

Application for a scrap metal Licence [Scrap Metal Dealers Act 2013]

SECTION 1. (for all applicants)		
Please indicate what type of license you are applying for (Please Tick)		
A Site Licence [Ignore Section 5] <input type="checkbox"/>	A Collector's Licence [Ignore Section 4] <input type="checkbox"/>	
(Sites Only) Are you applying as (Please Tick):		
An individual <input type="checkbox"/>	A Company <input type="checkbox"/>	A Partnership <input type="checkbox"/>
Please state your trading name: 		
Is this application to grant a renewal: YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, please provide your existing licence number: 		
SECTION 2 – Permits, Registrations, & Licences in Force.		
Please provide details of any relevant environmental permits, exemptions or registrations (Such as a 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:
<i>Continue on an extra sheet if necessary</i>		
Please provide details, including licence number, of any other scrap metal licence issued by any authority to the applicant within the last 3 years: 		
You must hold an upper tier waste carrier's registration from the Environment Agency		
Please provide your carrier's registration number: 		

Section 3 – Motor Salvage (For All Applications)

Will your business be 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.
- 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 4 – 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:	I am 18 years old or over (Please Tick):
	YES <input type="checkbox"/> NO <input type="checkbox"/>
Surname:	Forename(s):

Please state any previous or maiden names you have been known by:

Position/Role in the business:

I attach a basic disclosure certificate issued by The Disclosure and Barring Service.

Yes No

If you do not provide a disclosure certificate your application may be delayed or rejected. To apply for a disclosure please see guidance notes on section 4.

Contact Details (We will use your business address to correspond with you unless you indicate we should use your home address).

Business Address:	Contact Details:
Postcode:	Phone Number:
	Email Address:

<p>Home Address:</p> <p>Postcode:</p>	<p>Please use my home address for correspondence <input type="checkbox"/></p>
<p>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).</p>	
<p>Full address of each site you intend to carry out business as a scrap metal dealer:</p>	<p>Site Manager(s) details (if different from the applicant)</p>
<p>Site Number 1 of</p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>E-mail address:</p> <p>Website address:</p>	<p>Name: <i>(Please state maiden name/any other surnames you have previously been known by)</i></p> <p>House name or number <i>(Please provide site managers home address)</i></p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of Birth:</p> <p>Basic Disclosure Certificate attached <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>(If you do not provide a Disclosure Certificate (Disclosure & Barring Service) for the above named person, dated within 3 months of this application submission, your application may be delayed or rejected)</i></p>

Partnerships (If you are applying as a partnership, please provide the following details in respect of each partner – where there are more than four partners then please use a continuation sheet)

Full name:	Full name:
Date of birth:	Date of birth:
Residential address:	Residential address:
Postcode:	Postcode:
Basic Disclosure Certificate attached:	Basic Disclosure Certificate attached:
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Full name:	Full name:
Date of birth:	Date of birth:
Residential address:	Residential address:
Postcode:	Postcode:
Basic Disclosure Certificate attached:	Basic Disclosure Certificate attached:
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Companies (If you are applying as a company please provide the details below)

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:

Residential Address

.....

.....

Postcode:

Basic Disclosure Certificate attached:

Yes No

Role:

Name:

Date of birth:

Residential Address

.....

.....

Postcode:

Basic Disclosure Certificate attached:

Yes No

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, 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.

Only applicable to sites established after 1 November 1990

Do you have planning permission? (please tick)

Yes No

Please tick here if the site applied for was established before 1990

Date established:

SECTION 5 – 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:	I am 18 years old or over (Please Tick): Yes <input type="checkbox"/> No <input type="checkbox"/>
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Surname: Forename(s):	Date of Birth:
	Please state any maiden name or previous names you have been known by:

I attach a basic disclosure certificate issued by the Disclosure & Barring Service
Yes No

(If you do not provide a disclosure certificate, your application may be delayed or rejected. Please see guidance notes on Section 4)

Contact Details (We will use your business address to correspond with you unless you indicate we should use your home address)

Business Address: Postcode:	Contact Number(s): Phone Number: Email:
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Home Address: Postcode:	Please use my home address for correspondence <input type="checkbox"/>
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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:

Account Name:

Sort Code:

Sort Code:

Account Number:

Account Number:

SECTION 7 – Payment (For All Applicants)

Payment for your scrap metal dealer's licence can be made by:

Credit Card/Debit Card Postal Order Cheque (Made payable to City of Wolverhampton Council)**SECTION 8 – Criminal Convictions (For All Applicants)**

Have you, or anyone else listed in this application ever been convicted of a relevant offence? (Please see guidance notes Section 8)

Yes No

Date	Offence	Court	Sentence

SECTION 9 – Tax Responsibilities (For All Applicants)

From 4 April 2022 you have responsibility to provide a HMRC tax check code.

Confirming Your Tax Responsibility (All Applicants)

I am aware of the content of HMRC guidance relating to my tax registration obligations.
(Please see guidance notes Section 9)

Yes No

Please refer to the link below to view the HMRC guidance about tax registration obligations and clarify your position:

<https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence>

Further guidance with regards to tax registration obligations can be obtained from the following links:

- PAYE information: <https://www.gov.uk/income-tax/how-you-pay-income-tax>
- Registering for Self Assessment information: <https://www.gov.uk/register-for-self-assessment>
- Corporation Tax information: <https://www.gov.uk/corporation-tax>

HMRC Tax Check (See Criteria Below)

If you're an individual, company or any type of partnership you must complete a tax check if you're:

- Renewing a licence
- Applying for the same type of licence you previously held, that ceased to be valid less than a year ago
- Applying for the same type of licence you already hold with another licensing authority

Please provide your HMRC Tax Check Code:

You can obtain a Tax Check Code from:

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

SECTION 10 – 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 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.

HMRC has powers to obtain information from Licensing Authorities using “Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.”

Signed:

Date:

Signed:

Date:

Signed:

Date:

Signed:

Date:

Guidance notes for completing your application for a scrap metal dealer's licence

If you need assistance in completing the application then call Wolverhampton Council's Licensing team on 01902 553834 or by attending at Licensing Reception, Ground Floor, Reception 3, Civic Centre, St Peter's Square, Wolverhampton WV1 1SH. They will be happy to help.

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: <https://www.gov.uk/waste-carrier-or-broker-registration>

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 — 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 4 – 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 the DBS [Disclosure & Barring Service]. You can apply for this certificate at <https://www.gov.uk/request-copy-criminal-record>

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 is 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 5 — 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 the Disclosure & Barring Service along with the application form. You can apply for this certificate at <https://www.gov.uk/request-copy-criminal-record>

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 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 only valid for a limited time however, it 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 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 and the police.

Section 7 — Payment

The fee to apply for a licence is contained within the application form. The fees reflect the cost of processing the application and checking that people are complying with the licence. **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. 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 the Disclosure & Barring Service that you are required to submit with the application, along with information retained by the Police and the Environment Agency.

Relevant Offences

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 and 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 and 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

Section 9 – For everyone

This section asks you to confirm your **Tax Responsibilities**.

Licensing authorities must get an applicant's confirmation that they're aware of their tax responsibilities on first-time licence applications for scrap metal site or collector's licences.

You must complete a tax check to renew a scrap metal site or collector's licence, or to apply for the same type of licence with a different licensing authority.

Section 10 — 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 must share some of these details with the Police, Environment Agency, or 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.

IMPORTANT INFORMATION

FEES – [Each licence lasts for three years]

Site Licences

One Site	£500.00
Additional Sites	£275.00 per site

Collector's Licence

Collector's Licence	£180.00
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ACCEPTABLE IDENTIFICATION [Originals Only]

One of these:	OR A UK Photocard Driving Licence
Valid UK Passport, Valid EEA State Passport or Valid UK Biometric Immigration Pass	AND ONE Supporting Document from this list: <ul style="list-style-type: none">• <i>Utility Bill (Gas, Water, Electricity) – fewer than three months old</i>• <i>Credit or Debit Card Statement – fewer than three months old</i>• <i>Bank Statement – fewer than three months old</i>• <i>Council Tax Statement for this financial year</i> <p><i>Please note we cannot accept mobile telephone bills <u>or photocopies of documents</u></i></p>

FINAL CHECK

Please ensure you have everything required when you submit your application. If anything is missing, your application cannot be progressed.

- Completed Form [you **must** complete all relevant sections and sign the declaration at section 10]
- Correct Fees
- Acceptable Identification
- Basic CRB Disclosure (no more than **three** months old, originals or certified copies only)
- Scrap metal code of practice signed
- Photo of each person named on the application.