

Application for a Scrap Metal Licence

SECTION 1. (for all applicants)
Please indicate the type of licence you are applying for (please tick):
A site licence <input type="checkbox"/> A collector's licence <input type="checkbox"/>
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 or company name
Is this application a renewal (please tick)
Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'yes' please provide your existing licence number
SECTION 2. TO BE COMPLETED IF APPLYING FOR A SITE LICENCE
N.B- 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.
Your personal details
TITLE (please tick)
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname
Forenames
I am 18 years old or over. Please tick
Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Birth
Address (we will use this address to correspond with you unless you complete the separate correspondence box below).
House name or number:
First line of address:
Town/City:
Postcode:
Contact numbers
Daytime:
Evening:
Mobile:
Email address (if you would prefer us to correspond with you by email)
Correspondence address
House name or number:

First line of address:

Town/City:

Postcode:

If you are applying as a partnership, please provide the following details in respect of each partner:

Full name:

Date of birth:

Residential address:

If there is more than partner then please list additional details on a separate sheet of paper.

If you are applying as a company, please provide:

Company name:

Registration number:

Address of the registered office:

Please list the full address of each site you intend to carry out business as a scrap metal dealer
[N.B- If the applicant operates multiple sites within a licensing authority area; provision should be made for more than one site manager. Please continue on a separate sheet of paper if necessary.]

Name or number:

First line of address:

Town/City:

Postcode:

Telephone number:

Email address:

Website address:

Hours of operation:

Site manager(s) details (if different from the applicant)

Name:

House name or number:

First line of address:

Town/City:

Postcode:

Date of Birth:

If multiple sites are being applied for, then please indicate which site manager will look after which site, continuing on a separate sheet of paper if necessary

Director(s) and/or company secretary details (if different from the applicant and site manager(s))

Name:

House name or number:

First line of address:

Town/City:

Postcode:

Date of Birth:

Please continue on a separate sheet of paper if necessary

Please provide details of the bank account that will make payment to suppliers, in accordance with s12 of the Scrap metal Dealers Act 2013.

Account name:

Sort code:

Account number:

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.

Please provide details of any relevant environmental permit, exemption or registration in relation to the applicant

Only applicable to sites established after 1 November 1990

Do you have planning permission (please tick)

Yes ☐ No ☐

Please provide details, including licence number, of any other scrap metal licence issued by any authority to the applicant within the last 3 years:

SECTION 3. 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.

Your personal details

TITLE (please tick)

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)

Surname

Forenames

Address (we will use this address to correspond with you unless you complete the separate correspondence box below).

House name or number:

First line of address:

Town/City:

Postcode:

Contact numbers:

Daytime

Evening

Mobile

Email address (if you would prefer us to correspond with you by email)

Correspondence address

House name or number:

First line of address:

Town/City:

Postcode:

Please provide details of the bank account that will make payment to suppliers, in accordance with s12 of the Scrap metal Dealers Act 2013.

Account name:

Sort code:

Account number:

Where will scrap metal that has been purchased be stored before further disposal?

House name or number:

First line of address:

Town/City:

Postcode:

Will not be stored ☐

Are you registered as a waste carrier (please tick)

Yes ☐ No ☐

If 'yes' please provide your carrier's registration number:

Please provide details of any relevant environmental permit, exemption or registration held in relation to the applicant

Please provide details of any other scrap metal licence issued by any authority to the applicant within the last three years

SECTION 4. 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 ☐

SECTION 5. PAYMENT (For all applicants)

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

Direct Debit (please complete separate direct debit form) ☐

Cheque or cash (payable at a cash office contact Licensing for code) ☐

Card - telephone 01824 706342 ☐

SECTION 6. CRIMINAL CONVICTIONS (For all applicants)

Have you 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' please provide details

Have you attached your basic disclosure check form? (Please note- this must be obtained by the applicant and any relevant site manager and attached to the application)

Yes ☐ No ☐

SECTION 7. Tax Check (For renewal applicants)

The Finance Act 2021 introduced tax checks as part of applications to renew for Scrap Metal Site or Collectors licences.

This section is only applicable if you are making an application on or after 4 April 2022, and if you are doing any of the following:

- renewing a licence; or
- applying for the same type of licence you previously held, that ceased being valid less than a year ago; or
- applying for the same type of licence you already hold with another licensing authority

Tax Check Code									
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Tax Check (where applicable)

If you are applying for a <u>new</u> Scrap Metal Site of Collectors Licence then you must read the guidance by HMRC on registering for a tax check.	
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For <u>Renewal applications only</u> - I understand that I will not be granted a licence if I do not provide a tax check code.	
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SECTION 8. Supporting Documentation Checklist

Please ensure the following documents are enclosed with application. Non-compliance will result in application being returned as invalid.

Current DVLA Driving Licence:	
One recent passport sized photo	
Appropriate Fee for application	
Copies of other licences held. Insurance, Waste Carriers Licence, Any other Permits held.	

Basic Disclosure obtained for all applicants/directors/partners/site managers (disclosure to be less than three months old)	
I have included a proof of my right to work in the United Kingdom (see section 8 guidance)	
<p>HMRC Tax Conditionality Check. (See section 11) We require for:-</p> <p>New Applicants – Confirmation that you have read HMRC guidance on what you need to do to be properly registered for tax in the future</p> <p>Renewal Applicants – Completed the HMRC Tax check and provide check code (9 character code)</p>	
Section 9. DECLARATION (For all applicants)	
<p>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.</p> <p>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.</p> <p>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.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">Signed</div> <div style="width: 45%;">Date</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">Signed</div> <div style="width: 45%;">Date</div> </div>	

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

If you need more help in completing the application then call your local council licensing team. They will be happy to help **(01824 706342)** or e-mail licensing@denbighshire.gov.uk or visit **www.denbighshire.gov.uk**

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 site licences

Fill out this section if you want a **site licence**. As well as the address of the site or sites you want the licence for, we also need to know where you and any directors, partners, or site managers usually live. This is so that you can be contacted if there are any problems.

There isn't 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.

This section also 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.

We also ask for details of any other scrap metal licences you hold, or are applying for, including the name of the council that is granting them. Please make sure you include the licence number so that we can check this against the national register.

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

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 3 – For a collector’s licence

Fill out this section if you want a **collector’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.

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.

This section also 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.

We also ask for details of any other scrap metal licences you hold, or are applying for, including the name of the council that is granting them. Please make sure you include the licence number so that we can check this against the national register.

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

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 4 – 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 Vehicle (Crimes) Act 2001, which means you now only need a scrap metal dealer’s licence.

Section 5 – Payment details

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. Licences cannot be granted unless the correct fee has been paid.

Section 6 – Relevant convictions

In this section every person listed on the application form needs to submit a ‘Basic’ check from the Disclosure and Barring Service. You can apply for this certificate online at <https://www.gov.uk>

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' check 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.

Section 7 – HMRC Tax Conditionality Check

From 4 April 2022, there is a small addition to the checks licensing bodies already have in place.

New applicants

You will not need to complete a tax check and you should follow the confirm your tax responsibilities guidance if you have:

- never held a licence of the same type before
- had a licence of the same type that stopped being valid a year or more before making this application

However, in this section we will ask you to confirm you have read HMRC guidance on what you need to do to be properly registered for tax in the future. HMRC guidance about tax registration obligations:

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

Renewal applicants

A HMRC tax check code (9 character code) is required for all renewal applicants which can be obtained online through a digital service here - <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metallicence> This ensures that you are registered for tax.

Section 8 – Right to work

Right to work/immigration status: A personal licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any personal licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this by providing with this application copies or scanned copies of current or expired British passport or full UK birth certificate together with a document from a government agency stating your National Insurance number. Please refer to www.gov.uk/prove-right-to-work

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 your council's licensing team.

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 Major Accident and Hazards Regulations 1999
- Control of Pollution (Amendment) Act 1989: Section 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: Section 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: Regulation 17(1)
- Pollution Prevention and Control (England and Wales) Regulations 2000
- Proceeds of Crime Act 2002: Sections 329, 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)
- 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
- Waste Electrical and Electronic Equipment Regulations 2006
- Waste (England and Wales) Regulations 2011: Regulation 42
- Water Resources Act 1991: Section 85, 202 or 206