

Application for a Scrap Metal Dealer Licences (Site Licence)

SECTION 1. For All Applicants				
Please indicate the type of Licence you are applying for (Please Tick):				
<input type="checkbox"/> A Site Licences				
Are you applying as (Please Tick):				
<input type="checkbox"/> An Individual	<input type="checkbox"/> A Company	<input type="checkbox"/> A Partnership		
Please state your trading name:				
Is this application for a grant of a new Licences or a renewal (Please Tick the relevant box):				
<input type="checkbox"/> New Licences	<input type="checkbox"/> Renewal of an existing Licences			
If 'yes' please provide your existing Licences number:				
SECTION 2. Permits, Registrations and Licences in Force				
Please provide details of any relevant environmental permit, exemption or registration (such as a scrap metal dealer or a motor salvage operator) in relation to the applicant:				
Type:	Identifying number:	Date of issue:		
Type:	Identifying number:	Date of issue:		
Continue on a separate sheet if necessary				
Please provide details, including Licences number, of any other scrap metal Licences issued by any authority to the applicant within the last 3 years. Please continue on a separate sheet of paper if necessary.				
Are you registered as a waste carrier? (Please Tick)				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
If 'yes' please provide your carrier's registration number:				

SECTION 3. TO BE COMPLETED IF APPLYING FOR A SITE LICENCES NOTE - A site Licences authorises the licensee to carry on business at a site in the authority's area. You can apply to Licences multiple sites using this form.	
Details of Prospective Licence holder	
Title (Please Tick): <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state):	I am 18 years old or over. Please Tick <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Birth:
Surname:	Forenames:
Please also state your maiden name or any other surnames you have previously been known by:	
Position/Role in the Business:	
I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland: <input type="checkbox"/> Yes <input type="checkbox"/> No If you do not provide a disclosure certificate your application may be delayed or rejected.	
Contact details (we will use your business address to correspond with you unless you indicate we should use your home address)	
Business Address: Head office name: House name or number: First line of address: Town/City: Postcode:	Telephone numbers: Daytime: Evening: Mobile:
Home address: House name or number: First line of address: Town/City: Postcode: Please use my home address for correspondence <input type="checkbox"/>	Email address (if you would prefer us to correspond with you by email): Please note that you must still provide us with a postal address

<p>Site details. Please list the details for each site where you propose to carry on business as a scrap metal dealer in this local authority area. If you operate more than two sites in the area please provide details for each site on a continuation sheet. [Note - If the applicant operates multiple sites within a licensing authority area, provision should be made for more than one site manager]</p>	
Full address of each site you intend to carry out business as a scrap metal dealer:	Site manager(s) details (if different from the applicant)
<p>Site 1</p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Website address:</p>	<p>Name:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of Birth:</p> <p>Basic Disclosure certificate attached:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p>Site 2</p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Website address:</p>	<p>Name:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of Birth:</p> <p>Basic Disclosure certificate attached:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p>Partnerships (If you are applying as a partnership, please provide the following details in respect of each partner - where there are more than two partners then please use a continuation sheet)</p>	
<p>Full name:</p> <p>Date of birth:</p> <p>Residential address:</p> <p>Basic Disclosure certificate attached:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>Full name:</p> <p>Date of birth:</p> <p>Residential address:</p> <p>Basic Disclosure certificate attached:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>

Companies (If you are applying as a company please provide the details set out below about the company)	
Company name: Registration number: Address of the registered office:	
Please provide the following details for each director(s), shadow director(s) and company secretary where these are different from the applicant and site manager(s). Please continue on a separate sheet of paper if necessary.	
Role: Name: Date of Birth: House name or number: First line of address: Town/City: Postcode: Basic Disclosure certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Role: Name: Date of Birth: House name or number: First line of address: Town/City: Postcode: Basic Disclosure certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details of any site in the area of any other local authority at which the applicant carries on business as a scrap metal dealer or proposes to do so: Address: Postcode: Please name the local authority which has licensed this site, or to whom applications have been made if before commencement of the Scrap Metal Dealers Act 2013.	
Only applicable to sites established after 1 November 1990 Do you have planning permission (Please Tick) <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 4.
CRIMINAL CONVICTIONS
(For All Applicants)

Have you, any listed partners, any listed directors, or any listed site manager(s) in this application ever been convicted of a relevant offence or been the subject of any relevant enforcement action? (Please see below for a list of relevant offences).

☐ Yes ☐ No

If 'yes' you must provide details for each conviction, the date of the conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

Please continue on a separate sheet of paper if necessary.

**SECTION 5.
DECLARATION
(For All Applicants)**

The information contained in this form is true and accurate to the best of my knowledge and belief. I understand that if I make a material statement knowing it to be false, or if I recklessly make a material statement which is false, I will be committing an offence under Schedule 1 Para 5 of the Scrap Metal Dealers Act 2013, for which I may be prosecuted, and if convicted, fined.

I understand that the local authority to whom I make my application may consult other agencies about my suitability to be licensed as a scrap metal dealer, as per section 3(7) of the Scrap Metal Dealers Act 2013, and that those other agencies may include other local authorities, the Environment Agency, the Natural Resources Body for Wales, and the police.

I understand that the purpose of the sharing of this data is to form a full assessment of my suitability to be licensed as a scrap metal dealer. I also understand that the sharing of information about me may extend to sensitive personal data, such as data about any previous criminal offences. Some details will also be displayed on a national register, as required by the Scrap metal Dealers Act 2013. I hereby expressly consent to this processing of my data and display of relevant information on the public register.

Signed:

Date:

Signed:

Date:

Signed:

Date:

Signed:

Date:

Help with completing your application for a scrap metal dealer's Licences

If you need more help in completing the application then call your local council licensing team. They will be happy to help.

Section 1 - For everyone

This section asks if you are applying for a collector's Licences or a site Licences. You may only apply for one type of Licences in each council area, but you can apply to run multiple sites. For instance, you could apply to run 3 sites in council A's area, and also apply to be a collector in council B's area.

A **site Licences** lets you buy and sell scrap metal from a fixed location within the council area.

A **collector's Licences** allows you to travel within the council area to collect scrap metal. You may not take this metal back to a site that you run within the council area in order to sell it.

Section 2 - For everyone

In order to carry on your business you may need to hold other environmental permits or Licences that we should know about. For instance, if you carry waste as part of your business it is a legal requirement to register as a waste carrier. This includes transporting waste while travelling from job to job, to a storage place for disposal later, or to a waste disposal company or waste site. For more information on this, or to register call: 03708 506506 or visit: www.environment-agency.gov.uk/wastecarriers

This section also asks for details of any other scrap metal Licences you hold. Please make sure you include the Licences number so that we can check this against the national register.

Section 3 - For site Licences

Fill out this section if you want a **site Licences**. It should be filled out in the name of the person who will hold the scrap metal dealer's Licences. As well as details about you and your business, we will also need details of any directors or partners involved in the business including their home address. We also need to know the address of the site or sites you want the Licences for, as well as the details of each site manager responsible for that site including their home address. These details are required by law or to facilitate checks on the applicant or so that you can be contacted if there are any problems.

You and every person listed on the application form needs to submit a Basic Disclosure Certificate from Disclosure Scotland. You can apply for this certificate at <http://www.disclosurescotland.co.uk/apply/individuals/>

This is because the Home Office has decided that you and any person listed on the application need to tell the council if you have been convicted of certain crimes. Possessing a conviction may not automatically prevent you from having a Licences if the offence was unrelated to being a scrap metal dealer or a long time ago, and you can convince the council that you are a suitable person.

A Basic Disclosure Certificate is considered to be only valid for a limited time, but can be used to apply to as many councils as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

There is not much space on the form, so if you need to list more than one site manager, director, or partner, then please continue on a separate piece of paper setting out the details in the same way as the form.

A **Site manager** is the person who will be in charge of the site on a daily basis.

A **Director** or **Partner** is someone who has or shares legal responsibility for the operation of the company, including filing returns at Companies House.

We also want to know if you operate or propose to operate a site in another local authority area, along with details of this site, the council which has licensed it or to whom you have applied for a Licences.

If your site(s) were established after 1990, then you are required to have planning permission from the council. You will need to tell us if this is the case, and it will be checked with the council planning department.

Section 4 - For a Collector's Licences

Fill out this section if you want a **Collector's Licences**. It should be filled out in the name of the person who will hold the scrap metal dealer's Licences. You are asked to provide contact details, including the place where you live, so that the council can get in touch with you if necessary.

You need to submit a Basic Disclosure Certificate from Disclosure Scotland along with the application form. You can apply for this certificate at <http://www.disclosurescotland.co.uk/apply/individuals/>

This is because the Home Office has decided that you need to tell the council if you have been convicted of certain crimes. Possessing a conviction may not automatically prevent you from having a Licences if the offence was unrelated to being a scrap metal dealer or a long time ago, and you can convince the council that you are a suitable person.

A Basic Disclosure Certificate is considered to be only valid for a limited time, but can be used to apply to as many councils as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

You will need to ensure that all your vehicles are roadworthy and are properly taxed, insured and otherwise meet the legal requirements to be on the road. Please also provide all details such as Registration, make and model of all vehicles that would be used by the collector.

Section 5 - Motor Salvage Operator

This section asks if you will be salvaging motor vehicles as part of your work. The Scrap Metal Dealers Act 2013 brings together the Scrap Metal Dealers Act 1964 together with Part 1 of the Vehicles (Crime) Act 2001, which means you now only need a scrap metal dealer's Licences. You will need to apply for a site Licences to operate as a motor salvage operator.

Section 6 - Bank accounts that will be used for payments to suppliers

This section asks you for the bank details which you will use to pay people for the scrap metal you receive or sell. This is to check that you are not selling the metal for cash, which is illegal. These details will be kept securely by the council.

Section 7 - Payment

There is a fee to apply for a Licences and your council will tell you how you can pay. The fee varies from council to council as it reflects their costs of processing the form and checking that people are doing what the Licences requires. Applications cannot be accepted unless the correct fee has been paid.

Section 8 - Criminal convictions

This section asks you to set out any relevant convictions or enforcement activity that has been undertaken against you by the Environment Agency or Natural Resources Wales. It is an offence

under the Scrap Metal Dealers Act 2013 to make or recklessly make a false statement. The information listed here will be checked against the Basic Disclosure Certificate from Disclosure Scotland that you are required to submit with the application, along with information retained by the police and the Environment Agency or Natural Resources Wales.

Section 9 - Declaration

The person who will hold the scrap metal dealer's Licences needs to sign and date the declaration, as do the other people named on the form. This section also explains that the council has to share some of these details with the police, Environment Agency, or Natural Resources Wales when checking whether the applicant(s) is a suitable person to hold a Licences. Some of the information will also be displayed on a public register.

If you do not agree to this use of your information then you should **not** sign the form. If you are in any doubt about what this section means then speak to your council's licensing team.

Relevant offences

These are to be confirmed in Home Office Regulations. The LGA anticipates, based on the explanatory notes to the Scrap metal Dealers Act 2013, that these will reflect other environmental permitting schemes and suggests the below as an *indicative* list:

- Control of Pollution (Amendment) Act 1989: Sections 1, 5 or 7(3)
- Customs and Excise Management Act 1979: Section 170 (for environmental/metal theft related offences only)
- Environment Act 1995: Section 110(2)
- Environmental Permitting Regulations 2007: Regulation 38
- Environmental Permitting Regulations 2010: Regulation 38
- Environmental Protection Act 1990: Sections 33 and 34
- Food and Environment Protection Act 1985: Section 9(1)
- Fraud Act 2006: Section 1 (for environmental/metal theft related offences only)
- Hazardous Waste (England and Wales) Regulations 2005
- Hazardous Waste (Wales) Regulations 2005
- Landfill (England and Wales) Regulations 2002
- Legal Aid, Sentencing and Punishment of Offenders Act 2012: Section 146
- Pollution Prevention and Control (England and Wales) Regulations 2000
- Proceeds of Crime Act 2002: Sections 327, 328, 330, 331 & 332 (for environmental/metal theft related offences only)
- Producer Responsibility Obligations (Packaging Waste) Regulations 2007
- Scrap Metal Dealers Act 1964 (for environmental/metal theft related offences only)
- Scrap Metal Dealers Act 2013
- Theft Act 1968: Sections 1, 8, 9, 10, 11, 17, 18, 22 & 25 (for environmental/metal theft related offences only)
- Transfrontier Shipment of Waste Regulations 1994
- Transfrontier Shipment of Waste Regulations 2007
- Vehicles (Crime) Act 2001: Part 1
- Waste Electrical and Electronic Equipment Regulations 2006
- Waste (England and Wales) Regulations 2011: Regulation 42
- Water Resources Act 1991: Section 85, 202 or 206

Fees

Scrap metal dealers:

- Site Licences/Renewal: £476
- Collector Licences: £265

Variation of Site Licences:

- £411 for payment online or by phone to 0208 736 6257
- £461 for cheque payment
- Minor variation - Site Licences: £82

Variation of a Collectors Licences:

- £213 for payment online or by phone to 0208 736 6257
- £263 for cheque payments
- Minor variations - Collectors Licences: £82