

# SECOND-HAND DEALER

## Application for Second-Hand Dealer's Licence

**This application must be accompanied by the appropriate fee and lodged with:**

Licensing Section  
The City Of Edinburgh Council  
249 High Street, Edinburgh EH1 1YJ

T: 0131 529 4208 F: 0131 529 4207

To download and complete this form in MS Word, go to:

[www.edinburgh.gov.uk/licensing](http://www.edinburgh.gov.uk/licensing)

OFFICIAL USE ONLY Record of Application	
DATE	
TILL NO.	
RECEIPT NO.	
INITIALS	
FEE	

- ALL QUESTIONS MUST BE ANSWERED IN TYPESCRIPT OR BLOCK CAPITALS
- PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THIS FORM
- IF YOU HAVE EVER HAD A LICENCE OF ANY TYPE YOU MUST STATE THE REFERENCE NO. (ON ORIGINAL DOCUMENTATION) HERE \_\_\_\_\_

1	State whether the application is for the grant of a new licence or renewal of an existing licence.	New <input type="checkbox"/> Renewal <input type="checkbox"/>
2	To be completed if licence is to be held by the individual detailed below. If not  3	
	a Full Name	
	b Occupation	
	c Home Address	
		Postcode:
	d Contact telephone numbers	
	e Age, Date & Place of Birth	Age:          DoB:          Place:
	f Does the applicant carry out day-to-day management? If NO give full name, address and date of birth of any employee or agent so engaged	YES / NO Name: Address: Postcode DoB:
3	To be completed if licence is to be held by the Company or Partnership below. If not  2	
	a Name of Company / Partnership	
	b Address of registered or principal office	
		Postcode:
	d Full name / Private addresses and dates of birth of all directors or partners (continue on separate sheet if necessary)	
	e Full name, address and date of birth of employee or agent engaged in day-to-day management	Name: Address: Postcode DoB:
	c Manager/Supervisor's telephone no.s	
4	Premises at which applicant trades	
	a Name (if any) & Address	
		Postcode:

b	Brief description			
c	Proposed opening hours			
d	If premises are not located in Edinburgh give locations in Edinburgh where applicant proposes to trade			
5	Duration of Licence (see note 1)	3 years / or from	/	/
		to	/	/
6	State the Type(s) of Second-Hand Goods that the applicant proposes to sell (See Note 7)			
7	a	Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named in 2 or 3 above been convicted of any crime or offence in any Court in the United Kingdom?		YES / NO
	b	If YES please specify any convictions. N.B. All unspent crimes and offences must be declared.	Date	Court
			Offence	Sentence
				<i>Continue on separate sheet if necessary</i>

I/We hereby make application for a Second-Hand Dealer's Licence in the above terms and certify that the information given is true and correct.

I/We further certify that I/We will comply with paragraph 2(2) of schedule 1 of the Civic Government (Scotland) Act 1982, OR I/We certify that it is not possible to comply with paragraph 2(2) of Schedule 1 of the said last mentioned Act because I/we have no rights of access to the premises but that I/we have taken reasonable steps to acquire rights of access and have been unable to do so. (See Note 4).

I/We acknowledge receipt of a copy of the Standard Conditions attached by the Council to grants of this type of licence. I/We agree that any licence granted to me should incorporate these conditions.

Information supplied on this form may be held on computer and applicants are advised that in the processing of this application, background enquiries will be made which may include reference to personal data held on computer.

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

<b>Signature of Applicant / Agent</b> <i>(delete as appropriate)</i>	<b>Date</b>

**NOTES FOR GUIDANCE**

- Licences normally last for three years. All full licences will be granted for one year from the date of grant. Applicants for temporary licences (maximum 28 Days) should simply state the period during which they intend to operate.
- If you wish to apply for exemption from the requirement that goods be kept at least 48 hours before being sold, a separate form is available.
- The application should be lodged at least 28 days before the date from which you wish the licence to operate.
- Subject to Note 5 below unless the application is for a period of 6 weeks or less, a Site Notice must be displayed. Paragraph 2 of Schedule 1 of the Civic Government (Scotland) Act 1982 deals with advertisement of your application. A style Site Notice is attached. The notice must be displayed on or near your premises in a position where it can be easily read for at least 21 days beginning with the date on which the application was submitted to the council and you must return to the Council at the expiry of the 21 days a copy of the notice with the certificate at the foot completed.
- If you are trading at occasional trade fairs within the City of Edinburgh area and this is not your main place of business, you need not comply with the said paragraph 2(2) of Schedule 1 of the Act (site notice display).
- If you are granted a full licence to trade from premises within the City of Edinburgh this will also allow you to operate at occasional trade fairs without needing to apply for an additional licence.

7. If you are successful in obtaining a licence you will have obtain a second hand dealer's transaction book from the Licensing Section.

- END -