

SH0047126

5/11/26

East Lothian Council



Police/Civic LSO
ENR/H/TS
10/4.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR THE GRANT / RENEWAL OF A SECOND HAND DEALER LICENCE

7

East Lothian Council
Licensing

10 APR 2026

Received

This application form is in several parts for different things. Which parts you need to complete depends on what you are applying for:

Part A	About you (the applicant)	p1
Part B	Day to Day Manager	p3
Part C	Grant or Renewal of a licence	p3
Part D	Declaration	p4

Part A – About the applicant

To be completed if a natural person (individual)

Surname (include any other surname you have been known by)

THOMSON

Forename ANDREW

Trading Name (if different)

Home Address

Postcode

Tel. No. email address

Date of birth Age

Place of birth

Is applicant to carry out day-to-day management of the activity?

YES NO

To be completed if a non-natural person (organisation, company, partnership etc)

Is the applicant a company, partnership or organisation (*please tick appropriate box*)

Company

Partnership

Organisation

Name of business _____

Registered or Principal address of business _____

_____ Postcode _____

Telephone number _____

Email address _____

Names, home addresses and dates of birth of all directors, partners or other persons responsible for management:

Part B – Day to Day Manager

To be completed by the day-to-day manager of the activity

Surname (include any other surname you have been known by)

Forename _____

Home Address _____

_____ Postcode _____

Tel. No. _____ Email address _____

Date of birth _____ Age _____

Place of birth _____

Part C – Grant or Renewal of License

What type of licence are you applying for?

GRANT RENEWAL

Where will you trade? Provide names and / or addresses of all business premises (where applicable)

██████ INGLIS AVENUE

Type of goods you propose to trade / sell

VEHICLE PARTS, VEHICLE RESTORATION PROJECTS,
CLASSIC VEHICLES

Specify days and hours you propose to trade

9 AM - 9 PM Monday - Sunday

Motor Dealers only

Where will the vehicles be stored?
Provide names and / or addresses of all business premises

INGLIS AVENUE

Where will the vehicles be inspected / tested before being offered for sale?
Provide names and / or addresses of all business premises

██████ INGLIS AVENUE , by Myself

Part D - Declarations

Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party name in this form ever been convicted of any crime or offence?

YES NO

If Yes, provide particulars below. **NB - All crimes and offences must be declared:**

NAME	DATE	COURT	OFFENCE	SENTENCE

Has any party named in Parts A or B ever held or currently hold a Second Hand Dealer licence? YES NO

If Yes:

When was the licence granted _____

When does it expire _____

Which authority granted the licence _____

Has any party named in Parts A or B ever applied for and been refused an application for a Second Hand Dealer Licence? YES NO

If Yes:

Name of applicant _____

When was it refused _____

Which authority refused the licence _____

(Delete as applicable)

A) ~~I/We~~ declare that ~~I/We~~ shall, for a period of 21 days commencing with date hereof, display at or near the premises so that it can be conveniently read by the public, the appropriate Site Notice

I/We declare that I/We are unable to display a notice of this application at or near the premises because no access is available. The following action was taken to try to gain access:

but was unsuccessful.

I/We declare that the particulars given by me on this form are correct to the best of my/our knowledge and belief

Signature of applicant



Signature of day to day manager

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 particular shall be found guilty of an offence and liable, on summary conviction

Please return the completed application form, relevant documents and fee to Licensing Office, East Lothian Council, John Muir House, Haddington, EH41 3HA
This application form must be lodged, together with the appropriate fee not less than 6 weeks before the proposed commencement date of the licence
Please note that the application fee is non-returnable.

DATA PROTECTION ACT 2018

Please note that the information given on this form may be stored electronically by this Authority for the purpose of licensing.

The Identity of the Data Controller under the Data Protection Act 2018 ("the Act").

East Lothian Council, John Muir House, Haddington, East Lothian EH41 3HA ("the Council")

The purpose or purposes for which the data are intended to be processed.

The Data will be processed in order for East Lothian Council to fulfil its statutory duty under the Civic Government (Scotland) Act 1982 in receiving, registering, determining and granting applications for licenses under the said Act. The Data will be shared with public bodies who require to be consulted about the application, such as the Police. It will also be shared with internal East Lothian Council services, particularly within the Environment Department who give advice to the Council as Licensing Authority, in respect of the application.

East Lothian Council 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 for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Further information can be obtained from:

Data Protection Officer
Licensing, Administration and Democratic Services
John Muir House
Haddington
dpo@eastlothian.gov.uk

Aitken, Christine (Licensing)

From: Scott Dishington <Scott.Dishington@scotland.police.uk>
Sent: 21 April 2026 15:04
To: Licensing
Subject: SECOND HAND DEALER APPLICATION REF: SHD047.26 : ANDREW THOMSON
Attachments: SHD047.26 ANDREW THOMSON.PDF

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

No police objections.
Regards
Scott

Licensing

From: CivicLSO
Sent: 20 April 2026 13:47
To: Licensing
Subject: RE: SHD047/26 Andrew Thomson

Hello Licensing,

Further to my email below I would like to add information regarding this application which only became known when I conducted a site notice check (16 April 2025 at 1545hrs) at the applicant premise address [REDACTED] Inglis Avenue, EH32 0AG). I did not take any photos of the site at the time due to the information received.

[REDACTED] Inglis Avenue, EH32 0AG the address referenced on the application form is the dwelling of the applicant Mr A Thomsons parents. There is a small driveway at the front of the terraced property but no room for second hand vehicles to be parked other than the occupants' own vehicles. I did speak to the father at the property, and he confirmed that a site notice was not being displayed at the address due to him not agreeing to the applicant (their son) using his address as a second-hand dealer premise. The father mentioned that he was not happy with the situation, nor did he want to annoy neighbours in the street by displaying a site notice at his property as it may look like he supported the application, and that he did not. He confirmed that neighbours frequently complain about vehicles being parked up and down the street by his son which are intended for second hand dealership. Mr A Thomson has referenced 'Inglis Avenue' on his application form as the business address where vehicles will be stored, this is in fact a residential street. He has also referenced his parents address as where he will test the vehicles before sale. This does not appear to be supported by his parent.

Mr A Thomsons father also pointed out that a property further along the road regularly housed second hand vehicles of his sons in exchange for money (rent). At the time I saw three vehicles in the front yard of number 29. I was further informed that the applicant Mr A Thomson had a separate garage that he utilised and was pointed in the direction of that garage. I did take a look at the garage and saw that it was one which was amongst two rows of garages which are used only for those belong to nearby dwellings, only one vehicle at a time could fit into any garage, which look to be for storage of one vehicle only due to their small size rather than be used as a workshop. There is not a commercial garage within the locality of the applicants' premise address.

I further checked the area around the garage and the house, along the residential street and found there to be no site notice available for the public to view for a period of 21 days should they wish to object or make representations to the application which is a requirement of the Civic Government (Scotland) Act 1982 and is referenced at part 6 of the East Lothian Council guidance notes for the grant/renewal of a second hand dealers licence.

Kind regards

Licensing Standards Officer
Trading Standards
Protective Services
Communities & Partnerships
East Lothian Council

Tel: 01620 827827 (switch board)

Email: civiclso@eastlothian.gov.uk
Website: www.eastlothian.gov.uk

Aitken, Christine (Licensing)

From: CivicLSO
Sent: 14 April 2026 12:23
To: Licensing
Subject: RE: SHD047/26 Andrew Thomson

Hello licensing,

I have no objections to the application SHD047/26. I will check the site notice first thing tomorrow and update the team accordingly. I have no other comments.

Kind regards

Licensing Standards Officer
Trading Standards
Protective Services
Communities & Partnerships
East Lothian Council

Tel: 01620 827827 (switch board)

Email: civiclso@eastlothian.gov.uk

Website: www.eastlothian.gov.uk

****Please note an LSO is not permitted to provide legal advice and can only assist you with guidance as to what is required under licensing legislation. It is recommended that you consult with a licensing agent or solicitor if you require legal advice on matters****

From: Licensing <licensing@eastlothian.gov.uk>
Sent: 10 April 2026 13:32
To: Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk)
<lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; CivicLSO <civiclso@eastlothian.gov.uk>;
Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>
Subject: SHD047/26 Andrew Thomson

Good Afternoon, please find attached Second Hand Dealer application for Andrew Thomson for report.

- Nicky, can the site notice be checked please

Regards

Arlene

**Arlene O'Reilly | Licensing Officer | East Lothian Council | John Muir House | Haddington EH41
3HA | T. 01620 827664 | E. licensing@eastlothian.gov.uk**