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Granted/ Refused	

Midlothian

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION FOR CHANGE OF EMPLOYEE TO CARRY ON DAY TO DAY
MANAGEMENT OF THE TRADE
MARKET OPERATOR'S LICENCE**

Each question must be answered

1 Name of Company (block letters)	
2 Address of principal Registered Office Telephone No	
3. Names and Private addresses of directors, partners or other persons responsible for its management National Insurance Number(s)	

Dates and Places of birth of directors, partners or other persons responsible for its management

4. Employee or agent to carry on day to day management of premises -

Full Name

Home Address

Postcode

Telephone Number

Mobile Number

<p>National Insurance Number</p> <p>Age, Date and Place of Birth</p>					
<p>5. Describe the premises (including address) in which or from which the business is proposed to take place. A plan of the premises <u>must</u> be submitted with the application form.</p>					
<p>6. State which nature of goods/service in which it is proposed to trade.</p>					
<p>7. State the period during which it is proposed to trade.</p>	Monday	from		until	
	Tuesday	from		until	
	Wednesday	from		until	
	Thursday	from		until	
	Friday	from		until	
	Saturday	from		until	
	Sunday	from		until	
<p>8. Licence Number.</p>					

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.

Please tick

I enclose:-

- (a) Fee
- (b) Plan

Date **Signature of Applicant or Agent**

Agents Address

.....

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

The fees below are valid from 1 April 2024.

Fee - £77.00

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

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Before completing this section please read the following guidance.

This should be completed by all persons named in Questions 3, and 4.

All convictions and Alternatives to Prosecutions (ATPs), except those which are spent in terms of the Rehabilitation of Offenders Act 1974, 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/or any of those named have none of these please complete the following declaration.

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

..... (signature)

Otherwise, please state below particulars of any conviction against you. (Continue on a separate sheet if necessary).

Name	Date	Court	Offence	Sentence

***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.**