

Apply to appoint a New Company Director or CEO as a Company Officer



PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY

When to use this form

Use this form to apply to the Licensing Authority for approval of a new Director or Chief Executive Officer, to act as an officer of a licensed company 1.

A company officer is a Director, Chief Executive Officer or person(s) occupying an equivalent position.

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

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 appoint a new company officer is \$75.

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 1 month to hear the outcome of the application.

If you meet the disqualification criteria, for example you have one of the specified criminal convictions, then it will take much longer to determine the outcome.

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 upon summary conviction.

If you operate a licensed company in the private security industry and have a company director or chief executive officer who has not been approved as a company officer by the Licensing Authority you are liable on summary conviction to a fine not exceeding \$20,000.

Step 1. Company details

What is the name of your company?

Company registered name _____

Licence number _____

Step 2. Company officer details

Full name

First

Middle

Surname

If you have previously held or currently hold a certificate of approval or licence under the Private Investigators and Security Guards Act 1974 or Private Security Personnel and Private Investigators Act 2010, add your licence or certificate number below:

Licence or certificate of approval number _____

Are you known by, or have you ever been known by another name? (Please tick to confirm)

Yes

No

If yes, please supply the additional names. If no, leave this blank and move on to the next question

Other names

First

Middle

Surname

First

Middle

Surname

Date of Birth

____ / ____ / ____

(day/month/year)

What is your gender? (Please tick to confirm)

Male

Female

What is your occupation?

Occupation _____

What is your residential address?

Address

No.

Street

Suburb

City

State (if outside NZ)

Country

Post code

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

Yes No

If yes, what is your postal address

Address No. Street Suburb

City State (if outside NZ)

Country Post code

Phone Day _____ Mobile _____

Email _____

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

Step 3. Company officer identification details

Please provide details of your passport or New Zealand Drivers licence below:

Passport number _____

Nationality as shown on passport _____

Date issued _____ / _____ / _____ (day/month/year)

Passport expiry date _____ / _____ / _____ (day/month/year)

or

New Zealand Drivers Licence number _____

Drivers Licence expiry date _____ / _____ / _____ (day/month/year)

Drivers licence version number _____

Step 4. Disqualification criteria

You may not be eligible to hold an individual licence if disqualification criteria apply to you.

Section 62 of the Private Security Personnel and Private Investigators Act 2010 lists certain grounds that may disqualify you from being granted a certificate of approval. If you meet any of the grounds of disqualification listed below, you will be able to make a statement about your character, circumstances or background.

The Licensing Authority may still grant your application, but only if the Authority is satisfied that you are suitable to work 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

Please answer each individual question on the next page. (Please tick to confirm)

Have you ever been convicted of a 'specified offence' as defined in section 4 of the Criminal Records (Clean Slate) Act 2004?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you been convicted by a New Zealand court of an offence under the Arms Act 1983?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you been convicted by a New Zealand court of an offence under sections 216H to 216J of the Crimes Act 1961?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you 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, have you 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, have you ever been convicted by a New Zealand court of an offence under section 8 or 25 of the Harassment Act 1997?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you 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, have you 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, have you ever been convicted by a New Zealand court of an offence of violence, as defined in section 4 of the Private Security Personnel and Private Investigators Act 2010 ("offence of violence")?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you 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
Have you ever been disqualified from driving for an indefinite period and ordered to attend an assessment centre under section 65 of the Land Transport Act 1998, or an earlier equivalent provision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been ordered by a New Zealand court to be imprisoned following conviction for an offence and that conviction or order has not been quashed on appeal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under the Private Security Personnel and Private Investigators Act 2010 or Private Investigators and Security Guards Act 1974 for working without a licence or certificate or approval or employing or engaging a person without a certificate of approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you had a licence or certificate of approval 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
Do you hold a licence or certificate of approval that has been suspended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever had an order made in relation to you under section 34(1)(b) of the Criminal Procedure (Mentally Impaired Persons) Act 2003, section 118 of the Criminal Justice Act 1985, or section 39J of the Criminal Justice Act 1954 (being an order imposed, instead of passing sentence, that you be treated or cared for in a manner that your mental impairment requires, either in your own interest, or the safety of the public, or for the safety of the public, or for the safety of a person or class of person)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently subject to a court order that requires you to be detained in a hospital because of a mental condition?	<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

<p>Have you met any requirements prescribed in regulations made under section 114 (1)(h)(i) of the Private Security Personnel and Private Investigators Act 2010, (which relate to the mandatory training required for licences and certificates of approval)? <i>[If you have answered Yes, please attach a copy of your NZQA record of achievement to this application]</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Have you met any requirements prescribed by the Licensing Authority to meet the requirements of ss 26 or 47 of the Private Security Personnel and Private Investigators Act 2010 (which relate to competency, knowledge and skills required for licences and certificates)? <i>[If you have answered Yes, please supply competency evidence to support your application]</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Have you within the past 5 years, had 12 months' relevant experience as a licensee or responsible employee in the class or classes of private security business to which the application relates? <i>[You must provide proof of meeting those requirements with this application. This can be a signed reference from someone who can explain your experience]</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

If you have completed any of the requirements set out in section 114 (1)(h)(i) of the Private Security Personnel and Private Investigators Act 2010 or have completed 12 months of relevant experience as a licensee or responsible employee in the last 5 years, please provide details below:

If you need extra space, please attach a separate sheet to this application

Step 5. Company officer overseas mental health orders and convictions

Section 25 of the Private Security Personnel and Private Investigators Act 2010 also requires that you specify if you have had an overseas mental health order or conviction. You may provide further information to support your application (for example, information about your character, circumstances, or background) if you have specified a conviction or order as follows:

Please answer each individual question below. (Please tick to confirm)

Have you ever had an order imposed in relation to you by any court or tribunal outside of New Zealand, instead of passing sentence, that you be treated or cared for in relation to your mental impairment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of an offence outside of New Zealand?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide further information below:

If you need extra space, please attach a separate sheet to this application

Step 6. 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

Step 7. Do a quick check

- You have answered every relevant 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 8. 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