



# Application to Renew 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](mailto: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, ensuring to list individual item type in the box

### Section 5. Licence Details

- Record if you have updated any company and/or business detail changes since your original application
- Advise if your business model involves purchasing goods outside of Western Australia, for the purposes of selling within Western Australia
- Advise if Police have inspected your business premises and/or records

### Section 6. Application Checklist

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

### Section 7. Signing the Declaration

- Do not sign this document without a person present to witness your signature

### Required Documents

#### 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.

#### SUPPORTING DOCUMENTS

If you have answered "Yes" to any questions in section 5, please provide supporting documents.

**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

**THIS APPLICATION MUST BE RECEIVED BY THE  
LICENSING OFFICER 28 DAYS PRIOR TO EXPIRY OF CURRENT LICENCE.  
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

#### 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 former name
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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

### Licence Number

<b>Type of Licence</b>	Pawnbroker	Second-hand Dealer	Combined
<b>Term of Licence</b>	One (1) year	Two (2) years	Three (3) years
<b>Tier of Licence</b>	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

## Section 5. Licence Details

**Have you updated any company/business information on your licence since your original application?**

*This includes all changes to trading address, storage address and company structure*

No      Yes - Provide details below

**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

**For the purpose of your licence renewal have the Police inspected your business premises and records?**

No      Yes - Provide details below

## Section 6. Application Checklist

**Documents required for all renewals are:**

3 x Passport Photographs

Payment (Cheques and money orders are to be made payable to the 'COMMISSIONER OF POLICE')

## Section 7. 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