

**APPLICATION FOR A LICENCE UNDER THE
PAWNBROKERS AND SECOND-HAND DEALERS ACT 1996**

Before completing this application, please read the accompanying guide notes

PART A – APPLICATION DETAILS

1. Is the applicant for a licence an individual or a corporation? (tick the appropriate box)
 Individual Corporation
2. What type of licence are you applying for? (tick the appropriate box)
 Pawnbroker Second-hand Dealer Pawnbroker & Second-hand Dealer
3. How will the business be conducted? (*NOTE: Pawnbrokers must only operate from a shopfront*)
 Shopfront
 Market Stall or other place(s) to be occupied intermittently
 Shopfront and Market Stall

PART B – PAYMENT & LODGEMENT DETAILS

In the case of a partnership, each partner must submit a separate licence application, however only one partner is required to pay a fee.

1. Is it intended to operate the business as a partnership? Yes No
If you answered yes, are you the partner paying the fees? Yes No

2. Processing fee: \$ 191.00 (*non refundable*)
Licence fee: \$ 335.00

TOTAL PAYABLE: \$ 526.00 (*Applicable from 1 July 2017 to 30 June 2018*) (*Fees are GST exempt*)

For payment options please refer to page 11

Refund Policy: Sections 22 and 51 of the Licensing and Registration [Uniform Procedures] Act 2002 require that all fees [other than any processing fee] paid in connection with an application that is refused, are to be refunded to the applicant. Where an application has been refused by NSW Fair Trading, the appropriate refund amount will be provided by sending a cheque to the applicant.

How to Lodge this Document



Post
NSW Fair Trading
Locked Bag 5138
PARRAMATTA 2124

OR

 **In person at: Service NSW Service Centre**

For your nearest Service NSW Service Centre, go to www.service.nsw.gov.au or telephone 13 77 88

Enquiries: Monday to Friday 8:30 am to 5:00 pm Telephone: (02) 9619 8700

USE BLOCK LETTERS WHEN COMPLETING THIS FORM

Note: If any individual (including partner, director or manager) on this application resides outside of New South Wales, please provide a form of identification such as a copy of their current driver's licence, or current passport.

PART C - INDIVIDUAL APPLICANT DETAILS

Complete this part if you intend to conduct business either as a sole trader or as an individual with partners. Once you have completed this part, proceed to Part E.

Surname:

Given Names:

Former Names (if any):

Date of Birth:

Place of Birth:

Residential Address:

Postcode:

Driver's Licence No.:

Telephone No.:

Mobile Telephone No.:

Facsimile No.:

Email Address to which all correspondence, including renewal applications, will be sent:

PART D – CORPORATION APPLICANT DETAILS

Complete this section if you intend to conduct business as a corporation or as a corporation with partners:

If the proposed business is to be a partnership, the corporation that will be the licence holder is to be shown here and the remaining partners are to be shown in Part I of this form.

Corporation Name:

ACN:

Date of Incorporation:

Registered Office Address

Postcode:

(Continued on next page)

PART D – CORPORATION APPLICANT DETAILS - (continued)

ABN:

Email Address (if any):

Telephone No.:

Facsimile No.

If there are more than two directors, you will need to attach additional sheets showing details of the third and any subsequent directors.

Director # 1

Surname:

Given Names:

Former Names (if any):

Date of Birth:

Place of Birth:

Residential Address:

Postcode:

Driver's Licence No.:

Telephone No.:

Mobile Telephone No.:

Facsimile No.:

Director # 2

Surname:

Given Names:

Former Names (if any):

Date of Birth:

Place of Birth:

Residential Address:

Postcode:

Driver's Licence No.:

Telephone No.:

Mobile Telephone No.:

Facsimile No.:

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BUSINESS ADDRESSES - GENERAL NOTES

You must show details of all premises that are to be used for both the conduct of the business and for the storage of goods.

If you intend to conduct your business from a market stall or any other place occupied intermittently, you must include the name of the market, street name and your stall number in the address (if stall numbers are not allocated, mention this on your application).

If you intend to deal in watercraft or other goods of substantial size which will be kept at a place other than the intended place of business, then the address at which they are to be kept must be nominated as a storage address.

Show details of the address that will be your principal place of business in Part E.

If you intend to carry on business at two or more locations, show details of the additional places of business in Part G. If you are to conduct business from more than three locations, there is insufficient space on this form and you will need to attach additional sheets showing full details of the fourth and any subsequent business addresses.

PART E - PRINCIPAL BUSINESS ADDRESS

Business Address:

	Postcode:
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Telephone No.:

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Facsimile No.:

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Storage Premises Address

	Postcode:
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Business Name: If you intend to use a Business Name for the proposed business at these premises, provide details below. The Business Name must be registered to the applicant (or, for a partnership, to all partners)

Business Name:

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Registration Number:

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PART F - RECORD STORAGE ADDRESS

Will you **only** conduct business from a market stall or other place occupied intermittently?

Yes

No

If you answered Yes, you must nominate a location where, during normal business hours, an Authorised Officer can inspect records required to be kept by the licensee under the Act. You only need to complete this part if you answered Yes to the above question.

Storage Address for Records:

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PART G - ADDITIONAL BUSINESS ADDRESSES

You must show details of all premises that are to be used for both the conduct of the business and for the storage of goods. If you intend to conduct your business from a Market stall or any other place occupied intermittently, you must include the name of the market, street name and your stall number in the address (if stall numbers are not allocated, mention this on your application). If you intend to deal in watercraft or other goods of substantial size which will be kept at a place other than the intended place of business, then the address at which they are to be kept must be nominated as a storage address.

Additional Business Address # 1:

	Postcode:
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Telephone:

Facsimile:

Storage Premises Address for Additional Business Address # 1:

	Postcode:
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Business Name (if any) for Additional Business Address # 1:

Registration Number:

Additional Business Address # 2:

	Postcode:
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Telephone:

Facsimile:

Storage Premises Address for Additional Business Address # 2:

	Postcode:
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Business Name (if any) for Additional Business Address # 1:

Registration Number:

Will you conduct business at any of these locations from a market stall or other place occupied intermittently?

Yes

No

If you answered Yes, you must nominate a location where, during normal business hours, an Authorised officer can inspect records required to be kept by the licensee under the Act. You only need to complete this part if you answered Yes to the above question.

Storage Address for Records:

If you intend to carry on business at more than three locations, attach additional sheets showing full details of the fourth and any subsequent business addresses.

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PART H - EMAIL ADDRESS

Email Address to which all correspondence, including renewal applications, will be sent:

Postal Address – correspondence will only be sent to this address if an email address is not provided:

Postcode:

PART I - PARTNERSHIP DETAILS

Only complete this part if you intend to conduct business as a partnership.

EACH PARTNER NEEDS TO COMPLETE A SEPARATE APPLICATION FORM.

(Unless the other partners currently hold licences)

Provide details of all individuals or corporations who will be in partnership with you. Do not repeat the information you have entered in Part C or D of this form. If necessary, attach additional sheets.

Surname:

Given Names in Full:

Residential Address:

Date of Birth:

Corporation Name: ACN (*Australian Company Number*):

PART J - CONTACT PERSON

If you want us to contact someone other than the applicant if any questions arise during the processing of this application, provide their details here.

Name:

Position in Organisation:

Telephone:

Mobile:

Facsimile:

Email Address (if any):

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PART K - COMPUTERISED RECORDS

All records created and maintained under sections 16 and 28 of the Pawnbrokers and Second-hand Dealers Act 1996 must be in a computerised format. Your computer must be capable of exporting and uploading record details in a prescribed format to a database maintained by the NSW Police Service within three days of a transaction being made. This database is accessible via the NSW Police Service Weblink system over the Internet.

For information on record keeping, refer to the guide notes which accompany this form and to the Act and Regulations.

Exemption from keeping computerised records

If you were the holder of a Second-hand Dealers licence under the Second-hand Dealers and Collectors Act 1906, you may qualify for an exemption from the requirement to maintain records in a computerised format.

Do you wish to apply for an exemption? Yes No

If you ticked "yes" **all three** of the following documents **must** accompany your application to provide proof for your exemption claim:

1. Proof that you held a licence under the Second-hand Dealers and Collectors Act, 1906 (e.g. a copy of the licence as issued by the local court);
2. A Statutory Declaration stating that the gross receipts of the business relating to all used goods totalled \$150,000.00 or less in the previous financial year and;
3. A copy of your income tax return or audited financial statement for the previous financial year.

Note: Please ensure that your tax file number is not disclosed in any documentation submitted with this application.

PART L – HISTORY

NSW Fair Trading will conduct a criminal record check in respect of the Individual Applicant, all Directors of a Corporation and all Managers.

Has the Applicant, or any Executive Officer or Director of a Corporation mentioned in this application, either in NSW or elsewhere:

A. previously applied for an authorisation, whether it is described as a licence, permit, certificate of registration or other authority under any act relating to the regulation of any business, trade or profession, industry or occupation?

Yes No

If your answer is Yes, provide full details below.
If necessary, attach an additional sheet.

B. had any application refused, or any licence, permit, certificate of registration or other authority suspended, revoked or cancelled?

Yes No

If your answer is Yes, provide full details below.
If necessary, attach an additional sheet.

(Continued on next page)

PART L – HISTORY – (continued)

Has the Applicant, or any Executive Officer or Director of a Corporation mentioned in this application, either in NSW or elsewhere:

C. had any licence, permit, certificate of registration or other authority granted which is no longer in force or which has been suspended?

Yes No

If your answer is Yes, provide full details below.
If necessary, attach an additional sheet.

D. been subject to disciplinary action in the last ten (10) years relating to any licence, permit, certificate of registration or other authority?

Yes No

If your answer is Yes, provide full details below.
If necessary, attach an additional sheet.

E. been investigated (or currently is being investigated) which may result in disciplinary action being taken?

Yes No

If your answer is Yes, provide full details below.
If necessary, attach an additional sheet.

F. been convicted for any offence involving fraud or dishonesty or served a term of imprisonment in the last 10 years or have been charged with any such offences and are awaiting the outcome of the proceedings?

Yes No

If your answer is Yes, provide full details below.
If necessary, attach an additional sheet.

G. entered into a recognisance, which is still in force in relation to any offence?

Yes No

If your answer is Yes, provide full details below.
If necessary, attach an additional sheet.

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PART L – HISTORY – (continued)

Has the Applicant, or any Executive Officer or Director of a Corporation mentioned in this application, either in NSW or elsewhere:

H. had their estate assigned for the benefit of creditors or been declared bankrupt?

Yes No

If your answer is Yes, provide full details below.
If necessary, attach an additional sheet.

I. at any time in the last 3 years, been an undischarged bankrupt, applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with his or her creditors or made an assignment of his or her remuneration for their benefit?

Yes No

If your answer is Yes, provide full details below.
If necessary, attach an additional sheet.

J. been, at any time in the last 3 years, a secretary, director or a person concerned in the management of a corporation when the corporation was the subject of a winding up order or when a controller or administrator was appointed?

Yes No

If your answer is Yes, provide full details below.
If necessary, attach an additional sheet.

K. Is the applicant, or any Executive Officer or Director of a Corporation mentioned in this application, either in NSW or elsewhere:

a secretary, director or person concerned in the management of a corporation that is the subject of a winding up order or for which a controller or administrator has been appointed?

Yes No

If your answer is Yes, provide full details below.
If necessary, attach an additional sheet.

PART M - DECLARATION BY APPLICANT

INDIVIDUAL - declaration MUST be signed by the applicant.

CORPORATION - declaration MUST be signed by a Director of the corporation.

I apply for the grant of a licence under the Pawnbroker and Second-hand Dealers Act 1996 and certify that the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every detail.

Statement under the Privacy and Personal Information Protection Act 1998

The applicant for this licence:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this licence;
2. acknowledges that information will be placed on a register open to the public in accordance with the Pawnbroker and Second-hand Dealers Act 1996;
3. accepts that failure to supply information required on this application form may delay the processing of the application; and
4. has a right to seek access to and correction of information supplied.

NOTE: It is an offence under the *Crimes Act 1900* to make a false or misleading statement in this document. The maximum penalty is imprisonment for two years or a fine of \$22,000 or both.

Signature: _____ Date: _____

Full Name: _____

PAYMENT METHOD

Indicate your payment method.

Credit Card Cheque

Credit Card payments are subject to a 0.4% merchant fee.

ONLY MasterCard and Visa are accepted. **Credit Card payments are subject to a 0.4% merchant fee.**

Cheques should be made payable to NSW Fair Trading

DO NOT SEND CASH THROUGH THE POST

PAY BY CREDIT CARD

If paying by credit card, provide the credit card particulars below.

MasterCard Visa

Credit Card Number:

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Expiry Date:

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Amount:

\$				
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Card Holder's Name (BLOCK LETTERS)

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