



PAWNBROKERS AND SECOND-HAND DEALERS ACT 1996

LICENSING INFORMATION

THE FOLLOWING INFORMATION IS FOR ORIGINAL LICENSE APPLICATIONS:

This information is provided by the Police Licensing Services to assist you and the Licensing Authority in processing your application for a licence.

Read each section carefully as failure to comply with the requirements could delay the issue of your licence.

1. NOTICE OF INTENTION:

The Pawnbrokers and Second-hand Dealers Act, 1994 (hereafter called the Act), requires you to advertise your intention to apply for a licence. The advertisement must be published in a newspaper which circulates throughout the State, e.g. The West Australian. Your application for a licence **MUST** be lodged (within) 28 days of advertising your **NOTICE OF INTENTION** in the newspaper.

2. LODGING APPLICATIONS:

Metropolitan Area

Applications are to be made in person at:

Police Licensing Services
Mason Bird Building
303 Sevenoaks Street
CANNINGTON WA 6107

Monday to Friday between 8.15 am and 3.00 pm

Country Area

Applications are to be made in person at the local Police Station

Please contact the local Police Station by telephone to make an appointment.

3. DOCUMENTS TO ACCOMPANY APPLICATION:

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.

All documents must be in English or have an official translation attached.

BIRTH CERTIFICATE / PASSPORT (Includes Residency or Working Visa) (**NOTE** : *not acceptable if expired, for more than 2 years*).

Non Australian Citizens are required to produce a Residency or Work Visa. Applicants from overseas that have only been resident in Australia for less than 5 years will, depending on the country concerned, be required to obtain a Police Clearance from their last country of residence (check with Police Licensing Services).

MOTOR DRIVERS LICENCE (current).

FOUR (4) COLOURED PASSPORT SIZED PHOTOGRAPHS. 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”.

(Signature, *Print Full Name*, Date)

LETTER OF INTENTION - Stating the type of licence sought and the type of goods being traded. This will assist the Licensing Officer in determining whether a licence is required.

SHIRE APPROVAL - Written evidence from the Council of the Local Government district within which the premises proposed and or storage premises to be licensed are situated to the effect that all approvals, consents and exemptions required under any written law have been obtained in relation to the premises. Section 14 and 19 of the Act.

NEWSPAPER ADVERTISEMENT - The page of the newspaper, showing the date and name of the newspaper, in which the advertisement (NOTICE) appears.

COMPANY / TRADING NAME DOCUMENTATION

If the licence is to be held on behalf of a company or you intend using a trading name, you will need to produce the following documentation:

Certificate of Incorporation - (Companies only)

Company Extract showing list of Directors / Partners - (Australian Securities & Investment Commission)

Business Name Registration Certificate - (Dept of Commerce)

Business Names Extract showing list of Directors / Partners - (Dept of Commerce)

Letter of Authority signed by Partner(s) / Director(s) granting permission for the applicant to be the holder of the licence applied for.

NOTE: LICENCES ARE NOT TRANSFERABLE

NOTE: If a company has more than one premise, you require a separate licence for each store. These can all be held by the same licensee.

Should you require any additional information please contact :

Police Licensing Services
Mason Bird Building
303 Sevenoaks street
CANNINGTON, W.A. 6107

Telephone No. 1300 171 011 Fax No. (08) 9454 1533

IMPORTANT : *Partial or incorrect applications will not be accepted.*

4. FEES UNDER THE PAWNBROKERS AND SECONDHAND DEALERS ACT, 1994:

[Click here](#) to see the current Pawnbrokers and Second-hand Dealers fees from 1 July 2013. Be aware there is now a tier system in place regarding fees and transactions.

Please Note: All fees and charges are reviewed annually.

Cheques are to be made payable to ‘**Commissioner of Police**’

5. GOODS INFORMATION - TO COMMISSIONER OF POLICE:

Pawnbrokers and Second-hand Dealers are required by law to provide the Commissioner of Police with information in relation to each of the goods in their possession.

A person who is a Pawnbroker only, or a Pawnbroker and a Second-hand dealer is to send the information to the Commissioner of Police by an electronic file transfer service.

A person who is a Second-hand Dealer only, is to send the information by either the electronic file transfer service, or by a facsimile machine to the telephone number (9231 7161) which is specified by the Commissioner of Police.

Should you require further information concerning the process of transferring information to Police, Officers from the Intelligence Systems Unit, will assist you.

6. PAWNBROKERS AND SECONDHAND DEALERS ACT, 1994 AND REGULATIONS 1996

As the Licensing Authority we **STRONGLY RECOMMEND** you familiarise yourself with the law relating to you and your business transactions. The Act and Regulations can be obtained from:

The State Law Publishers
Ground Floor
10 William Street
PERTH WA 6000

Telephone No. (08) 6552 6000
Website Address: www.slp.wa.gov.au

7. RENEWING YOUR LICENCE:

Remember you must apply to renew your licence 28 days before your existing license expires.

The onus is on you the licence holder to keep your licence current. You are also reminded that 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 documentation and photostat copies of that documentation.

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 that records of current and former employees to be kept. (Former employees records **MUST** be kept for 12 months).

9. SCREENING OF EMPLOYEES:

It is a requirement under the Act that you shall not employ persons who have convictions which would render them unsuitable to enter into contracts on your behalf.

To assist you in determining a persons suitability, it is **STRONGLY RECOMMENDED** that you insist that prospective employees acquire a current **POLICE CLEARANCE CERTIFICATE**. Applications for these certificates may be made at any Police Station.