**Directorate of Place Shaping**
Civic Centre, Newcastle upon Tyne, NE1 8QH
Tel: (0191) 2116102
Email: tradingstandards@newcastle.gov.uk www.newcastle.gov.uk

# CITY OF NEWCASTLE UPON TYNE ACT 2000
# Application for Registration as a Dealer in Secondhand Goods

## Part 1 – Applicant(s) Details

| | | |
|---|---|---|
| 1. Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other *(please specify)* | | |
| Surname: | | |
| Other name(s): | | |
| 2. Date of Birth: | | |
| 3. Telephone: | Daytime: | |
| 4. Email Address: | | |
| *[please give as many contact details as possible in case we need to contact you]* | | |
| **Joint Applicant** (if applicable) | | |
| 5. Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other *(please specify)* | | |
| Surname: | | |
| Other name(s): | | |
| 6. Home Address: | | |
| Postcode: | | |
| 7. Telephone: | Daytime: | |
| | Mobile: | |
| | Evening: | |
| 8. Email Address: | | |
| | | |
| *[please give as many contact details as possible in case we need to contact you]* | | |

## Part 2 – Applicant Details. When the Applicant is a Limited Company

| | | |
|---|---|---|
| 9. Name of Company: | | |
| 10. Company registration Number: | | |
| 11. Registered Office Address: | | |
| 12. Telephone Number: | Daytime: | |
| 13. Email Address: | | |
| *[please give as many contact details as possible in case we need to contact you]* | | |

As occupier/proposed occupier(s)* of the premises hereinafter mentioned HEREBY MAKE APPLICATION in pursuance of the provisions of Part 4 of the City of Newcastle upon Tyne Act 2000 FOR REGISTRATION AS A DEALER IN SECONDHAND GOODS at the premises of which particulars are given below:

## Part 3 – Premises Details

| | |
|---|---|
| 14. Postal address of premises: | |
| Postcode: | |
| 15. Business/Trading Name (If Any): | |
| 16. Description of Business (e.g., antiques, general etc): | |
| 17. If no fixed business premises please state usual place(s) of business (e.g., location of market stall): | |

## Part 4 – Declaration and Checklist (please tick)

| | |
|---|---|
| • I/We* Confirm that, to the best of my/our* knowledge and belief, the information contained in this application is true. | ☐ |

## Part 5 – Signature(s)

| | |
|---|---|
| 18. Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity: | |
| Signature: | |
| Print Name: | |
| Capacity: | |
| Date: | |
| 19. For joint applications, signature of 2nd applicant, or 2nd applicant's solicitor or other authorised agent. If signing on behalf of the applicant, please state in what capacity: | |
| Signature: | |
| Print Name: | |
| Capacity: | |
| Date: | |

## Part 6 – Contact Details

| | |
|---|---|
| 20. Please give the name of a person who can be contacted about the application: | |
| 21. Please give one or more telephone numbers at which the person identified in question 16 can be contacted: | |
| Daytime: | |
| Mobile: | |
| Evening: | |
| | |
| 22. Postal address for correspondence associated with this application: | |
| Postcode: | |
| 23. If you are happy for correspondence in relation to your application to be sent via e-mail, please give the e-mail address below: | |

**I/WE ARE AWARE OF THE PROVISIONS OF THE CITY OF NEWCASTLE UPON TYNE ACT 2000 RELATED TO SECOND HAND DEALERS, AND I HEREBY MAKE APPLICATION FOR REGISTRATION TO OPERATE AS A SECOND-HAND DEALER.**

**Return completed form to:**
**Trading Standards Service**
**City of Newcastle upon Tyne**
**Civic Centre**
**Newcastle upon Tyne**
**NE1 8QH** **Telephone: (0191) 2116102**

**DATA PROTECTION**
Personal information provided in an application form and during the period of any subsequent Licence is. normally held for a period of five years from the expiry of the last consecutive Licence held. It will be used. primarily for the purpose of the licensing function concerned although it may also be used for data matching. purposes across various licensing functions.
Personal information held for licensing purposes will be held and used in accordance with the requirements. of the Data Protection Act 2018. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers the Council may use information provided for licensing purposes within this Authority for data matching purposes. It may also data match information provided for licensing. purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes. of the prevention and detection of fraud. If you do have any queries regarding any Data Protection, please contact the responsible officer.

**FREEDOM OF INFORMATION**
Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2000. This information excludes that which is in any other way already in the public domain.
**FOR OFFICIAL USE ONLY**

Entered onto Database: – Date ……..

# NOTES

The City of Newcastle upon Tyne Act 2000 ("the Act") requires all dealers in secondhand goods in Newcastle to register with the City Council. The provisions of the Act came into force on the 1 September 2001. The Trading Standards Service in Newcastle is responsible for the registration process. Please read this information carefully to see if the Act applies to you. If you need to register, please fill in the registration form and return it to the address shown.

## WHO IS AFFECTED?

Any persons (including agents) who carry on the business of a dealer in second-hand goods trading within the City of Newcastle **with the exception of:**

(i) Charities registered under the Charities Act 1960

(ii) Scrap metal dealers registered under the relevant legislation.

(iii) Dealers in wastepaper, cardboard, textiles, plastics in bulk or secondhand clothes (exempt only in respect of that part of the business).

(iv) Dealers in motor vehicles.

(v) Businesses who only occasionally deal with second-hand goods.

## WHAT DOES THE ACT REQUIRE?

There are two main requirements, namely registration and record keeping.

**Registration**

Dealers must now register with the Trading Standards Service. Both the dealer **and** the business premises must be registered. Dealers who do not have fixed premises within Newcastle should just register their business. Registration is valid for 3 years and there is no fee payable. The certification of registration must be displayed on a part of the premises open to the public.

Please note that if any of the details on the registration form change then a new registration must be made even if it is within the 3 years.

**Record Keeping**

The Act requires dealers to keep detailed records of goods bought. These details must be entered in a book kept on the premises specifically for this purpose. In the case of dealers with no fixed premises (e.g., Market Traders) this book should be available whenever doing business.

This book must be retained for at least one year after the last entry was made and must be produced (if requested) to a Police Constable or Trading Standards Officer. Details which must be recorded include:

(i) Date of transaction

(ii) Description of article

(iii) Name and address of person from whom the article was acquired.

## Other Requirements

It is also illegal to buy second-hand goods from somebody under the age of 16 years. It is also an offence for a person selling second-hand goods to you to give a false name or false address.

Unless otherwise stated, compliance is a legal requirement and failure to register may render you liable to a fine.

## Planning Requirements

Your application for Registration does not mean that approval has been given for your business activity by the Planning Authority. You will still need to give consideration to whether planning permission is required for the proposed business activity. You should contact the Planning Authority via planning.control@newcastle.gov.uk or telephone (0191) 2115654 to discuss whether permission will be needed.

## Contact Details

For further information or clarification please contact the: Trading Standards Service, Civic Centre, Newcastle upon Tyne, NE1 8QH.

E mail: tradingstandards@newcastle.gov.uk.

Phone: (0191) 2116102