

**Application for the Grant of Scrap Metal Dealers  
Collector's Licence**  
Scrap Metal Dealers Act 2013

**SECTION 1. (For all applicants)**

Are you applying as (please tick):

An individual ☐ (please complete section 1A)

A company ☐ (please complete section 1B)

A partnership ☐ (please complete section 1C)

Please state the trading name of the scrap metal business (where applicable)

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 ☐

If renewal, please provide your existing licence number:

**1A – Individual Applicant Details**

Title (please tick):

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

(Please state):

I am 18 years old or over. Please tick

Yes ☐      No ☐

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:

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

<b>Business Address:</b> Head office name or house name or number:  First line of address:  Town/City:  Postcode:	Telephone numbers:  Daytime:  Evening:  Mobile:
----------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------

<b>Home address:</b> House name or number:  First line of address:  Town/City:  Postcode:  <input type="checkbox"/> Please use my home address for correspondence	Telephone numbers:  Daytime:  Evening:  Mobile:  Email address:
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------

**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.

Role:	Role:
Name:	Name:
Date of Birth:	Date of Birth:
House name or number:	House name or number:
First line of address:	First line of address:
Town/City:	Town/City:
Postcode:	Postcode:
Telephone numbers:	Telephone numbers:
Daytime:	Daytime:
Evening:	Evening:
Mobile:	Mobile:
Email address	Email address

**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:	Telephone numbers:
Daytime:	Daytime:
Evening:	Evening:
Mobile:	Mobile:
Email address:	Email address:

## SECTION 2. OTHER BUSINESSES, PERMITS, REGISTRATIONS AND LICENCES

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 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 3. MOTOR SALVAGE

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 4. BANK ACCOUNTS THAT WILL BE USED FOR PAYMENTS TO SUPPLIERS

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 5. PAYMENT

For fees and payment methods please see the licensing page on the council's website [www.wokingham.gov.uk](http://www.wokingham.gov.uk)

## SECTION 6. CRIMINAL CONVICTIONS

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 7. CHECKLIST

I have enclosed (please tick appropriate boxes)

- ☐ Basic Disclosure form dated within 3 months for each applicant / director / partner
- ☐ Two passport sized colour photographs
- ☐ Application Fee
- ☐ Copies of any environmental permit, exemption, or registration
- ☐ Signed the declaration in section 8

## SECTION 8. 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.....

## **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.

You 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 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.

Individual applicants are also asked to submit two recent colour photographs. These should be passport size (45 millimetres by 35 millimetres), taken against a light background and with your features clearly distinguishable (no sunglasses or head coverings unless you wear a head covering due to religious beliefs).

**A collector's licence** allows you to travel within the council area to collect scrap metal. However, if you also have an office, base, or a yard to store vehicles etc., you may need to obtain a **site licence**. Also, if you wish to buy and sell scrap metal from a fixed location within the council area, please apply for a **site licence** on the relevant application form.

You may only apply for one type of licence in each council area, but you can apply to run multiple sites.

### **Section 2**

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](http://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.

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 3**

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 4 – 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 5 – 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 6 – 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 7 – 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 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

Contact details:

Email: [licensing@wokingham.gov.uk](mailto:licensing@wokingham.gov.uk) Phone 0118 974 6000

Licensing, Wokingham Borough Council, Civic Offices, Shute End, Wokingham RG40 1BN

## **Fees**

For fees and payment methods please see the licensing page on the council's website [www.wokingham.gov.uk](http://www.wokingham.gov.uk)