

# Pawnbrokers and Second-hand Dealers Regulation 2015

[2015-500]



New South Wales

## Status Information

### Currency of version

Historical version for 1 July 2017 to 14 December 2017 (accessed 8 January 2025 at 20:12)

Legislation on this site is usually updated within 3 working days after a change to the legislation.

### Provisions in force

The provisions displayed in this version of the legislation have all commenced.

### Notes—

- **Does not include amendments by**
  - [Regulatory and Other Legislation \(Amendments and Repeals\) Act 2016 No 60](#) (not commenced)
  - [Statute Law \(Miscellaneous Provisions\) Act \(No 2\) 2017 No 63](#) (not commenced — to commence on 14.1.2018)

### Authorisation

This version of the legislation is compiled and maintained in a database of legislation by the Parliamentary Counsel's Office and published on the NSW legislation website, and is certified as the form of that legislation that is correct under section 45C of the [Interpretation Act 1987](#).

File last modified 23 November 2017

# Pawnbrokers and Second-hand Dealers Regulation 2015



New South Wales

## Contents

<b>Part 1 Preliminary</b> .....	4
1 Name of Regulation .....	4
2 Commencement .....	4
3 Definitions .....	4
4 Meaning of “market” .....	4
5 Meaning of “second-hand goods” .....	5
6 Application of Act.....	6
7 Exclusion of certain institutions from operation of section 5 of Act.....	7
8 Fees .....	7
<b>Part 2 Records</b> .....	7
9 Definition .....	7
10 Records generally .....	8
11 Licence condition relating to electronic record-keeping .....	8
12 Special provisions relating to record-keeping by certain licensees.....	9
13 Records of goods pawned, purchased or sold.....	10
14 Records of persons employed in licensed businesses .....	13
15 Records relating to markets.....	13
16 Furnishing of records to Commissioner of Police .....	13
17 (Repealed) .....	14
<b>Part 3 Regulation of licensed businesses</b> .....	14
18 Display of licence details and other information .....	14

19 Evidence of identity and title of supplier of goods.....	14
20 Exemptions relating to overseas supplier of goods .....	16
21 Contract or stock number to be reproduced on tag, label or other attachment .....	16
22 Retention of goods by licensee.....	17
23 Penalty notice offences and demerit points.....	17
<b>Part 4 Special provisions relating to pawnbrokers .....</b>	<b>18</b>
24 Equivalent annual interest rate .....	18
25 Exemptions relating to pawnbroker’s record of pledges.....	18
26 Pawnbroker’s record of pledges.....	18
27 Notice of rights and obligations of person pawning goods .....	19
28 Additional particulars or information to be disclosed in or to accompany pawn ticket.....	19
29 Redemption of pawned goods .....	20
30 Notice specifying interest rates and other fees and charges.....	21
31 Sale of unredeemed goods .....	22
<b>Part 5 Disputes as to ownership of goods and restoration of goods .....</b>	<b>22</b>
32 Restoration notices under Part 4A of Act .....	22
33 Jurisdiction of Local Court .....	23
34 Notice relating to operation of Part 4A of Act .....	23
<b>Part 6 Miscellaneous .....</b>	<b>23</b>
35 Lending or parting with licence .....	23
36 Carrying on of business in partnership .....	24
37 Carrying on of business by legal personal representatives and trustees.....	24
38 Unique identifier for combined licence .....	24
39 Specific exemptions from certain requirements .....	24
40 Certification of number of demerit points.....	26
41 Savings provision.....	26
<b>Schedule 1 Forms.....</b>	<b>26</b>
<b>Schedule 2 Penalty notice offences and demerit points.....</b>	<b>29</b>
<b>Schedule 3 Fees .....</b>	<b>30</b>

# Pawnbrokers and Second-hand Dealers Regulation 2015



New South Wales

## Part 1 Preliminary

### 1 Name of Regulation

This Regulation is the *Pawnbrokers and Second-hand Dealers Regulation 2015*.

### 2 Commencement

This Regulation commences on 1 September 2015.

**Note—**

This Regulation replaces the *Pawnbrokers and Second-hand Dealers Regulation 2008* which is repealed on 1 September 2015 under section 10 (2) of the *Subordinate Legislation Act 1989*.

### 3 Definitions

(1) In this Regulation:

**fee unit**—see Part 2 of Schedule 3.

**the Act** means the *Pawnbrokers and Second-hand Dealers Act 1996*.

**Note—**

The Act and the *Interpretation Act 1987* contain definitions and other provisions that affect the interpretation and application of this Regulation.

(2) Notes in the text of this Regulation (other than notes included in a form) do not form part of this Regulation.

### 4 Meaning of “market”

For the purposes of the definition of **market** in section 3 (1) of the Act, a **market** does not include:

(a) an activity:

(i) conducted in the course of or for the purposes of a fundraising appeal within the meaning of the *Charitable Fundraising Act 1991*, and

- (ii) promoted by a person who is or is taken to be the holder of an authority under that Act in respect of such an appeal,

unless, for the purposes of the activity concerned, space is allocated for a consideration to stallholders or marketeers who are not members of a charitable organisation or other body connected with the promotion of the fundraising appeal, or

- (b) an assembly of stallholders or marketeers:

- (i) none of whom is selling any second-hand goods (within the meaning of the Act), or
- (ii) at which every person selling any such goods is selling them in household quantities only and has provided the promoter of the assembly with a signed declaration that the person has not traded in such goods on more than 6 days in the period of 12 months ending immediately before the day on which the assembly is held.

## 5 Meaning of “second-hand goods”

- (1) For the purposes of the definition of **second-hand goods** in section 3 (1) of the Act, the following classes of goods are prescribed:
  - (a) items of jewellery (including watches) that include gemstones or precious metals,
  - (b) gemstones and precious metals,
  - (c) sporting and recreational goods,
  - (d) electric or electronic pianos and other musical instruments (not including pianos that are not electric or electronic),
  - (e) photographic equipment (including digital cameras and digital imaging equipment),
  - (f) portable engine-powered, motorised or air-powered tools and equipment,
  - (g) water craft of any description used or capable of being used as a means of transportation on water (including parts of a water craft),
  - (h) electric or electronic goods (other than microwave ovens, refrigerators, washing machines or other whitegoods),
  - (i) computer hardware and interactive game consoles,
  - (j) tablet computers,
  - (k) devices designed to play digital files (such as MP3 and DVD players and iPods),
  - (l) mobile phones,

- (m) car accessories,
  - (n) global positioning system equipment.
- (2) Despite subclause (1), the following classes of goods are not prescribed for the purposes of the definition of **second-hand goods** in section 3 (1) of the Act:
- (a) motorised wheelchairs, wheeled lounges, spinal carriages and other similar goods designed to carry a person with a disability,
  - (b) industrial or farming machinery that cannot be driven or is not portable.
- (3) For the purposes of the Act, none of the following activities constitutes the carrying on of a business of buying or selling second-hand goods if the activity is carried out by a person in the course of (or as a matter ancillary to) the carrying on of a business that does not require a licence under the Act:
- (a) the sale of any goods pursuant to a power conferred by the [Uncollected Goods Act 1995](#),
  - (b) the taking of goods as a trade-in or the sale of any goods so taken,
  - (c) the sale of any goods that have become second-hand goods by reason of being used in the course of a rental business conducted by the person,
  - (d) the sale of any goods for the purpose of taking or enforcing securities over those goods.
- (4) In this clause:
- interactive game console** means equipment for the playing of a game:
- (a) that involves a display on a computer monitor, television screen, liquid crystal display or similar medium, and
  - (b) where the way in which the game proceeds and the result achieved at various stages of the game is determined in response to the decisions, inputs and direct involvement of the player.

**trade-in**, in relation to goods, means the taking of the goods as part payment for any new or used goods.

## 6 Application of Act

- (1) For the purposes of section 4 (2) (c) of the Act, the Act does not apply in relation to any act or omission of an approved person in:
- (a) conducting a recycling program, or
  - (b) selling any goods collected in a recycling program, or

(c) contracting with another person to give that other person ownership of goods collected in a recycling program.

(2) For the purposes of section 4 (2) (c) of the Act, the Act does not apply in relation to a person to the extent that the person:

(a) buys second-hand goods only from a government agency or public authority, or

(b) deals only in second-hand goods that have been bought from manufacturers as factory seconds.

(3) In subclause (1), **approved person** means:

(a) a local council or an employee of a local council, or

(b) a contractor, or an employee of a contractor, who is acting on behalf of a local council under a contract relating to the recycling program concerned (being a contract for which tenders were invited and for which the contractor was the successful tenderer).

## 7 Exclusion of certain institutions from operation of section 5 of Act

Section 5 of the Act does not apply to goods received by an authorised deposit-taking institution.

## 8 Fees

(1) The fees payable for the purposes of the Act are listed in Column 1 of Part 1 of Schedule 3.

(2) The amount of each fee is to be calculated by adding together the various components set out in Columns 2 and 3 of Part 1 of Schedule 3 in relation to that fee. The total fee is set out in Column 4 of Part 1 of that Schedule.

(3) An amount specified in relation to an application in Column 3 of Part 1 of Schedule 3 under the heading "**Processing component**" is taken to be a fee to cover the costs incurred by the Secretary in processing the application.

### Note—

This amount is consequently a **processing fee** for the purposes of Part 2 of the [Licensing and Registration \(Uniform Procedures\) Act 2002](#). If an application is made by electronic communication, the processing fee is discounted (see section 13 of that Act). If an application is refused or withdrawn, the applicant is entitled to a refund of all fees paid, other than the processing fee (see section 22 of that Act).

## Part 2 Records

### 9 Definition

In this Part:

**electronic record-keeping condition** means a condition of a kind referred to in clause 11.

## 10 Records generally

- (1) Records that are required to be kept for the purposes of the Act must be kept:
  - (a) if they are records to which an electronic record-keeping condition of a licence applies—in the form required by that condition, or
  - (b) if they are other records—electronically or in a bound (not loose-leaf) book.

### Note—

Clause 12 enables a licence, in some circumstances, to be issued or renewed without a condition of the kind referred to in clause 11.

- (2) Any such records must:
  - (a) be in the English language, and
  - (b) have consecutively numbered pages, and
  - (c) permanently record the date on which each record was first compiled and the date on which each entry was made, and
  - (d) include the contract number referred to in clause 13 (1) (c) and (2) (c) for each item taken in trade or pawn.
- (3) Despite subclause (1) and any electronic record-keeping condition imposed on a licence:
  - (a) any hard copy of a written statement as to the ownership of goods obtained from a customer under clause 19 (4) may be kept in loose-leaf form so long as the statement includes the contract number referred to in clause 13 (1) (c) and (2) (c) for each item taken in trade or pawn and is kept in order of contract number, and
  - (b) any hard copy of the record of an agreement by which goods were pawned under section 28 of the Act may be kept in loose-leaf form so long as the record includes the contract number referred to in clause 13 (1) (c) for each item taken in pawn and is kept in order of contract number.

## 11 Licence condition relating to electronic record-keeping

- (1) The Secretary, when granting or renewing a licence, is to impose a condition on the licence requiring the licensee to use electronic methods of creation and storage of records that the licensee is required to keep under section 16, 28 or 29A of the Act.
- (2) Without limiting subclause (1), the condition is to include a requirement that the licensee use software, or software of a kind, specified in the condition for the creation



and storage of the records.

## **12 Special provisions relating to record-keeping by certain licensees**

- (1) A person who held a second-hand dealer's licence under the *Second-hand Dealers and Collectors Act 1906* may, when applying for the issue or renewal of a licence authorising the person to carry on the business of a second-hand dealer (but not the business of a pawnbroker), apply to have the licence issued or renewed without an electronic record-keeping condition.
- (2) Despite clause 11, the Secretary must not impose an electronic record-keeping condition on a licence if:
  - (a) the licensee applied under subclause (1) to have the licence issued or renewed without the condition, and
  - (b) the Secretary is satisfied that the licensee was entitled to make such an application, and
  - (c) the Secretary is satisfied, after having regard to both of the relevant documents in relation to the licensee's business, that the gross receipts of the business relating to used goods totalled \$150,000 or less in the previous financial year or (if appropriate) the financial year immediately preceding the previous financial year.
- (3) For the purpose of subclause (2) (c), the relevant documents in relation to the licensee's business are:
  - (a) the licensee's income tax return or audited financial statement for the previous financial year, and
  - (b) a statutory declaration by the licensee declaring that the gross receipts of the business relating to used goods totalled \$150,000 or less in the previous financial year.
- (4) If the Secretary considers it appropriate, the Secretary may accept both of the following documents as relevant documents in relation to a licensee's business:
  - (a) the licensee's income tax return or audited financial statement for the financial year immediately preceding the previous financial year,
  - (b) a statutory declaration relating to the gross receipts of the business for the financial year immediately preceding the previous financial year.
- (5) If the Secretary accepts the licensee's income tax return or audited financial statement for the financial year immediately preceding the previous financial year as a relevant document for the purposes of this clause, the Secretary may impose a condition on the licence granted or renewed requiring the licensee to forward to the Secretary the licensee's income tax return or financial statement for the previous

financial year within 14 days after the licensee receives or finalises that document.

- (6) If at any time after the issue or renewal of a licence that does not contain an electronic record-keeping condition the Secretary is satisfied that the gross receipts for the licensee's business relating to used goods totalled more than \$150,000 in the previous financial year, the Secretary may impose an electronic record-keeping condition on the licence.
- (7) Any condition imposed under subclause (6) takes effect 90 days after written notice of the condition is given to the licensee.
- (8) If, on such evidence as the Secretary may require, the Secretary is satisfied that:
- (a) a second-hand dealer's licence under the *Second-hand Dealers and Collectors Act 1906* was held by a person for the purposes of a business carried on by a corporation or partnership, and
  - (b) in the case of a partnership, there has not been any change in the membership of the partnership since the licence was held on its behalf (except for any person ceasing to be a partner or any spouse of an existing partner becoming a partner),
- the Secretary may determine that the corporation or each of those partners is to be regarded, for the purposes of this clause, as the holder of the licence. The determination has effect accordingly.
- (9) For the purposes of subclause (8), **spouse** includes a de facto partner.

**Note—**

"De facto partner" is defined in section 21C of the *Interpretation Act 1987*.

- (10) A reference in subclause (1) to a licence issued under the *Second-hand Dealers and Collectors Act 1906* includes a reference to a licence issued after 30 April 1997 pursuant to an application that was made but not dealt with before that date.
- (11) In this clause:
- used goods** means goods that have been used or that are represented by a vendor of the goods to be goods purchased (otherwise than by the vendor) previously but unused, and includes second-hand goods.

### **13 Records of goods pawned, purchased or sold**

- (1) For the purposes of section 16 (1) of the Act, the following particulars are prescribed in so far as the licensee carries on the business of a pawnbroker:
- (a) if the pledgor is:
    - (i) an individual—the name, residential address and date of birth of the individual,
    - or

- (ii) a corporation—the name, business address and Australian Business Number of the corporation,
  - (b) if the transaction is conducted by an individual acting as agent of the pledgor—the name, residential address and date of birth of the agent,
  - (c) a contract number for each transaction in which goods are pawned (that is, a number uniquely assigned by the licensee to distinguish it from any other pledge arising in the course of the licensee’s business),
  - (d) the date on which any pledge was taken, forfeited, sold or otherwise dealt with,
  - (e) the sale price of any forfeited item sold,
  - (f) the name and address of the purchaser of any forfeited item sold, except in cases where:
    - (i) the principal lent on the goods did not exceed \$50, or
    - (ii) the goods were sold by auction conducted away from business premises of the pawnbroker.
- (2) For the purposes of section 16 (1) of the Act, the following particulars are prescribed in so far as the licensee carries on the business of a second-hand dealer:
- (a) if the vendor or consignor is:
    - (i) an individual—the name, residential address and date of birth of the individual, or
    - (ii) a corporation—the name, business address and Australian Business Number of the corporation,
  - (b) if the transaction is conducted by an individual acting as agent of the vendor or consignor—the name, residential address and date of birth of the agent,
  - (c) a contract number for each transaction in which goods are bought or sold (that is, a number uniquely assigned by the licensee to distinguish it from any other sale or purchase arising in the course of the licensee’s business),
  - (d) the date on which any goods were purchased, taken on consignment, sold or otherwise dealt with,
  - (e) the name and address of the purchaser of goods sold by the licensee along with the sale price, except in cases where the sale price does not exceed \$50,
  - (f) a description of the goods that includes any characteristics specified in section 28 (2) (a) of the Act that appear on or in connection with the goods,

- (g) the price paid by the licensee for any goods purchased by the licensee,
  - (h) the location of any goods concerned in the business that are not kept at the notified business or storage premises of the licensee.
- (3) For the purposes of section 16 (1) of the Act, the following particulars are also prescribed (in so far as the licensee carries on any licensed business):
- (a) evidence of any search in public registers such as the Personal Property Securities Register for encumbrances in respect of the goods,
  - (b) features peculiar to any card or document relied on for the purposes of clause 19 (1), such as:
    - (i) in the case of a passport or driver licence—the number of the passport or licence, or
    - (ii) in the case of a credit card—the account number shown on the card, or
    - (iii) in the case of a bill addressed to the customer from a public utility—the customer’s account number shown on the bill,
  - (c) in relation to jewellery, such particulars as the Commissioner of Police, by notice served on the licensee, may specify.
- (4) A record required to be kept by a second-hand dealer under section 16 (1) of the Act must:
- (a) in the case of the acquisition or consignment of second-hand goods:
    - (i) be made by close of business on the day on which the goods were acquired or taken on consignment by the licensee, or
    - (ii) be made as soon as possible after the acquisition or consignment of the goods, if they were received by (or consigned to) the licensee at premises other than those nominated in the licensee’s application for a licence or afterwards notified to the Secretary, and
  - (b) in the case of the disposal of second-hand goods, be made by close of business on the day on which the goods were disposed of by the licensee.
- (5) In this clause:

**business address** of a corporation means the address of the corporation’s registered office.

**Personal Property Securities Register** means the Personal Property Securities Register established under the [Personal Property Securities Act 2009](#) of the Commonwealth.

#### **14 Records of persons employed in licensed businesses**

For the purposes of section 16 (2) of the Act, the prescribed particulars are as follows:

- (a) the name, date of birth and residential address of each person employed in the licensed business,
- (b) the date on which each person commences employment in the licensed business,
- (c) the date on which each person's employment in the licensed business is terminated.

**Note—**

A record required to be kept under section 16 of the Act must be retained for a period of 3 years after the record is made.

#### **15 Records relating to markets**

For the purposes of section 16 (3) of the Act, the prescribed particulars are as follows:

- (a) the date on which the market is held,
- (b) the location of the market,
- (c) the name, residential address and, if possible, vehicle registration number of any unlicensed vendor at the market offering second-hand goods for sale,
- (d) a general description of the goods offered for sale by any such vendor,
- (e) details of any identification documents produced by any such vendor.

#### **16 Furnishing of records to Commissioner of Police**

- (1) For the purposes of section 16 (5A) of the Act, particulars of a record to which an electronic record-keeping condition applies must be furnished to the Commissioner of Police:
  - (a) by transmission in electronic form within 3 days after the record is made, or
  - (b) if other arrangements have been made by the Commissioner of Police, in accordance with those other arrangements.
- (2) For the purposes of section 16 (5A) of the Act, particulars of a record that is required by or under the Act to be kept by a licensee, but to which an electronic record-keeping condition does not apply, must be furnished to the Commissioner of Police, if so directed by the Commissioner, in the manner and within the time directed by the Commissioner.
- (3) This clause does not apply to a record required to be kept for the purposes of section 29A of the Act.

**17 (Repealed)**

**Part 3 Regulation of licensed businesses**

**18 Display of licence details and other information**

- (1) For the purposes of section 14 of the Act, the required particulars are:
- (a) the name of the licensee, and
  - (b) the licence number, and
  - (c) the business authorised by the licence to be carried on by the licensee, and
  - (d) a statement containing the words “any information provided to the licensee by or about a customer in relation to the trading of second-hand goods may be furnished to the police”.

**Note—**

The obligation to furnish information to the Commissioner of Police is imposed by clause 16.

- (2) The required particulars must be written in legible capital letters in the English language in Arial font and using letters and figures each not less than:
- (a) if the licence authorises the licensee to carry on the business of a pawnbroker—5 centimetres in height, or
  - (b) if the licence authorises the licensee to carry on the business of a second-hand dealer (but not the business of a pawnbroker)—2.5 centimetres in height.

**Note—**

See also clauses 30 and 34 for other signage requirements.

**19 Evidence of identity and title of supplier of goods**

- (1) For the purposes of section 15 (1A) of the Act, the identity of the person (***the customer***) offering to sell or pawn any goods to a licensee must be verified by the licensee by means of:
- (a) a card or other document that:
    - (i) bears the customer’s photograph, and
    - (ii) appears to be issued by the government, or a statutory authority, of New South Wales, the Commonwealth, another State or a Territory, and
    - (iii) includes the name of the person who the customer claims to be and the address at which the customer claims to reside, and a signature, purporting to be the signature of that person that matches the signature of the customer,

and

- (iv) does not bear any indications of forgery or tampering, or
  - (b) a combination of cards or other documents:
    - (i) that appear to be issued by organisations or persons other than the customer and that include the information and features described in paragraph (a) (iii), and
    - (ii) one of which appears to be issued by the government, or a statutory authority, of New South Wales, the Commonwealth, another State or a Territory, and
    - (iii) none of which bears any indications of forgery or tampering, or
  - (c) a card or other document (including, for example, a foreign passport) that:
    - (i) appears to be issued by the government, or a government authority, of a foreign country, and includes the information and features described in paragraph (a) (i) and (iii) (including the customer's permanent or temporary residential address in Australia), and
    - (ii) does not bear any indications of forgery or tampering, or
  - (d) a combination of cards or other documents (including, for example, a foreign passport):
    - (i) one of which appears to be issued by the government, or a government authority, of a foreign country, and includes the information and features described in paragraph (a) (i) and (iii) (but not including the customer's permanent or temporary residential address in Australia), and
    - (ii) one of which is in the form of a document (such as a letter from a landlord or proprietor of a hotel or similar premises) that includes the customer's permanent or temporary residential address in Australia, and
    - (iii) none of which bears any indications of forgery or tampering.
- (2) For the purposes of section 15 (1A) and (1B) of the Act, if the person is an individual, the person's date of birth is prescribed as a particular relating to the identity of the person. Evidence of the person's date of birth must be given in a documentary form (such as a driver licence, passport, birth certificate or proof of age card) issued by the government, or a statutory authority, of New South Wales, the Commonwealth, another State or a Territory or the government or a government authority of a foreign country.
- (3) For the purposes of section 15 (1A) and (1B) of the Act, if the person is a corporation, the corporation's Australian Business Number is prescribed as a particular relating to

the identity of the person. Evidence of the Australian Business Number must be given in a documentary form issued by the government, or a statutory authority, of New South Wales, the Commonwealth, another State or a Territory.

- (4) For the purposes of section 15 (3) of the Act, the licensee must obtain from the customer a written statement as to the ownership of goods that:
- (a) is in the form set out as Form 1 in Schedule 1, and
  - (b) is legible.

- (5) In this clause:

**foreign country** means a country other than Australia, and includes a state, province or other part of such a country.

## **20 Exemptions relating to overseas supplier of goods**

- (1) A licensee is exempted from the operation of section 15 (1) and (3) of the Act if:
- (a) goods that are being offered for sale to the licensee are to be or have been imported to Australia from a foreign country by the licensee, and
  - (b) the licensee has communicated an import declaration in respect of the goods in accordance with the [Customs Act 1901](#) of the Commonwealth.
- (2) For the purposes of section 16 (1) of the Act, a licensee must, if a transaction consists of the acquisition of goods referred to in subclause (1), keep all original documents obtained in respect of the import declaration and a description of the goods or contract to which the import declaration relates.

## **21 Contract or stock number to be reproduced on tag, label or other attachment**

- (1) A licensee must ensure that, for each item taken in trade or pawn during the course of the licensee's business:
- (a) the contract number or a stock number is reproduced on a tag, label or other attachment to the item, and
  - (b) the attachment is attached to the item on the day on which the item is taken in trade or pawn and remains on the item until it is redeemed or sold.

Maximum penalty: 20 penalty units.

- (2) In this clause:

**contract number** for an item is the number referred to in clause 13 (1) (c) or (2) (c) in relation to the item.

**stock number** for an item is a number that:



- (a) is uniquely assigned by the licensee to distinguish the item from any other item held by the licensee in the course of the licensee's business, and
- (b) is the same as or different from the contract number for the item, and
- (c) is recorded electronically and in paper form, and
- (d) is linked to the contract number for the item in the electronic and paper record.

## **22 Retention of goods by licensee**

Section 21 (1) of the Act does not apply to:

- (a) goods that are on consignment with the licensee for sale, or
- (b) goods purchased by the licensee at auction, or
- (c) goods purchased by the licensee from another licensee if before the purchase the goods have already been kept by the other licensee for any period for which the other licensee was required to keep them by section 21 of the Act or any notice under that section, or
- (d) pawned goods, or
- (e) goods purchased by tender or auction from:
  - (i) a government agency, or
  - (ii) a State owned corporation, or
  - (iii) a statutory authority constituted by or under an Act for a public purpose.

## **23 Penalty notice offences and demerit points**

- (1) For the purposes of sections 26 and 27 of the Act:
  - (a) each offence created by a provision specified in Column 1 of Schedule 2 is a prescribed offence, and
  - (b) the prescribed penalty for any such offence if dealt with under section 26 is the amount specified in Column 2 of Schedule 2 opposite the provision creating the offence in Column 1 of the Schedule.
- (2) For the purposes of section 27 (2) of the Act, the prescribed number of demerit points in relation to an offence is the number specified in Column 3 of Schedule 2 opposite the provision creating the offence in Column 1 of the Schedule.

## Part 4 Special provisions relating to pawnbrokers

### 24 Equivalent annual interest rate

(1) In this clause:

**interest period**, in relation to a loan made by a pawnbroker, means a period of time in respect of which interest is charged on any outstanding balance.

**outstanding balance**, in relation to such a loan, means the portion of the amount advanced that remains unpaid.

**periodic interest rate**, in relation to such a loan, means the rate (expressed as a percentage) per interest period at which interest is chargeable on any outstanding balance.

- (2) For the purposes of section 28 (2) (c) of the Act, the equivalent annual interest rate is the rate (expressed as a percentage) calculated in accordance with subclause (3).
- (3) The equivalent annual interest rate, in relation to a loan made by a pawnbroker, is the rate that bears to a year the same proportion as the periodic interest rate bears to the interest period. For example:
- (a) if the interest period is one month, the equivalent annual interest rate is 12 times the periodic interest rate, and
  - (b) if the interest period is one week, the equivalent annual interest rate is 52 times the periodic interest rate.

### 25 Exemptions relating to pawnbroker's record of pledges

A licensee is exempted from the operation of section 28 (2) (a), to the extent that it requires the licensee to record a serial number appearing on pawned goods, if the pawned goods are batteries or chargers for any cordless second-hand goods.

### 26 Pawnbroker's record of pledges

- (1) For the purposes of section 28 (2) (a) of the Act, a fair and reasonable description of goods must include:
- (a) in the case of a mobile phone—the International Mobile Equipment Identity (IMEI) number of the mobile phone, and
  - (b) in the case of a mobile phone, or tablet computer or laptop, containing a wireless local area network (WLAN) interface—the media access control (MAC) address for the interface.
- (2) Subclause (1) (b) does not have effect until 1 June 2016.

- (3) For the purposes of section 28 (2) (f) of the Act, the following particulars are prescribed as particulars required to be included in the record of an agreement by which goods are pawned:
- (a) particulars of:
    - (i) if the owner of the goods is an individual—the date of birth of the owner, or
    - (ii) if the owner of the goods is a corporation—the Australian Business Number of the owner, and
  - (b) if the goods are pawned by an individual as the agent of the owner of the goods—particulars of the date of birth of the agent, and
  - (c) the printed name and signature of the person who took the pawn on behalf of the pawnbroker.
- (4) For the purposes of subclause (2):
- (a) evidence of an individual’s date of birth must be given in a documentary form (such as a driver licence, passport, birth certificate or proof of age card) issued by the government, or a statutory authority, of New South Wales, the Commonwealth, another State or a Territory or the government or a government authority of a foreign country, and
  - (b) evidence of a corporation’s Australian Business Number must be given in a documentary form issued by the government, or a statutory authority, of New South Wales, the Commonwealth, another State or a Territory.
- (5) In this clause:
- foreign country** means a country other than Australia, and includes a state, province or other part of such a country.

## **27 Notice of rights and obligations of person pawning goods**

- (1) For the purposes of section 28 (5A) (a) of the Act, the form set out in Form 2 in Schedule 1 is prescribed.
- (2) The prescribed form must:
- (a) be legible and printed on both sides of A4 size paper, and
  - (b) not include any information other than the wording set out in Form 2 in Schedule 1.

## **28 Additional particulars or information to be disclosed in or to accompany pawn ticket**

For the purposes of section 28 (5A) (d) of the Act, the following particulars or information are to be disclosed in a notice incorporated in or accompanying a pawn ticket:

- (a) a statement of the frequency with which interest charges are to be debited and of the times at which interest charges are payable,
- (b) a statement to the effect that, if provision is made for interest charges to be payable at intervals of greater than one month, the interest charges may instead be paid at monthly intervals at the option of the person who pawned the goods,
- (c) particulars of the address of the premises where the goods will be located during the redemption period,
- (d) if the goods consist of more than one item—a statement as to whether or not the goods may be separately redeemed,
- (e) the date on which the redemption period ends.

## **29 Redemption of pawned goods**

- (1) For the purposes of section 29 (6) of the Act, the identity of the person (***the customer***) attempting to redeem any pawned goods from a licensee's premises is ascertained by production of the pawn ticket and reproduction, in the presence of the licensee or an employee of the licensee, of the signature shown on that ticket. If the customer does this, there are no other requirements for the purposes of that subsection.
- (2) The identity of a customer who cannot produce the pawn ticket must be ascertained by the licensee by means of:
  - (a) a card or other document that:
    - (i) bears the customer's photograph, and
    - (ii) appears to be issued by the government, or a statutory authority, of New South Wales, the Commonwealth, another State or a Territory, and
    - (iii) includes the name of the person who the customer claims to be and the address at which the customer claims to reside, and a signature, purporting to be the signature of that person that matches the signature of the customer, and
    - (iv) does not bear any indications of forgery or tampering, or
  - (b) a combination of cards or other documents:
    - (i) that appear to be issued by organisations or persons other than the customer and that include the information and features described in paragraph (a) (iii), and
    - (ii) one of which appears to be issued by the government, or a statutory authority, of New South Wales, the Commonwealth, another State or a Territory, and

- (iii) none of which bears any indications of forgery or tampering, or
- (c) a card or other document (including, for example, a foreign passport) that:
  - (i) appears to be issued by the government, or a government authority, of a foreign country, and includes the information and features described in paragraph (a) (i) and (iii) (including the customer's permanent or temporary residential address in Australia), and
  - (ii) does not bear any indications of forgery or tampering, or
- (d) a combination of cards or other documents (including, for example, a foreign passport):
  - (i) one of which appears to be issued by the government, or a government authority, of a foreign country, and includes the information and features described in paragraph (a) (i) and (iii) (but not including the customer's permanent or temporary residential address in Australia), and
  - (ii) one of which is in the form of a document (such as a letter from a landlord or proprietor of a hotel or similar premises) that includes the customer's permanent or temporary residential address in Australia, and
  - (iii) none of which bears any indications of forgery or tampering.
- (3) A customer who cannot produce the pawn ticket must:
  - (a) complete a declaration in writing stating that he or she is the owner of the goods, or
  - (b) produce:
    - (i) an authority in writing specifying the name and address of the owner of the goods and signed by the owner, authorising the goods to be collected by that customer, or
    - (ii) such evidence as may, in the circumstances, be reasonably sufficient to prove the death or incapacity of the owner or the owner's inability to sign such an authority.
- (4) In this clause:

**foreign country** means a country other than Australia, and includes a state, province or other part of such a country.

### **30 Notice specifying interest rates and other fees and charges**

For the purposes of section 32C of the Act, a notice specifying the rate or rates of interest charged by a licensee and any other fees and charges:

- (a) must be legible and in the English language, and
- (b) must be set out in Arial font of not less than 2.5cm in height, and
- (c) must appear as black writing against a white background.

### **31 Sale of unredeemed goods**

For the purposes of section 30 (1) of the Act, the prescribed amount is \$100.

## **Part 5 Disputes as to ownership of goods and restoration of goods**

### **32 Restoration notices under Part 4A of Act**

- (1) For the purposes of section 32F (3) of the Act, a restoration notice must contain the following particulars and information:
  - (a) the name of the claimant (including, if the claimant is a corporation, the name of the person acting on behalf of the corporation),
  - (b) the claimant's address (including, if the claimant is a corporation, the registered business address of the corporation),
  - (c) the date of birth of the claimant (or Australian Business Number, if the claimant is a corporation),
  - (d) the signature of the claimant (or of the person acting on behalf of the claimant, if the claimant is a corporation),
  - (e) if the claimant is a corporation—a signed statement by an executive officer of the corporation authorising a named person to act on behalf of the corporation,
  - (f) the connection between the claimant and the goods concerned,
  - (g) evidence supporting the claimant's title to the goods,
  - (h) the present location of the goods,
  - (i) a description of the goods (including any serial number),
  - (j) any alternative means of identifying the goods (for example, any engraving or permanent markings),
  - (k) the COPS event number (in the case of a theft report),
  - (l) the date the matter was first reported to a police officer,
  - (m) the police description of the goods on inspection and the licensee's contract number for the goods,

- (n) the name, contact details and signature of the police officer issuing the notice,
  - (o) if an insurance claim has been made in respect of the goods, the name and business address of the insurer,
  - (p) the name and licence number of the licensee (including, if the licensee is a corporation, the names of the directors of the corporation),
  - (q) the registered business address of the licensee,
  - (r) the address of the licensee's approved premises.
- (2) For the purposes of section 32F (7) of the Act, a restoration notice ceases to be operative if the claimant withdraws his or her allegation under section 32F (1) of the Act.

### **33 Jurisdiction of Local Court**

In accordance with section 32I (1) (a) of the Act, the Local Court has jurisdiction to determine an action referred to in section 93 of the *Civil Procedure Act 2005* that is brought by a claimant in connection with goods that are in the possession of a licensee and to which a restoration notice relates if the licensee does not make an application under section 32G in relation to the goods within 28 days after the day on which the notice is served.

### **34 Notice relating to operation of Part 4A of Act**

For the purposes of section 32L of the Act, a notice relating to the operation of Part 4A of the Act must:

- (a) be in the form set out in Form 3 in Schedule 1, and
- (b) be legible and in the English language, and
- (c) be set out in Arial font of not less than 2.5cm in height, and
- (d) appear as black writing against a white background.

## **Part 6 Miscellaneous**

### **35 Lending or parting with licence**

- (1) A licensee must not purport to transfer, and must not lend, the licence to another person or allow the use of the licence by another person.
- (2) A person must not purport to obtain a transfer of, or borrow or use, another person's licence.

Maximum penalty: 20 penalty units.

### **36 Carrying on of business in partnership**

- (1) The prescribed fees for each of items 1–4 of in Part 1 of Schedule 3 are the total amount of the fees payable by all applicants who carry on business in partnership. Accordingly, no amount is payable by any such applicant in connection with an application of a kind referred to in any of those items of that Schedule if, at that time or during the 12 months immediately preceding the application, the requisite amount has been paid by any other partner in the partnership for an application of that kind.
- (2) The Secretary may, for the purposes of clause 12 (6), treat the gross receipts of a business partnership as the gross receipts of the business of each licensee in the partnership.

### **37 Carrying on of business by legal personal representatives and trustees**

- (1) If the holder of a licence dies or becomes mentally incapacitated, or is by the order of any court declared to be bankrupt, the legal personal representative or trustee of the estate of the licensee may in person or by a designated agent carry on the business authorised by the licence for a period of 3 months after the death, incapacity or order, unless sooner notified by the Secretary under subclause (5).
- (2) A person carrying on a business in accordance with this clause must immediately notify the Secretary that he or she is doing so.
- (3) For the purposes of the Act, this Regulation and any powers of the Secretary with respect to licences, a person carrying on a business in accordance with this clause is taken, while so doing, to be the licensee, and any agent through whom the person acts for the purposes of the business is taken to be an employee of the business.
- (4) If the licence concerned expires during the period of 3 months referred to in subclause (1), sections 6 and 7 of the Act do not apply so as to render the person carrying on business in accordance with this clause guilty of an offence by reason of doing so.
- (5) For any reason that appears to the Secretary to be sufficient cause to do so, the Secretary may at any time, by notice in writing to a person carrying on a business in accordance with this clause, revoke the authority conferred by this clause so far as the relevant business is concerned.

### **38 Unique identifier for combined licence**

Despite section 20 (3) (b) (i) of the *Licensing and Registration (Uniform Procedures) Act 2002*, the same unique identifier may relate to a pawnbroker's licence and second-hand dealer's licence that are both contained in the same document, as referred to in section 20 (5) of that Act.

### **39 Specific exemptions from certain requirements**

- (1) Verser Technology Lifecycles Pty Ltd is exempted from the operation of the following



provisions of the Act:

- (a) section 16 (1) of the Act, to the extent that it requires a licensee who carries on the business of a second-hand dealer to keep records containing particulars, prescribed by clause 13 (2) (b), of the residential address and date of birth of an agent of a vendor or consignor,
  - (b) section 16 (5A) of the Act, to the extent that it requires a licensee to furnish to the Commissioner of Police particulars of a record that are required to be so furnished by clause 16 (1).
- (2) Brightstar Logistics Pty Limited is exempted from the operation of the following provisions of the Act in relation to goods that are mobile phones obtained from Telstra Corporation Limited under its Telstra New Phone Feeling program:
- (a) section 15 (1) and (1A) of the Act, to the extent that they require a licensee to obtain documentary evidence of the identity of the person by whom the goods are being offered,
  - (b) section 16 (1) and (5A) of the Act, to the extent that they require a licensee to keep records of transactions for the acquisition or disposal of the goods and furnish particulars of the records to the Commissioner of Police,
  - (c) section 21 (1) of the Act, to the extent that it requires a licensee to retain second-hand goods purchased or received for a period of 14 days.
- (3) TES-AMM Australia Pty Ltd is exempted from the operation of section 16 (5A) of the Act, to the extent that it requires a licensee to furnish to the Commissioner of Police particulars of a record that are required to be so furnished by clause 16 (1).
- (4) Asurion Australia Pty Limited is exempted from the operation of the following provisions of the Act in relation to goods that are mobile phones or tablet computers obtained from Telstra Corporation Limited under its Telstra New Phone Feeling program or Telstra New Tablet Feeling program:
- (a) section 15 (1) and (1A) of the Act, to the extent that they require a licensee to obtain documentary evidence of the identity of the person by whom the goods are being offered,
  - (b) section 16 (1) and (5A) of the Act, to the extent that they require a licensee to keep records of transactions for the acquisition or disposal of the goods and furnish particulars of the records to the Commissioner of Police,
  - (c) section 21 (1) of the Act, to the extent that it requires a licensee to retain second-hand goods purchased or received for a period of 14 days.

#### 40 Certification of number of demerit points

For the purposes of section 27 (6) of the Act, the Secretary is a prescribed officer.

#### 41 Savings provision

Any act, matter or thing that had effect under the *Pawnbrokers and Second-hand Dealers Regulation 2008* immediately before the commencement of this Regulation is taken to have effect under this Regulation.

### Schedule 1 Forms

(Clauses 19 (4), 27 and 34)

#### Form 1 Pawnbrokers and Second-hand Dealers Act 1996

(Clause 19 of *Pawnbrokers and Second-hand Dealers Regulation 2015*)

Name and address of pawnbroker or second-hand dealer:

Licence number:

Contract number:

##### Statement by customer as to who is the owner of goods sold or pawned

Name:

Address:

Date of birth:

Identification document (type and number):

I am the owner of the goods described below.

Signed:

Dated:

OR

I am not the owner of the goods described below. The owner of the goods is [Name] of [Address] and I am authorised by the owner to sell/pawn the goods.

*(You should cross out either "sell" or "pawn" if you are not authorised to do that thing.)*

Signed:

Dated:

Detailed description of goods:

Type of goods	Detailed description (including model no)	Serial no	Engraving or identifying mark
---------------	--	-----------	----------------------------------

---

##### Important information

##### If you are acting on behalf of a corporation:

You must attach a statement signed by an executive officer of the corporation consenting to the transaction.

##### If you are pawning goods:

You must fill out this form and sign it so that the pawnbroker can be sure that you are the owner of the goods or that you have the authority of the owner to pawn the goods.

Any information that you provide to the pawnbroker will be passed on to the Commissioner of Police.

**If you are offering any second-hand goods for sale by a second-hand dealer:**

You must fill out this form and sign it so that the dealer can be sure that you are the owner of the goods or that you have the authority of the owner to sell the goods.

Any information that you provide to the dealer may be passed on to the Commissioner of Police.

**Warning: It is a crime to give false information or make a false statement in this form.**

**Maximum penalty: 50 penalty units (currently \$5,500).**

**Form 2 Pawnbrokers and Second-hand Dealers Act 1996**

(Clause 27 of *Pawnbrokers and Second-hand Dealers Regulation 2015*)

**Notice to person pawning goods**

**Note—**

The information contained in this notice is to be treated only as a guide to your rights and obligations. In order to fully ascertain your legal rights and obligations you should refer to the relevant legislation.

**Pawn ticket**

- (1) You must sign an original record of your pawn agreement that contains all the required information.
- (2) You must be given a copy of this record (a pawn ticket) and this ticket must include the following information:
  - (a) The total amount lent on the goods.
  - (b) The date the pawn was made and the agreement signed.
  - (c) The date that the redemption period ends.
  - (d) If the goods consist of more than one item, whether or not the items can be separately redeemed.
  - (e) The interest that you will be charged and the fees and charges that you will or may have to pay including any that may be deducted from the sale of your goods and how those fees and charges are calculated. Note that the interest rate and the fees and charges must not be more than those that are displayed on a sign in the pawnbroking shop.
  - (f) The equivalent annual interest rate.
  - (g) How often interest will be charged, with an option to pay interest monthly if you want to.
  - (h) The address of where the goods will be kept during the redemption period.
  - (i) A fair and reasonable description of your goods, including serial numbers or other identifying numbers of every component.
  - (j) The name and residential address of the owner of the goods and any agent through whom they are pawned.
  - (k) By what method your goods may be sold if you were not to redeem them, for example, sold on the shelf or by auction at the pawnbroking shop or sold by auction at other premises.

**Redemption of goods**

- (1) You may reclaim the goods that you have pawned by paying the outstanding amount of the loan, and any interest due and any fees and charges payable, as stated on your pawn ticket. You must also produce your pawn ticket to the pawnbroker and reproduce the signature on the ticket. If you have lost your ticket, you can

provide evidence of your identity and a declaration that you are the owner of the goods instead. If you wish an agent to collect the goods on your behalf they will need an authorisation from you or evidence that you are unable to collect the goods yourself or provide an authorisation.

- (2) You may reclaim the goods at any time before the pawnbroker sells or disposes of them, even if the period of the loan has passed. The pawnbroker cannot charge interest after the end of the loan period but may charge you a safekeeping fee (this must be on your pawn ticket). This safekeeping fee cannot be more than that stated on the pawn ticket and the sign in the pawnbroking shop.

### **Period of loan and payments**

- (1) The pawnbroker must provide you with a minimum 3-month loan period. The period of the loan commences on the day the goods are pawned.
- (2) You have a right to pay your interest charges on a monthly basis, the interest does not all have to be paid at the end of the loan period and you can make an interest payment to the pawnbroker at any time during business hours.
- (3) Any person may make an interest payment on your behalf.

### **Lost or stolen pawn ticket**

If the pawn ticket is lost or stolen you have a right to redeem the goods if you give the pawnbroker proof of your identity and:

- (a) a declaration stating that you are the owner of the goods, or
- (b) an authority from the owner to collect the goods, or
- (c) reasonable evidence of the owner's death, incapacity or inability to sign an authority.

### **Sale of unredeemed goods and payment of surplus**

The following provisions apply if the period of the loan expires and you have not reclaimed the pawned goods:

- (a) The pawnbroker must, if the loan is greater than \$100, offer the goods for sale as soon as possible in a way that will get the best price possible.
- (b) The only fees and charges that may be taken off the price paid for the goods are those that are stated on your pawn agreement (these must also be shown on a sign in the pawnbroking shop).
- (c) If the goods are sold for more than the loan and any interest or charges payable, then that excess money (or surplus) is payable to you. It is your right to collect that money within 12 months of the sale.
- (d) If there is a surplus which is greater than \$50, then not more than 21 days after the goods are sold the pawnbroker must send you a notice (unless you have requested the pawnbroker not to send you a notice) stating that the goods have been sold and there is a surplus due to you and that you have 12 months to collect it.
- (e) The pawnbroker, an employee of the pawnbroker or a person acting on behalf of a pawnbroker cannot buy the goods. If they do so they will not have legal ownership of the goods.

### **Pawn agreement cannot be varied other than to extend**

- (1) You and the pawnbroker cannot vary the original agreement to pawn your goods other than to extend the loan period (this can be done even if the original loan period has already finished).
- (2) You must sign the agreement to extend the loan period and be provided with a copy of that agreement. The copy must:

- (a) include a reference to the original agreement and state the date the extension agreement is made and what the new redemption period is, and
- (b) state any new fees, charges or interest payable as a result of the extension agreement.

**What happens if the pawnbroking shop closes or the pawnbroker sells the business?**

- (1) If the pawnbroker sells the pawnbroking shop, the pawnbroker must write to you within 14 days of the sale, at the address that you have supplied, and notify you as to who has bought the business and will be in charge of the pawn.
- (2) If a pawnbroker surrenders the pawnbroker’s licence, the Commissioner for Fair Trading may require the pawnbroker to advise you as to where you can redeem your goods.

**Form 3 Pawnbrokers and Second-hand Dealers Act 1996**

(Clause 34 of *Pawnbrokers and Second-hand Dealers Regulation 2015*)

**Disputes about ownership and restoration of goods**

You have a legal right to claim goods from these premises that you have good reason to believe are yours. Go to any Police Station and a police officer will advise you of your rights and what you will need to do.

**Schedule 2 Penalty notice offences and demerit points**

(Clause 23)

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>Provision of Act</b>	<b>Penalty</b>	<b>Number of demerit points</b>
Section 6	\$1,100 in the case of an individual or \$2,200 in the case of a corporation	Nil
Section 7	\$1,100 in the case of an individual or \$2,200 in the case of a corporation	Nil
Section 12 (2)	\$330	2
Section 12A (2)	\$330	2
Section 12B (2)	\$330	2
Section 14	\$330	Nil
Section 15 (1)	\$330	2
Section 15 (3)	\$330	2
Section 15A (1)	\$330	Nil
Section 16 (1)-(5A)	\$550	2
Section 16 (6)	\$330	2
Section 17	\$330	2

Section 19 (1)	\$550	2
Section 20	\$330	2
Section 21	\$550	2
Section 28 (7)	\$550	2
Section 29	\$330	2
Section 29A (11)	\$330	2
Section 29B (2)	\$550	2
Section 30	\$330	2
Section 31	\$330	2
Section 31A (1)	\$550	2
Section 32	\$330	2
Section 32C	\$330	Nil
Section 32F (4)	\$550	2
Section 32L	\$330	Nil
Section 37	\$110	Nil
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>Provision of this Regulation</b>	<b>Penalty</b>	<b>Number of demerit points</b>
Clause 21 (1)	\$330	2
Clause 35	\$330	2

## Schedule 3 Fees

(Clause 8)

### Part 1 Fees payable

Item	Column 1	Column 2	Column 3	Column 4
	Type of fee	Fixed component (in fee units)	Processing component (in fee units)	Total (in fee units)
1	Application for granting of licence	3.35	1.91	5.26
2	Application for renewal of licence	3.35	0.45	3.80
3	Application for restoration of licence	3.35	0.92	4.27
4	Application for replacement of licence	Nil	0.46	0.46

5	Application for extract of register (per entry)	0.18	Nil	0.18
---	---	------	-----	------

## Part 2 Adjustment of fees for inflation

### 1 Definitions

In this Part:

**CPI number** means the Consumer Price Index (All Groups Index) for Sydney published by the Australian Bureau of Statistics in the latest published series of that index.

**financial year** means a period of 12 months commencing on 1 July.

### 2 Calculation of fee unit for purposes of Regulation

(1) For the purposes of this Regulation, a **fee unit** is:

- (a) in the financial year 2017-18—\$100, and
- (b) in each subsequent financial year—the amount calculated as follows:

$$\$100 \times \frac{A}{B}$$

where:

**A** is the CPI number for the March quarter in the financial year immediately preceding the financial year for which the amount is calculated.

**B** is the CPI number for the March quarter of 2017.

- (2) The amount of a fee unit is to be rounded to the nearest cent (and an amount of 0.5 cent is to be rounded down).
- (3) However, if the amount of a fee unit calculated for any financial year is less than the amount that applied for the previous financial year, then the amount for that previous financial year applies instead.

### 3 Rounding of fee amounts and contributions

The amount of a fee calculated by reference to a fee unit (including the amount of a component of a fee) is to be rounded to the nearest dollar (and an amount of 50 cents is to be rounded down).

### 4 Notice of indexed fees

- (1) As soon as practicable after the CPI number for the March quarter is first published by the Australian Statistician, the Secretary is required to:
  - (a) notify the Parliamentary Counsel of the amount of the fee unit for the next

financial year so that notice of that amount can be published on the NSW legislation website, and

- (b) give public notice on an appropriate government website of the actual amounts of the fees applying in each financial year resulting from the application of the amount of a fee unit calculated under this Part.
- (2) This Part operates to change an amount of a fee that is calculated by reference to a fee unit and that change is not dependent on the notification or other notice required by this clause.