

LICENSING, REGULATION AND ALCOHOL STRATEGY

Pawnbroker and/or Second-hand Dealer Checklist for Licence Application - Corporation

- Completion of Application Form. An incomplete application form will not be considered.
- Prescribed Fees.
- Confirmation of lodgement of your “Authority to Release Criminal History” in the form of a receipt. The form must be lodged directly with a police station and a \$50 fee applies for each criminal history check and must be paid on lodgement. Please note a criminal history form must be completed for each person associated with the application.
- A copy of the newspaper advertisement published in a newspaper circulating throughout the Territory and (if there be one) in a further newspaper circulating in the locality in which you propose to carry on business as a Pawnbroker and / or Second-hand Dealer. (Refer to the *Guide to Advertising* for further details and a pro forma advert).
- Copy of Certificate of Registration of Company.
- Complete list of all current directors.
- Copy of Current Identification for each director and the manager, i.e. Driver’s Licence, Passport or Birth Certificate.
- Each director must be over 18 years of age.
- Two written Referee Statements for each director stating that they are a ‘fit and proper person’ to be a Licensed Pawnbroker and / or Second-hand Dealer (if the director were to apply for a licence personally).
- Proof of Ownership, copy of lease of premises or letter of consent/approval from owner.
- Proof that premises are appropriately zoned to carry on the business of a Pawnbroker and / or Second-hand Dealer.
- Evidence that the body corporate has sufficient material and financial resources to carry on business as a Pawnbroker and / or Second-hand Dealer, i.e. banker’s guarantee, bank statement, a statement certified by an accountant, of the financial performance and financial position of the corporation or a statement of personal position for each director.

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