



WESTERN AUSTRALIA POLICE FORCE

PAWNBROKERS & SECOND-HAND DEALERS LICENCE RENEWAL APPLICATION

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

Instructions to 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.
- Enter your motor driver licence and passport details.

Section 2

Licence Category

- Select which category of licence you wish to renew, tick the corresponding box and enter licence number.

Section 3

Business Details

- Enter the name of the individual, partnership or corporation.
- Enter any trading names
- Enter the business address, postal address, storage address telephone numbers, facsimile numbers and email address.

Section 4

Licence Details

4.1 – Company/Business Information

- Advising if the company has updated any information since original application
- This includes all changes to business address, storage address and company structure.

4.2 – Business Model

- Provide details of items being bought interstate for the purpose of being sold in Western Australia

4.3 – Business Premises Inspection

- Provide details of inspection completed of the licensed premises.

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 - 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, or Public Service Officer.

Penalties Apply for Omissions, False or Misleading Information.

Renewal Application Checklist

- Renewal Application Form
- 4 x Passport Photos (no older than 3 months old and taken at your local Post Office)
- Renewal Fee (Cheques and money orders are to be made payable to the 'COMMISSIONER OF POLICE').

AN APPLICATION FOR RENEWAL MUST BE RECEIVED 28 DAYS PRIOR TO EXPIRY DATE OF EXISTING LICENCE. FAILURE TO DO SO WILL RESULT IN REFUSAL TO RENEW YOUR LICENCE

APPLICATIONS MAY BE LODGED IN PERSON AT:

Licensing Services Security
Mason Bird Building, 303 Sevenoaks Street
CANNINGTON WA 6107
Or
The nearest country Police Station

APPLICATIONS MAY TO BE POSTED TO:

Licensing Services Security
Locked Bag 9
EAST PERTH 6892



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

1 PERSONAL DETAILS

Surname

Given Names

Residential Address

Suburb

State

Postcode

Postal Address (if different to the above)

Suburb

State

Postcode

Contact:

Daytime Phone

Mobile Phone

Email Address

Date of Birth (DD/MM/YYYY)

Motor Drivers Licence No

Passport No

2 LICENCE CATEGORY

Type of Licence -

 PAWNBROKER SECOND-HAND DEALERS

Licence No:

3 BUSINESS DETAILS

Organization Name

Trading Name

Trading 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 Name and Contact Details

All Pawnbrokers and Second-hand Dealers: documents required for renewal are:

- 4 x Passport Photos (no older than 3 months old and taken at your local Post Office)
- Renewal Application Form
- Payment (Cheques and money orders are to be made payable to the 'COMMISSIONER OF POLICE')