General Licensing Information for Pawnbroker and Second-hand Dealer Licence

WESTERN AUSTRALIA POLICE FORCE LICENSING SERVICES

303 Sevenoaks St, Cannington, WA 6107
Post: Locked Bag 9 East Perth WA 6892
LicensingServicesSecondHand@police.wa.gov.au

Pawnbrokers and Second-hand Dealers Act 1994

This form provides important information and requirements for new Pawnbroker and Second-hand Dealer licence applicants. This information is provided by the Western Australia Police Force to assist you and Licensing Services in processing your application for a licence. Read each section carefully as failure to comply with the requirements may delay the issue of your licence.

1. 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. For the purposes of your application, the full page of the newspaper is required. As per example:

I, ***your name***, hereby give notice of my intention to be licensed as a ***Pawnbroker and/or Second-hand Dealer***, on behalf of ***business trading name*** at ***business trading address.***

2. Lodging Applications

Metropolitan Area
Licensing Services 303 Sevenoaks Street, Cannington WA 6107
Monday to Friday between 9.00am and 3.00pm

Country Area
Applications are to be lodged in person at the local Police Station.
Please contact the local police station to make an appointment.

3. Required Documents

In all cases an **ORIGINAL AND PHOTOCOPY** of each document is to be produced. Once the original has been sighted by the person taking your application they will endorse the copy and immediately return to you the original.

IDENTIFICATION
Applicants must provide evidence of age and identity to accompany this application. It is to consist of any 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

THREE (3) COLOURED PASSPORT SIZED PHOTOGRAPHS
A set of three (3) passport size photographs are to be included with each application. Photograph's 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

One of the photographs is to be endorsed on the back by a person who has known you for at least five (5) years, with the words:

"I certify that this is a photograph of [applicant's full name], who I have known for a least 5 years".
Signed
[Endorser's signature]
[Endorser's full name]
[Date]

It is recommended the photographs be taken by Australia Post as they meet the Australian standards required.

LOCAL GOVERNMENT APPROVAL
Local government approval must be provided with written evidence advising the location proposed has obtained all approvals, consents and exemptions, 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 required licence type.

ORGANISATION / TRADING NAME DOCUMENTATION
Business documents need to be supplied supporting the structure of the business and outlining any Partners and Directors, if applicable.

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3. Required Documents *continued*

COMPANY DOCUMENTS
The documents required for each business structure are as follows:

- **SOLE TRADER**
  Record of Registration for Business Name - obtained from the Australian Securities & Investment Commission (ASIC)

- **PARTNERSHIP**
  Record of Registration for Business Name - obtained from the Australian Securities & Investment Commission (ASIC)

- **COMPANY**
  - Company Extract - obtained from the Australian Securities & Investment Commission (ASIC)
  - Record of Registration for Business Name (if you have registered a separate trading/business name) - obtained from the Australian Securities & Investment Commission (ASIC)

4. Licensing Fees

See attachment of current Pawnbrokers and Second-hand Dealers fees. Be aware there is a tier system in place regarding fees and transactions.

TIER 1 = 0 – 49 transactions per year (Less than 1 transaction per week)
TIER 2 = 50 – 149 transactions per year (Less than 3 transactions per week)
TIER 3 = 150+ transactions per year (Unlimited)

All fees and charges are reviewed annually. All cheques are to be made payable to 'COMMISSIONER OF POLICE'

5. Electronic Submission of Transactions

Pawnbrokers and Second-hand Dealers are required by law to provide the Commissioner of Police with information in relation to the goods that are to be treated as second-hand goods.

All licence holders must submit their transactions electronically via TAG, which is the mandatory reporting system.

6. Pawnbrokers And Second-Hand Dealers Act & Regulations

Pawnbrokers and Second-Hand Dealers Act 1994 And Pawnbrokers and Second-Hand Dealers Regulations 1996
Licensing Services STRONGLY RECOMMEND you familiarise yourself with the law relating to you and your business transactions. A copy of the Act & Regulations can be obtained at www.legislation.wa.gov.au

7. Renewing your Licence

You must apply to renew your licence 28 days before your existing licence expires. It is the responsibility of the licence holder to ensure their licence/s are current and up to date at all times. Reminder: you are required to state any changes in details to those provided in your original application and support these changes where applicable, by supplying original and photocopies of that documentation for verification.

8. Inspections

Under the provisions of the Act you will be required to keep records. Police can and will inspect these records at any time during business hours. The Act requires the records of current and former employees to be kept. (Former employee's records MUST be kept for 12 months).

9. Approval of Employees by the Licensing Officer

It is be a requirement that the licence holder is to submit an Employee Details form LSP004 for any person who is, or proposed to be, employed by the business and will be entering into contracts at the premises. Furthermore, the licence holder will notify, in writing, the Licensing Officer on cessation of their employment.

THE WESTERN AUSTRALIA POLICE FORCE DOES NOT PROVIDE LEGAL ADVICE IN RELATION TO THE REQUIREMENTS OF THE PAWNBROKERS AND SECOND-HAND DEALERS ACT 1994 OR PAWNBROKERS AND SECOND-HAND DEALERS REGULATIONS 1996.

INCOMPLETE OR INCORRECT APPLICATIONS WILL NOT BE ACCEPTED.

LICENCES ARE NOT TRANSFERABLE