



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION FOR GRANT/RENEWAL OF A SECOND HAND CAR DEALER'S LICENCE**

Each Question must be answered

Each Question must be answered	Surname		Forename(s)	
1. To be completed if a natural person . (a) Full name (Block letters)				
(b) Home Address Telephone Number Email Address				
(c) Age, Date and Place of Birth	Age	Date of Birth	Place of Birth	
(d) Give name and address of person, company or firm, employing you to trade or state if self-employed.				
(e) Is applicant to carry out day-to-day management of the trade? If not, give full name address and place and date of birth of any employee or agent so engaged. Give business hours and telephone number of applicant or agent.	YES/NO			
2. To be completed if not natural person (e.g. Company or partnership). (a) Full Name.				
(b) Address of Principal Registered Office.				

(c) Names, private addresses and places and dates of birth of directors, partners or other persons responsible for its management.	
(d) Full name, address and place and date of birth of employee or agent to carry on day-to-day management of the trade.	
Give business hours telephone number of applicant or agent.	
3. Describe the premises (including address) in which or from which the business is proposed to take place. <i>(A plan of the premises must be submitted with the application form.)</i>	
4. State – (a) Hours; and (b) the period during which it is proposed to trade.	(a) Hours between am and pm (b) Days
5. State which nature of goods/service in which it is proposed to trade.	

*(A) I/We declare that I/we 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 notice complying with the requirements of paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act, 1982.

OR

(B) I/We declare that I am/we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely:-

but have been unable to acquire those rights.

(*Delete (A) or (B) as appropriate. Where declaration (A) is made there must be produced in due course a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.)

DECLARATION AND NOTES

Any person who in connection with the making of this application makes any statement which he/she knows to be false may be liable to prosecution.

Information supplied on this form may be held on computer both within Midlothian Council and other bodies (e.g. Police Scotland) and applicants are advised that in processing this application, background enquiries will be made which may include reference to personal data held on computer.

It should be understood that any Licence does not carry with it the necessary consent or approval to any proposed development which may be required under Planning or Building Control legislation or under any other Statutory enactments.

I certify that I am aware of my responsibilities in relation to the Fire (Scotland) Act 2005.

I have read the important notes above and declare that the particulars given by me on this form are correct and complete to the best of my knowledge and belief.

Date Signature

The completed application form is to be lodged with Midlothian Council, Midlothian House, 40-46 Buccleuch Street, Dalkeith, EH22 1DN along with the appropriate Fee.

The fees below are valid from **1 April 2024**.

Application Fee	£420.00	(3 years)
*Renewal Fee	£268.00	(3 years)

*Payable by cheque (payable to Midlothian Council) or credit/debit card
(or by phone to 0131 270 7500) to Licensing*

****IMPORTANT NOTE: Whilst the Council's practice has previously been to send out a reminder whenever possible in advance of the expiry of a licence, this practice has been discontinued and must no longer be relied upon. It is ultimately the responsibility of the licence holder to apply in good time (six weeks recommended) before the expiry date should he/she wish to renew the licence. It is strongly recommended therefore that the licence holder make a diary note as a reminder to do this.***

6. Before completing this section please read the following guidance note.

This should be completed by all persons named in Questions 1 and 2.

All convictions, including those which are spent in terms of the Rehabilitation of Offenders Act 1974, must be listed.

All Alternatives to Prosecutions (ATPs), except those which are spent in terms of the 1974 Act, must be listed.

All Fixed Penalty offences either currently or previously shown on your driving licence, together with any you have accepted but which do not yet appear on your licence, must also be listed.

If you have none of these please complete the following declaration.

I have no relevant convictions, ATPs or Fixed Penalty Offences.

..... (signature)

**Otherwise, please state below particulars of any Convictions/APT's against you.
(continue on a separate sheet if necessary)**

Name	Date	Court	Offence	Sentence

COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyuyoruz.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (تایپٹا افراد کے لیے) بھرے ہوئے حروف کی لکھائی) میں، ٹیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: enquiries@midlothian.gov.uk

If you would like to know how Midlothian Council collects, uses and shares your personal information, please visit our website www.midlothian.gov.uk to access our online Privacy notice