



# WESTERN AUSTRALIA POLICE FORCE

## PAWNBROKERS & SECOND-HAND DEALERS LICENCE APPLICATION

*Pawnbrokers and Second-hand dealers Act 1994(Section 13)*

### 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**

- Record your full complete name, residential address, postal address, date and place of birth and all current telephone numbers and email address.
- Complete details of your physical description.
- Enter the year and state you arrived in Australia.
- Enter your motor driver licence and passport particulars.

#### **Section 2**

##### **Business Details**

- Nominate the type of corporate entity – Individual, partnership or corporation.
- Enter the name of the individual, partnership or corporation.
- Enter any trading names to be used. You will need to provide proof of ownership of each trading name.
- Enter the business address, postal address, telephone and facsimile numbers.
- Provide Partners and Directors details for all partners, company directors and shareholders holding over a 7% interest. (Associate details form).

#### **Section 3**

##### **Licence Category**

- Refer to [www.police.wa.gov.au](http://www.police.wa.gov.au) for a full description.
- Select which category of licence that you wish to obtain and tick the corresponding box.

#### **Section 4**

##### **Goods Information**

- By which method Goods information will be supplied to the Commissioner of Police.

#### **Section 5**

##### **Personal History**

##### **5.1 - Conviction History**

- Record the details of any conviction and penalty imposed by a court, whether within Australia or overseas.
- This encompasses Criminal, Traffic or Children's Court convictions

##### **5.2 - Previous Names**

- Provide details of any other names that you have been known by.

##### **5.3 - Police Service**

- Provide details of any employment in a Police Force or Police Service including in a civilian capacity.

#### **5.4 - Bankruptcy Declaration**

- Include details of any previous or current bankruptcy. You must advise Licensing Services Security if you are currently an undischarged bankrupt. Note: If you have declared bankruptcy, a **minimum** of seven (7) years must have passed before applying for a Pawnbroker/Second-hand Dealers License.

#### **Section 6**

##### **Signing the Declaration**

- This form **must** be signed in the presence of one of the following: Justice of the Peace, Commissioner of Declarations, Police Officer, Teacher, Post Master, Bank/Building Society Manager, Town/Shire clerk, General Practitioner, Chemist, Public Service Officer.

***Penalties Apply for Omissions, False or Misleading Information.***

#### **Section 7**

##### **Supplementary Details**

- Partner, Directors and associate details need to be supplied with the application.

#### **Application Checklist**

- All application details completed
- 100 points of identification
- 4 x passport photos
- Notice of intention
- Letter of intention
- Newspaper Advertisement
- Company ASIC documents
- Shire Approval Letter
- Letter of Authority
- Application fee



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### DOCUMENTS TO SUPPORT APPLICATION

If you apply for a licence under the Pawnbrokers and Second-hand Dealers Act 1994, you must support your application with the correct documentation. This will explain what documents are required and where such documentation may be obtained.

**If you have any enquiries regarding applying for a licence,  
contact Licensing Services Security on 1300 171 011**

**In all cases, the documents presented must be:**

- Original documents and have a copy attached.
- In English or have an official translation attached.

### DOCUMENTS REQUIRED FOR PAWNBROKERS & SECOND-HAND DEALERS APPLICATION

#### ➤ PROOF OF AGE AND IDENTITY

Applicants must provide evidence of age and identity to accompany this application. It is to consist of the original and a certified copy of either:

**Two (2) documents referred to in the Category 1 list; or  
One (1) document referred to in the Category 1 list and two (2) documents referred to in the Category 2 List.**

#### CATEGORY 1:

- Current motor driver's licence bearing the name, date of birth and photograph of the applicant that has been issued under a law of the Commonwealth or a State or Territory.
- Current passport or a passport that has not been expired for more than two (2) years, bearing the name, date of birth and photograph of the applicant.
- Proof of age card bearing the name, date of birth and photograph of the applicant.
- Identification card (other than a proof of age card) bearing the name, date of birth and photograph of the applicant that has been issued by an agency of the Commonwealth or a State or Territory to provide evidence of the person's identity.
- Birth certificate bearing the name and date of birth of the applicant issued under a law of the Commonwealth or a State or Territory.
- Diplomatic document bearing the name, date of birth and photograph of the applicant that has been issued by a government agency to provide evidence of the person's legal entitlement to enter Australia.

#### CATEGORY 2:

- Current licence (other than a motor driver's licence) or current permit bearing the name and date of birth of the applicant that has been issued under a law of the Commonwealth or a State or Territory.
- Current identity card or licence bearing the name and date of birth of the applicant that has been issued by a government agency outside Australia.
- Identification card bearing the name of the applicant that has been issued by an agency of the Commonwealth or a State or Territory to provide evidence of the person's entitlement to a health benefit or pensioner concession.
- Identification card bearing the name of the applicant that has been issued within the last (five) 5 years by an Australian educational institution.

**NOTE: If insufficient proof of age and identity is received, your application will not be accepted.**

#### ➤ PASSPORT PHOTOGRAPHS

A set of four (4) passport size photographs is to be included with each application. These photographs 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.

#### ➤ CRIMINAL RECORD

If you have not been a resident of Australia for the last 5 years OR you are an Australian resident who has spent more than 12 consecutive months outside Australia in the past 5 years, you must supply relevant documents from the countries you have resided in to prove you have no criminal record. If you are unsure of what this means, contact Police Licensing Services for further information.

#### ➤ COMPANY DOCUMENTS

If you intend to apply for a Pawnbroker/Second-hand dealers licence on behalf of a company, you will need to supply documents that detail the company structure so that the application details can be verified and all persons with a substantial shareholding of the Corporations Law are identified. These documents are:

- Certificate of Incorporation.
- Company Extract.



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### **CERTIFICATE OF INCORPORATION**

This is obtained from the Australian Securities & Investments Commission (A.S.I.C).

This document is entitled 'Certificate of Incorporation of Proprietary Company' or similar and must include the Company Number supplied by the A.S.I.C.

**NOTE:** Application forms, accountant's documentation, annual returns to the A.S.I.C. etc are not acceptable.

### **COMPANY EXTRACT**

This is obtained from the Australian Securities & Investments Commission.

This document is to list all directors of the company. Company extracts obtained from accountants are acceptable. Any changes to the directors of a company are to be notified to Police Licensing Services in writing within 21 days.

### **TRADING NAMES**

If you intend to use any trading names either as a sole trader, a company or partnership, you will need to demonstrate that you are entitled to use the trading names nominated. This can be established by providing:

- Certificate of Business Name Registration.
- Business Names Extract.

### **CERTIFICATE OF BUSINESS NAME REGISTRATION**

This document is obtained from the Australian Securities & Investments Commission.

This document is entitled 'Registration of a Business Name' or similar and it must include the Business Name Number supplied by the Australian Securities & Investments Commission.

An individual document is required for each trading name intended to be used by the Pawnbroker/Second-hand Dealers

### **BUSINESS NAMES EXTRACT**

This document is obtained from the Australian Securities & Investments Commission.

A copy of this document is required for every trading name intended to be used by the company or trader.

This document must list *all* of the current registered owner(s) of the trading name in question.

The owner(s) of the trading name must be the same as the:

- sole trader applying to be licensed, or
- The company / partnership that the Pawnbroker/Second-hand Dealers applying for the licence will be representing.

If the names are not the same, a letter of authority from the owners of the trading name will be required before the use of that trading name can be accepted.

### **LETTER OF AUTHORITY**

If, in the case of a company where there is at least one director who is not the intended Pawnbroker/Second-hand Dealers, then a letter of authority from the other company directors stating the applicant can hold the Pawnbroker/Second-hand Dealers licence on behalf of the company must be attached to the application.

In the case of a partnership, where there is at least one partner who is not the intended Pawnbroker/Second-hand Dealers, then a letter from the other partner stating the applicant can hold the Pawnbroker/Second-hand Dealers licence on behalf of the partnership must be attached to the application.

### **LETTER OF INTENTION**

The letter of intention is to be written by the applicant and needs to outline the business plan including:

- List of items that will be bought and sold
- Information relating to the storage facilities for both Second-hand Dealer and Pawnbroker



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### NEWSPAPER ADVERTISEMENT

It is a requirement to publish a newspaper advertisement notify your intention to obtain a Pawnbrokers/Second-hand Dealer Licence in the Western Australian.

The Pawnbroker and Second-hand Dealers Act states the residential address is required to be listed but so far there has been no objection to the business address or residential address (no street number) being used.

The following criteria must be met before the document can be accepted:

- The full newspaper page from the Western Australian with advertisement
- Newspaper must be dated within 28 days of application.

### SHIRE/COUNCIL APPROVAL

A letter is to be obtained from the local shire/council in the area where the store is to be located. The letter must state must include the following:

- The business premises address
- State there is no objection for proposed Second-hand Dealer and/or Pawnbroker use (if combined must states there is no objection to both licences)

If additional storage areas are required, shire/council approval letter must be submitted by the local shire/council in the area where the goods are to be stored.

**ONCE YOU HAVE READ AND UNDERSTOOD THESE INSTRUCTIONS  
PLEASE COMPLETE THE FOLLOWING APPLICATION FORM IN YOUR OWN  
HANDWRITING**

**COMPLETED APPLICATIONS ARE TO BE LODGED AT:**

Licensing Services Security  
Mason Bird Building, 303 Sevenoaks Street  
CANNINGTON WA 6107  
*Or if outside a 50km radius of Perth GPO,  
the nearest country police station*



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**APPLICANT MUST PERSONALLY COMPLETE THE ENTIRE APPLICATION FORM IN BLOCK LETTERS**

### 1 PERSONAL DETAILS

Surname

Given Names

Residential Address

Suburb

State

Postcode

Postal Address (If different to the above)

Suburb

State

Postcode

Motor Drivers Licence No:

State of Issue

Expiry Date dd/mm/yyyy

Contact:

Daytime Phone

Mobile Phone

Email Address

Date of Birth dd/mm/yyyy

Place of Birth/Country of Birth

Nationality

Male

Female

Complexion

Eye Colour

Hair Colour

Height (cm)

Passport No.

Date dd/mm/yyyy

State

If not Australian born please show Date and State of arrival:

### 2 BUSINESS DETAILS

Type of Organisation

 - Individual - Partnership - Corporation

Organisation Name

Trading Name

Business Address

Suburb

Postcode

Postal Address

Suburb

Postcode

Phone No (Work)

Fax No

Mobile No

Email Address

Storage Address





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### 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.*

**Applicants signature**

**Date**

**Witness signature**

**Date**

**Witness, Print Name, Witnessing Authority and Contact Details**



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### 7.1 BUSINESS DETAILS

Type of Organisation

PARTNERSHIP

COMPANY

Organisation Name

### 7.2 ASSOCIATE DETAILS

Surname

Given Names

Residential Address

Suburb

State

Postcode

Postal Address

Suburb (If different to the above)

State

Postcode

Motor Drivers Licence No:

State of Issue

Expiry Date

Phone No:

Home

Work

Mobile

Date of Birth

Place of Birth/Country of Birth

Nationality

Male

Female

Passport No.

If not Australian born please show date and State of arrival:

State

**IF THERE IS MORE THAN ONE BUSINESS ASSOCIATE, PHOTOCOPY OR REPRINT THIS PAGE AND ATTACH THE SEPARATE SHEET WITH THEIR DETAILS**