body corporate may choose to use more than one manager, provided that all the work functions authorised by its licence are covered, either individually or combined, by the managers.

Financial requirements

To qualify for a licence, a body corporate must have sufficient financial resources for the purposes of properly carrying on the business to be authorised by the licence. To meet the financial requirements, the body corporate must either:

- Have a minimum of \$10,000 in tangible net assets. Where the body corporate will be carrying on the business as a trustee, this includes the net tangible assets of the trust.
- or
- Provide a letter from a Chartered Accountant, Certified Practising Accountant or NIA Public Accountant certifying that the accountant has examined the financial position of the body corporate, the body corporate is solvent and has an ongoing (minimum 12 months) source of finance in place sufficient to meet its business needs.

What information do I need to provide to complete an application?

Fees

The application and pre-grant fee specified in the fee schedule.

Personal Information Declaration (PID)

The applicant or in the case of a body corporate; each director must complete a Personal Information Declaration (provided at the time of application).

You will also need to be fingerprinted by the South Australian Police. Fingerprinting arrangements are made after lodgement of your application.

Please note, if you have resided in another country, apart from a country from which you have migrated to Australia from, for at least 12 months in the last 10 years (and were over 17 years of age at the time), you will need to provide a Police Certificate (Statement of Offence History) from the local Law Enforcement Agency of each country with your Personal Information Declaration form. You must also include a translated copy of the certificate if it is not in English.

An overseas Police Certificate is not required from the country from which you have migrated to Australia from in relation to the period before the migration.

A PID is not required if you hold a **current** security agents licence (e.g. as an employee only) or are the director of another company that is **currently** licensed as a security agent and you have been through this process previously.

Business criteria

The applicant, or in the case of a body corporate, at least one director, must have sufficient business knowledge and/or experience (refer to the Business Criteria guidelines for options).

Qualification Requirements (individuals only)

If you hold a current "employee only" licence for the business function you are applying for you do not need to supply any further information. If you do not hold a current employee licence please refer to the ISL Security Competencies guideline for qualification requirements.

Financial information

The applicant needs to meet the financial requirements.

Fee schedule

Fees and charges effective 1 July 2017

No GST is applicable - our ABN is 15 088 976 178

Application and pre-grant fees	Application Fee	Pre-Grant Fee	Total
Individual (Business)	\$467.00	\$635.00	\$1102.00
Body Corporate (Company)	\$756.00	\$830.00	\$1586.00
Amending licence/registration conditions			
Application for alteration to conditions	\$284.00		\$284.00

Periodic Fees

Individual (Business)	\$635.00
Body Corporate (Company)	\$830.00

Other Fees

Replacement of licence card or certificate	\$26.50
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Payment options

Credit cards accepted are Visa and MasterCard.

Annual renewal fees can be made online at www.cbs.sa.gov.au or by phone on 1300 668 531.

Cheques should be made payable to the Commissioner for Consumer Affairs.

Eftpos facilities are available at our Customer Service Centre in Adelaide.

Information regarding BPAY is provided on annual renewal notices.

Partial or instalment payment options are not available.

For more information

Email	Website	Phone	In person
occupational@sa.gov.au	www.cbs.sa.gov.au	Ph: 131 882	Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000