

APPLICATION FOR A LICENCE

Pawnbrokers and Second-hand Dealers Act 1996



13 32 20 fairtrading.nsw.gov.au

Please read this information before completing this form.
This form can be completed in Adobe Reader and saved for your records.

Information for applicants

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.

BUSINESS ADDRESSES – GENERAL NOTES

You must show details of all NSW premises that are to be used for both the conduct of the business and for the storage of goods. Interstate addresses will not be accepted.

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).

You do not need to notify Fair Trading of any water craft not kept at business premises, however you must keep an electronic record of the location and you may be required to provide this information on request from Fair Trading or NSW Police.

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.

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.

Fees

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

This application must be accompanied by the prescribed fee. For information on how much to pay, visit the fees section on the NSW Fair Trading website.

Fees are GST exempt.

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

- **Email**
businesslicensing@customerservice.nsw.gov.au
- **In person** at any **Service NSW Centre**. For the address of your nearest Service NSW Centre please telephone 13 77 88 or visit www.service.nsw.gov.au/service-centre
- For help in completing the application form, call 13 32 20 or email businesslicensing@customerservice.nsw.gov.au

The above information is intended as a guide only and is included to assist you in completing and lodging this form. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form.

APPLICATION FOR A LICENCE

Pawnbrokers and Second-hand Dealers Act 1996

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Please read the information before completing this form.
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1. PART A Licence duration

Select the licence duration you are applying for:

☐ 1 year ☐ 3 years ☐ 5 years

2. PART B – 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

4. 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

3. 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.

Title Given name(s)

Family/Surname

Former names *(if any)*

Date of birth

Place of birth

Residential address

Suburb

State

Postcode

Driver's licence number

3. PART C – Individual applicant details *(continued)*

Daytime telephone number

Mobile number

Email address

NOTE: All correspondence, including renewal applications, will be sent to this email address.

► Go to PART E

4. 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

Suburb

State

Postcode

ABN

Daytime telephone number

Mobile number

Email address *(if any)*

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

Title Given name(s)

Family/Surname

Former names *(if any)*

Date of birth

Place of birth

Residential address

Suburb

State

Postcode

Driver's licence number

Daytime telephone number

Mobile number

4. PART D – Corporation applicant details *(continued)*

Director 2

Title Given name(s)

<input type="text"/>	<input type="text"/>
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Family/Surname

<input type="text"/>

Former names *(if any)*

<input type="text"/>

Date of birth

<input type="text"/>

Place of birth

<input type="text"/>

Residential address

<input type="text"/>

Suburb

<input type="text"/>

State

<input type="text"/>

Postcode

<input type="text"/>

Driver's licence number

<input type="text"/>

Daytime telephone number

<input type="text"/>

Mobile number

<input type="text"/>

5. PART E – Principal business address

Business address

<input type="text"/>

Suburb

<input type="text"/>

State

<input type="text"/>

Postcode

<input type="text"/>

Daytime telephone number

<input type="text"/>

Mobile number

<input type="text"/>

Storage premises address

<input type="text"/>

Suburb

<input type="text"/>

State

<input type="text"/>

Postcode

<input type="text"/>

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

<input type="text"/>

Registration number

<input type="text"/>

6. 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

<input type="text"/>

Suburb

<input type="text"/>

State

<input type="text"/>

Postcode

<input type="text"/>

7. 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). You do not need to notify Fair Trading of any water craft not kept at business premises, however you must keep an electronic record of the location and may be required to provide this information on request from Fair Trading or NSW Police.

Additional business address # 1

Suburb

State

Postcode

Daytime telephone number

Mobile number

Storage premises address for additional business address # 1

Suburb

State

Postcode

Business name (if any) for additional business address # 1

Registration number

Additional business address # 2

Suburb

State

Postcode

Daytime telephone number

Mobile number

Storage premises address for additional business address # 2

Suburb

State

Postcode

Business name (if any) for additional business address # 2

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

Suburb

State

Postcode

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.

8. PART H – Email address

Email address

NOTE: All correspondence, including renewal applications, will be sent to this email address.

Postal address

Suburb

State

Postcode

NOTE: Correspondence will only be sent to this address if an email address is not provided.

9. 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.

Title Given name(s)

Family/Surname

Date of birth

Residential address

Suburb

State

Postcode

Corporation name

ACN *(Australian Company Number)*

10. 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.

Title Given name(s)

Family/Surname

Position in organisation

Daytime telephone number

Mobile number

Email address *(if any)*

11. PART K – 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.

- 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.

11. PART K – 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: ☐ Yes ☐ No
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?

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

12. PART L – Declaration by the 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.

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.

Title Given name(s)

Family/Surname

Signature

Date signed (DD/MM/YYYY)

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here

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12. PART L – Declaration by the applicant *(continued)*

Privacy Statement

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998 (PPIP Act)*. Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To assess and determine an application for a licence under the *Pawnbrokers and Second-hand Dealers Act 1996, Licensing and Registration (Uniform Procedures) Act 2002* and the *Pawnbrokers and Second-hand Dealers Regulation 2021*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/update our customer database, including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the Fair Trading Privacy [Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy.

13. Payment 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.

This application must be accompanied by the prescribed fee. For information on how much to pay, visit the fees section available at

<https://www.fairtrading.nsw.gov.au/help-centre/fees/pawnbrokers-and-second-hand-dealers-fees>

Payment:

Pay by credit card or PayPal using the following link:

www.fairtrading.nsw.gov.au/applicationpayments

Step 1 – Click on the link or type the URL into your web browser

Step 2 – Follow the instructions online to complete the payment

Step 3 – When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application, not providing this information may result in delays in processing your application.

Receipt number

Note: If you are having difficulty lodging the application please contact NSW Fair Trading on 13 32 20.

Please attend a Service NSW centre to lodge and pay by other methods.