



**Shetland Islands Council**  
**Civic Government (Scotland) Act 1982 (as amended by)**  
**The Air Weapons and Licensing (Scotland) Act 2015**

FEE PAID	£
RECEIPT NO.	
DATE RECEIVED	
RECEIVED BY	

This form is to be lodged with **Environmental Health, Gutters Hut, 7 North Ness, Lerwick, Shetland, ZE1 0LZ.**

**APPLICATION FOR THE GRANT/RENEWAL OF A METAL DEALERS LICENCE**

**1 To be completed if applicant is an individual  
(do not complete section 2 if you fill in this section)**

Full Name	
Home Address	
Postcode	
Telephone Number	
Mobile Number	
E-mail	
Age	
Date of Birth	
Place of Birth	
Name and address of person, company or firm employing you to act as a metal dealer, or state if self employed	
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)**

Name of Business or Partnership	
Address of Principal or Registered Office	
Postcode	
E-mail	
Telephone Number	
Names, private addresses and dates of birth of directors or partners (continue on a separate sheet if necessary)	

Full name, address and date of birth of employee or agent to carry out the day-to-day management of the business	
Telephone Number	
Mobile Number	
Email address	

The following questions are to be answered by ALL applicants		
Name and address of the business premises in which or from which the dealing is proposed to take place		
Days of the week and the hours during each day when it is proposed the premises will be open for the purposes of metal dealing	Days of Week	Hours
	Monday	Between ..... & .....
	Tuesday	Between ..... & .....
	Wednesday	Between ..... & .....
	Thursday	Between ..... & .....
	Friday	Between ..... & .....
	Saturday	Between ..... & .....
	Sunday	Between ..... & .....
Period during which it is proposed to act as a metal dealer, i.e. all year round or specific months, etc.		
Do you wish to apply for a licence to act as an <b>Itinerant</b> Metal Dealer	YES / NO	

CRIMINAL CONVICTIONS				
Has any party named in 1 or 2 above ever been convicted of ANY crime or offence? (This includes offences relating to metal 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>				
Name	Date	Court	Offence	Sentence
PREVIOUS LICENCE				
Has any party named in 1 or 2 above previously held or does he/she currently hold a licence to act as a metal dealer?				YES/NO
If YES, when was the licence granted?				
When did/does it expire?				
Which Authority granted the permission?				
What was the licence number?				
Has any party named in 1 or 2 above ever been refused a licence to act as a metal dealer or had their licence suspended or revoked?				YES/NO

If yes, when was the licence refused, suspended or revoked?	
Which Authority refused, suspended or revoked the licence?	

**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 metal dealer. I have received and read the general conditions relating to the licensing of metal dealers. I enclose the appropriate application fee.

Date	
Signature of Applicant	
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 £5000.

This form is to be lodged with Environmental Health, Gutters Hut, 7 North Ness, Lerwick, Shetland, ZE1 0LZ, 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.