



West Lothian
Council

Form amended May 2018

CIVIC GOVERNMENT (SCOTLAND) ACT 1982 SECTION 39
APPLICATION FOR REPLACEMENT VEHICLE
STREET TRADER PLATE HOLDER

IT IS STRONGLY ADVISED THAT YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION AS INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED ON THE WRONG FORM WILL NOT BE ACCEPTED AND WILL BE RETURNED BY SECOND CLASS POST DELAYING YOUR APPLICATION. IF YOU PROVIDE AN EMAIL ADDRESS BELOW THIS WILL ALLOW US TO CONTACT YOU QUICKER REGARDING YOUR APPLICATION.

FOR OFFICIAL USE ONLY

Date of application		Deadline for final decision	
Fee paid		Date to committee	
Receipt number		Decision	
Deadline for initial decision		Date application determined	

IMPORTANT - ALL QUESTIONS MUST BE ANSWERED

Question 1 – Applicant's details

First name	Middle name(s)	Surname
Age	Date of birth	Place of birth
Previous name(s)	National Insurance Number	
Length of time resident in the UK	Nationality	
Permanent address	Previous address	
Post code	Post code	
Time resident at this address	E-mail address	
Telephone number	Mobile number	

Question 2 – Plate number

Plate number of vehicle to be replaced	
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Question 3 – Particulars of vehicle for which licence is sought

Registration number	Make	Model	Size of trailer (if applicable)

Particulars of vehicle being replaced

Registration number	Make	Model	Size of trailer (if applicable)

Question 4 - Declaration by applicant

I declare that the information given by me on this form is correct to the best of my knowledge and belief.

Date	Signature of applicant	
	Print name of applicant	

If the application is being signed by an agent on behalf of the individual please sign and complete the boxes below

Date	Print name of agent	
	Signature of agent	
	Address of agent	

Privacy Statement – Data Protection

All personal information that you supply will be used to process your application in accordance with data protection law and the Civic Government (Scotland) Act 1982. In terms of the 1982 Act we are required to share this information with the following bodies:-

- Police Scotland; and where the licensed activity takes place within premises,
- the Scottish Fire and Rescue Service or other enforcing authority under Part 3 of the Fire (Scotland) Act 2005

We are required by law to protect the public funds we administer. Therefore in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

Some of the information provided by you on this form will be held on a register which is available for inspection by members of the public.

Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team's webpage <https://www.westlothian.gov.uk/licensing>. A copy of our Privacy Notice is available on request by contacting the Licensing Team, email: licensing@westlothian.gov.uk, telephone: 01506 281632.

Guidance Notes

1. Any person who in or in connection with the making of this application makes any statement which they know 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 £2500
2. The application should be posted direct to the Licensing Team, Legal Services, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF along with a cheque/postal order with the appropriate fee and an indate certificate of compliance for the replacement vehicle. Alternatively the application can be submitted by the applicant in person to West Lothian Connected, Arrochar House, Almondvale Boulevard, Livingston. Payments cannot be made in the Civic Centre. Details of the current licensing fees can be found on the Council's website – www.westlothian.gov.uk. In the event of an application being refused or withdrawn after being processed no refund of the fee will be made.

