

**Depute Chief Executive -
Education People and Business**
Application for
**Grant/Renewal of Licence to act as an
Itinerant Metal Dealer**



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

Office Use Only

Date Received	Application Number	Fee Paid	Sent to Consultees	Date	Grant Refused	Date	Licence Number

Licence Details

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

1. To be completed if applying as a Natural Person (eg not a Company or Partnership)

Full Name (Block Letters)			
Home Address			
Telephone Number		Mobile:	
Email Address			
Date of Birth		Age	
Place of Birth			
Are you Self Employed	<input type="checkbox"/> YES / <input type="checkbox"/> NO		
If NO give name and address of employer			
Name of Employer			
Address of Employer			
Postcode			
Are you to carry out day-to-day management of the business?	<input type="checkbox"/> YES / <input type="checkbox"/> NO		
If NO give full name, home address, date of birth and place of birth of the manager			

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. To be completed if applying as a Non-Natural Person (eg a Company or Partnership)			
Full Name of Company / Partnership	<input type="checkbox"/> Company <input type="checkbox"/> Partnership		Name:
Address of Principal Registered Office			
Postcode			
Telephone No:			
E-mail address			
Full names, home addresses and dates of birth and place of birth of all directors or partners (continue on a separate sheet if necessary)			
Full Name	Address	DOB	Place of Birth
Full name, home address and date and place of birth of employee or agent who is to carry out day to day management			
Full Name	Address	DOB	Place of Birth
All employees or agents acting as Itinerant Metal Dealers require individually to hold an Itinerant Metal Dealer Licence			

3. Trading Details	
State the nature of metals in which it is proposed to deal	
State the days and hours during which it is proposed to act as an Itinerant Metal Dealer	

4. 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. <u>NB. RECENT CHANGES TO THE LAW MEAN THAT ALL CONVICTIONS REQUIRE TO BE LISTED ON THE APPLICATION FORM.</u>				
Name	Date	Court	Offence	Sentence

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5. Previous Licence Details	
Have you previously held or do you currently hold a licence for metal dealing or itinerant metal dealing ?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
If YES, when was the licence granted ?	
When did/does it expire ?	
Which authority granted the licence ?	
Have you had an application for a similar licence refused in the last year ?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
If Yes, please give date:	

Declaration	
I have read and understand the requirements of the section relating to previous convictions.	
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.	
Signature of Applicant	
Date	
Signature of applicant or agent	
Print Name	
Date:	
Agent's address	
Position of applicant in company/partnership if not otherwise state	
Fee £258.96 Duration of Licence 3 Years There is no refund given with this application	
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).	

REQUIRED DOCUMENTS

The following documents are required to be submitted with all itinerant metal dealer applications

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| <ul style="list-style-type: none"> • 1 Passport Size Photograph • SEPA Certificate • Public Liability Insurance |
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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 an Itinerant Metal 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) Act 1982 (licensing functions in relation to Itinerant Metal 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 business as an Itinerant Metal 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 an Itinerant Metal 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 04.005.043 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

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 در خواست 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 sgriobhainn seo cur gu Gàidhlig ma tha sin a dhith 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।