

**Scrap Metal Dealers Act 2013**  
**Application for a scrap metal licence**  
**NEW**



**Before completing this application please read the guidance notes at the end of the form.**

**Return your form to:** Business Support, Canterbury City Council, Military Road, Canterbury, CT1 1YW

**Email:** business.support@canterbury.gov.uk

**Phone:** 01227 862 559

HMRC tax code

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

**Please indicate the type of licence you are applying for**

- A Site Licence                       A Collector's Licence

**Are you applying as (please tick)**

- An individual                       A company                       A partnership

**Business Details**

<b>Please state the trading name of the business (if no trading name state owners name)</b>		
<b>Head office current postal address</b>		
<b>Post Town</b>		<b>Post Code</b>
<b>Daytime telephone number</b>	<b>Mobile number</b>	<b>Email address</b>

**SECTION 2. Permits, registrations and licences in force**

**Please provide details of any relevant environmental permit, exemption, registration or licence (such as a scrap metal dealer or motor salvage operator) in relation to the applicant (use additional sheets if necessary)**

<b>Type:</b>	<b>Identifying number</b>	<b>Date of issue</b>
<b>Type:</b>	<b>Identifying number</b>	<b>Date of issue</b>

**Are you registered as a waste carrier?**

- Yes                       No

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

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**SECTION 3.** 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 Site Licence holder:**

<b>Title</b>	<b>First Name(s)</b>	<b>Surname</b> (also state maiden name or any other surnames you have previously been known by)
<b>Position/Role in the business</b>	<b>I am 18 years old or over</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Birth:	
<b>I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If you have not provided 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

**Home address**

<b>Current postal address if different from business address</b>		
<b>Post Town</b>	<b>Post Code</b>	
<b>Daytime telephone number</b>	<b>Mobile number</b>	<b>Email address</b>
<b>Please use my home address for correspondence</b> <input type="checkbox"/>		

**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 an additional sheet. Each site will require its own site manager.

<b>SITE 1</b>	<b>Premises</b>	<b>Full address of site you intend to carry out business as a scrap metal dealer</b>		
		<b>Post Town</b>		<b>Post Code</b>
		<b>Daytime telephone number</b>	<b>Mobile number</b>	<b>Email address</b>
		<b>Title</b>	<b>First Name(s)</b>	<b>Surname</b> (also state maiden name or any other surnames you have previously been known by)
	<b>Manager</b>	<b>Home address</b>		
		<b>Post Town</b>		<b>Post Code</b>
		<b>Contact telephone number</b>	<b>Date of Birth</b>	<b>Basic Disclosure certificate attached</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>SITE 2</b>	<b>Premises</b>	<b>Full address of site you intend to carry out business as a scrap metal dealer</b>		
		<b>Post Town</b>		<b>Post Code</b>
		<b>Daytime telephone number</b>	<b>Mobile number</b>	<b>Email address</b>
		<b>Title</b>	<b>First Name(s)</b>	<b>Surname</b> (also state maiden name or any other surnames you have previously been known by)
	<b>Manager</b>	<b>Home address</b>		
		<b>Post Town</b>		<b>Post Code</b>
		<b>Contact telephone number</b>	<b>Date of Birth</b>	<b>Basic Disclosure certificate attached</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**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 an additional sheet.

<b>PARTNER 1 (If applicable)</b>	<b>Title</b>	<b>First Name(s)</b>	<b>Surname</b> (also state maiden name or any other surnames you have previously been known by)
	<b>Home address</b>		
	<b>Post Town</b>		<b>Post Code</b>
	<b>Basic Disclosure certificate attached</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PARTNER 2 (If applicable)</b>	<b>Title</b>	<b>First Name(s)</b>	<b>Surname</b> (also state maiden name or any other surnames you have previously been known by)
	<b>Home address</b>		
	<b>Post Town</b>		<b>Post Code</b>
	<b>Basic Disclosure certificate attached</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Directors** Please provide the following details for each director(s), shadow directors(s) and company secretary where these are different from the applicant and site manager(s). Use additional sheets if necessary.

<b>DIRECTOR 1 (If applicable)</b>	<b>Title</b>	<b>First Name(s)</b>	<b>Surname</b> (also state maiden name or any other surnames you have previously been known by)
	<b>Home address</b>		
	<b>Post Town</b>		<b>Post Code</b>
	<b>Role within company</b> (eg Secretary/Director)		<b>Basic Disclosure certificate attached</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>DIRECTOR 2 (If applicable)</b>	<b>Title</b>	<b>First Name(s)</b>	<b>Surname</b> (also state maiden name or any other surnames you have previously been known by)
	<b>Home address</b>		
	<b>Post Town</b>		<b>Post Code</b>
	<b>Role within company</b> (eg Secretary/Director)		<b>Basic Disclosure certificate attached</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**Companies** If you are applying as a company please provide the details set out below about the company

<b>Company name</b>	
<b>Address of the registered office</b>	
<b>Post Town</b>	<b>Post Code</b>
<b>Registered number</b>	

**Other trading sites** Please provide details of any sites 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. (use additional sheets if necessary)

<b>OTHER SITE 1</b>	<b>Site name and postal address</b>	
	<b>Post Town</b>	<b>Post Code</b>
	<b>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</b>	
	<p><b>Only applicable to sites established after 01 November 1990</b></p> <p><b>Do you have planning permission?</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	

<b>OTHER SITE 2</b>	<b>Site name and postal address</b>	
	<b>Post Town</b>	<b>Post Code</b>
	<b>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</b>	
	<p><b>Only applicable to sites established after 01 November 1990</b></p> <p><b>Do you have planning permission?</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	

**SECTION 4.** 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 Collector's Licence holder**

<b>Title</b>	<b>First Name(s)</b>	<b>Surname</b> (also state maiden name or any other surnames you have previously been known by)
<b>Position/Role in the business</b>	<b>I am 18 years old or over</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Date of Birth:</b>	
<b>I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If you have not provided a disclosure certificate your application may be delayed or rejected		

**Contact details** we will use your business address to contact you unless you indicate we should use your home address

**Business address**

<b>Head office name and current postal address</b>		
<b>Post Town</b>		<b>Post Code</b>
<b>Daytime telephone number</b>	<b>Mobile number</b>	<b>Email address</b>

**Home address**

<b>Current postal address if different from business address</b>		
<b>Post Town</b>		<b>Post Code</b>
<b>Daytime telephone number</b>	<b>Mobile number</b>	<b>Email address</b>

**SECTION 5. MOTOR SALVAGE (For all applicants)**

Will your business consist of acting as a motor salvage operator?

Yes       No

A motor salvage operator 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.

**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 additional sheets.

<b>Account name</b>	<b>Sort code</b>	<b>Account number</b>
<b>Account name</b>	<b>Sort code</b>	<b>Account number</b>

**SECTION 7. 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 guidance note 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.(use additional sheets if necessary)

**Details of Criminal Convictions:**





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

## Section 1 – For all applicants

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 three 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 all applicants

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.

## Section 3 – for site licence applications only

**You need this licence if you collect scrap by pre-booked appointment and return to site.**

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 [www.disclosurescotland.co.uk/apply/individuals](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 site managers, directors or partners, 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 collector's licence applications only**

##### **You need this licence if you collect scrap by knocking door-to-door.**

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. You can apply for this certificate at [www.disclosurescotland.co.uk/apply/individuals](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.

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 which 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 metal for cash, which is illegal. These details will be kept securely by the council.

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

## Section 8 – 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 the 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 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 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 & 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 & 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
- Waste Resources Act 1991: Section 85, 202 or 206

## **Fees**

**Collectors Licence:     £449.33**

**Site Licence:             £673.97**

Note – each licence is granted for a period of three years

**Replacement of Licence:                             £25.71**

### **Variations:**

- **Minor** (eg change of address)             **£38.53**
- **Detailed** (eg change of Site Manager)   **£64.18**

### **Conversion:**

- Collector to Site:                     **£282.41**
- Site to Collector:                    **£102.73**