

Application for renewal of an individual pawnbroker and/or second hand dealer licence

Use this form to apply for the renewal of an individual 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*.

See the pawnbrokers and second-hand dealer licences webpage for further information on applicant requirements.

| Licence term (select one) | | | | | |
|---|----------|--------------------|---------------|---------------|----------|
| 1 year | Yes / No | 2 years | Yes / No | 3 years | Yes / No |
| Licence category held (select applicable) | | | | | |
| Pawnbroker | Yes / No | Second hand dealer | Yes / No | | |
| Second hand dealer and pawnbroker | | Yes / No | | | |
| Licence details | | | | | |
| Licensee name | | | | | |
| Licence number | | | | | |
| Applicant details | | | | | |
| Business name (if applicable) | | | | | |
| Surname | | | | Date of birth | |
| Given name/s | | | | | |
| Registered address | | | | | |
| Suburb | | State | | Postcode | |
| Is your postal address the same as above? If no, complete below | | | | | |
| Postal address | | | | | |
| Suburb | | State | | Postcode | |
| Contact details | | | | | |
| Phone number | | | Mobile number | | |
| Email address | | | | | |
| Do you agree to receive correspondence via email? | | | | | Yes / No |
| Approved manager details | | | | | |
| Will you act as an approved manager? | | | | | Yes / No |
| If no, provide the details below. | | | | | |
| Manager full name | | | | | |

| Principal place of business | | | | | |
|--|--|---|--|----------|----------|
| Is your principal place of business address the same as above? | | | | | Yes / No |
| If no, complete below | | | | | |
| Business address | | | | | |
| Suburb | | Stat | | Postcode | |
| 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? | | | | | Yes / No |
| 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 | |
| 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 must attach either one of the following combinations:</p> <ul style="list-style-type: none"> One primary and two secondary documents Two primary and one secondary documents from the list below. <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 birth certificate/card | | | | | Yes / No |
| Australian citizenship certificate | | | | | 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. Since your last application, 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. Since your last application, 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, please provide the relevant date(s), jurisdictions(s) and sentence(s): | |
| | |
| 3. Since your last application, 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. Since your last application, 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: | |
| | |
| Applicant declaration | |
| I, (full name) | |
| Of (address) | |
| Solemnly and sincerely declare that: | |
| <ul style="list-style-type: none"> • 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>; and • I have read and understood the information contained in this application; and • This declaration is true and correct; and • I know that it is an offence to make a declaration that is false in any material particular. | |
| This declaration was made at (location) | On (date) |
| Applicant signature | |
| Note: 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 |
| Complete and signed applicant declaration. | | Yes / No |
| Proof of identity (ID) documents attached. | | Yes / No |
| Criminal history name check results attached. Note: Results can take up to 6 weeks to be processed. | | Yes / No |
| A description of the proposed business operations or a business plan. | | Yes / No |
| Business name extract (if 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) - eg 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 | | |
| <p>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 <i>Northern Territory Information Act 2002</i>.</p> <p>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.</p> <p>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.</p> <p>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 <i>Northern Territory Information Act 2002</i>, or the Office of the Information Commissioner NT.</p> | | |
| 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 | territorybusinesscentre@nt.gov.au | 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); or
- Cheque (made out to Receiver of Territory Monies); or
- 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 | |
|--------------|--|----------------|--|-------------|--|
|--------------|--|----------------|--|-------------|--|