Application for a Pawnbroker or Second-hand Dealer Licence

WESTERN AUSTRALIA POLICE FORCE LICENSING SERVICES

303 Sevenoaks St, Cannington, WA 6107
Post: Locked Bag 9 East Perth WA 6892
LicensingServicesSecondHand@police.wa.gov.au

PAWNBROKERS AND SECOND-HAND DEALERS ACT 1994

Instructions to all applicants - follow all of these steps to complete your application.
You must carefully complete all sections and attach all required documents.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
If you have any queries regarding the completion of this application email: LicensingServicesSecondHand@police.wa.gov.au

Section 1. Personal Details

- Complete all fields within this section. In areas not applicable please put N/A

Section 2. Personal History

- Record details of any finding of guilt or penalty imposed by a court, whether within Australia or overseas. Include any prior criminal convictions and/or current pending charges
- Provide details of any other names that you have been known by and provide reason for change (e.g. Marriage)
- Include details of any previous or current bankruptcy. You must advise Licensing Services (Security) if you are currently in undischarged bankruptcy

Section 3. Licence Category

- Select which category of licence you wish to obtain
- Select the term of licence you wish to apply for
- Select the tier of licence
- Select Transaction Tier
  - Tier 1 0-49
  - Tier 2 50-149
  - Tier 3 150+

Section 4. Business Details

- Nominate the type of business - sole trader, partnership or company
- Enter the name of organisation (or sole trader/partnership name if not a company)
- Enter any trading names to be used. You will need to provide proof of ownership of each trading name
- Enter the business contact details, postal, trading and any storage addresses
- Provide details of the intended goods to be purchased and/or traded, ensuring to list individual items type in the box

Section 5. Application Checklist

- Ensure the relevant supporting documentation is attached by completing the checklist prior to submitting your application

Section 6. Declaration

- Sign this document

Section 7. Associate Details

- Personal details need to be supplied for any Directors, Partners and/or anyone employed that will be entering into any contracts for the business, with the application

Definitions

Second-hand dealer: means a person conducting the business of buying, selling or exchanging second hand goods, whether the goods are bought, sold or exchanged on the person's own behalf or on behalf of another person;

Pawnbroker: means a person conducting the business of lending money on the security of pawned goods.

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Required Documents

Documents presented must be original documents with a copy attached. The copy will be retained by Licensing Services.

PROOF OF AGE AND IDENTITY

Applicants must provide evidence of age and identity to accompany this application.
It is to consist of any two (2) of the below documents:

- Birth Certificate
- Current passport that has not been expired for than two (2) years
- Current identity card
- Current motor drivers licences
- Australian Citizenship certificate

THREE (3) COLOURED PASSPORT SIZED PHOTOGRAPHS

A set of three (3) passport size photographs are to be included with each application. Photograph's provided by an applicant are to:

- Display the head and shoulders (full face), and be on a white or very light background
- No eye-altering contact lenses or shaded glasses are to be worn

One of the photographs is to be endorsed on the back by a person who has known you for at least five (5) years, with the words:

"I certify that this is a photograph of [applicant's full name], who I have known for a least 5 years".
Signed
[Endorser's signature]
[Endorser's full name]
[Date]

It is recommended the photographs be taken by Australia Post as they meet the Australian standards required.

COMPANY DOCUMENTS

The documents required for each business structure are as follows:

• SOLE TRADER

Record of Registration for Business Name - obtained from the Australian Securities & Investment Commission (ASIC)

• PARTNERSHIP

Record of Registration for Business Name - obtained from the Australian Securities & Investment Commission (ASIC)

• COMPANY

- Company Extract - obtained from the Australian Securities & Investment Commission (ASIC)
- Record of Registration for Business Name (if you have registered a separate trading/business name) - obtained from the Australian Securities & Investment Commission (ASIC)

NOTE: If a Trust is involved in your business (sole trader, partnership or company) provide a copy of the Trust Deed

LETTER OF AUTHORITY

In the case of a company where there is at least one Director who is not the intended licence holder, a letter of authority from one of the other Directors is required. The letter is to provide authority for the applicant to hold the desired licence type on behalf of the company. In the case of a partnership, where there is at least one Partner who is not the intended licence holder, a letter from the additional partner is required to provide authority for the applicant to hold the desired licence type on behalf of the business.

NOTICE OF INTENTION - NEWSPAPER ADVERTISEMENT

Applicants are required to advertise their intention to apply for a licence. The advertisement must be published in a newspaper which circulates throughout the State (i.e., The West Australian). The notice should appear in the classifieds section. Your application for a licence MUST be lodged (within) 28 days of advertising your Notice of Intention in the newspaper. The wording for the advertisement should be as follows:

I, ***your name***, hereby give notice of my intention to be licensed as a ***Pawnbroker and/or Second-hand Dealer***, on behalf of ***business trading name*** at ***business trading address.***

LOCAL GOVERNMENT APPROVAL

Local government approval must be provided with written evidence issued by the local district advising the location proposed has obtained all approvals, consents and exemptions required under any written law, in relation to the premises.
i.e. Letter from the local government confirming there are no objections for the premises to be utilised for the desired licence type.

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Pawnbrokers and Second-hand Dealers Act 1994

APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION IN CAPITAL LETTERS

Section 1. Personal Details

Family Name | Date of Birth DD/MM/YYYY

All Given Names | Gender

Mobile Phone | Other Phone | Drivers Licence

Email

Country of Birth

Eye Colour | Hair Colour | Height | Complexion

Postal Address

Unit / Lot / Level | Street Number | Street Name

Street Type | Suburb | State | Postcode

Residential Address

☐ Tick if Residential Address is the same as Postal Address

Unit / Lot / Level | Street Number | Street Name

Street Type | Suburb | State | Postcode

Section 2. Personal History

Do you have any prior criminal convictions or current pending charges?

☐ Yes - Provide details below or attach evidence ☐ No

Conviction	State	Country	Year of Outcome

Have you been known by any other name?

Surname	First Name	Reason for name change *eg marriage*

Have you ever been declared bankrupt?

☐ Yes - Please provide supporting documents ☐ No

Are you still an undischarged bankrupt?

☐ Yes - Please provide supporting documents ☐ No

Section 3. Licence Category

Type of Licence ☐ Pawnbroker ☐ Second-hand Dealer ☐ Combined *(Second-hand Dealer and Pawnbrokers)*

Term of Licence ☐ One year ☐ Two years ☐ Three years

Tier of Licence ☐ Tier One ☐ Tier Two ☐ Tier Three

Section 4. Business Details

Organisation Type ☐ Sole Trader ☐ Partnership ☐ Company

Name of Organisation

Trading Name

Position in Company

Contact Details

Mobile Phone | Alternative Phone

Email

Business Website

Postal Address

Unit / Lot / Level | Street Number | Street Name

Street Type | Suburb | State | Postcode

Trading Address

☐ Tick if Trading Address is the same as Postal Address

Unit / Lot / Level | Street Number | Street Name

Street Type | Suburb | State | Postcode

Storage Address

☐ Tick if Storage Address is the same as Trading Address

Unit / Lot / Level | Street Number | Street Name

Street Type | Suburb | State | Postcode

Additional Storage Address 1

Unit / Lot / Level | Street Number | Street Name

Street Type | Suburb | State | Postcode

Additional Storage Address 2

Unit / Lot / Level | Street Number | Street Name

Street Type | Suburb | State | Postcode

Additional Storage Address 3

Unit / Lot / Level | Street Number | Street Name

Street Type | Suburb | State | Postcode

Section 4. Business Details *(continued)*

Does your business model involve the purchase of Second-hand goods from outside of Western Australia for the purpose of being sold within Western Australia?

☐ No ☐ Yes - Provide details below

Please advise the intended goods to be purchased and/or traded?

Section 5. Application Checklist

Provide the below documents

- ☐ **Identification**
- ☐ **3 x Passport Photographs (1 requires to be endorsed)**
- ☐ **Newspaper Advertisement**

If business structure is a sole trader or partnership

- ☐ **ASIC Record of Registration of a Business Name**

If business structure is a company

- ☐ **ASIC Record of Registration of a Business Name (if applicable)**
- ☐ **ASIC Company Extract**
- ☐ **Local Government Approval Letter**
- ☐ **Letter of Authority**

Section 6. Declaration

I certify that the information contained in this application has been provided by myself and that it is true and correct in every particular. I am also aware that it is an offence under Section 17 of the Pawnbrokers and Second-hand Dealers Act 1994 to provide false or misleading information.

Applicant's Full Name

Applicant's Signature

Date

Section 7. Associate Details

Relationship to the Business ☐ Director ☐ Partner ☐ Employee

Family Name | Date of Birth DD/MM/YYYY

All Given Names | Gender

Mobile Phone | Other Phone | Drivers Licence

Email

Country of Birth

Postal Address

Unit / Lot / Level | Street Number | Street Name

Street Type | Suburb | State | Postcode

Residential Address

☐ Tick if Residential Address is the same as Postal Address

Unit / Lot / Level | Street Number | Street Name

Street Type | Suburb | State | Postcode

If there is more than one business associate, photocopy or reprint this page and attach the separate document with their details