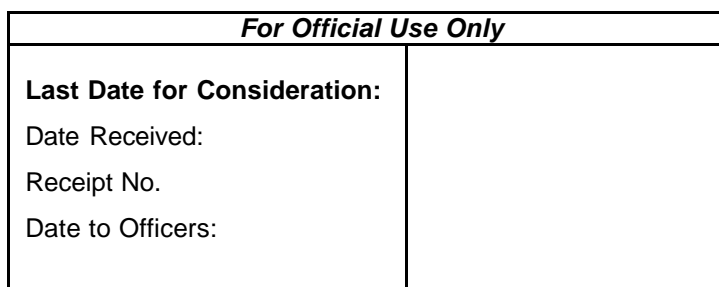


## APPLICATION FOR GRANT OF METAL DEALER'S LICENCE



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

[illegible]

|           |  |  |
|-----------|--|--|
| <b>2.</b> | <b>To be completed if Company or Partnership</b>   |  |
| (a)       | Full Name of Company or Partnership  |  |
| (b)       | Address of Principal Office  |  |
| (c)       | Full names (including middle names), private addresses and dates of birth of directors, partners or other persons responsible for its management.                              |  |
| (d)       | Full name (including middle names), home address and date of birth of employee to carry out day-to-day management of the business (including business hours telephone number). |  |
| (e)       | Driving Licence Number<br>(as per DVLA Licence) where applicable   |  |
|           | <div style="display: flex; justify-content: space-between;"> <span>hours between</span> <span>am and</span> <span>pm on</span> </div>  |  |
| <b>3.</b> | Name (if any) and address of premises for which a licence is required.   |  |
| <b>4.</b> | Days and hours during which it is proposed to trade.   |  |
| <b>5.</b> | Describe the store or premises (including address) where the metal is to be stored.  |  |
| <b>6.</b> | State nature of metals in which it is proposed to trade.   |  |
| <b>7.</b> | Is it proposed to alter or carry out any process upon the metals prior to resale?<br>If so, give details.  |  |
| <b>8.</b> | Is planning consent in force?  |  |
| <b>9.</b> | Have you been refused a similar licence in the last year?  |  |

|  |  |
|--|--|
| <b>10. Have you been convicted of any offences or have you been issued with any Fixed Penalty Notices?</b> | <p style="text-align: center;"><b>YES/NO</b></p> <p>If YES, give details below.<br/> <b>NB Details of ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) including spent convictions must be given.</b></p> |
|--|--|

### **Details of Convictions and Fixed Penalty Notices**

**ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) INCLUDING SPENT CONVICTIONS MUST BE LISTED EVEN IF THEY HAVE BEEN PREVIOUSLY DISCLOSED ON A PRIOR APPLICATION FORM**

|             |              |                      |                |
|-------------|--------------|----------------------|----------------|
| <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.

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

### **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 also be kept in 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 Principal General Services Officer, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Principal General Services Officer, 21 City Square, Dundee DD1 3BY.

Date: ..... Signature .....  
Applicant/Agent

Address of Agent (if any) .....

.....  
 .....

This application should be lodged with the Depute Chief Executive (Support Services), Dundee City Council, 20 City Square together with the fee of £110 (which is non refundable). Cheques should be made payable to Dundee City Council.

**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 Metal 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 Planning and Transportation Department, Tayside House, Crichton 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.



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION FOR A METAL DEALER'S LICENCE**

**NOTICE IS HEREBY GIVEN** that application has been made on  
to Dundee City Council for a Metal 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 21 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 21 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**

**METAL DEALER**

I,

applicant for a Metal 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