

# Application for a company or firm pawnbroker and/or second hand dealer licence

Use this form to apply for a company or firm pawnbroker and/or second hand dealer licence in accordance with Section 5 of the *Consumer Affairs and Fair Trading (Pawnbrokers and Second-hand dealers) Regulations 1998*.

Each person associated with the application must be over the age of 18 years. See the pawnbrokers and second-hand dealer licences webpage for further information on applicant requirements.

<b>Licence term</b> (select one)					
1 year	Yes / No		2 years	Yes / No	
3 years	Yes / No				
<b>Licence category</b> (select applicable)					
Pawnbroker	Yes / No		Second hand dealer	Yes / No	
Second hand dealer and pawnbroker			Yes / No		
<b>Applicant type</b> (select applicable)					
Firm (partnership/association)	Yes / No		Corporation	Yes / No	
<b>Applicant details</b>					
Corporation/Firm name					
ACN			ABN		
Contact person					
Business address					
Suburb			State		Postcode
Is your postal address the same as above? If no, complete below					
Postal address					
Suburb			State		Postcode
<b>Contact details</b>					
Phone number			Mobile number		
Email address					
Do you agree to receive correspondence via email?					Yes / No
<b>Principal place of business</b>					
Is your principal place of business address the same as above?					Yes / No
If no, complete below.					
Business address					
Suburb			State		Postcode
Approved manager name					
Do you intend to use a business or trading name?					Yes / No
If yes, provide the business name, business number and website address below.					
Business name					
Business number			Website address		
Do you intent to carry on business from more than one office? If yes, complete below.					

Other place of business details (If more than one other place of business, copy and attach to this application)										
Business address										
Suburb					State				Postcode	
Phone number					Mobile number					
Email address										
Storage premises (If more than one storage premise, copy and attach to this application)										
Is your storage premises the same as the principal place of business?									Yes / No	
If no, complete below.										
Business address										
Suburb					State				Postcode	
Officer details (If more than one officer, copy and attach to this application)										
Surname						Date of birth				
Given name/s										
Other name/s (if applicable)										
Position held										
Partner	Yes / No	Director	Yes / No	Secretary	Yes / No	Treasurer	Yes / No			
Legal officer	Yes / No	President	Yes / No	Principle Executive Officer			Yes / No			
Postal address										
Suburb					State				Postcode	
Phone number					Mobile number					
Email address										
Residency										
Are you an Australian citizen?									Yes / No	
If no, how long have you lived in Australia?							Country of origin			
Note: if you have lived in Australia for less than 6 months you may be required to provide a criminal history check from your country of origin.										
Referee statements										
Two referee statements stating that the partner(s) are fit and proper persons to be a pawnbroker and/or second hand dealer or manager. Referees must be 18 years and not be related to the applicant(s).										
Referee 1										
Referee Statement provided by (full name)										
Address										
Suburb					State				Postcode	
Position title										
declare that I have known (applicants name)										
For (number of years			year(s) and that in my opinion he/she is a person of good fame and character.							
Referee signature						Date				

Referee 2				
Referee Statement provided by (full name)				
Address				
Suburb		State		Postcode
Position title				
declare that I have known (applicants name)				
For (number of years)		year(s) and that in my opinion he/she is a person of good fame and character.		
Referee signature			Date	
Proof of identity (ID)				
<p>The applicant <b>must attach</b> either one of the following combinations:</p> <ul style="list-style-type: none"> <li>One primary and two secondary documents</li> <li>Two primary and one secondary documents from the list below.</li> </ul> <p>ID must include at least one type of primary ID that contains the applicants name and date of birth. If you are unable to provide the required documents please contact Occupational Licensing on 1800 193 111.</p>				
Primary document				Select
Australian passport (note: passports are still valid for 2 years after expiry, unless cancelled)				Yes / No
Australian drivers licence				Yes / No
Licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo i.e HRWL licence, working with children's card etc				Yes / No
Proof of Age Card issued by an Australian State or Territory				Yes / No
Identity document issued by an Aboriginal Land Council that has your photograph				Yes / No
Secondary document				Select
Australian citizenship certificate				Yes / No
Australian birth certificate/card				Yes / No
Photo ID card showing you are a Commonwealth, State or Territory Government employee				Yes / No
Medicare, centrelink or health care card				Yes / No
Council rates notice with your name and current residential address				Yes / No
Utilities notice with your name and current residential address				Yes / No
Foreign drivers licence				Yes / No
Disclosures				
1. Have you ever been convicted, fined or disqualified by any Court, Tribunal, Board or other Authority in respect of any business or other dealings in the Northern Territory or elsewhere or been a member of a company so dealt with?				Yes / No
If yes, provide details below:				

2. Have you been convicted of an offence(s) involving dishonesty, fraud, stealing in the 10 years preceding the date of application?		Yes / No	
If yes, quote the offence(s), relevant date(s), jurisdiction(s) and sentence(s) below:			
3. Have you been declared bankrupt or assigned the person's estate for the benefit of his or her creditors?		Yes / No	
If yes, provide the date(s) and jurisdiction(s) below:			
4. Have you held a position as secretary or director in any company which has been wound up or placed under a receiver or official manager, or which has entered into a scheme or arrangement with its creditors?		Yes / No	
If yes, provide details below:			
5. Have you been known by any other names?		Yes / No	
If yes, provide details below:			
<b>Officer declaration</b>			
I, (full name)			
Of (address)			
Solemnly and sincerely declare that:			
<ul style="list-style-type: none"> <li>All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i></li> <li>This declaration is true and correct</li> <li>I have read and understood the information contained in this application</li> <li>I know that it is an offence to make a declaration that is false in any material particular.</li> </ul>			
This declaration was made at (location)			On (date)
Officer signature			
<b>Note:</b> Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.			

Applicant declaration			
I, (full name)			
Of (address)			
Solemnly and sincerely declare that:			
<ul style="list-style-type: none"> <li>I have been appointed nominee of the corporation/firm for the purposes of the <i>Consumer Affairs and Fair Trading Act 1990</i>, and am in bona fide control of the affairs of the partnership in the NT</li> <li>All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i></li> <li>I have read and understood the information contained in this application</li> <li>I know that it is an offence to make a declaration that is false in any material particular.</li> </ul>			
This declaration was made at (location)		On (date)	
Applicant signature			
<b>Note:</b> Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.			
Checklist			
Prescribed application fee – See the fees for pawnbroker and second-hand dealer licences			Yes / No
Officer declaration is complete and signed.			Yes / No
Complete and signed applicant declaration.			Yes / No
Proof of identity (ID) documents attached for each person associated with the application.			Yes / No
Criminal history fingerprint check results for each person associated with the application attached. <b>Note:</b> Results can take up to 6 weeks to be processed.			Yes / No
Current company extract (in case of a company).			Yes / No
Business name extract (as applicable).			Yes / No
Proof of ownership, copy of lease of premises or letter of consent/approval of owner to run a pawnbroker/second hand dealership at the nominated address completed.			Yes / No
Proof that premises are appropriately zoned for a pawnbroker and/or second hand dealer.			Yes / No
Details of secure storage area for proposed pawnbroker's goods completed.			Yes / No
Referee statement (2) completed.			Yes / No
Statements relating to the material and financial resources of the applicant(s) - e.g. banker's guarantee, bank statement, or a statement of personal position for the sole trader and each partner.			Yes / No
Privacy statement			
The Northern Territory Government complies with the Information Privacy Principles scheduled by the <i>Information Act 2002</i> .			

**Disclaimer**

The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002*.

You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.

The information you provide will be accessible to Occupational Licensing and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.

You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the *Northern Territory Information Act 2002*, or the Office of the Information Commissioner NT.

**Lodgement**

Complete applications can be lodged in person, email or via post at a Territory Business Centre below:

Darwin	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah		
Katherine	Big Rivers Government Centre, 5 First Street, Katherine		
Tennant Creek	Shop 2, Barkly House, Cnr Davidson and Paterson Streets, Tennant Creek		
Alice Springs	Ground Floor, The Green Well Building, 50 Bath Street Alice Springs		
1800 193 111		<a href="mailto:territorybusinesscentre@nt.gov.au">territorybusinesscentre@nt.gov.au</a>	GPO Box 9800 Darwin NT 0801

**Payment details**

A fee is payable on lodgement of this application form. Payment can be made by:

- Cash (in person only)
- Cheque (made out to Receiver of Territory Monies)
- Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment.

Payment date		Receipt number		Amount paid	
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