

# City of Woodstock Pawnbroker/Second Hand Goods Dealer Application

Municipal Code 610

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<b>OFFICE USE ONLY</b>
Date Received
Licence #
Date Issued

Second Hands Goods Dealer \$60  
New Application

Pawnbroker \$400  
Renewal

General Information	Please Print
Applicant's Name (first and last)	_____
Business (or Corporation) Name	_____
Business Address (complete)	_____
Business Phone Number	_____
Mailing/Billing Address (if different)	_____
Home Address (complete)	_____
Email Address	_____

List employees' names and titles: (If an Ontario Ltd. Company/Corporation, all persons named on the Corporation must be included).

Employee - Name	Title
_____	_____
_____	_____

The following documents must be provided prior to licence approval being granted.

1. **Certificate of Insurance** furnishing proof of a minimum of \$2,000,000 general liability insurance.
2. In the case of a pawnbroker's licence, **security in the amount of \$2,000** to the municipality in a form satisfactory to the Treasurer (which security shall be maintained in effect for so long as the applicant holds a pawnbroker's licence).
3. **Criminal Record Checks** (obtain at your local Police Station) are required for all owners, managers and employees that are handling and/or selling merchandise. You are **responsible to provide criminal records checks** for any employees as designated above that are hired during the licensing year.

The licensee hereby certifies:

- a. No person shall, by virtue of one licence, carry on business as a pawnbroker or a second hand goods dealer in more than one shop;
- b. The licence will be displayed in a conspicuous place in or on the premises where a pawnbroker or second hand goods dealer is carrying on the business of a pawnbroker or a second hand goods dealer;
- c. A licence issued under the provisions of this application shall not be transferable and is valid only in respect of the person and the premises named therein;
- d. No person shall operate a pawn shop or second hand goods shop in the City of Woodstock without first having produced a certificate of insurance confirming that a general liability policy in the amount of \$2,000,000 is in force.
- e. Council may revoke any licence granted under this Chapter at any time if it deems it in the public interest to do so and, in such an event, the licensee shall be given a refund of the licence fee proportionate to the unexpired term of the licence.
- f. No person shall obstruct a person inspecting or withhold, destroy, conceal or refuse to furnish any information or thing required by a person inspecting
- g. No licensee shall purchase, take in exchange or receive any second hand goods, article or thing from any person under the age of fourteen years of age without written authority from a parent or guardian of such person
- h. Every licensee shall ensure that prior to purchasing, taking a pledge, taking in exchange or taking on consignment any second hand goods, a record is made in a recording system approved by the Chief of Police or designate of:
  - i. the day, month, year and time of the transaction;
  - ii. the full name, date of birth, and address of each seller;
  - iii. the full particulars of the seller's identification;
  - iv. a detailed description of each second hand good sufficient to identify it including, where applicable, make, model, serial numbers, markings, titles and any other identifying numbers, letters or designs;
  - v. the purchase or consignment price of each second hand good or a description of the item exchanged for it; and
  - vi. the clearly marked name of the person conducting the transaction.

I hereby certify that I have read and understand the information contained in this application. I further certify that the information contained in this application is true and I agree that I will abide by all of the provisions of the City of Woodstock Municipal Code Section 610 and amendments thereto and any other applicable municipal regulations that may apply to the operation of an Pawnbroker/Second Hand Goods Dealer Licence. The fee has been submitted with this application.

Signature of Applicant

*(entering your name is representative of your signature)*

Signature of Witness

*(entering your name is representative of your signature)*

Today's Date: \_\_\_\_\_

This licence is granted for one year from February 15<sup>th</sup> in the current year and expires on the 15<sup>th</sup> of February one year after issue or sooner if the licence is revoked.

Issuance of this licence maybe subject to the following department approvals:

Chief Building Official

City Clerk

Police Department

**Notice of Collection**

Personal information contained on this form is collected by the Corporation of Woodstock under the authority of the *Municipal Act* and will be used by the City in making decisions on this Pawnbroker/Second Hand Goods Dealer Licence. Questions about the collection of this information may be made to the City Clerk, 500 Dundas Street, P.O. Box 1539, Woodstock, Ontario, N4S 0A7, or by telephoning 519-539-2382 ext. 2500, during business hours.