

GUIDANCE ON COMPLETING AN APPLICATION FORM FOR A SECOND HAND DEALER LICENCE

Section 1 – Question 1 must be completed by all applicants.

A renewal application must be applied for before the expiry date of the current licence. The information provided must be identical to the terms of your current licence. If the information does not match then your application will not be accepted. If the application is accepted you can continue to operate until a decision is made on your application. If you forget to renew your licence or are unable to do so due to unforeseen circumstances you should contact the Licensing Section as soon as you become aware your licence has expired.

A new grant application is applied for if there is no current licence in place or there is a change in the individual, company or organisation responsible for operating the premises. If the application is for a new grant you cannot operate the business as a Second Hand Dealer until a Licence is granted.

Section 2 – Relates to personal details of the applicant.

Question 2 – You only complete this question if you are an individual person applying for a second hand dealer licence.

Question 3 – You have to advise if you or someone else is going to be responsible for the day to day management of the business. If someone else is going to manage the business complete question 5.

Question 4 – You only complete this question if the premises is operated by a company or partnership rather than an individual person providing details of all directors partners.

Question 5 - When the application is being made by a company or partnership you must give details of the employee responsible for the day to day management.

Question 6 – This question of the form refers to anybody named on the application. You must answer either yes or no on the application form to the question relating to current convictions, conditional offers or fixed penalties.

If the application is for a new grant all current convictions, conditional offers and or fixed penalties require to be disclosed.

If the application is for renewal of existing licence it refers only to convictions, conditional offers and or fixed penalties since the licence was last granted. It is essential that full details of any convictions are supplied on the application form so that necessary Police checks can be undertaken and your application can be processed as quickly as possible.

Question 7 – You must state if any person named in sections 2, 4 or 5 has lived outwith the UK for a period of six months or more within the last 10 years. In the case of a renewal application it refers to a period of six months since last grant. If yes a Criminal Record Check/verification from the Embassy of the country you resided in requires to be submitted with the application form otherwise your application will not be accepted. The following link may help you on how to get criminal record checks from overseas:-

<http://www.cpni.gov.uk/advice/Personnel-security1/Overseas-criminal-record-checks/>

Question 8 – The applicant/person responsible for the day to day management requires to provide evidence that they have the right to work in the UK.

- If you are a British Citizen please provide your current passport with the application. If you do not have a current passport then other documents can be provided as an alternative form of evidence. Contact the licensing unit for more information.
- If you are an EU National please provide your passport with the application.
- If you are not a British Citizen or an EU National, please provide your passport and biometric residence permit.

Question 9 – You must answer this question as you are required to provide details of any other Second Hand Dealer Licences you have held by this or any other authority.

Question 10 – You must answer this question as you are required to provide details of any applications for Second Hand Dealer Licence that have been refused by this or any other authority.

Section 3 – Relates to the premises to be licensed

Question 11 – You must answer this question providing the full postal address including trading name, telephone number of premises, type of food sold. Advising if there have been or will be any alterations done to the premises.

Question 12 – You must answer this question as it relates to the hours you wish to trade as a Second Hand Dealer.

Question 13 – You have to tell us what you want type of goods or articles you are or will be trading in along with where the goods or articles will be stored when not being offered for sale.

Question 14 – You have to tell us the method of recording items bought and sold.

Section 4 – Relates to a checklist of supporting documentation.

The application fee and all the necessary supporting documentation must be submitted with the application otherwise it will not be accepted.

Section 5 – Relates to the display of the public notice.

This part is completed by all applicants deleting as appropriate. If you are unable to display the public notice you are required to specify the steps you have taken to try and display the notice.

Section 6 – Declaration by the application.

If you have completed question two complete the part relating to an individual person. If you have completed question 4 complete the part relating to company, partnership or trust.

You are also required to advise us who to send correspondence to.