



Application for a Pawnbroker or Second-hand Dealer Licence

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
Telephone: 1300 171 011

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, contact Licensing Services (Security) on 1300 171 011.

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 an undischarged bankrupt

Section 3. Licence Category

- Select which category of licence you wish to obtain, and tick the corresponding box
- Select the term of licence you wish to apply for, and tick the corresponding box
- Select the tier of licence you wish to apply for, and tick the corresponding box

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. Signing the Declaration

- Do not sign this document without an employee of the Western Australia Police Force present to witness your signature

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
- Any Associate queries regarding applying for a licence contact Licensing Services (Security) on 1300 171 011



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Required Documents

In all cases, the documents presented must be:

- Original documents and have a copy attached
- In English or have translated documents by an approved provider

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

PASSPORT PHOTOGRAPHS

A set of three (3) passport size photographs are to be included with each application.

Photographs 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

BUSINESS DOCUMENTS

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)
- Certificate of Incorporation
- Company Extract
- Trust documents (if applicable)

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

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

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.

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.

**ONCE YOU HAVE READ AND UNDERSTOOD THESE
INSTRUCTIONS PLEASE COMPLETE THE FOLLOWING FORM
PENALTIES APPLY FOR OMISSIONS, FALSE OR MISLEADING INFORMATION**



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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
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Have you been known by any other name?

Surname	First Name	Reason for change of name <i>eg marriage</i>
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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
Term of Licence	One (1) year	Two (2) years	Three (3) years
Tier of Licence	Tier One (1)	Tier Two (2)	Tier Three (3)

Section 4. Business Details

Organisation Type Sole Trader Partnership Company

Name of
Organisation

Trading Name

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

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

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 Certificate of Incorporation

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, punishable by a fine up to \$5,000 for individuals, \$20,000 for body corporates or 12 months imprisonment.

Applicant's
Full Name

Applicant's
Signature

Date

Witness Signature

Date

Print Name

Contact Details

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**