

# Depute Chief Executive – Education People and Business

Application for

## Second Hand Dealer Licence



sustainable thriving achieving

**East Dunbartonshire Council**

www.eastdunbarton.gov.uk

### For Office Use only

| Date Received | Fee Paid | Date Passed to Consultees | Decision | Licence No |
|---------------|----------|---------------------------|----------|------------|
|               |          |                           |          |            |

### Licence Details

|  |   |
|--|---|
| Type of licence applied for                      | <input type="checkbox"/> GRANT / <input type="checkbox"/> RENEWAL |
| If renewal, state expiry date of current licence |   |

### 1. Application Details

To be completed if applying as an individual

|  |   |                |  |
|--|---|----------------|--|
| Full Name  |   |                |  |
| Home Address   |   |                |  |
| Telephone Number   |   |                |  |
| Business Address   |   |                |  |
| Telephone Number   |   |                |  |
| Trading days and Hours   |   |                |  |
| Date of Birth  |   | Age            |  |
| Place of Birth   |   |                |  |
| Application for  | <input type="checkbox"/> Grant <input type="checkbox"/> Renewal |                |  |
| Is applicant to carry out day to day management of the business as a Second Hand Dealer?   | <input type="checkbox"/> YES / <input type="checkbox"/> NO      |                |  |
| If NO, give full name, private address, date of birth, place of birth and telephone number of any Agent/ Employee responsible for management |   |                |  |
| Full Name  |   |                |  |
| Private Address  |   |                |  |
| Telephone Number   |   |                |  |
| Date of Birth  |   | Place of Birth |  |

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ or deliver in person to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee.

| 2. Application Details   |  |  |  |
|--|--|--|--|
| To be completed if applying as a Non Natural person (e.g. Company or Partnership)  |  |  |  |
| Company Name   |  |  |  |
| Company Address  |  |  |  |
| Telephone Number   |  |  |  |
| Full names, private addresses, dates of birth and places of birth of Directors, Partners or other persons responsible for the management of the Company. |  |  |  |
| Full Name  |  |  |  |
| Private Address  |  |  |  |
| Date of Birth  |  | Place of Birth   |  |
|  |  |  |  |
| Full Name  |  |  |  |
| Private Address  |  |  |  |
| Date of Birth  |  | Place of Birth   |  |
|  |  |  |  |
| Trading Days and Hours of the Company  |  |  |  |
| Full name, address, date of birth and place of birth of employee or agent responsible for the day to day management of the business                      |  |  |  |
| Full Name  |  |  |  |
| Private Address  |  |  |  |
| Date of Birth  |  | Place of Birth   |  |
| 3.   |  |  |  |
| Goods to be Traded In  |  |  |  |
| Name and Address of Premises at which goods will be stored/sold.   |  |  |  |
| 4.   |  |  |  |
| Does any person named hold or have previously held a Second Hand Dealer's Licence?   |  | <input type="checkbox"/> YES / <input type="checkbox"/> NO |  |
| If YES, by which Authority and when.   |  |  |  |

## 5. Criminal Convictions

Subject to the provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 state below particulars of ALL convictions recorded against you including details of Fixed Penalties and Conditional Offers issued by the Police or Procurator Fiscal. **NB. RECENT CHANGES TO THE LAW MEAN THAT ALL CONVICTIONS REQUIRE TO BE LISTED ON THE APPLICATION FORM.**

| Name of Person | Date | Court | Offence | Sentence |
|----------------|------|-------|---------|----------|
|                |      |       |         |          |
|                |      |       |         |          |
|                |      |       |         |          |

**ALL OFFENCES MUST BE DECLARED**

## 6. Declaration

I declare that the particulars given by me on this form are true and I hereby make application for the grant or renewal of the licence applied for.

(A) I/we declare that I/we shall, for a period of 21 days commencing with the date of submission of this application, display at or near the premises, so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982. A form that may be used for this purpose is attached. **OR**

(B) I/we declare that I am / we are unable to display a 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.

(C) I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

Delete (A) or (B) as appropriate. Where 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 or agent \_\_\_\_\_

Agent's address \_\_\_\_\_

Position of applicant in company/partnership if not otherwise stated:  
\_\_\_\_\_

**Fee £239.20**

**Duration of Licence 1 Year**

**There is no refund given with this application**

I have read and understand the requirements of the section relating to previous convictions.

**Any person who in or in connection with the making this application, makes any statement which they know 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 level 4 on the standard scale (currently £2500).**

## Privacy Notice

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for the grant/renewal of a Second Hand Dealer Licence.

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises.

The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
  - the Civic Government (Scotland) 1982 (licensing functions in relation to Second Hand Dealer Licences)
  - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
  - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
  - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)
- The official authority vested in the Council pursuant to:
  - the Local Government (Scotland) Act 1973 (arrangement for discharge of functions by local authorities)
  - the Scheme of Administration – Civic Government Appeals Board – Terms of Reference: paragraph 1
- The following task carried out in the public interest:
  - to appropriately and sufficiently licence the carrying on of a business as a Second Hand Dealer
  - the prevention and detection of licensing fraud

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and a Second Hand Dealer Licence will not be granted. The information requested in this form is required under the Civic Government (Scotland) Act 1982 Schedule 1.

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here <http://www.scottisharchives.org.uk/scars>

The information you have provided is classed under reference 04.005.075 and the retention period will be triggered from the date the licence expires and the information will then be held for 2 years

### Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here.

<https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

### Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

### Right to erasure

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

## Right to restrict processing

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

## Right to Object

You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here

<https://ico.org.uk/concerns/>

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510

Email: [dpo@eastdunbarton.gov.uk](mailto:dpo@eastdunbarton.gov.uk)

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ

## Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòin gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

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