

APPLICATION FOR LICENCE AMENDMENT

Pawnbrokers and Second-hand Dealers Act 1996

13 32 20 fairtrading.nsw.gov.au

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

Information for applicants

- Amendments will not be processed unless accompanied by all supporting documentation.
- If necessary attach additional sheets. Amendments not covered by this form should be notified by way of letter.
- For help in lodging this form, call 13 32 20 or email businesslicensing@customerservice.nsw.gov.au

How to lodge

- **By email** to 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

1. Licensee details

Title Given name(s)

Family/Surname

Licence number

Contact person:

Title Given name(s)

Family/Surname

Daytime telephone number

Mobile number

2. Change or addition of premises

☐ Add a new place of business.

Address

Suburb

State

Postcode

Daytime telephone number

Mobile number

Address

Suburb

State

Postcode

Daytime telephone number

Mobile number

2. Change or addition of premises *(continued)*

☐ Remove existing place(s) of business from the licence record.

Delete

Retain

☐ Add a new storage address

Address

Suburb

State

Postcode

Daytime telephone number

Mobile number

☐ Remove an existing storage address.

Delete

Current email address - all correspondence will be sent here

3. Change of company name

New name

NOTE: A change of company name can only be recorded where there is no change in the legal entity conducting the business, such as when a company changes its name by resolution (in which case the name changes but the ACN remains the same).

4. Changes to company directors

Delete

--

Provide the following information for all new directors.

Title Given name(s)

--	--

Family/Surname

--

Date of birth

--

Place of birth

--

Driver licence number

--

Residential address

--

Suburb

--

State

--

Postcode

--

Daytime telephone number

--

Mobile number

--

5. Declaration by the licensee

INDIVIDUAL - declaration **MUST** be signed by the licensee.

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

I hereby make application to amend the above Pawnbroker/Second Hand Dealers licence and certify that the particulars specified in this document and all attachments are, to the best of my knowledge, true and correct in every detail.

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

.....
Capacity of signatory (if signing on behalf of a company)

--

5. Declaration by the licensee *(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 your licence amendment 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.