MD1 - Version 2.5 (01.04.2025) Licence No.

**FIFE COUNCIL**

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982 - SECTIONS 28 TO 37**

# APPLICATION FOR GRANT/RENEWAL OF LICENCE TO ACT AS A METAL DEALER

**ANSWER EITHER QUESTION 1 OR 2 AND EVERY OTHER QUESTION**

**1. Individual Application**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (a) Full Name (Block Letters) | Surname | | Maiden Name | | First Name(s) |
|  | |  | |  |
| (b) Home Address (incl. Postcode) |  | | | Telephone No. | |
| Home:  Business: | |
|  | E-mail: | | | | |
| (c) Previous addresses in past 5 years |  | | | | |
| (d) Age, Date and Place of Birth | Age | Date of Birth | | Place of Birth | |
|  |  | |  | |
| (e) Give name and address of any person, company or firm employing you to act as a Metal Dealer, or state if self-employed. |  | | | | |
| (f) Is applicant to carry out day to day management of the business? | YES / NO | | | | |
| (g) If not, give full name, address and date of birth of any employee or agent engaged to do so. | Name:  Address:  Date of Birth:  Previous Addresses in the past 5 years: | | | | |

**2. Company/Partnership Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (a) Full Name of Company |  | | | |
| (b) Registered Principal Office Address |  | | | |
| (c) Names, Private Addresses and Dates of Birth of Directors, Partners and any Persons Responsible for Management. (continue on separate sheet if necessary) | Name:  Address:  D. O. B. |  |  |  |

- 2 -

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (d) Day to Day Manager | Surname | | Maiden Name | | First Name(s) |
|  | |  | |  |
| Home Address |  | | | Telephone No: | |
| Home:  Business: | |
|  | E-mail: | | | | |
| Previous Address in the past 5 years |  | | | | |
| Age, Date & Place of Birth | Age | Date of Birth | | Place of Birth | |
|  |  | |  | |

**For all applications**

|  |  |  |
| --- | --- | --- |
| **3. State precise nature of goods to be dealt with.** |  | |
| **4. State Days of Week/Hours during which you will operate.** |  | |
| **5. State the method of dealing i.e. solely from Premises, Door to Door etc.** |  | |
| **6. State the address from which the business is to be conducted.** |  | |
| **7. Are the metals to be disposed of in the same condition as they are received?** |  | |
| **8. Indicate (i) the nature and (ii) the location of any process or processes which are carried out in relation to metal received.** | (i)  (ii) | |
| **9. Current / Previous Licence**  Has any person named in 1 or 2 above previously, or do they currently hold a Licence for Metal Dealing or Itinerant Metal Dealing?  **If YES**  (a) When was the licence granted?  (b) When did/does it expire?  (c) Which authority granted the licence?  Has any person named in 1 or 2 above ever been refused a Licence for Metal Dealing or Itinerant Metal Dealing?  **If YES**  (d) When were you refused?  (e) Which authority refused you a licence? | | YES / NO  (a)  (b)  (c)  YES / NO  (d)  (e) |
| **10. Has any person named in 1 or 2 above ever resided outwith the United Kingdom?** | | YES / NO  (IF THE ANSWER TO THIS QUESTION IS “YES” PLEASE SUBMIT ON A SEPARATE SHEET OF PAPER DETAILS AND DATES OF ALL OTHER COUNTRIES OF RESIDENCE). |

- 3 -

(i) I/We declare that I/we shall, for a period of 21 days **commencing from the lodging date of this application**, display at or near the premises so that it can be conveniently read by the public, a notice intimating that I/we have applied for this licence and that objections thereto may be lodged with Fife Council.

(ii) I/We declare that I/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.

Where declaration (i) is made, there must be produced as soon as possible after the 21 day period a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

***How we use your information***

*The information provided by you on this form will be used by Fife Council in order to process your application.  It will be shared with Police Scotland (Fife Division) and may be circulated to The Scottish Fire and Rescue Service as well as the relevant Council Services for their statutory interests. Information may also be obtained from those mentioned above. Further information on how your information is used, and why, can be found here:*

[*Miscellaneous Licence | Fife Council*](https://www.fife.gov.uk/kb/docs/articles/privacy-notices/miscellaneous-licence) *The Council’s Data Protection Officer can be contacted on:* [*dataprotection@fife.gov.uk*](mailto:dataprotection@fife.gov.uk)

I/We declare that the particulars given by me/us on this form are true, and hereby make application to Fife Council for Grant/Renewal of the licence applied for. I have received, read and understood the conditions relating to this type of licence.

Date Signature

N.B. 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 £2,500.

Application fees are non-refundable and are currently set at: £404 (3 year application)

Your application will not be processed until payment has been made by credit or debit card.

Payment process is at this link: [Metal dealers licence | Fife Council](https://www.fife.gov.uk/kb/docs/articles/business2/licences-and-permits-for-business/dealer-licences/metal-dealers-licence)

Your application must be lodged by email at: [Misc.licensing@fife.gov.uk](mailto:Misc.licensing@fife.gov.uk)