

1	Application Type
---	------------------

<input type="checkbox"/>	<b>Change of Site</b> Complete section 1, 2 and 6
<input type="checkbox"/>	<b>Change of Licence Type (Site to Collector)</b> Complete 1 and 6
<input type="checkbox"/>	<b>Change of Licence Type (Collector to Site)</b> Complete sections 1, 2a, 5, 6
<input type="checkbox"/>	<b>Change of Site Manager</b> Complete Section 1, 3, 5 and 6
<input type="checkbox"/>	<b>Change of Details</b> Complete sections 1, 4 and 6

**SECTION 1 (GENERAL)**

2	Applicant's Name*
---	-------------------

--

\*(must be completed on behalf of the existing licence holder)

3	Current Licence Number
---	------------------------

--

4	Provide a brief description of the proposed variation
---	---

--

5	When do you want the amendments to take effect?
---	---

--

**SECTION 2 (CHANGE OF SITE)**

**A) Site to be added to licence?**

6	Address
---	---------

--

7	Planning Permission?
---	----------------------

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

8	Name of Site Manager
---	----------------------

--

9	Date of Birth of Site Manager
---	-------------------------------

--

10	Home Address of Site Manager
----	------------------------------

--

11	Basic DBS Disclosure enclosed?
----	--------------------------------

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

**B) Site to be removed from licence?**

12	Address
----	---------

--

### SECTION 3 (CHANGE OF SITE MANAGER)

13	Address of Site	
14	Name of Existing Site Manager	
15	Name of New Site Manager	
16	Date of Birth of New Site Manager	
17	Address of New Site Manager	
18	Basic DBS Disclosure enclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### SECTION 4 (CHANGE OF DETAILS)

19	Details to change	<input type="checkbox"/> Name/ Address of Licence Holder <input type="checkbox"/> Name/ Address of Site Manager <input type="checkbox"/> Other (please specify) _____
20	New Details	

### SECTION 5 (RELEVANT OFFENCES)

21	Have any newly- listed site managers in this application (not previously connected to the licence) ever been convicted of a relevant offence or been the subject of any relevant enforcement action? (See below for a list of relevant offences)	<input type="checkbox"/> Yes <input type="checkbox"/> No*
----	--	--

\*If no, proceed to Section 6

	Name	Date	Offence	Court	Sentence
1					
2					
3					
4					
5					

Where necessary, please use a continuation sheet

## SECTION 6 (DECLARATION AND SIGNATURE)

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 statement which I know to be false or recklessly make a statement which is false, I commit an offence under the Scrap Metal Dealer's Act 2013 for which I may be prosecuted.

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.

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 regarding previous criminal history. Some details will be displayed on a national register, as required by the Act. I hereby expressly consent to this processing of my data and display of relevant information on the public register.

21 Signature of applicant(s) \_\_\_\_\_

22 Name of applicant(s) \_\_\_\_\_

23 Date of signature \_\_\_\_\_

## **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.

### **For everyone**

You are asked 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.

### **Basic Disclosure Certificate**

You and every person listed on the application form needs to submit a Basic Disclosure Certificate from the Disclosure and Barring Service.

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.

### **Business Details**

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)

You are also asked 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.

### **For site licences**

Fill out this section only 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. These details are required by law and also so that you can be contacted if there are any problems.

There is not much space on the form, so if you need to list more than two 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. 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.

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.

### **For a collector's licence**

Fill out this section only 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.

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.

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.

### **Motor salvage operator**

You are asked 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.

### **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.

### **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.

### **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.

### **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

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 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 & 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
- Water Resources Act 1991: Section 85, 202 or 206