



**Deer (Scotland) Act 1996**

**APPLICATION FOR:-**

- (Please tick appropriate box)  **GRANT of a LICENCE TO DEAL IN VENISON**  
 **RENEWAL of a LICENCE TO DEAL IN VENISON**

**PLEASE COMPLETE THE RELEVANT QUESTIONS IN BLOCK CAPITALS**

**Section 1 (To be completed by all applicants)**

1. Full Name of Applicant	<b><u>Surname</u></b>	<b><u>First Name(s)</u></b>
2. Home Address		
3. Postcode		
4. Address for correspondence relating to this application (if different from the one above)		
5. Postcode		
6. Email Address		
7. Telephone Number(s)		
8. Date and Place of Birth	<b><u>Date of Birth</u></b>	<b><u>Place of Birth</u></b>
9. Is the applicant to carry out the day-to-day management of the business of dealing in venison?	<input type="checkbox"/> YES (go to <a href="#">Section 2</a> ) <input type="checkbox"/> NO (go to next question)	
10. Full Name of employee or agent who will be the day-to-day manager	<b><u>Surname</u></b>	<b><u>First Name(s)</u></b>
11. Home Address of day-to-day manager		
12. Email Address of day-to-day manager		
13. Telephone Number of day-to-day manager		
14. Date and Place of Birth of day-to-day manager	<b><u>Date of Birth</u></b>	<b><u>Place of Birth</u></b>

**Section 2 (to be completed by all applicants)**

15. Are you are applying for the RENEWAL of a Licence. If YES, please state the expiry date of your current licence	<input type="checkbox"/> YES Expiry date of current licence .....  <input type="checkbox"/> NO (please go to question 16)
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16. Are you applying for a licence as an individual or as a company, firm or organisation? If as individual you will be the licence holder. If on behalf of a company, firm or organisation that will be the licence holder.	<input type="checkbox"/> INDIVIDUAL (Please go to question 20) <input type="checkbox"/> COMPANY, FIRM or ORGANISATION If a company, firm or organisation is entered that will be the licence holder.			
17. Full name of Company, Firm or Organisation				
18. Address of Principal or Registered Office and telephone number				
19. Full names and private addresses of all Directors, Partners, Committee Members or other persons responsible for the management of the business (continue on a separate sheet if necessary)	Full Name (s)	Private Address(es)	Date(s) of Birth	Place(s) of Birth
20. Name of Premises where VENISON DEALING is proposed to take place				
21. Address of Premises where VENISON DEALING is proposed to take place				

**Section 3 DECLARATION (To be completed by all applicants)**

23. Has the applicant or any person named on the application ever applied for and been refused such a Licence or had such a Licence suspended?  If YES, please give details of which council refused/suspended the Licence and the date it was refused/suspended.	<input type="checkbox"/> YES Which Council?..... Date refused/suspended? .....  <input type="checkbox"/> NO		
24. Do you or the day to day manager have <b>any</b> convictions against you? Note: “ <b>Convictions</b> ” includes <b>both</b> civil and criminal convictions. It includes <b>both</b> current and spent convictions	<input type="checkbox"/> YES <input type="checkbox"/> NO		
I declare that I have read and understood the privacy notice and the particulars given by me on this form together with the details on the application attached are true and I hereby make application to Aberdeenshire Council for the grant or renewal of the Licence applied for.			
Date: .....	Signature of Applicant/Agent: .....		
Address of Agent (if any):		..... .....	

Any person who in connection with the making of this application makes any statement which he knows 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.

#### GDPR

The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application **MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.**

Please read the notes attached submit your application to:-

**ABERDEENSHIRE COUNCIL  
LEGAL AND GOVERNANCE  
VIEWMOUNT  
ARDUTHIE ROAD  
STONEHAVEN  
AB39 2DQ**

#### ***Duration of Licences***

If granted, your Licence will come into effect on the date specified on the Licence. Licences are normally granted for 3 years, unless a shorter period is specified.

#### ***Application Fee***

The fee for a Venison Dealer's Licence is non-refundable. Cheques/postal orders should be made payable to 'Aberdeenshire Council'

#### ***The following documents require to be submitted with your application:-***

The following documents require to be submitted with your application:-

- Completed Application Form
- Cheque/Postal Order for the appropriate fee

**FOR OFFICIAL USE ONLY**

DATE RECEIVED AT SERVICE POINT

NAME OF CUSTOMER SERVICE ADVISOR

CUSTOMER SERVICE ADVISOR SIGNATURE

SUBMITTED AT WHICH SERVICE POINT?

BANFF

ELLON

HUNTLY

INVERURIE

PETERHEAD

STONEHAVEN

TURRIFF

## PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.  
Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- The processing of your application for a Venison Dealer's Licence
- The determination of your application for a Venison Dealer's Licence
- The issue of any Venison Dealer's Licence Granted
- Inclusion on the Register of Venison Dealer's Licences available for public inspection
- Ensuring compliance with the terms of your Venison Dealer's Licence
- The processing of any complaints made in respect of your Venison Dealer's Licence
- The determination of any complaints made in respect of your Venison Dealer's Licence

Your Information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

*If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.*

Your information will be shared with the following recipients or categories of recipient:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• <i>Police Scotland</i></li> <li>• <i>Environmental Health</i></li> <li>• <i>Planning Services</i></li> <li>• <i>Some information will also be shared with the Public via the Register of Venison Dealer's Licences</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>Scottish Fire &amp; Rescue Service</i></li> <li>• <i>Scottish National Heritage</i></li> <li>• <i>Civic Licensing Standards Officers</i></li> </ul> |
|--|---|

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

*NOT APPLICABLE*

The retention period for the data is:

- (1) Where an application for the grant of a licence, permit or permission is refused by the Business Services' Licensing Sub-Committee (or relevant Area Committee) information relating to that licence, permit or permission will be retained for a period of five years from the **date of refusal** and thereafter will be destroyed
- (2) In any other case, information relating to a licence, permit or permission will be retained for a period of five years from the date the licence, permit or permission **ceases to have effect** and will thereafter be destroyed

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.