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| --- | --- | --- | --- |
|  |  |  | For Office Use Only  Ref No..............................  Fee............................  Date Paid..........................  Receipt No........................ |

|  |
| --- |
| **How your personal information will be used**  It’s up to us to keep your information safe. We will only collect the minimum amount of personal information we need to process your licensing application.  We will only share your information with Police Scotland to ensure your fitness to hold a licence.  We also have a duty to manage public funds, prevent and detect fraud so we may share the information you have provided with relevant bodies as is permitted by law.  To see the full privacy notice please visit our public website <https://www.south-ayrshire.gov.uk/privacy-notices/> |

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION FOR THE GRANT OR RENEWAL OF A SECOND-HAND DEALER LICENCE**

|  |
| --- |
| Each question must be answered |

|  |  |
| --- | --- |
| 1. To be completed if a natural person  (a) Full Name (Block Letters) |  |
| (b) Home Address |  |
| (c) Previous Addresses  (If less than five years) |  |
| (d) Age  Date of Birth  Place of Birth  Telephone Number  Email Address |  |
| (e) Give name and address of person, company or firm, employing you to act as a second-hand dealer or state if self-employed. |  |
| (f) Is applicant to carry out day-to- day management of the second- hand dealing business?  If not, give full name, address and date of birth of any employee or agent so engaged.  Give business hours telephone number of applicant or agent. | YES/NO |

|  |  |
| --- | --- |
| 2. To be completed if not natural person (e.g. Company or Partnership).  (a) Full Name |  |
| (b) Address of Principal or Registered Office  Email Address |  |
| (c) Names, private addresses, dates and places of birth of directors, partners or other persons responsible for its management |  |
| (d) Full Name, address, date and place of birth of employee or agent to carry on day-to-day management of the second-hand dealing business.  Give business hours telephone number of applicant or agent. |  |

N.B. All employees or agents acting as second-hand dealers require individually a Second-Hand Dealer’s Licence.

|  |  |
| --- | --- |
| 3. State  (a) days/hours during, and  (b) the period during which it is proposed to act as Second- Hand Dealer. | (a) Hours between a.m. and p.m. |
| 4. State goods in which it is proposed to deal. |  |
| 5. State the address or addresses of the premises at which the goods will be stored until the expiry of 48 hours after their acquisition. |  |

6. Have you ever been convicted of ANY CRIME OR OFFENCE including contraventions of Second Hand Dealing or other Byelaws? If so, subject to the provisions of the Rehabilitation of Offenders Act, 1974 give particulars below. (Continue on a separate sheet if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Court | Offence | Sentence |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

N.B. All crimes and offences must be declared.

|  |  |
| --- | --- |
| 7. (a) Have you previously held or do you currently hold a licence or permit for second-hand dealing?  If YES when was the licence granted?  When did/does it expire?  Which Authority granted the licence?  (b) Have you ever applied for and been refused a licence for second-hand dealing?  If YES when were you refused?  Which authority refused you a licence? | YES/NO  YES/NO |

If lodging your application by post, please send your application and cheque to:

South Ayrshire Council, Licensing Services, County Buildings,

Wellington Square, AYR, KA7 1DR

If you wish you can email the completed form to [licensing.submissions@south-ayrshire.gov.uk](mailto:licensing.submissions@south-ayrshire.gov.uk)

With a telephone number we can contact for card payment.

**If you have any enquiries relating to your application please call the Licensing team on 01292 617682 or Email:** [Licensing@south-ayrshire.gov.uk](mailto:Licensing@south-ayrshire.gov.uk)

**PLEASE NOTE**

You may require planning permission for your proposed activity. You are strongly advised to confirm this directly with South Ayrshire Council’s Planning Service at:

**Planning Services, County Buildings, Wellington Square, Ayr, KA7 1DR**

**Tel: 01292 616107 Fax: 01292 616161 Email:** [planning.development@south-ayrshire.gov.uk](mailto:planning.development@south-ayrshire.gov.uk)

**Cheques should be made payable to “South Ayrshire Council”**

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.south-ayrshire.gov.uk/council-and-government/fraud-initiative.aspx> or contact Data Protection Officer, South Ayrshire Council, County Buildings, Wellington Square, Ayr, KA7 1DR. Email: [DataProtection@south-ayrshire.gov.uk](mailto:DataProtection@south-ayrshire.gov.uk)

I, ..................................................................................................................................................

hereby declare...............................................................................................................................

\*(a) that a Notice has been posted at or near the premises at ....................................................

.........................................................................................................................................

from..................................................................................................................................

containing such information as is required by paragraph 2(3) of Schedule 1 to the Civic Government (Scotland) Act 1982.

or

\*(b) that I have been unable to post a Notice in compliance with the requirements of paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982 because I do not have the rights of access which would enable me to do so. I have, however, taken reasonable steps to acquire those rights but have been unable to do so. The steps taken are as follows:-

.........................................................................................................................................

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When declaration (a) is made, there must be produced in due course a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

Date.................................................... Signature of Applicant.........................................

\* Delete whichever is not applicable.

**South Ayrshire Council, Licensing Services, County Buildings, Wellington Square, AYR, KA7 1DR**

N.B. Any person who, in, or in connection with the making of this application makes any statement which he/she 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 £500.

**APPLICATION FEE IS NOT RETURNABLE ONCE THE APPLICATION IS PROCESSED.**

|  |
| --- |
| **This authority has resolved that with effect from 1st July, 1984 any person or firm carrying on a business as a second hand dealer shall require a licence if dealing in any or all of the following categories of goods:-**  **Jewellery, Antiques, Sports Goods, Musical Instruments, Cameras and Camera Equipment, Furs, Mobile Phones and Electrical Goods.** |

**SOUTH AYRSHIRE COUNCIL**

**Civic Government (Scotland) Act 1982**

**CERTIFICATE OF COMPLIANCE**

I/We.............................................................................................................................................

applicant for a ............................................ Licence, hereby certify that a Notice has been posted at or near the premises at ................................ from................................. to................................

containing such information as is required by paragraph 2(3) of Schedule 1 of the above Act.

\* Where the said notice was removed, obscured or defaced during the above-mentioned period, I took reasonable steps for its protection and replacement as follows (give details and circumstances):-

.....................................................................................................................................................

.....................................................................................................................................................

.....................................................................................................................................................

.....................................................................................................................................................

Date........................................................ Signature.....................................................................

\*Delete if not applicable.

If lodging your application in person, please visit Customer Services at one of the locations below:

**Wallace Tower, High Street, Ayr, KA7 1LH;**

**Municipal Buildings, South Beach, Troon, KA10 6EJ;**

**2 – 6 The Cross, Prestwick, KA9 1AN;**

**64 High Street, Maybole, KA19 7BZ;**

**17 – 19 Knockcushan Street, Girvan, KA26 9AQ**

**Opening Hours:**  **Monday-Thursday** 09:00-16:45 (cash payments taken until 16:00) and

**Friday** 09:00-16:00 (cash payments taken until 15:30)

If lodging by post please return to the following address:

**South Ayrshire Council, Licensing Services, County Buildings, Wellington Square, AYR, KA7 1DR**

**SOUTH AYRSHIRE COUNCIL**

**Civic Government (Scotland) Act 1982**

.................................................. Licence

NOTICE IS HEREBY GIVEN that the application has been made on ..........................................

to South Ayrshire Council for a ......................................................................................................

Licence is respect of premises at ..............................................................................................

....................................................................................................................................................

by ................................................................................................................................................

Name:-........................................................................................................................................

Address/Registered Office:-............................................................................................................

....................................................................................................................................................

Directors names & Addresses:-......................................................................................................

....................................................................................................................................................

Day-to-Day Manager:- .................................................................................................................

Address........................................................................................................................................

Any objections and representations in relation to the application may be made to the Council per the Head of Regulatory Services, County Buildings, Licensing Section, Wellington Square, Ayr, KA7 1DR generally within 28 days of the above-mentioned date. Objections and representations should be made in accordance with the following provisions, namely:-

(1) Any objection or representation relating to an application for the grant or renewal of a Licence shall be entertained by the Licensing Authority if, but only if, the objection or representation -

(a) is in writing;

(b) specifies the grounds of the objection or, as the case may be, the nature of the representation;

(c) specifies the name and address of the person making it;

(d) is signed by him/her on his/her behalf;

(e) was made to them within 28 days of whichever is the later or, as the case may be, latest of the following dates:-

(i) where public notice of the application was given in a newspaper, the date when it was first so given;

(ii) where South Ayrshire Council have required the applicant to display the Notice again from a specified date, that date;

(iii) in any other case, the date when the application was made to them.

(2) Notwithstanding (1)(e) above, it shall be competent for a licensing authority to entertain an objection or representation received by them before they take a final decision upon the application to which it relates if they are satisfied that there is sufficient reason why it was not made in the time required.

(3) An objection or representation shall be made for the purposes of (1) above if it is delivered by hand within the time there specified to the licensing authority or posted (by registered or recorded delivery post) so that in that normal course of post, it might be expected to be delivered to them within that time.