

Application for Scrap Metal Licence

Scrap Metal Act 2013



Please note that this application will not be accepted unless all sections have been completed and all original documents are enclosed. Please read guidance notes attached to this document.

1. Application type –tick box as appropriate <input checked="" type="checkbox"/>	
<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal
Please indicate the type of licence you are applying for (tick all that apply) :	
<input type="checkbox"/> Site licence	<input type="checkbox"/> Collector’s licence
Are you applying as :	
<input type="checkbox"/> An individual	<input type="checkbox"/> A company
	<input type="checkbox"/> A partnership
Please state your trading name:	

2. Current West Suffolk Licence Details (for renewal applications)	
Licence Number:	
Date of Expiry:	

3. Any other current permits, registrations and licences	
<p>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:</p> <p>(state dates, authorities and permit numbers)</p>	
<p>Please provide details, including licence number of any other scrap metal licence issued by any other authority to the applicant within the last 3 years (please use a continuation sheet if necessary):</p>	

Are you registered as a waste carrier? (please tick) If 'yes' please provide your carrier's registration number	<input type="checkbox"/> Yes <input type="checkbox"/> No Carrier No:.....
--	---

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.

4. Site Licence Applicant Details	
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
Surname:	
Forenames:	
Date of birth: (over 18)	
Position/Role in the business:	
<p>I attach a Basic Disclosure Certificate issued for the applicant less than three months old</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you do not provide a disclosure certificate your application will be rejected. Further information about Basic Disclosure Certificates is set out in the explanatory notes accompanying this form.</p>	
Contact details (we will use your business address to correspond with you unless you indicate we should use your home address)	
Business Address:	
Post Code:	
Telephone Number (Day):	
Telephone Number (Mobile):	
Email:	
Home Address:	
Post Code:	
Telephone Number:	

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 Address:	
Post Code:	
Telephone Number:	
Email:	
Website address:	
Site 1 Manger Full name:	
Manager's address:	
Post Code:	
Date of Birth:	
Basic disclosure certificate enclosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site 2 Address:	
Post Code:	
Telephone Number:	
Email:	
Website address:	
Site 2 Manager Full name:	
Manager's address:	
Post Code:	
Date of Birth:	
Basic disclosure certificate enclosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Partnerships – if you are applying as a partnership, provide the following details in respect of each partner – where there are more than two partners please use a continuation sheet.

<p>Full name:</p> <p>Date of birth:</p> <p>Home address:</p> <p>Post Code:</p> <p>Basic disclosure certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Full name:</p> <p>Date of birth:</p> <p>Home address:</p> <p>Post Code:</p> <p>Basic disclosure certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
---	---

Companies – if you are applying as a company please provide the following details.

<p>Company name:</p> <p>Registration number:</p> <p>Registered office address:</p>	
--	--

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.

<p>Role:</p> <p>Full name:</p> <p>Date of birth:</p> <p>Home address:</p> <p>Post Code:</p> <p>Basic disclosure certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Role:</p> <p>Full name:</p> <p>Date of birth:</p> <p>Home address:</p> <p>Post Code:</p> <p>Basic disclosure certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
--	--

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:

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

A collector's licence authorises the licensee to carry out business as a mobile collector in this authority's area only.

Applicant	
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
Surname:	
Forenames:	
Date of birth: (over 18)	
Any previous surnames:	
I attach a Basic Disclosure Certificate issued for the applicant less than three months old <input type="checkbox"/> Yes <input type="checkbox"/> No If you do not provide a disclosure certificate your application will be rejected. Further information about Basic Disclosure Certificates is set out in the explanatory notes accompanying this form.	
Contact details (we will use your business address to correspond with you unless you indicate we should use your home address)	
Business Address:	
Post Code:	
Telephone Number (Day):	
Telephone Number (Mobile):	
Email:	
Home Address:	
Post Code:	
Telephone Number:	

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 on; and,
- Wholly or mainly buys or sells motor vehicles for the purpose of salvaging parts from them or repairing them and selling them on.

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:

Account name:

Sort Code:

Account number:

Section 7 payment (for all applicants)

Payment must accompany this application.

Cheque

Debit/Credit Card

Cheque should be payable to West Suffolk 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:

Section 9 Declaration

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.

Privacy statement

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer is Leah Mickleborough and can be contacted at the same address.

We are collecting your personal information in order to process your application under the Scrap Metal Dealers Act 2013.

Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk

Sign:	Date:
Print name:	
Sign:	Date:
Print name:	

Please submit your application, fee and supporting documents to the licensing department:

West Suffolk Council
West Suffolk House
Western Way
Bury St Edmunds IP33 3YU

01284 758050

licensing@westsuffolk.gov.uk

Notes on 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.

Site licence

All the sites where a licensee carries on business as a scrap metal dealer have to be identified, and a site manager has to be named for each site. This licence allows the licensee to transport scrap to and from those sites from any local authority area.

Collector's licence

This allows the licensee to operate as a collector in the area of the issuing local authority. It does not allow the collector to operate in any other local authority area, so a separate licence has to be obtained from each council the collector wishes to operate in. This licence does not authorise the licensee to operate a site.

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. These can be obtained through <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

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 with the application form <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

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 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 to apply for a licence which can be paid by cheque or Visa, Debit or Credit card. 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 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.

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 Pollution (Amendment) Act 1989: Sections 1, 5 or 7(3)
- Customs and Excise Management Act 1979: Section 170 (for environmental/metal theft related offences only)
- Environment Act 1995: Section 110(2)
- Environmental Permitting Regulations 2007: Regulation 38
- Environmental Permitting Regulations 2010: Regulation 38
- Environmental Protection Act 1990: Sections 33 and 34
- Food and Environment Protection Act 1985: Section 9(1)
- 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 (for environmental/metal theft related offences only)
- Producer Responsibility Obligations (Packaging Waste) Regulations 2007
- Scrap Metal Dealers Act 1964 (for environmental/metal theft related offences only)
- 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