

## **Guidance Notes to assist in completing the application form**

### **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's 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 [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 licences**

Complete 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 dealers 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 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.

You and every person listed on the application form needs to submit a Basic Disclosure Certificate from 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 Council's 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 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.

#### **Section 4 – For a collectors 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 dealers 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 & 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 being a scrap metal dealer or it was 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 council's as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

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.

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.

#### **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.

## **Section 7 – Payment**

There is a fee to apply for the licence (as above) and details are on the application of how you can pay this fee. 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.

## **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 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 & Barring Service 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 9 – Declaration**

The person who will hold the scrap metal dealers 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 councils licensing team.

## **Relevant offences**

- An offence under section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989.
- An offence under section 170 or 170B of the Customs and Excise Management Act 1979(5), where the specific offence concerned relates to scrap metal.
- An offence under section 110 of the Environment Act 1995.
- An offence under sections 33, 34 or 34B of the Environmental Protection Act 1990.
- An offence under section 9 of the Food and Environment Protection Act 1985.
- An offence under section 1 of the Fraud Act 2006(9), where the specific offence concerned relates to scrap metal, or is an environment-related offence.
- An offence under section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012.
- An offence under sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002.
- Any offence under the Scrap Metal Dealers Act 1964.
- Any offence under the Scrap Metal Dealers Act 2013.
- An offence under sections 1, 8,9,10, 11, 17, 18, 22 or 25 of the Theft Act 1968(13), where the specific offence concerned relates to scrap metal, or is an environment-related offence.
- Any offence under Part 1 of the Vehicles (Crime) Act 2001.
- An offence under sections 85, 202, or 206 of the Water Resources Act 1991.
- An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007.
- An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010.
- Any offence under the Hazardous Waste (England and Wales) Regulations 2005.

- Any offence under the Hazardous Waste (Wales) Regulations 2005.
- An offence under regulation 17(1) of the Landfill (England and Wales) Regulations 2002.
- Any offence under the Pollution Prevention and Control (England and Wales) Regulations 2000.
- Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007.
- Any offence under the Transfrontier Shipment of Waste Regulations 1994.
- Any offence under the Transfrontier Shipment of Waste Regulations 2007.
- Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006.
- An offence under regulation 42 of the Waste (England and Wales) Regulations 2011.

**Documents to be submitted with your application form (please note all documentation must be in the correct name of the applicant):**

- Basic disclosures for each person contained within the application form
- Relevant fee see below
- Photographic identification for each person required such as driving licence or passport
- Waste carrier licence
- If the application is in a limited company name a copy of the Certificate of Incorporation and a list of the directors
- For a collectors licences in addition to the above documents we also require:
  - a photograph of the applicant that complies with passport requirements
  - your vehicle registration documents (V5 log book)
  - MOT certificate
  - insurance certificate

**Fees:**

The site licence fee is £700.00 for a 3 year licence.

The collectors licence fee is £294.00 for 3 year licence.

## 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  A collector's licence

Are you applying as (please tick):

An individual  A company  A partnership

Please state your trading name:

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:

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

Please provide details of any relevant environmental permit, exemption or registration (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:

Please use a continuation sheet if necessary

Please provide details, including licence number, of any other scrap metal licence issued by any local authority to the applicant within the last 3 years (please continue on a continuation sheet if necessary):

Have you ever had an application for a site licence or collectors licence refused/revoked by another local authority:

Yes  No

If yes then please provide details of the local authority that refused your application or revoked your licence and the reasons for that decision:

Are you registered as a waste carrier? (please tick):

Yes  No

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

**SECTION 3. 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.

Details of individual prospective licence holder:

Title (please tick): Mr  Mrs  Miss  Ms  Other

Date of Birth:

Full Name:

Position/Role in the business:

I attach a Basic Disclosure Certificate issued for the applicant by Disclosure & Barring Service:

Yes  No

If you do not provide 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)

Business Address:

Head office name or house name or number:

First line of address:

Town/City:

Postcode:

Daytime Telephone Number:

Mobile Telephone Number:

Email Address:

Home Address - you must still provide us with your home address even if you do not wish it to be used for correspondence:

House name or number:

First line of address:

Town/City:

Postcode:

Daytime Telephone Number:

Mobile Telephone Number:

Email Address:

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.)

Full address of each site you intend to carry out business as a scrap metal dealer

Site manager(s) details if different from the applicant

Site 1

Name or Number:

First line of address:

Town/City:

Postcode:

Telephone Number:

Email address:

Website address:

Name:

House name or number:

First line of address:

Town/City:

Postcode:

Date of Birth:

Basic Disclosure Certificate attached

Yes  No

Site 2

Name or Number:

First line of address:

Town/City:

Postcode:

Telephone Number:

Email address:

Website address:

Name:

House name or number:

First line of address:

Town/City:

Postcode:

Date of Birth:

Basic Disclosure Certificate attached

Yes  No

Partnerships (If you 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:

Date of Birth:

Residential address:

Basic Disclosure Certificate attached

Full name:

Date of Birth:

Residential address:

Basic Disclosure Certificate attached

Yes	No	Yes	No
Companies (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:	
Basic Disclosure Certificate attached		Basic Disclosure Certificate attached	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 include the name of 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:			
Local Authority name:			
Please use a continual sheet if there is more than one Local Authority.			
<i>Only applicable to sites established after 1 November 1990</i>			
Do you have planning permission (please tick)			
Yes <input type="checkbox"/>	No <input type="checkbox"/>		
What year did this site begin trading as a Scrap Metal Yard:			



**SECTION 4. 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.**

Details of prospective licence holder

Title (please tick): Mr  Mrs  Miss  Ms  Other

Date of Birth:

Full Name:

I attach a Basic Disclosure Certificate issued for the applicant by Disclosure & Barring Service.

Yes  No

If you do not provide 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)

Business Address

Head office name or house name or number:

First line of address:

Town/City:

Postcode:

Daytime Telephone Number:

Mobile Telephone Number:

Email Address:

Home Address PLEASE NOTE YOU MUST STILL PROVIDE US WITH YOUR HOME ADDRESS EVEN IF YOU DO NOT WISH IT TO BE USED FOR CORRESPONDANCE

House name or number:

First line of address:

Town/City:

Postcode:

Daytime Telephone Number:

Mobile Telephone Number:

Email Address:

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

House name or number:

First line of address:

Town/City:

Postcode:

Will not be stored

Vehicle Registration Number  
(Please use a separate sheet if you wish to register more than one vehicle)

Make

Model

Colour

A photocopy of your Vehicle registration documents (V5 log book & MOT), Insurance Certificate and Waste Carriers Licence will be required with your application.

#### SECTION 5. 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 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:

Sort Code:

Account Number:

Account Name:

Sort Code:

Account Number:

SECTION 7. PAYMENT (For all applicants)

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

Cheque/Postal Order full fee

Debit/Credit Card full fee

Please make cheques payable to Cannock Chase District Council (CCDC).

SECTION 8. 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 attached 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. Please use a continuation sheet.

SECTION 9. 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.

Please note that Cannock Chase District Council hold and use data in accordance with Data Protection legislation. You should be aware that by signing this form you are agreeing that the information you have provided within it may be used and shared with other departments and agencies in order to assist in the prevention and detection of crime and to protect public funds.

How we use your personal information

The information that you have provided will be used by Cannock Chase Council, who are the data controller, to allow us to carry out our statutory obligations in relation to the administration, compliance and enforcement of the licensing function within the District. We will only share your information with agencies involved in licence processing or licensing enforcement where the law requires or permits us to do so. For further information, please see: <https://www.cannockchasedc.gov.uk/council/about-council/data-protection/data-protection-privacy-notice>

Signed	Date
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