

**SCRAP METAL DEALERS ACT 2013
 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. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

SECTION 1. (For all applicants)

Please indicate the type of licence you are applying for

A Site Licence A Collector's Licence

Are you applying as (please tick)

An individual A company A partnership

Please state the trading name of the business (if no trading name state owners name)

Is this application for a grant of a new licence or a renewal of an existing licence

Grant of a new licence Renewal of an existing licence

If a 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 motor salvage operator) in relation to the applicant (use additional sheets if necessary)

Type:	Identifying number	Date of issue
Type:	Identifying number	Date of issue

Please provide details, including licence number, of any other scrap metal licence issued by any authority to the applicant within the last 3 years (use additional sheets if necessary)

Are you registered as a waste carrier?

Yes No

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

SECTION 3. To be completed if applying for a SITE LICENCE

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: Mr Mrs Miss Ms Other title:

I am 18 years old or over Yes No Date of Birth:

Surname	First Name(s)
Position/Role in the business	
I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland Yes <input type="checkbox"/> No <input type="checkbox"/> If you have not provided 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 and current postal address		
Post Town	Post Code	
Daytime telephone number	Mobile number	Email address

Home address

Current postal address if different from business address		
Post Town	Post Code	
Daytime telephone number	Mobile number	Email address

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

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 an additional sheet. Each site will require its own site manager

Site One - Premises

Full address of site you intend to carry out business as a scrap metal dealer		
Post Town		Post Code
Daytime telephone number	Mobile number	Email address

Site One - Manager

Surname		First Name(s)	
Home address			
Post Town		Post Code	
Contact telephone number	Date of Birth	Basic Disclosure certificate attached Yes <input type="checkbox"/> No <input type="checkbox"/>	

Site Two - Premises

Full address of site you intend to carry out business as a scrap metal dealer		
Post Town		Post Code
Daytime telephone number	Mobile number	Email address

Site Two - Manager

Surname		First Name(s)	
Home address			
Post Town		Post Code	
Contact telephone number	Date of Birth	Basic Disclosure certificate attached Yes <input type="checkbox"/> No <input type="checkbox"/>	

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.

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 an additional sheet

Surname	First Name(s)
Home address	
Post Town	Post Code
Basic Disclosure certificate attached Yes <input type="checkbox"/> No <input type="checkbox"/>	

Surname	First Name(s)
Home address	
Post Town	Post Code
Basic Disclosure certificate attached Yes <input type="checkbox"/> No <input type="checkbox"/>	

Companies If you are applying as a company please provide the details set out below about the company

Company name	
Address of the registered office	
Post Town	Post Code
Registered number	

Directors Please provide the following details for each director(s), shadow directors(s) and company secretary where these are different from the applicant and site manager(s). Use additional sheets if necessary.

Surname	First Name(s)
Home address	
Post Town	Post Code
Role within company i.e. secretary/director	Basic Disclosure certificate attached Yes <input type="checkbox"/> No <input type="checkbox"/>

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.

Surname	First Name(s)
Home address	
Post Town	Post Code
Role within company i.e. secretary/director	Basic Disclosure certificate attached Yes <input type="checkbox"/> No <input type="checkbox"/>

Other trading sites Please provide details of any sites 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

Site name and postal address	
Post Town	Post Code
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	

Site name and postal address	
Post Town	Post Code
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 01 November 1990
Do you have planning permission
Yes <input type="checkbox"/> No <input type="checkbox"/>

Please supply a plan of all the land and the buildings that are to be used in the running of the business

SECTION 4. To be completed if applying for a COLLECTOR'S LICENCE

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: Mr Mrs Miss Ms Other title:

I am 18 years old or over Yes No Date of Birth:

Surname	First Name(s)
I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland Yes <input type="checkbox"/> No <input type="checkbox"/> If you have not provided a disclosure certificate your application may be delayed or rejected	
Passport Photographs (one required) Yes <input type="checkbox"/> No <input type="checkbox"/>	

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 and current postal address		
Post Town	Post Code	
Daytime telephone number	Mobile number	Email address

Home address

Current postal address if different from business address		
Post Town	Post Code	
Daytime telephone number	Mobile number	Email address

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

Address	
Post Town	Post Code
Will not be stored Please tick <input type="checkbox"/>	

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

SECTION 5. MOTOR SALVAGE (For all applicants)

Will your business consist of acting as a motor salvage operator?

Yes No

A motor salvage operator 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.

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 additional sheets.

Account name	Sort code	Account number
Account name	Sort code	Account number


SECTION 7. PAYMENT (For all applicants)


Details of the fee payable can be found in the guidance notes attached.

How do you wish to make payment for your scrap metal dealers licence?

The following **Payment Options** are available:

£ In Person: You can pay using cash/cheque/card at Ty Elai, Dinas Isaf East, Williamstown, Tonypanyd CF40 1NY

 **Post:** Cheques should be made payable to RCTCBC

 **Telephone:** Debit and Credit Card payments can be made by ringing The Licensing Section 01443 425301

To use the BACS payments system please contact us on the numbers above.

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 guidance note 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.

SECTION 9. DECLARATION (For all applicants)

- I have made or enclose the correct fee
- I have enclosed a disclosure certificate issued for persons named on the application form by Disclosure Scotland dated no more than three months before the date of this application
- I have enclosed details of my waste carrier registration
- I understand that if I do not comply with the above requirements my application will be rejected

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.

Signature

.....

Print Name

.....

Date

.....

Capacity

.....

SCRAP METAL DEALERS ACT 2013
APPLICATION FOR A SCRAP METAL LICENCE – GUIDANCE NOTES

Information on the Scrap Metal Dealers Act 2013 is available from the licensing department on 01443 425001 or from the Councils website

You can apply for your licence online using the business link application portal at: <https://www.gov.uk/licence-finder>

If you have any questions or need more help in completing the application then call the licensing department on 01443 425001 or email licensing.section@rctcbc.gov.uk

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 site licence allows the dealer to collect and bring back to site (from any location).

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

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. 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 along with your application form. You can apply for the certificate via any Responsible Organisation with the Disclosure and Barring Service (DBS) to submit basic checks through the web service.

A list of Responsible Organisations providing a basic check service through the DBS can be found at <https://www.gov.uk/guidance/responsible-organisations>

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 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 along with your application form. You can apply for the certificate via any Responsible Organisation with the Disclosure and Barring Service (DBS) to submit basic checks through the web service.

A list of Responsible Organisations providing a basic check service through the DBS can be found at <https://www.gov.uk/guidance/responsible-organisations>

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.**

A passport photograph will be required in order to display your licence identification badge within your vehicle.

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. 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 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 payable to apply for a licence. Applications cannot be processed until the correct fee has been paid. The following fees are payable upon application:

Site Licence	Fee
New application	£394.00
Variation of licence	£69
Minor variation/Replacement licence	£69
Renewal of licence	£394.00

Collectors Licence	Fee
New application	£264.00
Variation of licence - general	£44
Variation of licence – conversation to collectors licence	£44
Minor variation	£44
Renewal of licence	£264.00

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 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

- Control of Pollution (Amendment) Act 1989: Sections 1, 5 or 7
- Customs and Excise Management Act 1979: Section 170 or 170B
- 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/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
- Producer Responsibility Obligations (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/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