

LICENSING, REGULATION AND ALCOHOL STRATEGY

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

- 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.
- Copy of Current Identification for each person associated with application, i.e. Driver’s Licence, Passport, Birth Certificate.
- A copy of the newspaper advertisement published in accordance with Regulation 6 of the *Consumer Affairs & Fair Trading Regulations (Pawnbrokers & Second-hand Dealers)*. The advertisement must be 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. 28 days should be allowed for objections (Refer to the Guide to Advertising).
- Applicant(s) must be over 18 years of age.
- 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.
- Two written references for each person associated with the application, i.e. sole trader or each partner, and the manager.
- Copy of Certificate of Registration of Business Name.
- Evidence of sufficient material and financial resources to carry on business as a Pawnbroker and / or Second-hand Dealer, i.e. banker’s guarantee, bank statement, or a statement of personal position for the sole trader and each partner.
- Two Written Referee Statements stating that applicant, sole trader or each partner is a fit and proper person to be a Licensed Pawnbroker and / or Second-hand Dealer.

**Please refer to the relevant schedule of fees.*

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