



Application to Renew a Pawnbroker or Second-hand Dealer Licence

WESTERN AUSTRALIA
POLICE FORCE
LICENSING SERVICES
(SECURITY)

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, 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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*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

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

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