



## Application form for Scrap Metal Dealers Licence

### Guidance Notes to assist in completing the 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's 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.

#### 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

Complete 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 dealers 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 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 and Barring Service (DBS). You can apply for this certificate at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

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 Council's 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 collectors 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 dealers 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 need to submit a Basic Disclosure Certificate from Disclosure and Barring Service (DBS) along with the application form. You can apply for this certificate at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

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 it was 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 council's 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 this storage site and doing so is an offence.

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 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.

#### **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 the licence (as above) and details are on the application of how you can pay this fee. 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 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 dealers 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 your councils licensing team.

## Relevant offences

- An offence under section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989.
- An offence under section 170 or 170B of the Customs and Excise Management Act 1979(5), where the specific offence concerned relates to scrap metal.
- An offence under section 110 of the Environment Act 1995.
- An offence under sections 33, 34 or 34B of the Environmental Protection Act 1990.
- An offence under section 9 of the Food and Environment Protection Act 1985.
- An offence under section 1 of the Fraud Act 2006(9), where the specific offence concerned relates to scrap metal, or is an environment-related offence.
- An offence under section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012.
- An offence under sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002.
- Any offence under the Scrap Metal Dealers Act 1964.
- Any offence under the Scrap Metal Dealers Act 2013.
- An offence under sections 1, 8,9,10, 11, 17, 18, 22 or 25 of the Theft Act 1968(13), where the specific offence concerned relates to scrap metal, or is an environment-related offence.
- Any offence under Part 1 of the Vehicles (Crime) Act 2001.
- An offence under sections 85, 202, or 206 of the Water Resources Act 1991.
- An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007.
- An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010.
- Any offence under the Hazardous Waste (England and Wales) Regulations 2005.
- Any offence under the Hazardous Waste (Wales) Regulations 2005.
- An offence under regulation 17(1) of the Landfill (England and Wales) Regulations 2002.
- Any offence under the Pollution Prevention and Control (England and Wales) Regulations 2000.
- Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007.
- Any offence under the Transfrontier Shipment of Waste Regulations 1994.
- Any offence under the Transfrontier Shipment of Waste Regulations 2007.
- Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006.
- An offence under regulation 42 of the Waste (England and Wales) Regulations 2011.

**Documents to be submitted with your application form (please note all documentation must be in the correct name of the applicant):**

- Basic disclosures for each person contained within the application form
- Relevant fee see below
- Photographic identification for each person required such as driving licence or passport
- Waste carrier licence
- If the application is in a limited company name a copy of the Certificate of Incorporation and a list of the directors
- For a collectors licences in addition to the above documents we also require:
- a photograph of the applicant that complies with passport requirements
- your vehicle registration documents (V5 log book)
- MOT certificate
- insurance certificate

**Fees:**

The site licence fee is £410.00 for a 3 year licence.

Site Licence Renewal Fee is £381.00 for a 3 year licence

The collectors licence fee is £410.00 for 3 year licence.

The collectors renewal fee is £381.00 for a 3 year licence.