

KNIFE DEALERS LICENCE CONDITIONS

WRITTEN RECORDS

- (1) The dealer must make detailed written records on the day of the transaction with a customer and retain such records for a period of 3 years from that date stating the following information:-
 - (a) the identity of the customer and the means by which the customer's identity was verified;
 - (b) the steps taken to establish that the customer was at least eighteen years of age at the time of the transaction (including any proof of age or identity sought or the means by which the customer's age was verified or reasons why such verification was not sought because it was unnecessary);
 - (c) a full description of the article sold, hired, offered or exposed for sale or hire, lent or given to the customer;
 - (d) the date and time of the dealing; and
 - (e) if the dealer did not personally transact with the customer, the name or other identifying details of the person who did.
- (2) The records must be in the form of a properly bound book with consecutively numbered pages or in another form approved by the licensing authority.
- (3) The dealer shall keep the records, including any copy identification documentation, safe and secure in accordance with the requirements of the Data Protection Act 1998.
- (4) The dealer shall at all times make the records and associated documents which are required by the licence, available for inspection by any police constable or authorised officer of the licensing authority.
- (5) The dealer must ensure that any article listed on section 27A(2) of the Civic Government (Scotland) Act 1982 or display of such articles is not visible from the street or any public entrance to the premises.

STORAGE OF KNIVES ETC.

- (6) The dealer must ensure that any article of the dealer's stock of a type listed in Section 27A(2) of the Civic Government (Scotland) Act 1982 is stored on the premises specified in the licence or on other premises approved for this purpose by the licensing authority.

DISPLAY OF NOTICE

- (7) The dealer must display a notice which must:-
- (a) be displayed at all times in a position which is readily visible to customers at (i) the entry to the premises; and (ii) the point of sale or counter;
 - (b) be at least A4 size and which the lettering must be legible and no smaller than 5 mm in height; and
 - (c) contain the following wording:-
 - (i) it is an offence to sell to a person under the age of 18 any knife or knife blade (except if the person is aged 16 or over and the knife or blade is designed for domestic use);
 - (ii) it is also an offence to sell to a person under the age of 18 any razor blade, axe, sword or other article which has a blade or which is sharply pointed and which is made or adapted for use for causing injury; and
 - (iii) a customer may be asked to provide details of his/her age and identity (which may be recorded or copied and kept for inspection for up to 3 years)

DISPLAY OF LICENCE

- (8) The dealer must display the licence (or any duplicate issued by the licensing authority) within the premises in a prominent position specified in the licence, from which it may be easily read.
- (9) The Dealer must ensure, so far as reasonably practicable, that the licence is not altered, erased or defaced. In the event that the licence is damaged, destroyed or lost the dealer must report this to the licensing authority and apply for a copy of the licence, as soon as practicable.
- (10) The dealer shall notify the licensing authority of any material change of circumstances affecting the dealer or the activity to which the licence relates, as soon as reasonably practicable after it has taken place.
- (11) A dealer who ceases to act as such and whose licence has not expired shall, within seven days, return the licence to the licensing authority where the licence has not expired.

Mandatory Additional Conditions for Swords

- (A) The dealer must take all reasonable steps to establish from the customer and confirm the intended use of any sword.
- (B) The dealer must make detailed written records on the day of the transaction with a customer and retain such records for a period of 3 years from that date stating the enquiries made of the customer or other persons or bodies as to the intended use of any sword.
- (C) Any sword kept on the premises referred to in the licence must be stored and displayed in a locked cabinet (except where it is being exhibited to a particular customer).

These are the conditions referred to in Knife Dealers Licence No _____ issued to
in respect of premises at _____ .

Date:

Authorised signatory.....