



The Licensing Authority of Secondhand Dealers and Pawnbrokers

For more information visit www.justice.govt.nz/tribunals

Application for a Licence by an Individual



What is this form for?

Use this form if you are an **individual** engaged in business as a secondhand dealer or pawnbroker either as a Sole Trader or in Partnership with another person(s).

Important information

1. Please print in CAPITAL LETTERS
2. You are required to answer all questions. If necessary write 'Nil', 'None' or 'Not applicable'.
3. You can return this Application Form together with your photographs and the prescribed fee by post or in person to the Licensing Authority address at the end of this form.

Please fill in all sections below:

Part 1. What type of application is this?

Please tick one:

- New application
- Renewal

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

Office use only

Date received (affix stamp)

Receipt No. _____

Amount paid: \$ _____

Part 2. Applicant

What is your name?

First name(s)

Middle name(s)

Surname(s)

Please state any other name you are or have been known by:

What is your gender? (please tick)

Male Female

How can we contact you?

Daytime contact phone number ()

Work contact number ()

Mobile

Email address

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

Do you consent to having your email address recorded in the public register of licence holders?

Please tick one: Yes No

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?

Street / PO Box
Suburb
City / town
Post code

What is your residential street address?

Street
Suburb
City / town
Post code

What name are you trading as?

Part 3. Business addresses

This section records the street address of your principal or main place of business as well as every other place of business (eg, a branch office or store). You may use additional sheets of paper if necessary.

Note: You need not fill in this section if you are an **'itinerant secondhand dealer'** (that is, you do not have premises from which you regularly engage in secondhand dealing).

Are you an itinerant secondhand dealer? (please tick) Yes No

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

Street
Suburb
City / town
Post code

What are the street addresses of every other place of your business (branch store/office) (if any)

(If you only operate from only one premises, write 'None' and proceed to the next section)

Street
Suburb
City / town
Post code

Street
Suburb
City / town
Post code

Street
Suburb
City / town
Post code

Street
Suburb
City / town
Post code

Part 4: Photographs accompanying application for a Licence

- **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 / 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.



(Clean photograph needed)

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:

1. Print in his or her own handwriting: **“Certified true likeness of [full name of the applicant]”**; and
2. **MUST** also sign and date the rear of the photograph.

To be completed by the person authenticating the photographs

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)
Signed	Dated / / (day / month / year)

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.

Part 5. 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)

Yes

No

What is your business partner's name?

First name(s)

Middle name(s)

Surname(s)

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

What is your business partner's gender? (please tick)

Male

Female

Your business partner's contact details:

Daytime contact phone number ()

Mobile

Email address

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?

Street

Suburb

City / town

Post code

Part 6. 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)

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.

Signature	(of the person making this declaration)
Date / /	(day / month / year)

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

Declared at	(city/town) on	/	/	(day / month / year)
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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:

Signature	(of the person taking this declaration)
Date / /	(day / month / year)

***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.


Part 7: Checklist

Before you submit this form please check that:

(Please tick to confirm)

- 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 a Statutory Declaration;
- You have attached the additional sheet(s) containing information about your business partners (if any);
- You have included the prescribed fee of **\$410**. Cheques are to be made payable to:
Licensing Authority of Secondhand Dealers and Pawnbrokers. Please do not send cash through the post.

Licensing Authority's Contact Details:

 Licensing Authority
of Secondhand Dealers and Pawnbrokers
Private Bag 32-001, Featherston Street, Wellington 6146
Level 1, 86 Customhouse Quay, Wellington 6011
www.justice.govt.nz/tribunals

Ph: (04) 462 6660
Fax: (04) 462 6686
Email: shdlicensing@justice.govt.nz