

## SHETLAND ISLANDS COUNCIL

### CIVIC GOVERNMENT (SCOTLAND) ACT 1982

#### APPLICATION FOR THE GRANT/RENEWAL OF A LICENCE TO ACT AS A SECOND-HAND DEALER

Please read the accompanying notes before filling in this form. The form should be completed using BLOCK CAPITAL LETTERS. Should you need assistance in completing it, please contact Environmental Health, Old Anderson High School, Lovers Loan, Lerwick, Shetland, ZE1 0BA. Telephone: Lerwick 745250. Fax: Lerwick 744802.

When you have completed the form please send it to the Infrastructure Services Department at the address given above, along with the appropriate application fee.

#### Answer Question 1 OR 2 and ALL other questions

<b>1 To be completed if applicant is an individual (do not complete section 2 if you fill in this section)</b>			
	Title	Surname	First Name(s)
(a) Full Name			
(b) Home Address			
(c) Telephone Numbers Home: Business: Mobile:  Email address			
(d) Age, Date and Place of Birth	Age	Date of Birth	Place of Birth
(e) Name and address of person, company or firm employing you to act as a second-hand dealer, or state if self employed			
(f) Are you as the applicant going to carry out the day-to-day management of the business?  If no, give full name, address and date of birth of any employee or agent so engaged	YES/NO*		

**2 To be completed if applicant is a Committee Member, Company or Partnership  
(do not complete section 1 if you fill in this section)**

(a) Name of Business or Partnership	
(b) Address of Principal or Registered Office	
( c) Telephone Numbers                      Business: Mobile:  Email address:	
(d) Names, private addresses and dates of birth of directors, partners	
(e) Full name, address and date of birth of employee or agent to carry out the day-to-day management of the business  Contact details of above applicant  Telephone Numbers                                      Home: Business: Mobile:  Email address	

**The following questions are to be answered by ALL applicants**

<b>3</b> Name and address of the business premises in which or from which the dealing is proposed to take place	
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<p><b>4 (a)</b> Days of the week and the hours during each day when it is proposed the premises will be open for the purposes of second-hand dealing</p> <p><b>(b)</b> Period during which it is proposed to act as a second-hand dealer, i.e. all year round or specific months, etc.</p>	<table border="0"> <tr> <td style="text-align: left;">Days of Week</td> <td style="text-align: left;">Hours</td> </tr> <tr> <td>Monday</td> <td>Between ..... &amp; .....</td> </tr> <tr> <td>Tuesday</td> <td>Between ..... &amp; .....</td> </tr> <tr> <td>Wednesday</td> <td>Between ..... &amp; .....</td> </tr> <tr> <td>Thursday</td> <td>Between ..... &amp; .....</td> </tr> <tr> <td>Friday</td> <td>Between ..... &amp; .....</td> </tr> <tr> <td>Saturday</td> <td>Between ..... &amp; .....</td> </tr> <tr> <td>Sunday</td> <td>Between ..... &amp; .....</td> </tr> </table>	Days of Week	Hours	Monday	Between ..... & .....	Tuesday	Between ..... & .....	Wednesday	Between ..... & .....	Thursday	Between ..... & .....	Friday	Between ..... & .....	Saturday	Between ..... & .....	Sunday	Between ..... & .....
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<p><b>5</b> Nature of goods or articles in which it is proposed to trade</p>																	

<p><b>6</b> Is it proposed to alter or carry out any process upon any second-hand goods purchased in the course of dealing prior to re-sale?</p> <p>If yes, please give details.</p>	<p>YES/NO*</p>
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<p><b>7</b> Has any party named in 1 or 2 above ever been convicted of ANY crime or offence? (This includes offences relating to second-hand dealing, contraventions of Bye-laws and ANY other conviction of any kind). If yes, subject to the provisions of the Rehabilitation of Offenders Act 1974, give particulars below. <b>If no, please write none below.</b></p>			
Date	Court	Offence	Sentence

<p><b>8 (a)</b> Has any party named in 1 or 2 above previously held or does he currently hold a licence to act as a second-hand dealer?</p> <p>If yes, when was the licence granted, when did/does it expire, which Authority granted it, and what was the Licence Number?</p>	<p>YES/NO*</p>
<p><b>(b)</b> Has any party named in 1 or 2 above ever been refused a licence to act as a second-hand dealer or had their licence suspended or revoked?</p> <p>If yes, when and which Authority refused, suspended or revoked the Licence?</p>	<p>YES/NO</p>

**9 Site Notice Declaration**

\* (A) I/We declare that I/we shall, for a period of 21 days commencing with the date on which the application was received by the Council, display at or near the premises so that it can conveniently be read by the public, a Site Notice complying with the requirements of Paragraph 2(3) of Schedule 1 to the Civic Government (Scotland) Act 1982.

**OR**

\* (B) I/We declare that I am/we are unable to display a Site Notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely:-

but have been unable to acquire those rights.

Delete (A) or (B) as appropriate.

Where declaration (A) is made there must be produced as soon as possible after the 21 day period a Certificate of Compliance with Site Notice in accordance with Paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I hereby make application to the Council for the granting/renewal \* of a licence to act as a second-hand dealer. I have received and read the general conditions relating to the licensing of second-hand dealers. I enclose the appropriate application fee.

Signature ..... Date .....  
 (Signature of Applicant or Agent)

Print Name .....  
 On behalf of .....  
 (Complete where you are applying on behalf of a Company or Partnership)

Position .....  
 (Position of applicant in Company or Partnership if not otherwise stated)

Note: Any person who in or in connection with the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £2,500.

**\*Delete as appropriate**

This form is to be lodged with The Environmental Health Department, Infrastructure Services Department, Old Anderson High School, Lovers Loan, Lerwick, Shetland, ZE1 0BA, together with the appropriate application fee and Certificate of Compliance where appropriate. Please note the fee is an application fee; it will not be refunded in the event of the licence application being either withdrawn or refused.

**Data Protection:**

The information you have provided will be used by Shetland Islands Council to process your application and to maintain the register in terms of The Civic Government (Scotland) Act 1982 ("the Act"). The Council may share your information with third parties in order to check its accuracy, prevent and detect fraud or protect public funds. We may also share the information provided and other relevant information we hold about you between Council departments and others where this is necessary or expedient for the purposes of the Act or as otherwise required by law. You can request access to any personal information held about you by the Council by writing to the Head of Governance and Law, Legal Department, 8 North Ness Business Park, Lerwick, Shetland.