

# Application for a Licence by an Individual



THE LICENSING AUTHORITY OF SECONDHAND DEALERS AND PAWNBROKERS

Secondhand Dealers and Pawnbrokers Act 2004

TRIB No: \_\_\_\_\_

## When to use this form

Use this application form if you are an individual applying for a licence to engage in business as a secondhand dealer or pawnbroker either as a Sole Trader or in Partnership with another person(s).

## What you need with your application

To complete your application, you need to send:

- A fully completed form
- Two (2) passport style photos (for more information see overleaf)
- The prescribed application fee

## Completing this form

- Print clearly in CAPITALS
- Use a black pen or blue pen if printing the form out to complete
- Answer every question on the form unless the instructions tell you otherwise

## Payment information

The prescribed application fee is \$410.

To confirm how you pay the application fee, please visit the Ministry of Justice website:

[www.justice.govt.nz/tribunals/licences-certificates/secondhand-dealers-pawnbrokers/forms-and-fees/](http://www.justice.govt.nz/tribunals/licences-certificates/secondhand-dealers-pawnbrokers/forms-and-fees/)

If you need further assistance, then please contact the Tribunal on:

Ph: 04 462 6660

Email: [shdlicensing@justice.govt.nz](mailto:shdlicensing@justice.govt.nz)

**Application fees are non-refundable.**

## Application process

In normal circumstances, it will take up to a month to hear the outcome of your application. If you have a criminal conviction your application may take longer to process. You can check the progress of your application on

[www.justice.govt.nz/tribunals/licences-certificates/secondhand-dealers-pawnbrokers/](http://www.justice.govt.nz/tribunals/licences-certificates/secondhand-dealers-pawnbrokers/).

## Important information

All personal information provided to the LASDP will be managed in accordance with the Privacy Act 1993.

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## Photograph requirements

Any photograph of an individual submitted to the Licensing Authority in non-electronic form must:

- (a) be of good quality; and
- (b) have been taken not more than 6 months before the date on which it is supplied; and
- (c) be a full front view of the face, head and shoulders of the person, with the head filling most of the photograph; and
- (d) have a plain, light coloured background (not white or dark) with no background shadow; and
- (e) show the individual without a head covering, hat, head band, bandanna or scarf except for religious or medical reasons. In all cases, facial features from the bottom of the chin to the top of the forehead and both edges of the face must be clearly shown; and
- (f) be a colour photograph; and
- (g) be a good likeness of the person wide; and
- (h) be on good quality paper.

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## Step 1. Tell us what you are applying for

Please tick one:

New Application

Renewal

If this is an application for renewal what is your current licence number?

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## Step 2. Give us your details

Full name  First  Middle  Surname

Are you known by, or have you ever been known by another name? (Please tick to confirm)

Yes  No

If yes, please supply the additional names. If no, leave this blank and move on to the next question

Other names  First  Middle  Surname   
 First  Middle  Surname

What is your gender? (Please tick to confirm)

Male  Female  Other (please specify)   Prefer not to disclose

How can we contact you?

Phone Day  Mobile

Email

Do you consent to having your email address recorded in the public register of licence holders? (Please tick to confirm)  Yes  No

If you give us your mobile number or email address, we can use these to send you text messages or emails.

What is your driver licence number?  Or, I do not have a driver licence

What is your date of birth?  /  /  (day/month/year)

What is your postal address?

Address  No.  Street  Suburb   
 City  State (if outside NZ)   
 Country  Post code

**What is your residential address? (This must be a physical New Zealand address)**

Address	No.	Street	Suburb
	City		State (if outside NZ)
	Country		Post code

**What name are you trading as?** \_\_\_\_\_

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### Step 3. Give us your business addresses

This section records the street addresses of the company's principal or main place of business and every other place of business (eg, a branch office or store). You can use additional sheets of paper if necessary.

Note: You need not fill in this section if the company is an 'itinerant secondhand dealer' (the company does not have premises from which it regularly engages in secondhand dealing)

**Are you an itinerant secondhand dealer? (Please tick to confirm)**

Yes       No

**What is the street address of your principal or main place of business?**

Address	No.	Street	Suburb
	City		Post Code

**What are the street addresses of every other place of your business (branch store / office), if any?**  
*(If you only operate from one premises, write 'None' and proceed to the next section)*

Address	No.	Street	Suburb
	City		Post Code

Address	No.	Street	Suburb
	City		Post Code

Address	No.	Street	Suburb
	City		Post Code

Address	No.	Street	Suburb
	City		Post Code

## Step 4. Provide us your photographs for the application

This step is to be completed by the person authenticating the photographs.

Attach two (2) identical, recent standard passport photographs of yourself: a full-front view of your face; head and shoulders only; taken without a hat, head covering, or head band; and with a plain light-coloured background.

The photographs must be authenticated by any one of the following persons:

- A Barrister or Solicitor of the High Court of New Zealand;
- A Registrar or Deputy Registrar of a District Court;
- A Justice of the Peace;
- A constable;
- A registered medical professional;
- A person authorised by law to take statutory declarations in New Zealand.

Who is not:

- A relative or part of the family group of the applicant;
- A spouse, de-facto partner, or civil union partner of the applicant;
- A person who lives at the same address as the applicant;
- The employer of the applicant;
- A business partner of the applicant.

The section below is to be completed by the person authenticating the photographs.

The person authenticating the photographs must:

On the back of one of the photographs:

- Print in his or her own handwriting: "Certified true likeness of [full name of the applicant]"; and
- MUST also sign and date the rear of the photograph.

Attach photo  
here  
35x45mm

I, \_\_\_\_\_ (*authenticating person*)  
being someone authorised to authenticate the photographs provided with this application by reason of being a

of \_\_\_\_\_ (*residential address of authenticating person*)

CERTIFY that the attached photographs are a true likeness of \_\_\_\_\_  
(*full name of applicant*)

**Signature**

**Date**

*Note: The authentication of the photographs must take place at the same time as the Statutory Declaration is made or before the Statutory Declaration is made, not after the Statutory Declaration (Step 6).*

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## Step 5. Tell us details of your business partner(s)

If you engage in business as a secondhand dealer and/or pawnbroker in partnership with other persons, you are required to provide the following information about every partner in the partnership. If you have more than one partner, each of them must be named in this section and the required information provided. You can use additional sheets of paper if necessary.

Important Note: Sections 6(2) and 7(2) of the Secondhand Dealers and Pawnbrokers Act 2004 provide that if 2 or more people engage in business as secondhand dealers and/or pawnbrokers in partnership with another, each partner must hold a licence. Each partner must complete a separate licence application.

### Do you have a business partner? (Please tick to confirm)

Yes     No

### What is your business partner's name?

Full name  First  Surname/Family name

### Is or has this person been known by any other name? (Please tick to confirm)

Yes     No

### Please state any other name your partner is or has been known by

Full name  First  Surname/Family name

Full name  First  Surname/Family name

Full name  First  Surname/Family name

### What is your business partner's gender? (Please tick to confirm)

Male     Female     Other (please specify)      Prefer not to disclose

### What are your business partner's contact details?

Phone Day  Mobile

Email

*If you give us your business partner's mobile number or email address, we can use these to send them text messages or emails.*

What is your business partner's driver licence number?

What is your business partner's date of birth?  /  /  (day/month/year)

### What is your business partner's residential street address?

Address No.  Street  Suburb

City  Post Code

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## Step 6. Make a Statutory Declaration

This declaration must be made by the applicant at the same time or after the photographs are authenticated.

*IMPORTANT: You must sign and date this declaration in front of the person taking the declaration and they must then immediately complete and date their part of the declaration.*

I, \_\_\_\_\_ (full name)  
of \_\_\_\_\_ (your residential address)

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do solemnly and sincerely declare that all the information recorded in this application is true and correct. I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

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**Signature** \_\_\_\_\_ (of the person making this declaration) **Date** \_\_\_\_\_

The following is to be completed by the person taking the declaration\*

Declared at \_\_\_\_\_ (city/town)

on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day/month/year)

before me, being a person authorised under the Oaths and Declarations Act 1957 by reason of being

a \_\_\_\_\_

Name of person taking the declaration: \_\_\_\_\_

Address: \_\_\_\_\_

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**Signature** \_\_\_\_\_ (of the person taking this declaration) **Date** \_\_\_\_\_

\*The person taking the declaration must be one of the following:


- A person enrolled as a barrister or solicitor of the High Court (or a legal executive acting in his or her employment);
- A Justice of the Peace;
- A notary public;
- A Registrar or Deputy Registrar of a Court;
- A member of Parliament;
- An employee of either the New Zealand Transport Agency or the Public Trust who is authorised for that purpose;
- An officer in the service of the Crown or of a local authority who is authorised for that purpose (including a Police officer of the rank of Sergeant or above, and a Police Declarations Officer);
- Some other person authorised by law to administer an oath.

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## Step 7. Do a quick check

### Before sending in this form – check:

You have answered every question


 You have attached 2 recent, identical photos of yourself

The person authenticating the photos completed the relevant part of the form

The person authenticating the photos certified, dated and signed the back of one of the photos

You have signed and dated this form

You have completed the Statutory Declaration

 You have attached the additional sheet(s) containing information about your business partners (if any)

You have paid the fee

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## Step 8. Send in this form

You can print this form, fill it in, and

hand it in or courier to:

Level 1, 86 Customhouse Quay  
Wellington 6011  
New Zealand

or post it to:

SX 11159  
Wellington  
New Zealand

Phone: 04 462 6660

Email: [shdlicensing@justice.govt.nz](mailto:shdlicensing@justice.govt.nz)

Website: <https://www.justice.govt.nz/tribunals/licences-certificates/secondhand-dealers-pawnbrokers/>