



# Change of Details

WESTERN AUSTRALIA  
POLICE FORCE  
LICENSING SERVICES

## LICENSING ENFORCEMENT DIVISION

303 Sevenoaks Street Cannington, Western Australia 6107

Post: Locked Bag 9 East Perth WA 6892

Email: [licensing-services-secondhand@police.wa.gov.au](mailto:licensing-services-secondhand@police.wa.gov.au)

Telephone: 1300 171 011

## PAWNBROKERS AND SECOND-HAND DEALERS ACT 1994

Instructions to all licence holders - follow all of these steps to complete the amendment form.

You must carefully complete all sections and attach all required documents.

INCOMPLETE FORMS WILL NOT BE ACCEPTED.

If you have any queries regarding the completion of this form, contact Licensing Services (Security) on 1300 171 011.

### Licence Information

- Provide your current Pawnbroker and/or Second-hand Dealer licence number issued in Western Australia
- Provide your existing trading name as currently recorded with Licensing Services (Security)

### Section 1. New Business Details

- Enter your trading name
- Provide your new business postal address
- Provide your new business storage address
- Provide your new business contact information

### Section 2. Personal Details

- Enter your full name (including all given names)
- Provide your new postal address
- Provide your new residential address
- Provide your new contact information

### Section 3. Signing the Declaration

- To be signed and dated on the day the form was completed. A witness is not required for the purposes of changing business or personal details.
- Indicate if required supporting documents have been attached

### Required Documents

#### LOCAL GOVERNMENT APPROVAL

Local government approval must be provided with written evidence issued by the local district advising the location proposed has obtained all approvals, consents and exemptions required under any written law, in relation to the premises.

i.e. Letter from the local government confirming there's no objections for the premises to be utilised for the desired licence type.

#### TRADING NAME DOCUMENTATION

To add a trading name the supporting document, Record of Registration for Business Name from the Australian Securities & Investment Commissions (ASIC) is to accompany this form

#### CHANGE OF NAME DOCUMENTATION

To legally change any part of your name, you must provide written evidence from Births, Deaths and Marriages, along with a current form of photo identification stating your new name.

#### LODGEMENT

The completed form is to be lodged either via:

##### In Person

Licensing Services (Security)  
303 Sevenoaks Street  
Cannington WA 6107

##### By Mail

Locked Bag 9  
East Perth WA 6892

##### By Email

[licensing-services-secondhand@police.wa.gov.au](mailto:licensing-services-secondhand@police.wa.gov.au)

**ONCE YOU HAVE READ AND UNDERSTOOD THESE  
INSTRUCTIONS PLEASE COMPLETE THE FOLLOWING FORM.  
PENALTIES APPLY FOR OMISSIONS, FALSE OR MISLEADING INFORMATION.**



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*CHANGES MAY REQUIRE SUPPORTING DOCUMENTATION (REFER TO INFORMATION PAGE)*

Your Licence number held under the Pawnbrokers and Second-hand Dealers Act 1994

Existing Trading  
Name

## Section 1. New Business Details

Trading Name

### Business Postal Address

Unit / Lot / Level	Street Number	Street Name		
Street Type	Suburb		State	Postcode

### Business Storage Address

Unit / Lot / Level	Street Number	Street Name		
Street Type	Suburb		State	Postcode

### Business Contact Information

Work Phone Mobile Phone

Email

## Section 2. Personal Details

Full Name

### Personal Postal Address

Unit / Lot / Level	Street Number	Street Name		
Street Type	Suburb		State	Postcode

### Personal Residential Address

Tick if Residential Address is the same as Postal Address

Unit / Lot / Level	Street Number	Street Name		
Street Type	Suburb		State	Postcode

### Personal Contact Information

Home Phone Mobile Phone

Email

## Section 3. Declaration

I certify that the information contained in this application has been provided by myself and that it is true and correct in every particular.  
I am also aware that it is an offence under Section 17 of the Pawnbrokers and Second-hand Dealers Act 1994 to provide false or misleading information, punishable by a fine up to \$5,000 for individuals, \$20,000 for body corporates or 12 months imprisonment.

Applicant's  
Signature

Date