

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982  
APPLICATION FOR GRANT OF A SECOND HAND DEALER'S LICENCE**



<i>For Official Use Only</i>	
<b>Last Date for Consideration:</b>	
Date Received:	
Receipt No.	
Date to Officers:	

**COMPLETE QUESTION 1 OR 2 THEN  
QUESTIONS 3 TO 10 MUST BE ANSWERED (ALL IN BLOCK LETTERS)**

**PARTICULAR ATTENTION SHOULD BE TAKEN WHEN DETAILING CONVICTIONS AND FIXED PENALTIES**

<b>1. TO BE COMPLETED IF INDIVIDUAL</b>			
<b>(a) Full Name of Applicant (including middle names)</b>	<b>Surname</b>	<b>First Name(s)</b>	
<b>(b) Home Address (including postcode)</b>			
<b>Please enter the date you moved to your current address</b>			
<b>If you have lived at this address for less than three years please state any other addresses you have resided at during this time and your period of residence at those addresses</b>			
<b>(c) Daytime Contact Telephone Number</b>			
<b>(d) National Insurance Number (See Note 8)</b>			
<b>(e) Driving Licence Number (As per DVLA Licence) where applicable</b>			
<b>(f) Age, Date and Place of Birth</b>	<b>Years</b>	<b>Date of Birth</b>	<b>Place of Birth</b>
<b>Sex. If female please state maiden name where applicable</b>	<b>Male/Female</b>		
<b>(g) Inland Revenue Unique Tax Reference Number (See Note 9)</b>			
<b>Commencement Date</b>			
<b>Is it Current?</b>	<b>YES/NO</b>		



6. State nature of second hand goods or articles in which it is proposed to deal	
7. Is it proposed to alter or carry out any process upon the second hand goods or articles prior to re-sale.  If so, give details.	
8. Is Planning Consent in force?	YES/NO (delete as appropriate)
9. Have you been refused a similar licence in the last year?	YES/NO If YES, give dates
10. Have you been convicted of any offences or have you been issued with any Fixed Penalty Notices from the Police, Fiscal or Council since your last application?	YES/NO If YES, give details below. NB Details of ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) including spent convictions must be given.

**Details of Convictions and Fixed Penalty Notices**

**ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) ACCRUED SINCE YOUR LAST APPLICATION FOR RENEWAL SHOULD BE LISTED.**

<u>Date</u>	<u>Court</u>	<u>Crime/Offence</u>	<u>Penalty</u>

Delete (A) or (B) as appropriate. Where declaration (A) is made a Certificate of Compliance with Paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982 must be produced in due course. (See notes).

(A) I declare that I shall, for a period of 21 days commencing with the date hereof, display at or near the premises so that it can conveniently be read by the public, a note complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982. (See Note 1).

or

(B) I declare that I am unable to display a notice of this application at or near the premises because I have no rights of access or other rights enabling me to do so, but that I have taken the following steps to acquire the necessary rights, namely:- *(Here specify steps taken)*

but have been unable to acquire those rights.

**DATA PROTECTION ACT 1998 - YOUR PERSONAL DATA**

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will form a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Legal Manager, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Legal Manager, 21 City Square, Dundee DD1 3BY.

**Please read this declaration carefully before you sign and date it. We must protect the public funds we handle and so we will carry out checks against Dundee City Council's and the Department for Work and Pensions benefit records in order to check the accuracy of the information to prevent or detect crime or protect public funds in other ways as allowed by law.**

**Further to the above the information you provide and any expected income you may gain from operating as a second hand dealer will be used to maximise the recovery of any debt that is owed to the Council.**

**We will not release information about you to anyone outside the Council unless the law allows us to do so.**

I declare that the information I have given on this form is correct and complete, that I will advise you of any other changes to the above and that I agree to this information being used for benefit fraud checks as determined necessary to the Council.

Signature: \_\_\_\_\_

Name (In block capitals): \_\_\_\_\_

Date: \_\_\_\_\_

Applicant/Agent/Director/Partner  
(delete as appropriate): \_\_\_\_\_

Signature: \_\_\_\_\_

Name (In block capitals): \_\_\_\_\_

Date: \_\_\_\_\_

Applicant/Agent/Director/Partner  
(delete as appropriate): \_\_\_\_\_

This application can be lodged at the Licensing Office, 18 City Square or Dundee House, North Lindsay Street, Dundee.

**The Licensing Office cannot accept cash payments or payment by card. Cheques are accepted. Anyone lodging a form here and wishing to pay by cash or card will be issued with an invoice which will have to be paid at Dundee House.**

**All forms of payment can be accepted at Dundee House.**

The fee is £110, which is non-refundable.

**NB 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 £500.**

**NOTES:**

1. In terms of the Civic Government (Scotland) Act a Notice in the prescribed form must be prominently displayed on the premises for a period of 21 days from the date the application is lodged with the local authority. (Copy Notice enclosed).
2. A Certificate of Compliance requires to be produced confirming that the steps at (A) or (B) above have been carried out. (Copy Certificate enclosed).
- 3 Applicants for new Second Hand Dealers' Licences are asked to note that the premises for which the application is being made may not have the benefit of planning consent for the proposed use.
- 4 Failure to have the necessary planning consent may result in a delay in the processing of your application.
- 5 It is in your interests, therefore, to check with the City Development Team, Dundee House, 50 North Lindsay Street to ensure that you have the necessary planning consent and if not to make the appropriate planning application.
6. DVLA Licence details are required by Tayside Police to complete background checks on the applicant.  
Registered charities may not require this licence. If in doubt please contact Licensing Office.
- 8 National Insurance Number  
You can find this on payslips or letters from the Department for Works & Pensions or HM Revenue & Customs.

**We may need to see proof of your identity and National Insurance Number.**

- 9 Unique Tax Reference Number  
Persons who operate their own business must register as self employed with HMRC within 3 months of setting up the business or they may be subject to a fine. Applicants will be issued with a 10 Digit Unique Tax Reference (UTR) Number that will remain with them for life. You will require to lodge original correspondence from HMRC which quotes your 10 digit UTR when lodging the application. If you do not have this your application will be processed but will not be considered competent until such time as correspondence from HMRC is produced. It takes HMRC no more than six weeks to issue the UTR. If after your background checks are back you have still to produce your UTR you will be given a temporary licence only. This will run for a maximum period of six weeks and will then expire. This will afford you a final chance to register with HMRC. Thereafter if you have not produced the UTR your application will go before the next available Licensing Committee at which members will be asked to decide if your application is incompetent. If they decide that the application is not competent it will not be considered and will fall. If you still wished to proceed with your application you would need to apply again and pay the fee. There is no appeal to the Sheriff in these circumstances. You can register as self employed in person at the Tax Office at the Greenmarket, Dundee or by telephoning 0845 302 1484.

Anyone who works for another individual or company and who are not self employed ie they receive a wage and are liable to pay tax through the PAYE system need not register with the Inland Revenue but will have to submit evidence to this effect i.e. a payslip or P60.



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION FOR A SECOND HAND DEALER'S LICENCE**

**NOTICE IS HEREBY GIVEN** that application has been made on  
to Dundee City Council for a Second Hand Dealer's Licence in respect of premises at  
to deal in

by:- **NAME AND  
ADDRESS**

**DIRECTORS' NAMES  
AND ADDRESSES**  
(if appropriate)

**DAY TO DAY MANAGER  
ADDRESS**  
(if appropriate)

Any objections or representations in relation to the application should be made to the Depute Chief Executive (Support Services), Dundee City Council, 21 City Square within 28 days of the above mentioned date. Objections or 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 or on his 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 Dundee City 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 may 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 post) so that in the normal course of post it might be expected to be delivered to them within that time.
4. Dundee City Council shall send a copy of the objection or representation to the applicant.



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**CERTIFICATE OF COMPLIANCE**

**SECOND HAND DEALER**

I,

applicant for a Second Hand Dealer's 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 to 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 replacements as follows:-

*(give details and circumstances)*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\* Delete if not applicable



## USED CAR PRE-SALES INFORMATION REPORT

### Details of Car:

Make	Model	Cash Price £
Engine Capacity	Date First Reg.	Colour
Odometer Reading		Reg. No

Where the lower box has been ticked the statutory mileage information notice must be displayed alongside the mileage reading.

The reading is CORRECT

The reading is Unverified

### REQUIRES REPAIR OR REPLACEMENT

Either **YES** or **NO** to be deleted. If **YES**, list faults and state repairs or replacements required.

Brakes (inc. servo)	YES/NO
Wheels and Tyres (inc. spare)	YES/NO
Steering (inc. power system)	YES/NO
Suspension	YES/NO
Engine (inc. ancillaries)	YES/NO
Cooling System	YES/NO
Clutch/Torque Convertor	YES/NO
Gear Box (inc. auto or overdrive)	YES/NO
Transmission (inc. final drive and drive shaft)	YES/NO
Electrical System	YES/NO
Body, Trim and Understructure	YES/NO

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Status of person making  
this Statement \_\_\_\_\_

For (eg Body corporate)



**SUGGESTED LAYOUT OF SECOND HAND CAR DEALER'S REGISTER**

SERIAL NO	REG MARK	MAKE/MODEL	DATE OF REG	COLOUR	MILEAGE	DATE OF LAST TEST	CHASSIS/VIN NO	IF SOLD SEPARATELY		AXLE NUMBER	TIME/DAY/DATE	NAME & ADDRESS OF SELLER
								ENGINE NUMBER	G/BOX NUMBER			
1/84	ABC 123 D	Ford Escort	12/9/62	White	95,764	3.11.83	BBATMB/12345	MB12345	N/A	N/A	2.30 pm on Wednesday 19 September 1984	David Smith 375 Perth Road DUNDEE

NAME & ADDRESS OF PREVIOUS OWNER	REG DOC HANDED OVER YES NO	DATE OF SALE OR DISPOSAL	NAME & ADDRESS OF PURCHASER	SPEEDOMETER READING	LOCATION OF REG DOC	REMARKS
Tom Brown 15 Clepington Road DUNDEE		17 December 1984	Barry Car Breakers 123 Carnoustie Road CARNOUSTIE	95,764	Sent to DVLA Swansea	