



## **CUSTOMER SERVICES – LEGAL AND REGULATORY SUPPORT**

### **CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

#### **SCHEDULE OF CONDITIONS - SECOND HAND DEALER**

##### **General**

1. On being granted a Licence, an applicant shall be furnished by the Licensing Authority with a second hand goods Licence.
2. A licence holder when acting as such shall display the licence conspicuously on the premises so that the whole writing thereon shall be distinctly visible and legible and must, when required permit any person to inspect same and to note the writing thereon. The licence holder shall be bound to renew the licence by the expiry date, or sooner, on being notified by the Licensing Authority the licence is considered to be defaced or illegible, on payment of the appropriate fee for a replacement licence, failing which the Licence may be suspended at the sole discretion of the Licensing Authority.
3. A licence holder shall not lend or allow any other person to use their Licence.
4. A second hand dealer shall not in any way alter, erase or deface their Licence and shall, when reasonably required, produce it for examination by the Licensing Authority.

##### **Records**

5. A licence holder shall be required to keep records in relation to their stock in trade, which must include information as to where and when and the person from whom it was. It shall also include information as to when said item was sold and shall be included in a Register specially kept for recording same. Said Register must be kept for a period of five years in respect of each item of stock in trade.

##### **Consents**

6. A licence holder operating from premises must have planning and all other necessary consents for trading as such and adhere to all relevant legislation.

##### **Disposal of Stock**

7. Subject to Section 25, Sub-sections (2) and (3) and Section 27 of the Civic Government (Scotland) Act 1982, a licence holder shall not dispose of any item of his stock in trade until the expiry of 48 hours (excluding any time on Saturday and Sunday) after he acquired it.

##### **Change of Circumstances**

8. A licence holder shall, within 7 working days, notify the licensing authority of any change of circumstances i.e. change of personal address, no longer operating etc. If you are in doubt as to what constitutes a change of circumstances you should contact the office of the Head of Legal and Regulatory Support for guidance.