



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 receipt of application		Deadline for initial decision	
Acknowledgement		Deadline for final decision	
Fee paid		Date to committee	
Receipt no.		Decision	
Date to Police Scotland		Date of determination	
Date to EH			

Question 1 – Personal 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 – Day to day manager

Does the person named in Question 1 propose to carry on the day to day management of the licence to which the application relates? If no please give manager's details below.		YES/NO*
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 current address		
Telephone number		Mobile number
E-mail address		

Question 3 – Premises details

(a) Name and address of premises in or from which the dealing in venison is to be carried out	Name: Address: Postcode:
(b) Telephone no. of the premises	

Question 4 – Type of licence

Is this a renewal application?	yes/no
If yes, what is the licence number and renewal date?	
Has anyone named in this application ever applied for and been refused a licence by any council?	yes/no
If yes, which council refused the licence and by whom was the application made?	
When was it refused?	
Has anyone named in this application ever held a licence which was suspended or revoked?	yes/no
If yes, which council suspended or revoked the licence?	

Question 5 – Further details

Has anyone named in this application been convicted of any crime or offence? If answer is yes please provide details below; continue on separate sheet if necessary.			yes/no*
Date	Court	Offence	Sentence

SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1974, ALL UNSPENT CRIMES AND OFFENCES MUST BE DECLARED (SEE NOTE 6 OF THE ATTACHED GUIDANCE NOTES).

Signing this form – Individual applicants or their agents should sign the declaration below

Question 6 - 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	Signature of agent	
	Print name 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 Deer (Scotland) Act 1996. In processing your application we will share you information with Police Scotland and if your application is granted we will send a copy of your licence, including some personal information, to Scottish Natural Heritage.

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.

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 - VENISON DEALER'S LICENCE

1. In terms of the Deer (Scotland) Act 1996 venison dealers require to be licensed by their local authority.
2. It is an offence for any person to sell, offer or expose for sale, venison unless he / she is a licensed venison dealer or is selling to or has purchased from a licensed venison dealer. It is essentially only wholesalers who require to be licensed; therefore there is no need for every butcher and retailer in Scotland to be licensed so long as the venison on sale has been purchased from a licensed dealer.

Venison means the carcase or any edible part of the carcase of a deer, and deer means deer of any species, whether or not deer within the meaning of Section 45 of the Deer (Scotland) Act 1996, and includes farmed deer.

3. Licensed venison dealers must maintain records of purchases and receipts of venison which are open to inspection by Scottish Natural Heritage and any police officer. Scottish Natural Heritage require all licensed venison dealers in Scotland to submit their records of all purchases and receipts of venison for the period 1 April - 31 March each year.
4. If a licence is granted, the period of the licence will normally be 3 years.
5. If the applicant is a business or organisation there requires to be a day to day manager listed on the application form at question 2. If the applicant is an individual it is optional whether a day to day manager is appointed. There are separate forms for individuals and businesses so please check you are completing the correct form.
6. 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. In relation to question 5, if there is doubt as to which offences are spent, applicants should seek legal advice before completing this form. Details of all of your convictions are available on payment of a fee from any police station. In terms of the Deer (Scotland) Act 1996, for the purposes of this application the person signing the form is responsible for its contents. If the application is signed by an agent full details of that agent must be provided.

7. When making an application for the first time the form when completed, must be submitted by the day to day manager in person to Livingston CIS, Arrochar House, Almondvale Boulevard, Livingston along with the required fee and:-
 - the manager's photocard driving licence or
 - passport and proof of current home address i.e. recent utility bill.

The address given in the application form must match the ID documentation. Livingston CIS staff will copy the evidence of identity and immediately return the documentation. Details of the current licensing fees can be found on the Council's website – www.westlothian.gov.uk.

8. If the application is for the renewal of an existing licence and is submitted prior to the expiry of the licence then the form can 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 required fee and proof of the current home address of the day to day manager given in the application. Alternatively it can be lodged at Livingston CIS. Applications with payments enclosed cannot be handed in to the Civic Centre.
9. Please ensure that this application is fully completed and that all required documents are lodged along with it. Incomplete applications will be returned for amendment and resubmission.
10. Once your application is complete it will be processed. You will receive an acknowledgement once your application is complete. We will then contact you once vetting is complete. Most applications are determined within 60 days but applications which require to be referred to the Licensing Committee for a decision will take longer to be determined. In the event of an application being refused or withdrawn after being processed, no refund of the application fee paid will be made.
11. To contact the Licensing Team please email licensing@westlothian.gov.uk or call 01506 281632. Please note that if you are directed to our voicemail please leave a message with your name and number and we will phone you back. Please note that the team cannot provide advice as to whether a licence is required. Applicants should seek legal advice from a solicitor or advice centre.