



NSW Police Force  
www.police.nsw.gov.au

# Application for an **Employer Visitor Permit** under the Security Industry Act 1997

VP2

OFFICE USE ONLY											
Applic No											
Receipt No											

Please use a BLACK or BLUE PEN. Print clearly within the boxes in CAPITAL LETTERS

## 1 SPECIAL EVENT DETAILS

WHAT SPECIAL EVENT ARE YOU APPLYING TO EMPLOY INDIVIDUALS AT?

[Empty text box for special event name]

WHAT IS THE ADDRESS OF THE SPECIAL EVENT?

ADDRESS

[Empty address boxes]

SUBURB/TOWN

STATE

POSTCODE

[Empty boxes for suburb, state, and postcode]

WHAT IS THE DURATION OF THE SPECIAL EVENT?

[Empty boxes for event duration: DD/MM/YYYY TO DD/MM/YYYY]

WHAT IS THE NAME OF THE SPECIAL EVENT ORGANISER? (COMPANY NAME)

[Empty text box for organiser name]

WHO IS THE EVENT ORGANISER CONTACT PERSON?

LAST NAME

GIVEN NAMES

[Empty boxes for last name and given names]

ADDRESS

[Empty address boxes]

SUBURB/TOWN

STATE

POSTCODE

[Empty boxes for suburb, state, and postcode]

TELEPHONE NO. (Business Hours)

MOBILE NO. or OTHER

EMAIL ADDRESS

[Empty boxes for telephone numbers and email address]

## 2 REQUESTED ACTIVITIES TO BE COVERED BY EMPLOYER VISITOR PERMIT

1A  Unarmed guard

1D  Guard dog handler

1F  Armed guard

1B  Bodyguard

1E  Monitoring centre operator

1G  Loss prevention officer

1C  Crowd Controller

## 3 COMPANY DETAILS

COMPANY NAME

[Empty text box for company name]

ACN

ABN

[Empty boxes for ACN and ABN]

REGISTERED OFFICE ADDRESS (PO Box not acceptable)

[Empty address boxes]

SUBURB/TOWN

STATE

POSTCODE

[Empty boxes for suburb, state, and postcode]

PRINCIPAL PLACE OF BUSINESS (PO Box not acceptable) (If same as registered office address write "As Above")

[Empty text box for principal place of business]

SUBURB/TOWN

STATE

POSTCODE

[Empty boxes for suburb, state, and postcode]

POSTAL ADDRESS (If same as registered office address write "As Above") SUBURB/TOWN

STATE

POSTCODE

[Empty boxes for postal address suburb, state, and postcode]

REGISTERED BUSINESS NAME (In State or Territory of Registered Office address)

[Empty text box for registered business name]

REGISTRATION NUMBER

STATE

[Empty boxes for registration number and state]

NSW REGISTERED BUSINESS NAME (If applicable)

[Empty text box for NSW registered business name]

REGISTRATION NUMBER

[Empty boxes for NSW registration number]

**4 NOMINATED PERSON DETAILS**

LAST NAME

GIVEN NAMES

POSITION IN THE COMPANY (eg Director, Secretary, Operations Manager)

RESIDENTIAL ADDRESS (PO Box not acceptable)

SUBURB/TOWN

STATE   POSTCODE

POSTAL ADDRESS (If same as residential address write "As Above")

SUBURB/TOWN

STATE   POSTCODE

DATE OF BIRTH (dd/mm/yyyy)   /   /       GENDER (F or M)

DRIVER LICENCE NO.       STATE OF ISSUE

TELEPHONE NO. (Business Hours)       MOBILE NO. or OTHER

EMAIL ADDRESS

IF YOU HAVE EVER BEEN KNOWN BY ANOTHER NAME, EG MAIDEN NAME, PROVIDE THE DETAILS BELOW.  
LEAVE BLANK IF NOT APPLICABLE.

LAST NAME

GIVEN NAMES

**5 ENTITLEMENT**

DOES THE COMPANY HAVE A CURRENT EQUIVALENT CLASS OF LICENCE IN ANOTHER STATE OR TERRITORY?

YES  If yes, specify all relevant licences below      NO  If no, the company is not eligible for an Employer Visitor Permit

LICENCE NUMBER	LICENCE CLASS(ES)	STATE OR TERRITORY	EXPIRY DATE

IS THE COMPANY, OR ANY OF THE COMPANY'S DIRECTORS, SECRETARIES OR NOMINATED PERSONS, THE SUBJECT OF ANY DISCIPLINARY PROCEEDINGS IN ANY STATE OR TERRITORY INCLUDING PRELIMINARY INVESTIGATIONS OR ACTION THAT MIGHT LEAD TO DISCIPLINARY PROCEEDINGS) IN RELATION TO ANY OF THESE LICENCES?

NO  YES  If yes, specify each matter below

ARE ANY OF THE LICENCES THE COMPANY, OR ANY OF THE COMPANY'S DIRECTORS, SECRETARIES OR NOMINATED PERSONS, HOLD OR PREVIOUSLY HELD IN ANY STATE OR TERRITORY CANCELLED OR SUSPENDED AS A RESULT OF DISCIPLINARY ACTION OR PROCEEDINGS?

NO  YES  If yes, specify below

IS THE COMPANY, OR ANY OF THE COMPANY'S DIRECTORS, SECRETARIES OR NOMINATED PERSONS, PROHIBITED FROM WORKING IN THE SECURITY INDUSTRY IN ANY STATE OR TERRITORY OR ARE YOU SUBJECT TO ANY SPECIAL CONDITIONS IN CARRYING ON THAT OCCUPATION, AS A RESULT OF CRIMINAL, CIVIL OR DISCIPLINARY PROCEEDINGS IN ANY STATE OR TERRITORY?

NO  YES  If yes, specify below

IS THE COMPANY, OR ANY OF THE COMPANY'S DIRECTORS, SECRETARIES OR NOMINATED PERSONS, SUBJECT TO ANY SPECIAL CONDITION(S) RELATING TO WORKING IN THE SECURITY INDUSTRY IN ANY STATE OR TERRITORY?

NO  YES  If yes, specify below

HAS THE COMPANY, OR ANY OF THE COMPANY'S DIRECTORS, SECRETARIES OR NOMINATED PERSONS, EVER BEEN CONVICTED OF ANY OFFENCE IN AUSTRALIA OR OVERSEAS, BEEN FOUND GUILTY OF ANY OFFENCE WITHOUT A CONVICTION BEING RECORDED OR HAVE ANY CHARGES PENDING?

NO  YES  If yes, specify below

## 6 STATUTORY DECLARATION AND CONSENT

I, (print full name)

of, (print full address)

Make the following declaration under the *Statutory Declarations Act 1959*:

1. the statements and other information provided in this application are true and correct
2. All copies of documents provided with this application are complete and accurate copies of the originals
3. I consent to the making of inquiries of, and exchange of information with, the authorities of any State or Territory regarding my activities in the relevant occupations or otherwise regarding matters relevant to this application.

SIGNATURE OF NOMINATED PERSON  <input type="text"/>	Declared at:	<input type="text"/>
	on:	<input type="text"/> <small>Print the date the statutory declaration was made (eg 26 January 2010)</small>
	Before me:	<input type="text"/> <small>Signature of person before whom the declaration is made</small>
		<input type="text"/> <small>Qualification of person before whom the declaration is made</small>
	<input type="text"/> <small>Address of person before whom the declaration is made</small>	

A statutory declaration under the *Statutory Declarations Act 1959* may be made before a large range of people including:

A currently licensed or registered:

- Chiropractor
- Legal practitioner
- Nurse
- Pharmacist
- Psychologist
- Dentist
- Medical Practitioner
- Optometrist
- Physiotherapist
- Veterinary surgeon

A person in the following list:

- Bank, building society or credit union officer with 5 or more continuous years service
- Justice of the Peace
- Notary public
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police Officer
- Registrar, or Deputy Registrar or Clerk of a court
- Sheriff

For further information on who you can make a statutory declaration before under the *Statutory Declarations Act 1959*, please see the information on the Commonwealth Attorney-General's Department website at <http://www.ag.gov.au>

## 7 APPLICATION FEE

A CHEQUE is attached

OR

Cheques and money orders should be payable to NSW Police Force **Please do not send cash.**

A MONEY ORDER is attached

OR

Please charge the following CREDIT CARD:

Mastercard  CREDIT CARD NUMBER         EXPIRY DATE  /    AMOUNT\*

Visa

CARDHOLDER'S NAME

CARDHOLDER'S SIGNATURE

\* The fee is \$150 for each day or part of a day within the period of a proposed special event for which the visitor permit is sought.

**Please read the information on the following page. Please pay particular attention to what must be provided when lodging this application.**

# Applying for an **Employer Visitor Permit** under the Security Industry Act 1997

## Who should use this form?

This form should be used by a company which has its registered office in a State or Territory other than NSW and which is applying to employ individuals to carry on one or more kinds of security activity in NSW during the period of a Special Event. A person wishing to apply for a Visitor permit to carry on one or more kinds of security activity in NSW during the period of a Special Event should use form VP1 - Application for a Visitor Permit.

## What is a Special Event?

A Special Event is an event, or class of events, that the Commissioner of Police considers to be of regional, State or national significance. Requests that an event be declared a Special Event will in most cases be submitted by the prospective employer in conjunction with the event organiser.

## Is the company eligible to apply for an Employer Visitor permit?

In order to be eligible for an Employer Visitor Permit, the company's registered office, and, if a different address, the company's principal place of business, must be in a State or Territory other than NSW. The company must hold a current equivalent licence in that State or Territory and must complete the application form and pay the fee of **\$150.00 / day** \*.

An application for an Employer Visitor Permit may be lodged even if the event has not yet been declared a Special Event.

Please note that the Commissioner will refuse any application where:

- the company does not have a current equivalent licence in the State or Territory in which its registered office and/or principal place of business is located;
- if the Commissioner has refused to declare the event a Special Event;
- if the all required information and documents have not been provided, or if the required fee has not been paid;
- If the Commissioner is satisfied that the nominated person is not a fit and proper person to hold a Visitor Permit;
- If the Commissioner is satisfied that it is not in the public interest for the company to hold an Employer Visitor Permit.

## What has to be provided with the application?

When lodging the application, the following must be provided:

- The completed application form
- Payment of the fee \* The fee is \$150 for each day or part of a day within the period of a proposed special event for which the visitor permit is sought.
- A certified copy of the company's current equivalent interstate licence
- Evidence of permanent Australian residency of the Nominated Person - ie a certified copy of:
  - an Australian Birth Certificate, or
  - a certificate of Australian Citizenship, or
  - a passport (clearly showing passport number & Country of issue)
- A letter from the Event Organiser:
  - confirming the name of the Special Event;
  - advising the dates that the provision of security activities are required;
  - advising that a formal agreement has, or will be, entered into with the company to provide security services for the Special Event.

The nominated person must make a Statutory Declaration when signing the form. The person before whom you make that declaration can also certify the copies of the above documents.

## FALSE OR MISLEADING STATEMENTS AND INFORMATION

It is an offence under the *Crimes Act 1900* to make a statement or provide information or documents that are false or misleading in a material matter in relation to this application.

It is an offence under the *Statutory Declarations Act 1959* (Cth) to intentionally make a false statement in a statutory declaration.

## LODGING THE APPLICATION

The completed application form and supporting documents should be posted to:

Security Licensing & Enforcement Directorate  
Locked Bag 5099  
Parramatta NSW 2124