



Application for second-hand dealer’s and/or pawnbroker’s licence

Second-hand Dealers and Pawnbrokers Act 2003

This form is effective from 1 July 2022

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

.....

Payment details

Amount allocated

\$

CHC amount

\$

Total amount

\$

Entity

Entity number

Instructions

Please use BLOCK letters when you fill out this form. Attach extra sheets if necessary. All dates should be DD/MM/YYYY. Place a tick in the appropriate box, where applicable.

Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Second-hand Dealers and Pawnbrokers Act 2003* to process your application. In accordance with this Act, some personal information and business information may be passed on to police services in Australia (including federal, states and territories) for criminal history searches. Enquiries may also be made with the Department of Home Affairs to verify eligibility to work in Australia. Your name, business address, business information and address will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider’s servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

Licence fees

To find the fees for your licence, visit www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule. No GST is payable on the licence fees.

Each person associated with the licence e.g. associated persons/partners/directors must pass a mandatory criminal history check. A criminal history check fee applies for each person whose name and date of birth appears on this form.

Name of applicant

Name of applicant

(if this is a corporation, please state corporation name here)

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Part 1—Licence details (please check appropriate boxes)

The table below shows the licence options for second-hand dealers and pawnbrokers. To find the fees for your licence, visit www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule.

The licence/s I am applying for is:

Type of occupation	✓	One year fee	✓	Three year fee
Second-hand dealer		\$		\$
Pawnbroker		\$		\$
Both		\$		\$

You are also required to pay a criminal history check for each person associated with the licence. The criminal history check fee is available at www.qld.gov.au/fairtrading

Fee

Criminal history check fee \$..... x number of people..... = \$

Licence fee = \$.....

Total amount = \$

Part 2—How will you be trading

Entity to be licensed

(nominate the type of entity applying for the licence).

Licence type: Individual Corporation Partnership

Corporation details

Australian Company Number (ACN)

Full name of corporation

.....

If trading as a corporation please show the full name as listed on the *Certificate of Registration of a Company*.

Name of executive officer/s

.....

.....

.....

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Part 3—Personal details (to be completed by each individual applicant, executive officer of a corporation, partner and associate)

<p>Trading particulars</p> <p>Each applicant/partner/executive officer or associate is required to complete this section.</p> <p>Please photocopy additional sheets if necessary.</p>	<p>How do you intend to carry on business?</p> <p><input type="checkbox"/> Sole Trader—Individual applicants who are trading as a sole trader</p> <p><input type="checkbox"/> Executive Officer—Executive officer of a corporation</p> <p><input type="checkbox"/> Partner—e.g. in a business partnership</p> <p><input type="checkbox"/> Associate—e.g. Store manager, employee or other</p>
<p>Section 1</p> <p>Name details</p>	<p>Preferred title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other (specify)</p> <p>Surname</p> <p>Given names</p> <p>Have you ever been known by any other name?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Former name/s.....</p> <p>Reason for change of name</p> <p>.....</p>
<p>Section 2</p> <p>Date and place of birth</p> <p>Note: This office will only accept photocopies of documents certified as being a true copy of the original document by the following people: Justice of the Peace; Commissioner for Declarations; barrister/solicitor or Notary Public. The photocopy must contain the original signature of the person certifying the identification.</p> <p>Note: You must be 18 years of age or over.</p> <p>Note: You must supply certified identification in your current name.</p>	<p>If you are lodging this application in person you may provide an original of your birth certificate/extract, passport, Australian citizenship certificate, ImmiCard or current driver's licence, which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy (see note).</p> <p>Date of birth <input type="text"/><input type="text"/>/ <input type="text"/><input type="text"/>/ <input type="text"/><input type="text"/><input type="text"/><input type="text"/> <small>D D / M M / Y Y Y Y</small></p> <p>Place of birth: Town State <input type="text"/><input type="text"/><input type="text"/></p> <p>Country.....</p> <p>Driver's licence number State of issue</p> <p>Passport number ImmiCard number</p> <p>Passport country</p> <p>Passport type <input type="checkbox"/> Government <input type="checkbox"/> Private <input type="checkbox"/> UN refugee</p>
<p>Section 3</p> <p>Contact details</p>	<p>Phone (business hours) Phone (after hours)</p> <p>Fax (business hours) Mobile</p> <p>Email</p> <p>Preferred contact method <input type="checkbox"/> B/H <input type="checkbox"/> A/H <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Mail</p>
<p>Section 4</p> <p>Residential address</p> <p>A post office box address is not acceptable.</p>	<p>Home address</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
<p>Section 5</p> <p>Postal address</p> <p>Enter 'as above' if the same as residential address</p>	<p>Address</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>(Enter 'as above' if the same as residential address.)</p>

Part 4—Principal place of business details (must be completed)

<p>Section 1 Business name</p>	<p>Registered National Business Name (if applicable)</p> <p>.....</p> <p>Please show the full name as listed on the <i>Record of Registration for Business Name</i>.</p> <p>The licence holder must be the proprietor of any business name used in conjunction with a licence issued by the Office of Fair Trading. If a trust is listed as a proprietor of the business name, acceptable evidence must be provided that the licence holder is entitled to operate on behalf of the trustees.</p>
<p>Section 2 Principal place of business</p> <p>A post office box address is not acceptable. This should be head office, or where the majority of business will be conducted from.</p>	<p>Street address</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>For second-hand dealers intending to trade from a location:</p> <p>Please provide address where the transactions register is to be maintained and may be inspected. This cannot be a post office box.</p> <p>Address</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>For pawnbrokers intending to trade from a location:</p> <p>Please provide address where the property register is to be maintained and may be inspected. This cannot be a post office box.</p> <p>Address</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
<p>Section 3 Postal address</p> <p>Your licence will be sent to this address.</p>	<p>Enter 'as above' if the same as your street address.</p> <p>Postal address</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
<p>Section 4 Principal place of business contact details</p>	<p>Phone (business) Fax (business)</p> <p>Phone (after hours) Mobile</p> <p>Email</p> <p>Web address</p> <p>Preferred contact method? <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Mail</p>

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Part 5—Premise and location details

Section 1

Premises

Please note: details for all associates listed should be included in Part 3. Attach extra sheets if necessary.

List all premises other than the principal place of business where you intend to carry on business under the licence. (Include the registered business name, street address and associates working at these premises.)

Registered National Business Name (if applicable)

Street address

Suburb State Postcode

Name of associate

Registered National Business Name (if applicable)

Street address

Suburb State Postcode

Name of associate

Registered National Business Name (if applicable)

Street address

Suburb State Postcode

Name of associate

Registered National Business Name (if applicable)

Street address

Suburb State Postcode

Name of associate

Section 2

Locations

Please note: details for all associates listed should be included in Part 3. Attach extra sheets if necessary.

Please list all places other than premises where you intend to carry on business under the licence e.g. antique fairs, flea markets, trash and treasure markets etc. (Including market name.)

Name of location

Street address

Suburb State Postcode

Name of associate

Name of location

Street address

Suburb State Postcode

Name of associate

Name of location

Street address

Suburb State Postcode

Name of associate

Name of location

Street address

Suburb State Postcode

Name of associate

Part 6—Applicant and associate suitability checklist

Disclosure of previous convictions does not automatically disqualify you from holding a licence/certificate. However, failure to disclose convictions may result in your licence/certificate being cancelled and prosecution action being commenced.

Note: ‘externally administered body corporate’ has the meaning given by the *Corporations Act 2001*, Section 9 as follows:

- (a) that is being wound up
- (b) in respect of property of which a receiver, or a receiver and manager, has been appointed (whether or not by a court) and is acting
- (c) that is under administration
- (d) that has executed a deed of company arrangement that has not yet terminated
- (e) that has entered into a compromise or arrangement with another person, the administration of which has not been concluded.

Does any applicant or associate have a conviction less than five years old?

Yes No

Has any applicant or associate had a second-hand dealer or pawnbroker licence suspended or cancelled?

Yes No

Has any applicant or associate had an application for a second-hand dealer or pawnbroker licence refused?

Yes No

Is any applicant or associate currently insolvent under administration (this includes entering into bankruptcy or a Personal Insolvency Agreement under Part X of the *Bankruptcy Act 1966* or is a party as a debtor to a debt agreement under Part IX of the *Bankruptcy Act 1966*)?

Yes No

Is the applicant a corporation that is an externally-administered body corporate?

Yes No

If you have answered YES to any of the above questions, please attach details on a separate sheet of paper.

Part 7—Suitability

Relevant control order in relation to a licence, means a control order or registered corresponding control order that restricts the person to whom the order applies from carrying on a business, engaging in an occupation or performing an activity that requires the licence.

Mandatory criminal history check

A criminal history check will be conducted on each person whose date and place of birth are requested on this form. The processing of the application will not be progressed until the criminal history check fee is paid.

Criminal history checks will be conducted in accordance with the legislation as outlined in the *Second-hand Dealers and Pawnbrokers Act 2003*.

Control orders

You are not a suitable person to hold a licence under the *Second-hand Dealers and Pawnbrokers Act 2003* if you are subject to a relevant control order as defined under the *Second-hand Dealers and Pawnbrokers Act 2003*.

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Part 8—Checklist, declaration and signatures

Section 1 Checklist

Note: penalties apply for providing false or misleading information.

Please check each statement and tick each box if you have met the following:

- I have made appropriate enquiries and to the best of my knowledge all details on this application are true and correct.
- All documents required to be lodged are enclosed.
- The correct application fee is enclosed with this form.
- I have included the criminal history check fee for each person whose date and place of birth has been supplied.

Section 2 Declaration and signature/s

To be signed by sole trader, partners or executive officers.

Processing time-frames:

Average processing times for a complete application is four–six weeks.

Please allow at least four weeks from the date of lodgement before enquiring on the progress of an application.

I / We declare the information provided in this form is true and correct. In submitting this application, I / we consent to a national criminal history check being conducted by the Queensland Police Service (QPS) and for QPS and other Australian police services to disclose criminal history information and impending charges to the Office of Fair Trading. I understand any disclosures will be subject to applicable Commonwealth, state and territory legislation and/or police policy.

Applicant name

Position held

Signature / /
D D / M M / Y Y Y Y

Applicant name

Position held

Signature / /
D D / M M / Y Y Y Y

Lodgement details

IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.

By mail:

Industry Licensing Unit, GPO Box 3111, Brisbane QLD 4001

In person:

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

Refund

If an applicant withdraws an application prior to the licence being issued, or it is refused, the fee for the criminal history check/s conducted will not be refundable.

Change of details

Note: If there are any changes to details relating to your business e.g. change of business premises, addition or removal of premises/ locations or changes to associated persons, you must advise the Office of Fair Trading by completing and lodging a Second Hand Dealers and Pawnbrokers Act Form 4.

If at any time your licence details or suitability requirements change, you must notify the Office of Fair Trading within 7 days.

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Proceed to next section for payment details.

If you do not complete the payment section this form will be considered incomplete and may delay processing.

Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name

Postal address

Suburb State Postcode

Mobile Fax number

Receipt request Yes No

Email

Payment

Payment details



Cash—pay in person Debit/Credit card Money order Cheque
Do not send cash by mail

Make money order or cheque payable to the Office of Fair Trading.
A receipt will not be issued unless specifically requested.

Debit/Credit card

OFT cannot accept debit/credit card details over the phone or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.

Charge my:

Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ Expiry date: /
M M Y Y Y Y

Cardholder's signature:

.....



By post

A cheque or money order can be posted in, together with the application form.
Make money order or cheque payable to the Office of Fair Trading



In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.
Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.