

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT OF A KNIFE DEALER'S LICENCE

**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

1. TO BE COMPLETED IF INDIVIDUAL		
(a) Full Name of Applicant (including middle names)	Surname	First Name(s)
(b) Address Details Current Address		
Please enter the date you moved to your current address		
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		
(c) Date and Place of Birth		
(d) Daytime Telephone Number		

2. TO BE COMPLETED IF COMPANY OR PARTNERSHIP	
(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 on day-to-day management of the business (including Business Hours Telephone Number)	

3.	Name and address of premises for which a licence is required	
4.	Days and hours during which it is proposed to trade	
5.	Details of types of knives, swords or blades to be sold within the premises	
6.	Details of third party liability insurance (including identity of provider, policy number and amount of cover)	
7(a)	Have you previously held a Knife Dealer's Licence?	YES/NO (delete as appropriate)
7(b)	If YES, which Council granted the licence?	
8.	Have you been refused a similar licence in the last year?	YES/NO If YES, give dates
9.	Is Planning Consent in force?	YES/NO (delete as appropriate)
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

East Lothian 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 Lothian and Borders 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.

Please read this declaration carefully before you sign and date it.

Further to the above the information you provide and any expected income you may gain from operating as a Knife 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 should be lodged with Licensing Section, Licensing, Administration & Democratic Services, John Muir House, Haddington, EH41 3HA together with the fee (see fee list). Cheques should be made payable to East Lothian 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. The amount of public liability insurance cover must be a minimum of £2M.



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APPLICATION FOR A KNIFE DEALER'S LICENCE

NOTICE IS HEREBY GIVEN that application has been made on.....to East Lothian Council for a Knife Dealer's Licence in respect of premises at

.....

by:- **NAME**

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 Licensing Section, Licensing, Administration & Democratic Services, John Muir House, Haddington, EH41 3HA 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 East Lothian 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. East Lothian Council shall send a copy of the objection or representation to the applicant.



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CERTIFICATE OF COMPLIANCE

KNIFE DEALER

I,

applicant for a Knife 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