

THE HIGHLAND COUNCIL

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

SECOND HAND DEALER'S LICENCE: SCHEDULE OF CONDITIONS

These conditions apply to the Second Hand Dealer's Licence granted to you by the Highland Council (hereinafter referred to as "the Council") and must be observed at all times.

1. The licence is valid until the date shown on the licence, which must be displayed clearly within the premises so that it can be seen by members of the public.
2. A Second Hand Dealer when acting as such shall have with him at all times the identification issued to him by the Council and shall, when requested, permit any person to inspect the same and to note the writing thereon. The identification and licence must not be altered, erased or defaced in any way, must be kept clean and legible and must not be lent or used by any other person. Should the identification or licence be lost or become defaced or illegible or require to be replaced for any other reason, the licence holder shall within 5 days obtain a replacement from the Council on payment of the appropriate fee.
3. The licence holder shall keep a register of all items bought and sold.
 - 3.1 The register must be in the form of a properly bound book with consecutively numbered pages, or held by means of a device for storing and processing information, or in another form approved by the Council and each item purchased by the licence holder must be numbered. Where the register is held by means of a device for storing and processing information, the licence holder must, by means of the device or otherwise, keep details of all modifications made in the records kept by the device.
 - 3.2 The register must include the following details in a style approved by the Council:
 - Full description of each article.
 - Serial number relating to each article (if applicable).
 - Identification marks.
 - The price paid or consideration given for the goods.
 - Date and time of acquisition.
 - Location of the goods during the retention period.
 - Name, address and signature of the seller.
 - Date and time of sale by the dealer.

- 3.3 Entries in the register must be preserved for at least 3 years.
- 3.4 The licence holder shall not dispose of any item of his stock-in-trade until the expiry of 48 hours (excluding any time on Saturdays or Sundays) after he acquires it. This shall not apply to any article acquired by the licence holder in a public group and disposed of by him without being brought to his place of business. The Council may authorise the disposal of the licence holder's stock-in-trade or any part of it.
4. The licence holder shall keep the register referred to in Condition 3.1 above available for inspection at any reasonable time by any authorised officer of the Highland Council or the Police.
5. The licence holder shall store items purchased in the course of his dealing only on the business premises specified in the licence or on other premises approved by the Council.
6. The licence holder shall comply with all fire precaution requirements to the satisfaction of the Firemaster.
7. Notwithstanding the above or any other conditions annexed a licence holder while trading shall comply with any reasonable order or instruction given by a Constable -
 - (i) for the prevention of obstruction or annoyance to the public or to the occupiers of any premises; or
 - (ii) in connection with any emergency or disturbance.
8. The licence holder shall notify the Council of any material change of circumstances affecting him or any other person or company named on the licence or affecting the activity to which the licence relates. A licence holder who ceases to act as such for the unexpired period of the licence or whose licence has been suspended by the Council shall, within 5 days, return the licence to the Legal Manager.
9. The licence holder shall not accept a pawn ticket issued by a pawnbroker for any article which has been pawned.
10. The licence holder shall not carry on business as a Second Hand Dealer in any premises in which the business of a pawnbroker is carried on.