

THE INVERCLYDE COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982
SECOND-HAND DEALER'S LICENCE STANDARD CONDITIONS

1. The Licence Holder is permitted to carry on business as a Second Hand Dealer in ###.
2. The Licence Holder is only permitted to carry on business as a Second Hand Dealer until ### on any day.
3. It is the responsibility of the Licence Holder to ensure that a record containing the information set out below of all items bought and sold be kept and preserved for a period of at least two years from the time each entry made either by:-
 - (a) a properly bound book properly identifiable and with consecutively numbered pages and
 - (b) the use of a device for storing or processing information

Where the Licenceholder uses a device for storing and processing information he shall, by means of device or otherwise, keep particulars of all modifications made in the records kept by the device.

The entry in respect of each article must be numbered and the entry must include the date and time of purchase, a full description of the article, the name and address of the seller, the date and time of the sale, a description of the article at time of sale and the name and address of purchaser.

Where the article is a second-hand motor vehicle, the record must be in a separate record book prepared and kept as described above and the record in respect of the second-hand vehicle must include the following details:-

- date and time of purchase, colour, make and model of vehicle, registration number, engine and chassis numbers, name and address of seller, statement as to whether vehicle registration transfer document V5 was completed, odometer reading on purchase, odometer reading on sale, name and address of purchaser, statement whether vehicle registration transfer from V5 given to purchaser.
4. The record books must be kept available for inspection, in terms of the Civic Government (Scotland) Act 1982 by any Police Constable or Authorised Officer of the Council.
 5. The Licence Holder shall not acquire an article or articles from or dispose of an article or articles to any person who appears to be under 16 years of age whether such person is acting on his own behalf or on behalf of another person.
 6. The Licence Holder shall not keep or permit to be kept on the premises any smelting pot or implement for melting, altering or defacing gold, silver, lead or other metals.
 7. The Licence Holder shall not acquire or utilise in the course of carrying on business as a Second-Hand Dealer:-
 - (a) any voucher, note or other document issued by or under the authority of Government Department, or Public or Local Authority or any charitable Institution by virtue of which a person may receive any assistance whatsoever; or
 - (b) any article of clothing issued by or on behalf of any such Government Department, Public or Local Authority or any Charitable Institution and legibly marked as being so issued or known by the Dealer to be so issued.

8. The Licence Holder shall inform the Council of any change of address, whether permanent or temporary, as shown in this Licence within 7 days of such change of address: any change of address intimated to the Council shall not be treated as a Variation of Licence and the Licence shall be amended at the cost of the Council.