



Civic Government (Scotland) Act 1982 Guidance Notes - Knife Dealer's Licence

Before lodging your application for a Knife Dealer's Licence please read the following guidance notes.

Anyone carrying on business as a knife dealer which involves selling, hiring, offering for sale or hire, exposing for sale or hire, lending or giving to persons not acting in the course of their business the articles listed below must hold a licence from the local authority:-

- Knives (other than those designed for domestic use)
 - Knife blades (other than those designed for domestic use)
 - Swords
 - Any other article - (i) which has a blade, or
(ii) which is sharply pointed, and
(iii) which is made or adapted for use for causing injury to the person.
- **All questions should be answered.**
 - You should complete the application form in pen using **BLOCK LETTERS** or in type answering all questions fully, using a separate sheet if necessary.
 - The application must be accompanied by the fee of £200. Application fees are non refundable. If after receipt of the application form it is determined that the relevant fee has not been properly paid, e.g. cheque returned by the bank, the application will be rendered void and will be returned to you.
 - Where the applicant is an individual natural person, the whole of question 1 should be completed, and question 2 should be ignored.
 - Where the applicant is a company, partnership or other non-natural person, the whole of question 2 should be completed and question 1 should be ignored.
 - Paragraph 2 of Schedule 1 of the Act sets out requirements with regard to advertisement of your application. The enclosed public notice requires to be completed and displayed on or near the premises where it can be easily read by the passing public in the street, for a period of 21 days, starting on the day the application is lodged at the Licensing Section of the Local Authority.
 - The enclosed Certificate of Compliance requires to be completed and returned to the Licensing Section of the Local Authority only after the 21 day notice period is over.

- It is also a requirement that the Licensing Authority gives public notice of every application made to it for the grant or renewal of a Knife Dealer's Licence by publishing in a newspaper circulating in the authority's area, an advert giving details of the application, that objections may be made and giving details of how objections may be made.
- The Licensing Committee may attach additional conditions to the licence as it sees fit, with each application being dealt with on its own merits.
- *(If appropriate)* In processing your application, we will send a copy to Central Scotland Police, and Central Scotland Fire and Rescue Service. We will consult with other Council Services, for example Environmental Health, Development Control, Building Standards, Trading Standards and any other person who may assist in providing information which would assist in the determination, depending on the nature of your application.
- *(If appropriate)* if we think any additional enquiries should be carried out, you will be notified and the results of these enquiries may be taken into account before we determine your application. We will also require to take account of any objection to your application, either from consultees or from members of the public. We may decide to hold a Hearing to decide whether to approve your application and, if so, you will be notified in advance of this to give you an opportunity to be heard.
- The day to day manager will be named on the licence. If there is any change in the day to day manager, an application for change of manager is required and your existing licence must be returned with the application. The Local Authority is required to satisfy itself that the proposed new manager is a fit and proper person to hold a licence and to issue a replacement licence once this has been confirmed.
- *(If appropriate)* We must consider your application within 3 months of it being received by us and must reach final decision within 6 months. The final decision on your application is taken by Community & Regulatory Services.

If you require any further information please contact the Licensing Administrator on telephone number 01259 452093 or email address licensing@clacks.gov.uk