|  |  |
| --- | --- |
|  | Falkirk Council Licensing Unit  Foundry  4 Central Park  Central Boulevard  Larbert  FK5 4RU  Telephone: 01324 501575  E- mail: licensing@falkirk.gov.uk |

**Civic Government (Scotland) Act 1982**

**Application for the grant/renewal of an Itinerant Metal Dealers Licence**

1. All relevant questions must be answered in block letters or typescript. If you are providing an e-mail address this should be done in the required format for sending an e-mail.
2. Failure to fully and accurately complete any section (in particular question 3) of the application form and failure to submit the necessary supporting documentation may render it void.

**SECTION 1**

**Question 1**

|  |  |
| --- | --- |
| Is the application in respect of a new grant or renewal? | NEW/RENEWAL |
| If renewal give details: | Licence No.:  Expiry Date: |

**SECTION 2**

**Question 2**

Details of applicant

|  |  |
| --- | --- |
| (a) Full name of applicant. |  |
| (b) Home Address (including postcode). |  |
| (c) Date of Birth |  |
| (d) Town and Country of Birth |  |
| (e) E-mail Address |  |
| (f) Mobile Telephone Number |  |
| (g) Home Telephone Number |  |
| (h) Work Telephone Number |  |

**Question 3**

|  |  |
| --- | --- |
| Do you have any current convictions, conditional offers and or fixed penalties recorded against yourself within or outwith the UK. In the case of renewal application it refers only to such convictions, conditional offers and or fixed penalties since the licence was last granted. | YES/NO\* |

If yes disclose all such unspent or spent convictions, conditional offers and or fixed penalties. Failure to disclose all convictions etc. will result in the application being returned to the applicant. (Continue on a separate sheet if necessary).

**Section (a) Convictions**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Offence | Court or Country outwith the UK | Sentence/Penalty |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Sectional (b) Conditional Offers and Fixed Penalties**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Offence | Country outwith the UK | Sentence/Penalty |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Question 4**

|  |  |
| --- | --- |
| Have you lived outwith the United Kingdom for a period of six months or more within the last 10 years? In the case of renewal application it applies to you living outwith the United Kingdom since last grant of licence. | YES/NO\* |

\*If yes you are required to provide a Criminal Record Check/ verification from the Embassy of the country you resided in. Information on how to obtain this is contained within the guidance notes.

**Question 5**

|  |  |
| --- | --- |
| (a) Have you held an Itinerant Metal Dealer Licence issued by this or any other authority? | YES/NO\* |
| (b) If yes which authority granted the licence? |  |
| (c) When was it granted? |  |
| (d) When did it expire? |  |

**Question 6**

|  |  |
| --- | --- |
| (a) Have you ever applied for and been refused an Itinerant Metal Dealers Licence by this or any other authority? | YES/NO\* |
| (b) If yes which authority refused the licence? |  |
| (c) When was it refused? |  |

**If an application for an Itinerant metal dealers licence was refused by this authority within the last year a further application will only be accepted if there has been a material change in circumstance. This information must be provided with the application.**

**SECTION 3**

**Question 7**

(a) Hours and days of the week on which it is proposed to trade.

|  |  |  |
| --- | --- | --- |
| **Day** | **From** | **To** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

(b) Period of the year during which it is proposed to trade.

**Question 8**

State metals in which you propose to deal.

**Question 9**

State the method for recording items that are bought and sold and where the records will be kept if not at the premises.

**SECTION 4**

**Tax Code – Renewal of Licences only**

From Monday 2 October 2023, a new tax registration check is being introduced.  The new rules mean, when renewing your licence that you will need to complete this check and supply Falkirk Council with your “tax code”

Please login and follow instructions on the following page:

[***https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence***](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence)

**Please submit your “Tax Code” below:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |

**SECTION 5**

**Question 10**

CHECKLIST OF PAPERWORK SUPPORTING THIS APPLICATION

The following relevant documentation must be submitted with the application if required otherwise the application will not be accepted.

|  |  |
| --- | --- |
| **I confirm that I have enclosed the following** | **Submitted** |
| (a) Photographic evidence of right to work in the UK. |  |
| (b) Proof of Address |  |
| (c) Criminal Record Check/Verification from Embassy. This applies if you have lived outwith the UK for any period of at least 6 months within the last 10 years in the case of renewal since the last grant. |  |
| (d) Copy of partnership agreement if required for new applicants. |  |

**SECTION 6**

**INDIVIDUAL PERSON**

I declare that the particulars given by me on this form are true and I hereby make application to Falkirk Council for the grant of an Itinerant Metal Dealer Licence.

Date:

Signature of applicant/agent:

Agents Address (including postcode):

|  |
| --- |
| Please indicate where all correspondence should be sent to applicant/agent/manger. Also where possible provide e-mail address for correspondence where appropriate.  Applicant □ Agent □  E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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 within this authority for the prevention and detection of fraud.  It may also share this information with other bodies administering public funds solely for these purposes.**

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 matter shall be guilty of an offence and liable, on summary conviction, to a fine.