

## **Guidance Notes - Application Process**

**Note this Guidance applies to the licence types listed below. Where the applicant is an individual it applies to the individual. Where the applicant is not an individual then it applies to the directors / partners / persons engaged in the management as detailed in the application form:**

Taxi/Private Hire Driver licences	HMOs*
All licence types associated with Metal Dealing	Pet Shops
Knife Dealers	Riding Establishments
Late Hours Catering	Animal Boarding
Market Operators	Animal Breeding
Public Entertainment	Performing Animals
Second Hand Dealers	Zoo
Window Cleaners	Dangerous Animals
Street Traders	Venison Dealers
Tattooing and Piercing	Cinemas
Public Processions	

\*In the case of HMOs this requirement also applies to any appointed manager.

Original documents need to be submitted together with the application form. All original documentation will be photocopied by the Council on receipt of the application and returned to the applicant.

**You should be aware that any application which does not comply with the requirements described below will be treated as incomplete, and therefore will not be processed.**

For more information please contact the Licensing team at [licensing@moray.gov.uk](mailto:licensing@moray.gov.uk).

## **Criminal Records Checks**

If you are making an application you must provide evidence of your criminal history:

- **If you were born in the UK** but have lived in any other country for six months or more you must provide a Criminal Record Check from those countries.
- **If you were born outwith the UK** you must provide a Criminal Record Check from your country of origin for the time of your residence there. You must also provide a Criminal Record Check from any other country in which you have resided for six months or more.

**In all cases**, the Criminal Record Checks provided must

- have been obtained within the six months immediately prior to submitting your application; and
- be translated into English; and
- be verified by the relevant UK-based Embassy or High Commission.

## **Process for Obtaining Criminal Records Checks**

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Countries A to F: applying for a criminal records check for someone from overseas

Countries G to P: applying for a criminal records check for someone from overseas

Countries Q to Z: applying for a criminal records check for someone from overseas