

## Application for a Scrap Metal Licence

### SECTION 1. (for all applicants)

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

A site licence  A collector's licence

Are you applying as (please tick):

An individual  A company  A partnership

Please state your trading name:

Do you have a website (please tick)

Yes  No  Website address:

If Yes, see Section 1 of the Guidance Note

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

Grant of a new licence  Renewal of an existing licence

If 'yes' 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 Dealers Act 1964 registration or a Vehicles (Crime) Act 2001 motor salvage operator registration ) 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 licence number, of any other Scrap Metal Dealers Act 2013 licence issued by any authority to the applicant within the last 3 years (please use a continuation sheet if necessary):

Are you registered as a waste carrier? (please tick)

Yes  No

If 'yes' please provide your carrier's registration number:

**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.****Individuals (If you are applying as an individual please provide the following details):-****Details of prospective licence holder**

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

Yes  No 

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

Photo (where applicant will be a Site Manager)

**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: <input type="checkbox"/> Please use my home address for correspondence	Email address (if you would prefer us to correspond with you by email): Preferred form of contact: postal address <input type="checkbox"/> email address <input type="checkbox"/> Please note that you must still provide us with a postal address

**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]

Are you the owner of the land/site: Yes  No  (please tick) From what date:

If No, who is the owner of the land/site:

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:<sup>1</sup></p> <p>House name or number:<sup>2</sup></p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of Birth:</p> <p>National Insurance Number:</p> <p><b>Basic Disclosure certificate attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <sup>3</sup></p>
--	---

Photograph (this is needed to be able to attach a copy to your licence) **See section 4 of the Guidance notes**

<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>National Insurance Number:</p> <p><b>Basic Disclosure certificate attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
--	--

<sup>1</sup> Please also state your maiden name or any other surnames you have previously been known by.  
<sup>2</sup> Please provide the site manager's home address as this will facilitate conducting checks on whether they are a suitable person.  
<sup>3</sup> If you do not provide a disclosure certificate issued for named persons no more than three months before the date of this application your application may be delayed or rejected.

**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)

Full name:<sup>4</sup>

Date of birth:

Residential address:

National Insurance Number:

**Basic Disclosure certificate attached:**

Yes  No  <sup>5</sup>

Full name:

Date of birth:

Residential address:

National Insurance Number:

**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:

Name:

Date of Birth:

House name or number:

First line of address:

Town/City:

Postcode:

National Insurance Number:

**Basic Disclosure certificate attached:**

Yes  No  <sup>6</sup>

Role:

Name:

Date of Birth:

House name or number:<sup>7</sup>

First line of address:

Town/City:

Postcode:

National Insurance Number:

**Basic Disclosure certificate attached:**

Yes  No

<sup>4</sup> Please also state your maiden name or any other surnames you have previously been known by.

<sup>5</sup> If you do not provide a disclosure certificate issued for named persons no more than three months before the date of this application your application may be delayed or rejected.

<sup>6</sup> If you do not provide a disclosure certificate issued for named persons no more than three months before the date of this application your application may be delayed or rejected.

<sup>7</sup> Please provide the director's home address as this will facilitate conducting checks on whether they are a suitable person.

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:

Please continue on a separate sheet of paper if necessary.

Do you have planning permission (please tick)

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

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

I attach a Basic Disclosure Certificate issued for the applicant:

Yes  No

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

**Vehicle Details** (you need to provide a registration number of the vehicle(s) you will be using)  
**See section 4 of the guidance notes**

Are you the registered keeper Yes  No  (please tick)

**Photograph** (this is needed to be able to attach a copy to your licence) **See section 4 of the Guidance notes**

**Contact details** (we will use your business address to correspond with you unless you indicate we should use your home address)

Are you the owner of the business premises: Yes  No  (please tick)

If No, who is the owner of the premises:

<b>Business Address:</b>  House name or number:  First line of address:  Town/City:  Postcode:	Telephone numbers:  Daytime:  Evening:  Mobile:
--	---

Do you intend to store scrap metal or scrap vehicles at this address: Yes  No  (please tick)

<b>Home address:</b>  House name or number:  First line of address:  Town/City:  Postcode:  <input type="checkbox"/> Please use my home address for correspondence	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
--	---

Are you the owner of the property: Yes  No  (please tick)

If No, who is the owner (or the rental company)for the premises:

Do you intend to store scrap metal or scrap vehicles at this address: Yes  No  (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 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:	Account name:
Sort code:	Sort code:
Account number:	Account number:

**SECTION 7. PAYMENT (For all applicants)**

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

Cheque (please make payable to Warwick 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 and what 'relevant enforcement action' means).

Yes  No

If 'yes' you must provide details for each conviction, the date of the conviction, the name and location of the convicting court, the offence of which you were convicted and the sentence imposed. In respect of enforcement action please provide details of any relevant offence you have been charged with or any Environmental Permit that has been wholly or partly revoked and the name of the enforcing authority:

**SECTION 9. 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 council departments, 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:

The local authority will require photographic identification, i.e. passport or driving licence, to enable enforcement agencies to verify the identity of a site manager and a collector, to be provided when making applications. Therefore applicants will be required to contact the licensing section to make an appointment.

Telephone 01926 456113

e-mail [licensing@warwickdc.gov.uk](mailto:licensing@warwickdc.gov.uk)



## Guidance for completing your application for a scrap metal dealer's licence

### 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 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.

### Website

You are obliged to comply with the requirements of the Electronic Commerce Regulations 2002 by displaying certain information about your business on your website as follows;

- The full name of your business
- The geographic address at which your business is established (which means your home address if you are trading from home)
- Your contact details, including an email address if you have one.
- Details of any publicly accessible trade or similar register with which you are registered - including the name of the register and your registration number (eg BMRA)
- The details of any supervisory authority which has authorised your business (eg Environment Agency, Local Authority)
- If your website states the price you will pay for scrap (eg minimum/maximum price paid for scrap cars) it must be clear, accurate and unambiguous.
- Your VAT number - if you are subject to VAT

### 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](http://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 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 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. You can apply for this certificate at <https://www.gov.uk/request-copy-criminal-record>

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.

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 contact details, including the place where you live, so that the council can get in touch with you if necessary.

You will need to inform the local authority of any change to your business or personal address.

You need to submit a Basic Disclosure Certificate along with the application form. You can apply for this certificate at <https://www.gov.uk/request-copy-criminal-record>

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.

#### **Vehicle Details**

You will need to ensure that all your vehicles are roadworthy and are properly taxed; insured to include the carriage of scrap metal and otherwise meet the legal requirements to be on the road.

You will need to inform the local authority of any changes to your vehicle(s).

#### **Photograph**

This should be similar to a passport photograph on photographic paper 45 millimetres by 35 millimetres, which shall be –

- Taken against a light background so that the applicant's features are distinguishable
- full face uncovered, without sunglasses and unless the applicant wears a head covering due to religious beliefs, without a head covering.

### **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**

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 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. 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 a local authority, 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 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 other council departments, 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 your council's licensing team.

## **Relevant offences**

**These are contained in Home Office Regulations (The Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013 (SI 2013/2258) and are as follows:**

- Control of Pollution (Amendment) Act 1989: Sections 1, 5 or 7
- Customs and Excise Management Act 1979: Section 170 or 170B(for scrap metal related offences only)
- Environment Act 1995: Section 110  
Environmental Permitting Regulations 2007: Regulation 38

- Environmental Permitting Regulations 2010: Regulation 38
- Environmental Protection Act 1990: Sections 33, 34 or 34B
- Food and Environment Protection Act 1985: Section 9
- Fraud Act 2006: Section 1 (for environmental/scrap metal related offences only)
- Hazardous Waste (England and Wales) Regulations 2005
- Hazardous Waste (Wales) Regulations 2005
- Regulation 17(1) of the Landfill (England and Wales) Regulations 2002
- Legal Aid, Sentencing and Punishment of Offenders Act 2012: Section 1
- Pollution Prevention and Control (England and Wales) Regulations 2000
- Proceeds of Crime Act 2002: Sections 327, 328, 330, 331 & 332
- Producer Responsibility (Packaging Waste) Regulations 2007
- Scrap Metal Dealers Act 1964
- Scrap Metal Dealers Act 2013
- Theft Act 1968: Sections 1, 8, 9, 10, 11, 17, 18, 22 & 25 (for environmental/scrap metal 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

## **RELEVANT ENFORCEMENT ACTION**

A person is considered to be subject to "relevant enforcement action" if they have either:

- (a) been charged with an offence under any of the legislation listed above and criminal proceedings have not yet concluded; or
- (b) an environmental permit granted to them under the Environmental Permitting (England & Wales) Regulations 2010 has been wholly or partially revoked to the extent that the permit no longer authorises the recovery of metal.