

# Application for a Metal Dealer Licence

For application fee please  
refer to fees leaflet  
(All fees are non-refundable)

## Civic Government (Scotland) Act 1982

Applicants must display a **public notice** at the proposed premises as soon as this application has been lodged with the licensing office. This display notice must be displayed for a period of 21 days, together with a copy of this application. For further information please refer to the guidance notes.

At the end of the 21 day period you must sign and return a **certificate of compliance** to confirm that you have complied with this requirement.

For official use only	
Date lodged	
Receipt no	
Received by	
21 days	
Police report	
Date granted	
Renewal date	
Licence no	

### To be completed if applicant is individual natural person.

<b>1</b> Full name:			
Address and postcode:			
Home phone number:		Business phone number:	
Age, date & place of birth:		Age:	Date of Birth
			Place of Birth
Give name and address of person or company employing you to act as a metal dealer (or state if self employed)			

### To be completed if applicant is not an individual natural person (eg a company / partnership)

<b>2</b> Full company name:	
Company address and postcode:	
Full name, address and date of birth of directors, partners or any other persons responsible for its management:	
Full name, address and date of birth of employee or agent to carry on day to day management of business:	
<b>3</b> Please state the days of the week you intend to trade and what hours?	
<b>4</b> Are you applying for the grant of a licence or to renew an existing metal dealer's licence?	
Grant <input type="checkbox"/>	
Renewal <input type="checkbox"/>	If renewal, please state current licence number: <input type="text"/>

<b>5</b>	Please state the metals which you propose to deal (eg ferrous, non ferrous).	
<b>6</b>	Address of premises where metals will be stored until the expiry of 48 hours after its acquisition.	
<b>7</b>	Are the metals to be disposed of in the same condition in which they are received?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Please state the nature of and the place at which any process is to be carried out in relation to metal received.	
<b>8</b>	Subject to the provisions of the Rehabilitation of Offenders Act 1974 has any party named at question 1 or 2 above been convicted of <u>any crime or offence</u> . If you have no convictions please write "none".	
	<b>Date</b>	<b>Court</b>
		<b>Offence</b>
		<b>Sentence</b>

**Note - All unspent crimes and offences must be declared**

<b>9</b>	Has any party named in question 1 or 2 previously held or currently holds a metal dealer's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If <b>Yes</b> , which authority granted the licence?	
	When was it granted?	
	When does it expire?	
<b>10</b>	Has any party named in question 1 or 2 everleaf ever applied for and been refused a metal dealer's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If <b>Yes</b> , which authority refused the licence?	
	When was it refused?	

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

<b>Signature of applicant or agent:</b>		<b>Date:</b>	
<b>Agents Address:</b>			
<b>Position of applicant in company / partnership, if not otherwise stated:</b>			

\*(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 Act, 1982

or

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

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 as required with Paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.**

Note: Any person who, 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 level 4 on the standard scale.

Please ensure you have read the attached guidance notes and have:

- completed every question in block capitals and black ink or typescript
- signed and dated the application
- deleted declaration (a) or (b) above
- arranged for the public notice to be displayed at the proposed premises showing the exact 21 days date (if you are uncertain about this date please seek assistance from a member of the licensing staff)

Payment is due at the time you submit this application at the licensing office. If paying by cheque please make cheque payable to Renfrewshire Council. In the event of not being granted a licence, application fees are non-refundable.

**Completed applications should be returned to:**

Renfrewshire Council  
Licensing Section  
Headquarters  
Cotton Street  
Paisley, PA1 1TT

**Contact us**

Phone: 0141 840 3244  
Fax: 0141 840 3566  
Email: [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk)

**Opening Hours**

Monday to Thursday: 8.45am to 4.00pm  
Friday: 8.45am to 3.15pm