



Community

Application for a Scrap Metal Licence

Surrey Heath Borough Council
 Surrey Heath House
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 Camberley
 Surrey
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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

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 Variation

If 'Renewal' or Variation please provide your existing licence number. Include details of sites currently associated with your business & advise of any changes in your circumstances since your last application.

SECTION 2. Permits, registrations and licences in force

Please provide details of any relevant environmental permit, exemption or registration (such as scrap metal dealer or a motor salvage operator) 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 scrap metal licence issued by any authority to the applicant or any site managers within the last 6 years include details of any sites operated from (please use a continuation sheet if necessary):

Are you registered as a waste carrier (please tick) – You will not be issued with either a collectors licence or a site licence without being registered as a waste carrier with the Environment Agency.

Yes No If 'Yes' please provide your carrier's registration number:

Have you ever been refused a scrap metal licence, a waste carriers licence or a waste management licence in the past. If yes provide details of where, when and why your application was refused

SECTION 3. TO BE COMPLETED IF APPLYING FOR A SITE LICENCE

N.B- A site licence authorises the licensee to carry on business at any site in the authority's area. You can apply to licence multiple sites using this form.

Details of prospective licence holder

Title (please tick)

Mr Mrs Miss Ms Other (please state):

Surname

Forenames

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

I am 18 years old or over.

Please tick Yes No

Date of Birth

Position/Role in the business:

I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland: (1)

Yes No

If you do not provide 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(s) – You must Include details of any Premises, Site, Yard or Store associated with your business.

Head office name or house name or number:

First line of address:

Town/City:

Postcode:

Telephone contact numbers:

Daytime:

Evening:

Mobile:

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.

Home address:

Please use my home address for correspondence

House name or number:

First line of address:	
Town/City:	
Postcode:	

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]. Include a site plan and detailed description of each site you use on a separate sheet.

Site 1 Name or number:	
First line of address:	
Town/City:	
Postcode:	
Email address:	
Website address:	

Site 1 manager details (if different from the applicant) Include any names previously known by.

Name (2)	
House name or number: (3)	
First line of address:	
Town/City:	
Postcode:	
Date of Birth	

Basic Disclosure certificate attached

Yes No (4)

Site 2 Name or number:	
First line of address:	
Town/City:	
Postcode:	
Email address:	
Website address:	

Site 2 manager details (if different from the applicant) Include any names previously known by.

Name:	
House name or number:	
First line of address:	
Town/City:	

Postcode:	
Basic Disclosure certificate attached	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

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: (5)	
Date of birth:	
Residential address:	

Basic Disclosure certificate attached

Yes No (6)

Full name:	
Date of birth:	
Residential address:	

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:	

Basic Disclosure certificate attached

Yes No (7)

Role:	
Name:	
Date of birth:	
House name or number: (8)	
First line of address:	
Town/City	
Postcode	
Basic Disclosure certificate attached	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

<p>Address:</p> <p>Postcode:</p> <p>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:</p> <p><i>Please continue on a separate sheet of paper if necessary</i></p>
<p><i>Only applicable to sites established after 1st November 1990</i></p> <p>Do you have planning permission (please tick)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

- (1) Further information about Basic Disclosure Certificates and Disclosure Scotland are set out in the explanatory notes accompanying this form.
- (2) Please also state your maiden name or any other surnames you have previously been known by.
- (3) Please provide the site manager's home address as this will facilitate conducting checks on whether they are a suitable person.
- (4) 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.
- (5) Please also state your maiden name or any other surnames you have previously been known by.
- (6) 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.
- (7) 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.
- (8) Please provide the director's home address as this will facilitate conducting checks on whether they are a suitable person.

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 Mrs Miss Ms Other (please state):

Surname

Forenames

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

I am 18 years old or over.

Please tick Yes No

Date of birth

I attach a Basic Disclosure Certificate for the applicant by Disclosure Scotland (9):

Yes No

If you do not provide 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:

House name or number:			
First line of address:			
Town/City:			
Postcode:			
Telephone contact numbers:			
Daytime		Evening	
Mobile			
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			

Home address:

Please use my home address for correspondence

House name or number:			
First line of address:			
Town/City:			
Postcode:			

(9) 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? 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:		Sort Code:	
Account Number:			
Account name:		Sort code:	
Account number:			

SECTION 7. PAYMENT (For all applicants)

Cheque or postal order attached for payment (made payable to Surrey Heath Borough Council)? (please tick)

Cheque Postal Order

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). Please list any convictions spent or not if relevant.

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)

Even if someone has filled this form in for you, you must sign this 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.

I know that I must let you know in writing straight away about any change in my circumstances that may affect my application as I may be liable to prosecution, and if convicted, fined.

Signed		Date	
Signed		Date	
Signed		Date	
Signed		Date	

If this form has been filled in by someone other than the person applying, please tell us why you are filling this form for the person applying.

I declare that as far as possible, I have confirmed with the person applying that the answers I have written on this form are correct.

Name of the person who filled in the form

Signature

Relationship to person applying

Date

Help with 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.

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 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 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 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 need to submit a Basic Disclosure Certificate from Disclosure Scotland along with the application form. You can apply for this certificate at <http://www.disclosurescotland.co.uk/apply/individuals/>

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.

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. 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 offences (see below for a list of these matters) 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

For the purposes of section 3(3)(b) of the Scrap Metal Dealers Act 2013, "relevant offence" means any offence specified in the Schedule contained within SI 2258 / 2013 (*The Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013*), and includes an offence of:

- (a) Attempting or conspiring to commit any offence falling within the Schedule;
- (b) Inciting or aiding, abetting, counselling or procuring the commission of any offence falling within the Schedule, and
- (c) An offence under Part 2 of the Serious Crime Act 2007 (encouraging or assisting crime) committed in relation to any offence falling within the Schedule.

The following offences are included:

Primary Legislation

- (a) An offence under section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989
- (b) An offence under section 170 or 170B of the Customs and Excise Management Act 1979, where the specific offence concerned relates to scrap metal
- (c) An offence under section 110 of the Environment Act 1995
- (d) An offence under sections 33, 34 or 34B of the Environmental Protection Act 1990
- (e) An offence under section 9 of the Food and Environment Protection Act 1985
- (f) An offence under section 1 of the Fraud Act 2006, where the specific offence concerned relates to scrap metal, or is an environment-related offence
- (g) An offence under section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012
- (h) An offence under sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002
- (i) Any offence under the Scrap Metal Dealers Act 1964
- (j) Any offence under the Scrap Metal Dealers Act 2013
- (k) An offence under sections 1, 8,9,10, 11, 17, 18, 22 or 25 of the Theft Act 1968, where the specific offence concerned relates to scrap metal, or is an environment-related offence
- (l) Any offence under Part 1 of the Vehicles (Crime) Act 2001
- (m) An offence under sections 85, 202, or 206 of the Water Resources Act 1991

Secondary legislation

- (a) An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007
- (b) An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010
- (c) Any offence under the Hazardous Waste (England and Wales) Regulations 2005
- (d) Any offence under the Hazardous Waste (Wales) Regulations 2005
- (e) An offence under regulation 17(1) of the Landfill (England and Wales) Regulations 2002
- (f) Any offence under the Pollution Prevention and Control (England and Wales) Regulations 2000
- (g) Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007
- (h) Any offence under the Transfrontier Shipment of Waste Regulations 1994
- (i) Any offence under the Transfrontier Shipment of Waste Regulations 2007
- (j) Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006
- (k) An offence under regulation 42 of the Waste (England and Wales) Regulations 2011