



# General Licensing Information

## Pawnbrokers and Second-hand Dealers

WESTERN AUSTRALIA  
POLICE FORCE  
LICENSING SERVICES

### LICENSING ENFORCEMENT DIVISION

303 Sevenoaks Street Cannington, Western Australia 6107

Post: Locked Bag 9 East Perth WA 6892

Email: [licensingervicessecondhand@police.wa.gov.au](mailto:licensingervicessecondhand@police.wa.gov.au)

Telephone: 1300 171 011

### Pawnbrokers and Second-hand Dealers Act 1994

This form provides important information and requirements for new Pawnbroker and Second-hand Dealer licence applicants.

#### THE FOLLOWING INFORMATION IS FOR ORIGINAL LICENCE APPLICATIONS

This information is provided by the Western Australia Police Force to assist you and Licensing Services (Security) in processing your application for a licence. Read each section carefully as failure to comply with the requirements could delay the issue of your licence.

### 1. Notice of Intention

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. 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. Failure to do so will require resubmission of the advertisement. For the purposes of your application, the full page of the newspaper is required.

### 2. Lodging Applications

#### Metropolitan Area

Applications are to be made in person at:

Licensing Services

303 Sevenoaks Street

Cannington WA 6107

Monday to Friday between 9.00am and 3.00pm

#### Country Area

Applications are to be made in person at the local Police Station

Please contact the local police station to make an appointment.

### 3. Required Documents

In all cases an **ORIGINAL AND PHOTOCOPY** of each document is to be produced. Once the original has been sighted by the person taking your application they will endorse the copy and immediately return to you the original.

**All supporting documents must be in English or have an official translation attached**

#### IDENTIFICATION

Applicants must provide evidence of age and identity to accompany this application. It is to consist of any 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.

#### 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's no objections for the premises to be utilised for the desired licence type.



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### 3. Required Documents *continued*

#### ORGANISATION / TRADING NAME DOCUMENTATION

Business documents need to be supplied supporting the structure of the business and outlining any Partners and Directors, if applicable.

If business structure is a sole trader or partnership:

- Australian Securities and Investment Commission (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 Certificate of Incorporation
- ASIC Company Extract
- Trust documents (if applicable)

An individual document is required for each trading name intended to be used for the licence

### 4. Fees under the Act

FEES UNDER THE ACT - Please see attachment of current Pawnbrokers and Second-hand Dealers fees. Be aware there is a tier system in place regarding fees and transactions.

TIER 1 = 0 – 49 transactions per year (Less than 1 transaction per week)

TIER 2 = 50 – 149 transactions per year (Less than 3 transactions per week)

TIER 3 = 150+ transactions per year (Unlimited)

All fees and charges are reviewed annually. All cheques are to be made payable to 'COMMISSIONER OF POLICE'

### 5. Goods Information to Commissioner of Police

Pawnbrokers and Second-hand Dealers are required by law to provide the Commissioner of Police with information in relation to each of the goods in their possession.

A person who is a Pawnbroker only, or a Pawnbroker and a Second-hand Dealer is to send the information to the Commissioner by an electronic file transfer service.

A person who is a Second-hand Dealer only, is to send the information to the Commissioner of Police by either the electronic file transfer service.

Should you require further information concerning the process of transferring information to Police, Officers from the Intelligence Systems Unit will assist you.

### 6. Pawnbrokers And Second-Hand Dealers Act & Regulations

Pawnbrokers And Second-Hand Dealers Act 1994 And Pawnbrokers And Second-Hand Dealers Regulations 1996

Licensing Services (Security) STRONGLY RECOMMEND you familiarise yourself with the law relating to you and your business transactions. A copy of the Act & Regulations can be obtained at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au)

### 7. Renewing your Licence

You must apply to renew your licence 28 days before your existing licence expires. It is the responsibility of the licence holder to ensure their licence/s are current and up to date at all times. Reminder: you are required to state any changes in details to those provided in your original application and support these changes where applicable, by supplying original and photocopies of that documentation for certification and verification.

### 8. Inspections

Under the provisions of the Act you will be required to keep records. Police can and will inspect these records at any time during business hours. The Act requires the records of current and former employees to be kept. (Former employee's records MUST be kept for 12 months).



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## 9. Screening of Employees

It is a requirement under the Act that you shall not employ persons who have convictions which would render them unsuitable to enter into contracts on your behalf.

It will be a requirement that the licence holder is to, in writing, provide the full name, current residential address and date of birth of any person who is, or proposed to be, employed at the business premises and will be entering into contracts at the premises. Furthermore, the licence holder will notify, in writing, the Licensing Officer on cessation of their employment.

## 10. Licence Exemptions

It is recommended all prospective applicants review Part 2 (Prescribed matters for which the Act or certain provisions of the Act do not apply) of the Regulations, as a licence may not be required for your business.

### Licensing Services

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**THE WESTERN AUSTRALIA POLICE FORCE DOES NOT PROVIDE LEGAL ADVICE IN RELATION TO THE REQUIREMENTS OF THE PAWNBROKERS AND SECOND-HAND DEALERS ACT 1994 OR PAWNBROKERS AND SECOND-HAND DEALERS REGULATIONS 1996.**

**INCOMPLETE OR INCORRECT APPLICATIONS WILL NOT BE ACCEPTED.**

**LICENCES ARE NOT TRANSFERABLE**