

Application for a Scrap Metal Licence

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in **block capitals**. In all cases ensure that your answers are inside the boxes and written or typed in **black ink**.

Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

Please tick which Licensing Authority you are applying to operate within (please note **one application form** per authority):

London Borough of Bexley		Tunbridge Wells Borough Council		Maidstone Borough Council		Sevenoaks District Council	
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SECTION 1. (for all applicants)

Please indicate the type of licence you are applying for (please tick):

- A site licence (Please complete sections **1, 2, 3, 4, 6, 7, 8, 9, 10 & 11**)
 (Motor salvage – please complete sections **1, 2, 3, 4, 5, 6, 7, 8, 9, 10 & 11**)
- A collector's licence (Please complete sections **1, 2, 4, 6, 7, 8, 9, 10 & 11**) – not 3

Are you applying as (please tick):

- An individual A limited company A partnership

Please state your trading name:

Website address (if applicable):

Is this application for a grant of a new licence or a renewal of an existing licence (please tick the relevant box):

- Grant of a new licence Renewal of an existing licence

If you are renewing please provide your existing licence number:

Have you ever had an application for a scrap metal dealer licence or a motor salvage operator's registration refused?

Tick as appropriate Yes No

If yes, please provide the following information:

Refusing Local Authority:

Date of refusal:

SECTION 2. ENVIRONMENTAL AND LOCAL AUTHORITY 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:

Expiry date:

Type: Identifying number: Date of issue:

Expiry date:

Continue on a separate sheet if necessary

Please provide details, including licence number, of any other scrap metal licence issued by any local authority to the applicant within the last 3 years (please use a continuation sheet if necessary):

Are you registered as a waste carrier with the Environment Agency? (please tick)

Yes No

If 'yes' please provide your carrier's registration number and issue date:

SECTION 3. TO BE COMPLETED IF APPLYING FOR A SITE LICENCE

NB - 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

National insurance number:

I am 18 years old or over. Please tick

Yes No

Date of Birth:

Place 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:

Basic Disclosure Certificate - issued by Disclosure Scotland must be provided in respect of 'any person' named in the application:

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

Yes No

If you do not provide a disclosure certificate your application may be delayed or rejected.

Proof of Identification and address:

Two passport sized photographs (one must be certified) and proof of identify must be provided in respect of any individual named in the application as a 'Site Manager'. (Please note acceptable proof of identity is a UK issued photo driving licence, or a passport and proof of address).

I attach two passport sized photographs and proof of identity in respect of every person named in the application as a 'Site Manager'.

Yes No

If you do not provide proof of identity 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:

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

Email address:

Please note that you must still provide us with a postal address

¹ Further information about Basic Disclosure Certificates and Disclosure Scotland are set out in the explanatory notes accompanying this form.

Site details.

Plan of site:

If applying for a NEW application please provide a plan of the site on a scale of 1:100.

If applying as a RENEWAL and plans have previously been supplied and no changes made, there is no requirement to supply again. (If site changes have been made since previous application, revised plans should be provided or plans were not submitted at the time of the initial licence please provide a plan of the site on a scale of 1:100 with the renewal application).

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.

NB - 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 manager(s) details (if different from the applicant)

Site 1

Name or number:

First line of address:

Town/City:

Postcode:

Telephone number:

Email address:

Website address:

Name:²

House name or number:³

First line of address:

Town/City:

Postcode:

Date of Birth:

Basic Disclosure certificate attached:

Yes No ⁴

² Please also state your maiden name or any other surnames you have previously been known by.

³ Please provide the site manager's home address as this will facilitate conducting checks on whether they are a suitable person.

⁴ 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.

<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:²</p> <p>House name or number:³</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of Birth:</p> <p>Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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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>Full name:⁵</p> <p>Date of birth:</p> <p>Residential address:</p> <p>Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/> ⁶</p>	<p>Full name:⁵</p> <p>Date of birth:</p> <p>Residential address:</p> <p>Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/> ⁶</p>
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Limited Companies (If you are applying as a company please provide the details set out below)

<p>Full name of Company:</p> <p>Company Registration number:</p> <p>Address of the registered office:</p> <p>Company telephone number:</p> <p>Company email:</p>
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⁵ Please also state your maiden name or any other surnames you have previously been known by.

⁶ 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.

Please provide below 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:

Name:

Date of Birth:

House name or number:

First line of address:

Town/City:

Postcode:

Basic Disclosure certificate attached:

Yes No ⁷

Role:

Name:

Date of Birth:

House name or number:⁸

First line of address:

Town/City:

Postcode:

Basic Disclosure certificate attached:

Yes No ⁷

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 (including temporary storage sites used prior to further disposal of scrap)

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:

Please continue on a separate sheet of paper if necessary.

Only applicable to sites established after 1 November 1990

Do you have planning consent to operate your business as a scrap metal dealer/motor salvage operator from the above address/addresses? (please tick)

Yes No

If no, please explain why

Continue on a separate sheet if necessary

⁷ 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.

⁸ Please provide the director's home address as this will facilitate conducting checks on whether they are a suitable person.

**SECTION 4. TO BE COMPLETED IF APPLYING FOR A SITE LICENCE OR A COLLECTOR'S LICENCE
NB - A collector's licence authorises the licensee to carry out business as a mobile collector in the authority's area only. Please note you **MUST** hold a separate collector's licence for each of the authorities within the Licensing Partnership.**

Details of applicant and vehicles

Title (please tick): Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	I am 18 years old or over. Please tick Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Birth:
Surname:	Forenames:

Please also state your maiden name or any other surnames you have previously been known by:

Does the applicant employ persons to collect scrap within the authority's area?

Yes No

If yes, please provide following information in respect of the employees who will be collecting scrap metal:

Continue on a separate sheet if necessary

Vehicle Registration Details (for all applicants)
(Please use a separate sheet if you wish to register more than two vehicles)

First vehicle

Make: _____ Model: _____
Colour: _____ Tax Class: _____
Insurance company: _____ Insurance Policy Number: _____
Environment Agency Waste Carriers Licence Number: _____

Second vehicle

Make: _____ Model: _____
Colour: _____ Tax Class: _____
Insurance company: _____ Insurance Policy Number: _____
Environment Agency Waste Carriers Licence Number: _____

A photocopy of your vehicle registration documents (V5 log book), Insurance Certificate and Waste Carriers Licence will be required with your application.

Driver(s) and Driver Licence Details

(Please use a separate sheet if you wish to register more than two vehicles)

Driver (1):

Licence details:

Driver (2):

Licence details:

Driver (3):

Licence details:

Continue on a separate sheet if necessary

Where will the scrap metal that has been purchased/collected be stored before further disposal?

House name or number:

First line of address:

Town/City:

Postcode:

Will not be stored No

I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland⁹:

Yes No

If you do not provide a disclosure certificate your application may be delayed or rejected.

Proof of Identification and address:

Two passport sized photographs (one must be certified) and proof of identify must be provided in respect of any individual named in the application as a 'Collector'. (Please note acceptable proof of identity is a UK issued photo driving licence, or a passport and proof of address.

I attach two passport sized photographs and proof of identity in respect of every person named in the application as a 'Collector'.

Yes No

If you do not provide proof of identity your application may be delayed or rejected.

Telephone numbers:

Daytime:

Evening:

Mobile:

⁹ Further information about Basic Disclosure Certificates and Disclosure Scotland are set out in the explanatory notes accompanying this form.

Home address: House name or number: First line of address: Town/City: Postcode: <input type="checkbox"/> Please use my home address for correspondence	Email address: Please note that you must still provide us with a postal address
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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 sale, and subsequently selling or otherwise disposing of the rest of the vehicle for scrap;
- wholly or mainly in buying written-off vehicles and subsequently repairing and reselling them;
- wholly or mainly buys or sells motor vehicles for the purpose of salvaging parts from them or repairing them and selling them off.

(please tick)

Yes No

To operate as a motor salvage operator you will need to apply for a site licence.

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: Sort code: Account number: Please state which of the sites listed in Section 3 are use this bank account.	Account name: Sort code: Account number: Please state which of the sites listed in Section 3 are use this bank account.
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SECTION 7. PAYMENT (For all applicants)

How do you wish to make payment for your scrap metal dealer's licence? (please tick)

Payment by card – please telephone 01732 227004

Cheque (please make payable to Sevenoaks District Council)

SECTION 8. 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:

Continue on a separate sheet if necessary.

SECTION 9. DATA PROTECTION - INFORMATION COMMISSIONERS OFFICE REGISTRATION (ICO) (for all applicants)

Are you registered with the Information Commissioner's Office?

Yes No

If yes, please provide the following information:

Registration number:

Date of registration:

SECTION 10. RIGHT TO WORK IN THE UK (Non UK, EU, EEA and Swiss citizens only) (For all applicants)

You do not need to complete this section if you are a British, EU, EEA or Swiss citizen. If you are not, we may require evidence of your right (or that of your employees) to work in the UK before we issue a licence, depending on your nationality.

Please provide a copy of any documentation (e.g. a permit, visa, residence document, official document from a UK government agency showing a national insurance number, or registration certificate, etc.) that show your right, or that of your employees, to work in the UK.

SECTION 11. 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.

Local Authorities must protect funds it handles and so the information you have provided on this form may be used to detect and prevent fraud. The information may also be shared for the same purposes, with other organisations which handle public funds including data to be used as part of the National Fraud Initiative. Your personal data will also be shared with the local authorities, which make up the Licensing Partnership, for the purpose of processing your licensing application. Your personal data will not be used for any other purpose without your prior consent, except as permitted under the Data Protection Act 1988. For further information, please see <https://www.gov.uk/government/collections/national-fraud-initiative>

Signature: _____ Date: _____

Print name: _____

Signature: _____ Date: _____

Print name: _____

Signature: _____ Date: _____

Print name: _____

Signature: _____ Date: _____

Print name: _____

Guidance

Help with completing your application for a Scrap Metal Dealer's Licence

If you need more help in completing the application then please contact your local authority licensing team.

Section 1 – (For all applicants)

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 also apply to be a collector in council B's area.

A **Site Licence** allows you to buy and sell scrap metal from a fixed location within the council area.

A **Collector's Licence** issued by a local authority allows you to travel within that council's area to collect scrap metal.

Section 2 – (For all applicants)

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 ensure you include the licence number so that we can confirm this against the national register.

Section 3 – For Site Licences

Fill out this section if you require a **Site Licence**. It should be completed in the name 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 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/>

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 satisfy 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.

If completing the form in paper format 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 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 confirmed with the relevant council planning department.

If applying for a **NEW** licence please provide a plan of the site on a scale of 1:100.

If applying as a **RENEWAL** and plans have previously been supplied and no changes made, there is no requirement to supply again. (If site changes have been made since previous application, revised plans should be provided or plans were not submitted at the time of the initial licence please provide a plan of the site on a scale of 1:100 with the renewal application).

Vehicle and Employee Details

Please provide at Section 4 details of any vehicles you will be using to transport or collect scrap metal and details of the employees who will be driving the listed vehicles.

It is your responsibility 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 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 Collector’s licence. You are asked to provide contact details, including the place where you live, so that the council can contact 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/aply/individuals/>

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 satisfy 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 Council’s as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

Please provide details of all vehicle and drivers that will be used in connection with your business.

It is your responsibility 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 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 licence. You will need to apply for a Site Licence to operate as a Motor Salvage Operator.

Section 6 – Bank accounts that will be used for payments to suppliers. (For all applicants)

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 Licensing Partnership.

Section 7 – Payment. (For all applicants)

There is a fee to apply for a licence and your Council will tell you how you can pay. The fee reflects the costs of processing the application and ensuring conditions are complied with. Applications cannot be accepted unless the correct fee has been paid. The fee should be made payable to Sevenoaks District Council who handles the payments on behalf of all the local authorities within the Licensing Partnership.

Section 8 – Criminal Convictions. (For all applicants)

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 – Data Protection - Information Commissioners Office Registration (ICO) (For all applicants)

Please provide details if you are registered with the ICO.

Section 10 – Right to Work (For all applicants)

Please provide relevant evidence to support your right to work in the UK, if required.

Section 11 – Declaration (For all applicants)

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 your information then you should **not** sign the form. If you are in any doubt about what this section means then speak to a member of 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 Major Accident and Hazards Regulations 1999 (1999 No 743)
- Control of Pollution (Amendment) Act 1989: Section 1, 5 or 7(3) (1989 C14)
- Environment Act 1995: Sections 110(1), (2) and (3)
- Environmental Permitting Regulations 2007: Regulation 38
- Environmental Permitting Regulations 2010: Regulation 38
- Environmental Protection Act 1990: Section 33 and 34 and 34B
- Food and Environment Protection Act 1985: Section 9(1) and (2)
- Hazardous Waste (England and Wales) Regulations 2005
- Landfill (England and Wales) Regulations 2002: Regulation 17(1)
- Pollution Prevention and Control (England and Wales) Regulations 2000
- Producer Responsibility Obligations (Packaging Waste) Regulations 2007
- Transfrontier Shipment of Waste Regulations 1994
- Transfrontier Shipment of Waste Regulations 2007
- Waste Electrical and Electronic Equipment Regulations 2006
- Waste (England and Wales) Regulations 2011: Regulation 42
- Water Resources Act 1991: Section 85, 202 or 206
- Attempting or conspiring to commit any of the offences listed above or below
- Inciting or aiding, abetting, counselling or procuring the commission of any offence listed above or below.
- An offence under Part 2 of the Serious Crime Act 2007(a) (encouraging or assisting crime) committed in relation to any of the offences listed above or below.

Basic Disclosure

Basic Disclosure:

Information available from:

Web site: **www.disclosurescotland.co.uk**

Email: info@disclosurescotland.co.uk

Phone: 0870 609 6006

Fax: 0870 609 6996

Address: Customer Liaison, PO Box 250 Glasgow, G5111YU