

# Security Agents Licence

## Employees: Guidelines for Applicants

### Who needs to be licensed?

If you wish to perform the functions of a security agent as listed below, you must hold a Security Agents Licence with Consumer and Business Services. If you will be providing Security Industry Training please refer to the guideline for Security Industry (Trainers).

### Crowd or venue control

- Controlling Crowds
  - In addition to your Security Agent licence, if you intend to work as a crowd controller in venues that serve alcohol you **also** need to obtain an approval under the Liquor Licensing Act 1995. This form is available on our website and can be emailed to [applications@sa.gov.au](mailto:applications@sa.gov.au) or lodged with your security application.

**Please note there is an additional fee that applies to this approval.**

### 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.

**Please note:** Licences can be restricted to only working as an employee or an employee under supervision

### Am I eligible to obtain a licence?

You entitled to be licensed as a security agent (employee) if you meet the following criteria:

- You hold the required qualifications
- You have not been convicted of a Prescribed Offence refer to the Prescribed Offences guideline for more information)
- You are a fit and proper person
- You are not suspended or disqualified from practicing or carrying on an occupation, trade or business under Australian law

## How do I apply?

Visit our website [www.cbs.sa.gov.au](http://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.

If you intend to work as a crowd controller in a (liquor) licensed venue, you will require an application under the Liquor Licensing Act 1995 (Approval of a Person - Crowd Controller) that is available from [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au).

## 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)

You 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, 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.

**NOTE:** 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.

### Evidence you meet the qualification requirements

You must attach copies of your qualifications. The approved qualifications are listed on the guideline Security Agent (Employee) Qualifications.

## 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 (Employee, employee under supervision or security industry trainer)	\$467.00	\$303.00	\$770.00
Amending licence/registration conditions			
Application for alteration to conditions	\$284.00		\$284.00

## Periodic Fees

Individual (Employee, employee under supervision or security industry trainer)	\$303.00
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## 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](http://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
<a href="mailto:occupational@sa.gov.au">occupational@sa.gov.au</a>	<a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a>	Ph: 131 882	Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000

