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**Application for a Scrap Metal Licence under
the Scrap Metal Dealers Act 2013**

Section 1 – (for all applicants)		
Please indicate the type of licence you are applying for (please tick):		
A site licence <input type="checkbox"/>	A collectors licence	
Are you applying as (please tick):		
An individual <input type="checkbox"/>	A company <input type="checkbox"/>	A partnership <input type="checkbox"/>
Please state your trading name:		
Is this application for a grant of a new licence or a renewal (please tick):		
Grant of a new licence <input type="checkbox"/>	A renewal <input type="checkbox"/>	
If 'renewal' please provide your existing licence 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:
(please use a continuation sheet if necessary)		
Please provide details, including licence number, of any other scrap metal licence issued by any authority to the applicant within the last 3 years (please use continuation sheet if necessary)		
Are you registered as a waste carrier (please tick):		
No <input type="checkbox"/>	Yes <input type="checkbox"/> carrier's registration number (please state):.....	

Section 3 – TO BE COMPLETED IF APPLYING FOR A SITE LICENCE**N.B. A site licence authorises the licensee to carry on business at a site in the authority's area. You can apply to licence multiple sites using this form.**

Details of prospective licence holder:

Title (please tick): Mr Mrs Miss Ms Other (please state):	I am 18 years old or over (please tick): No Yes Date of Birth:
Surname:	Forenames:

Position/Role in the business:

I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland¹

No Yes

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 or house name or number: Street: Town/City Postcode:	Home Address: House name or number: Street: Town/City Postcode:
Telephone numbers: Daytime: Evening: Mobile: Email:	

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. [N.B. if the applicant operates multiple sites within a licensing authority area, provision should be made for more than one site manager]

Full address of each site you intend to carry out business as a scrap metal dealer: Site 1	Site manager(s) details (if different from the applicant) Name:
Name of Number:	Name or Number:

Further information about Basic Disclosure Certificates and Disclosure Scotland are set out in the explanatory notes accompanying this form.

Street:	Street:
Town/City:	Town/City
Postcode:	Postcode:
Telephone number:	Date of Birth:
Email address:	Basic Disclosure certificate attached ² :
Website address:	Yes / No

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 please use a continuation sheet)

Full name:	Full name:
Date of birth:	Date of birth:
Residential address:	Residential address:
Basic Disclosure certificate attached: Yes / No	Basic Disclosure certificate attached: Yes / No

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) – where necessary please use a continuation sheet.

Role:	Role:
Name:	Name:
Date of birth:	Date of birth:
House name or number:	House name or number:
Street:	Street:
Town/City:	Town/City:
Postcode:	Postcode:

² If you do not provide a disclosure certificate issued for named persons by Disclosure Scotland issued no more than three months before the date of this application your application may be delayed or rejected.

Basic Disclosure certificate attached ² :	Basic Disclosure certificate attached ² :
Yes / No	Yes / 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 Yes / No

Section 4 – TO BE COMPLETED IF APPLYING FOR A COLLECTOR’S LICENCE N.B. A collector’s licence authorises the licensee to carry out business as a mobile collector in the authority’s area only	
Details of prospective licence holder	
Title (please tick): Mr Mrs Miss Ms Other	I am 18 years old or over (please tick): No Yes Date of Birth:
Surname:	Forenames:
I attach a Basic Disclosure certificate issued for the applicant by Disclosure Scotland ² Yes / 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 or house name or number: Street: Town/City Postcode:	Home Address: House name or number: Street: Town/City Postcode:

Telephone Numbers: Daytime: Evening: Mobile: Email:	
Where will scrap metal that has been purchased be stored before further disposal?	
Name or Number:	
Street:	
Town/City:	
Postcode:	
Will not be stored (please tick)	

Section 5 – MOTOR SALVAGE (For all applicants)

Will your business consist of acting as a motor salvage operator? This is defined as a business that:

- Wholly or in part recovers salvageable parts from motor vehicles for re-use or re-sale, and then sells the rest of the vehicle for scrap;
- Wholly or mainly involves buying written-off vehicles and then repairing and selling them off; and
- Wholly or mainly buys or sells motor vehicles for the purpose of salvaging parts from them or preparing them and selling them off.

Please tick, Yes No

Section 6 – BANK ACCOUNTS THAT WILL BE USED FOR PAYMENTS TO SUPPLIERS (For all applicants)

Please provide details of the bank account(s) that will be used to make payment to suppliers, in accordance with s12 of the Scrap Metal Dealers Act 2013. If more than two bank accounts will be used, please use a continuation sheet.

Account Name:	Account Name:
Sort Code:	Sort Code:
Account Number:	Account Number:

Section 7 – PAYMENT (For all applicants)

Payment can be made over the telephone using a debit or credit card, on 01572 722577

Section 8 – CRIMINAL CONVICTIONS (For all applicants)

Have you, 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 “guidance for applicants on completing your application” for a list of relevant offences).

Please tick, 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:

Section 9 – DECLARATION For all applicants)

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

I/we understand that the local authority to whom the application is made may consult other agencies about my/our 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 and the Police.

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

Checklist

· Payment of the appropriate fee has been made/is enclosed	
· Basic Disclosure Certificate enclosed	
· Waste Carriers number provided	
· Copy of photographic ID / Driving Licence enclosed	
· I/ we understand that if the above requirements are not complied with the application may be rejected	

Part 10 – SIGNATURES

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:

Date:

Capacity:

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:

Date:

Capacity:

Where there are more than two applicants, please use an additional sheet clearly marked “Signature(s) of further applicant(s)”. The sheet should include all the information requested in paragraphs 21 and 22.] [Where the application is to be submitted in an electronic form, the signature should be generated electronically and should be a copy of the person’s written signature.]

Guidance for applicants on completing your application form

Section 1 – For everyone

This section asks if you are applying for a collector's licence or a site licence. You may only apply for one type of licence 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 may also apply to be a collector in council B's area.

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

A **collector's licence** 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.environmentagency.gov.uk/wastecarriers

This section also asks for details of any other scrap metal licences you hold. Please make sure you include the licence 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 licence**. It should be filled out in the same of the person who will hold the scrap metal dealer's licence. 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 licence for, as well as the details of each site manager responsible for that site. These details are required by law and also 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 licence 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. You will probably need a different site manager for each site on the licence.

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 licence.

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 licence

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

With the application you need to submit a Basic Disclosure Certificate from Disclosure Scotland
You can apply for this certificate at 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 licence 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.

We also ask for the place where you will store any collected scrap metal before taking it to a licensed site to dispose of it. Note that you are not allowed to sell or buy metal at his storage site and doing so is an offence. This may be a licensed site that you operate in another council area.

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.

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 1964 together with Part 1 of the Vehicles (Crime) Act 2001, which means you now only need a scrap metal dealer’s licence.

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.

Payment 7 – Payment

There is a fee to apply for a licence 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 licence requires.

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 licence 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 licence. Some of the information will also be displayed on a public register.

If you do not agree to this use of 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

For relevant offences please see: <http://www.legislation.gov.uk/ukxi/2013/2258/contents/made>