



**Shetland Islands Council
Civic Government (Scotland) Act 1982**

FEE PAID	£
RECEIPT NO.	
DATE RECEIVED	
RECEIVED BY	

PLEASE COMPLETE IN BLOCK CAPITALS

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

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

Full Name (including title)	
Home Address	
Postcode	
Telephone Number	
Mobile Number	
E-mail	
Date of Birth	
Place of Birth	
Name and address of person, company or firm employing you to act as a second-hand 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)**

Full Name of Business/Partnership, etc	
Address of Registered or Principal Office	
Postcode	
E-mail	
Telephone Number	
Please Complete details of ALL Directors, Partners, Committee Office Bearers or other persons responsible for the management of the business. Continue on a separate sheet if necessary	
Full Name	
Home Address	
Postcode	

Date of Birth	
Place of Birth	
Position Held	
Full Name	
Home Address	
Postcode	
Date of Birth	
Place of Birth	
Position Held	

Please provide the **Full Name, Private Address & Postcode, Contact number and Date of Birth & Place of Birth** of the person responsible for the day to day management :

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 second-hand dealing	DAY	HOURS BETWEEN
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
	Saturday	
	Sunday	
Period during which it is proposed to act as a second-hand dealer, i.e. all year round or specific months, etc.		
Nature of goods or articles in which it is proposed to trade		

<p>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>	
---	--

CRIMINAL CONVICTIONS

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. **If no, please write none below.**

Name	Date	Court	Offence	Sentence

PREVIOUS LICENCE

Has any party named in 1 or 2 above previously held or do they currently hold a licence to act as a second-hand dealer?	YES/NO
If YES, which Authority issued it?	
What was the reference number?	
When did/does it expire?	
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?	YES/NO
If yes, when and 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 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.

Date	
Signature	
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.

Data Protection:

Shetland Islands Council will use the information about you on this form to process your licensing application. In processing your application, the information you have provided may be shared between Council departments and with other agencies where necessary. By signing this form you consent to the Council sharing your information in this way. The Council has a duty to process your information fairly and in accordance with the provisions of the Data Protection Act 1998. We will ensure that the information we hold is accurate, up to date, is kept as long as necessary and is otherwise shared only where we are legally obliged to do so. You can request access to the 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.

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