

## Application for the Grant of Scrap Metal Dealers Site Licence

Scrap Metal Dealers Act 2013

<b>SECTION 1. (for all applicants)</b>	
Are you applying as (please tick):	
An individual <input type="checkbox"/> (please complete section 1A)	
A company <input type="checkbox"/> (please complete section 1B)	
A partnership <input type="checkbox"/> (please complete section 1C)	
Please state your trading name:	
Is this application for a grant of a new licence or a renewal (please tick the relevant box):	
Grant of a new licence <input type="checkbox"/> Renewal of an existing licence <input type="checkbox"/>	
If 'yes' please provide your existing licence number:	
<b>1A – Individual Applicant Details</b>	
Title (please tick):	I am 18 years old or over. Please tick
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(please state):	Date 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:	
<b>Contact details</b> (we will use your business address to correspond with you unless you indicate we should use your home address).	
<b>Business Address:</b>	Telephone numbers:
Head office name or house name or number:	Daytime:
First line of address:	Evening:
Town/City:	Mobile:
Postcode:	

<p><b>Home address:</b> House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p><input type="checkbox"/> Please use my home address for correspondence</p>	<p>Telephone numbers:</p> <p>Daytime:</p> <p>Evening:</p> <p>Mobile:</p> <p>Email address:</p>
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**1B – Company Applicant Details - 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.

<p>Role:</p> <p>Name:</p> <p>Date of Birth:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone numbers: Daytime:</p> <p>Evening:</p> <p>Mobile:</p> <p>Email address</p>	<p>Role:</p> <p>Name:</p> <p>Date of Birth:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone numbers: Daytime:</p> <p>Evening:</p> <p>Mobile:</p> <p>Email address</p>
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**1C – Partnership Applicant Details -** 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:	Full name:
Date of birth:	Date of birth:
Residential address:	Residential address:
Telephone numbers: Daytime:	Telephone numbers: Daytime:
Evening:	Evening:
Mobile:	Mobile:
Email address:	Email address:

**SECTION 2 – SITE DETAILS (for all applicants). 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.**

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><b>Site 1</b></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:</p> <p>Website address:</p> <p>Do you have planning permission?</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>(only applicable to sites established after 1 November 1990)</p>	<p>Name:</p> <p>Date of Birth:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone numbers: Daytime:</p> <p>Evening:</p> <p>Mobile:</p> <p>Email address:</p>

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><b>Site 2</b></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:</p> <p>Website address:</p> <p>Do you have planning permission?</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>(only applicable to sites established after 1 November 1990)</p>	<p>Name:</p> <p>Date of Birth:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone numbers:</p> <p>Daytime:</p> <p>Evening:</p> <p>Mobile:</p> <p>Email address:</p>

**SECTION 3. OTHER BUSINESSES, PERMITS, REGISTRATIONS AND LICENCES  
(for all applicants)**

Please provide details of any site in the area of any other local authority at which the applicant carries on a 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.)

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

Has the applicant or any of the directors, partners, or site managers been refused a scrap metal licence or had a scrap metal licence revoked by any authority? (please tick)

Yes  No

If 'yes' please provide details of the authority, the date of refusal/revocation and the reasons for refusal/revocation.

Please provide details of any relevant environmental permit, exemption or registration in relation to the applicant: (continue on a separate sheet if necessary).

Type: Identifying number: Date of issue:

Type: Identifying number: Date of issue:

Is the applicant registered as a waste carrier? (please tick)

Yes  No

If 'yes' please provide the applicant's carrier registration number:

**SECTION 4. MOTOR SALVAGE (for all applicants)**

Will the 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

**SECTION 5. 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 6. PAYMENT (for all applicants)**

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

- Credit/Debit Card (please call West Berkshire Council, Licensing Tel: 01635 519184 to make a payment)
- Cheque (please make payable to West Berkshire Council)

**SECTION 7. CRIMINAL CONVICTIONS (for all applicants)**

Has the applicant, or any director, partner or site manager(s) listed 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 8. CHECKLIST (for all applicants)**

I have (please tick appropriate boxes)

- Enclosed a Basic Disclosure form dated within 3 months for each applicant/director/partner
- Enclosed a Basic Disclosure form dated within 3 months for each site manager
- Enclosed two passport sized colour photographs for each site manager
- Enclosed the Application Fee
- Enclosed copies of any environmental permit, exemption or registration
- Enclosed a Plan of the site
- Signed the declaration in section 9

**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 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.....

Capacity.....

For multiple applicants, each applicant must sign:

Signed..... Date.....

Capacity.....

Signed..... Date.....

Capacity.....

Signed..... Date.....

Capacity.....

Signed..... Date.....

Capacity.....

Signed..... Date.....

Capacity.....

Signed..... Date.....

Capacity.....

## **Help with completing your application for a scrap metal dealer's site licence**

### **Section 1**

This section asks for details of the applicant and the trading name of the business.

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.

A director or partner is someone who has or shares legal responsibility for the operation of the company, including filing returns at Companies House.

You and every person listed on the application form are asked to submit a Basic Disclosure Certificate from Disclosure Scotland. You can apply for this certificate at <http://www.disclosurescotland.co.uk/apply/individuals/>

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.

### **Section 2**

This section asks for details 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.

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 licence lets you buy and sell scrap metal from a fixed location and transport it within any council area. If you wish to apply for a collector's licence which will allow you to travel within the council area to collect scrap metal, please apply on the collector's licence application form. Please note, if you also have an office, base or a yard to store vehicles etc., you may need to obtain 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 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 Basic Disclosure Certificate from Disclosure Scotland is requested for each site manager. Applicants are also asked to submit two recent colour photographs for each site manager. These should be passport size (45 millimetres by 35 millimetres), taken against a light background and with the subject's features clearly distinguishable (no sunglasses or head coverings unless the applicants wears a head covering due to religious beliefs).



If the 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.

**Plans** - A plan of the site should be included with the application. There is no requirement to have plans professionally drawn but they need to show the extent of the boundary of the site you are licensing and if different, the perimeter of the premises on which the site is located.

### **Section 3**

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-gency.gov.uk/wastecarriers](http://www.environment-gency.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.

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, or whether any previous applications or licences have been refused or revoked.

### **Section 5 – 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 6 – Payment**

There is a fee to apply for a licence. 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. Licences cannot be granted unless the correct fee has been paid.

### **Section 7 – 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 asked to submit with the application, along with information retained by the police and the Environment Agency or Natural Resources Wales.

### **Section 8 – Checklist**

Please tick each of the relevant checklist boxes to confirm that the additional documents and payment have been enclosed with your application.

### **Section 9 – Declaration**

You, and the other people named on the form, need to sign the form for it to be accepted. This section also explains that the council has to share some of your details with the police,

Environment Agency, or Natural Resources Wales when checking you are a suitable person to hold a licence. Some of your 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 the council's licensing team.

### **Relevant Offences**

As listed in the Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013

- Control of Pollution (Amendment) Act 1989: Sections 1, 5 or 7
- Customs and Excise Management Act 1979: Section 170 or 170(B) (for environmental/metal theft 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/metal theft related offences only)
- Hazardous Waste (England and Wales) Regulations 2005
- Hazardous Waste (Wales) Regulations 2005
- Landfill (England and Wales) Regulations 2002, Section 17(1)
- 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 (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