



South Ribble Borough Council

Scrap Metal Dealers Act 2013

Application form

Licensing Unit
Regeneration and Healthy Communities
Civic Centre
West Paddock
LEYLAND
PR25 1DH
01772 625357

Guidance notes for applicants

Scrap Metal Dealers who are registered with South Ribble Borough Council under the 1964 Act on the 30th September 2013, will have from the 1st October – 15th October 2013 to submit an application with the appropriate fee which will entitle them to trade under a temporary Scrap Metal Dealers authorisation until the 30th November 2013.

Full Licences will be issued from 1st December 2013 to those applicants who are deemed suitable to hold a Scrap Metal Dealers Licence. Where an applicant's suitability is questioned, the application will be determined by a Licensing Sub Committee. These are known as the transitional arrangements.

Applications from new scrap metal dealers or existing registered dealers, who have failed to submit an application under the transitional arrangements, will be granted a licence with effect from the date on which the applicant's suitability has been determined.

The Council will endeavour to grant applications from suitable persons within 6 weeks. However where the applicant's suitability is in question, the timescale for determining an application will be extended by a period of up to 12 weeks.

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 within the same Borough.

A **Site Licence** permits you to buy and sell scrap metal from a fixed location within South Ribble, regardless of whether scrap metal is actually stored there.

A **Collector's Licence** allows you to travel from door to door within South Ribble to collect scrap metal. You will need a Collector's Licence from every Local Authority where you wish to collect scrap metal in this way.

This section also 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 2 – For Site Licences

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 the licence holder and the business, we will also need details of any directors or partners involved in the business including their home addresses. We also need to know the address of the site or sites you want to licence, 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.

Every person listed on the application form needs to submit a Basic Disclosure Certificate from Disclosure Scotland. For applications made under the transitional arrangements the Basic Disclosure Certificate will be accepted if it is dated within 3 months of the application being submitted. In all other cases the Basic Disclosure Certificate must have been issued by Disclosure Scotland no more than 1 month before the application is made. You can apply for this certificate at <http://www.disclosurescotland.co.uk/apply/individuals/>

This is because the Home Office has decided that the licensee 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.

There is not much space on the form, so if you need to list more than one site manager, director, or partner, 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.

We also require a plan to be submitted which shows the location of the site and the extent of the land that you occupy.

Section 3 – For a Collector’s 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 dealer’s licence. You are asked to provide contact details, including the place where you live. 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 need to submit a Basic Disclosure Certificate from Disclosure Scotland along with the application form. For applications made under the transitional arrangements the Basic Disclosure Certificate will be accepted if it is dated within 3 months of the application being submitted. In all other cases the Basic Disclosure Certificate must have been issued by Disclosure Scotland no more than 1 month before the application is made.

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 being deemed suitable to hold a licence.

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. To this end you will need to bring the V5 log book, insurance and MOT documents with you when you make the application. You can send the originals to us in the post if you do not wish to come into the Civic Centre and we will return any such documents to you by recorded delivery. We would recommend that if you choose to make your application by post you use either registered mail or recorded delivery.

Section 4 – Existing permits and licences

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, or 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

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 5 – Bank accounts that will be used for payments to suppliers

This section asks for the details of all the bank accounts that you will use when paying for scrap metal. This is to check that you are not selling the metal for cash, which is unlawful. These details will be kept securely by the council.

Section 6 – Payment

The fee for a licence varies from council to council as it reflects their costs of processing the application and checking that people are doing what the licence requires. Applications cannot be accepted unless the correct fee has been paid. South Ribble Borough Council advertises its' fees and charges on the Council website.

As this fee includes an amount for on-going inspections and compliance monitoring throughout the life of the licence, should an application be unsuccessful, the applicant may be entitled to submit a claim for that element of the fee to be refunded.

Section 7 – Criminal convictions

In addition to this section on the application form, each person named in the application will be required to complete a declaration of convictions form.

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.

Each person named on the licence should also submit a passport sized photograph which is endorsed with the signature of a person of standing in the Community, with the words "I certify that this is a true likeness of (the subject's name).

Application for a Scrap Metal Dealers Licence

All applicants should read the explanatory notes attached to this form before filling in their application.

SECTION 1. (for all applicants)

Please indicate the type of licence you are applying for (please tick one box only):

A site licence A collector's licence

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

To operate as a motor salvage operator you will need to apply for a site 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. TO BE COMPLETED IF APPLYING FOR A SITE LICENCE

N.B- A South Ribble site licence only authorises the licensee to carry on business at site(s) in South Ribble. You can use this form to apply to licence multiple sites within South Ribble.

Details of prospective licence holder(s)

Title (please tick): Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> (If 'other' please state):	I am 18 years old or over. Please tick Yes <input type="checkbox"/> No <input type="checkbox"/> Date of birth: Place 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:

I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland: ¹

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:	Telephone numbers: Daytime: Evening: Mobile:
Home address: House name or number: First line of address: Town/City: Postcode: <input type="checkbox"/> Please use my home address for correspondence	Date of birth: Place of birth: Email address (if you would prefer us to correspond with you by email): Please note that you must still provide us with a postal address

¹ Further information about Basic Disclosure Certificates and Disclosure Scotland are set out in the explanatory notes accompanying this form.

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 a continuation sheet)

Full name:²

Date of birth:

Place of birth:

Residential address:

Basic Disclosure certificate attached:³

Yes No

Full name:

Date of birth:

Place of birth:

Residential address:

Basic Disclosure certificate attached:

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:

Name:

Date of birth:

Place of birth:

House name or number:

First line of address:

Town/City:

Postcode:

Basic Disclosure certificate attached:

Yes No

Role:

Name:

Date of birth:

Place of birth:

House name or number:

First line of address:

Town/City:

Postcode:

Basic Disclosure certificate attached:

Yes No

² Please also state your maiden name or any other surnames you have previously been known by.

³ Further information about Basic Disclosure Certificates and Disclosure Scotland are set out in the explanatory notes accompanying this form.

Site details. Please list the details for each site where you propose to carry on business as a scrap metal dealer in South Ribble. 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 South Ribble, 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)
<p><i>Site 1</i></p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Website address:</p>	<p>Name:⁴</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of birth:</p> <p>Place of birth:</p> <p>Basic Disclosure certificate attached: ⁵</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><i>Site 2</i></p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Website address:</p>	<p>Name:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of birth:</p> <p>Place of birth:</p> <p>Basic Disclosure certificate attached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

⁴ Please also state your maiden name or any other surnames you have previously been known by.

⁵ Further information about Basic Disclosure Certificates and Disclosure Scotland are set out in the explanatory notes accompanying this form.

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.

Only applicable to sites established after 1 November 1990

Do you have planning permission (please tick)

Yes No

I have attached a plan showing the location and extent of each site in South Ribble that I wish to be authorised under this application. (please tick)

Yes No

If you do not provide a plan your application may be delayed or rejected.

SECTION 3. TO BE COMPLETED IF APPLYING FOR A COLLECTOR'S LICENCE
N.B - A South Ribble collector's licence authorises the licensee to carry out business as a mobile collector only within South Ribble.

Details of prospective licence holder

Title (please tick):

Mr Mrs Miss Ms Other

(please state):

I am 18 years old or over. Please tick

Yes No

Date of birth:

Place of birth:

Surname:

Forenames:

Please also state your maiden name or any other surnames you have previously been known by:

I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland⁶:

Yes No

If you do not provide a disclosure certificate your application may be delayed or rejected.

⁶ Further information about Basic Disclosure Certificates and Disclosure Scotland are set out in the explanatory notes accompanying this form.

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

<p>Business Address:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p>	<p>Telephone numbers:</p> <p>Daytime:</p> <p>Evening:</p> <p>Mobile:</p>
<p>Home address:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p><input type="checkbox"/> Please use my home address for correspondence</p>	<p>Email address (if you would prefer us to correspond with you by email):</p> <p>Please note that you must still provide us with a postal address</p>
<p>Make / Model / Registration of vehicle(s) used in connection with the Scrap Metal Dealers business.</p>	<p>I have attached a valid MOT certificate and insurance certificate and the V5 log book for each vehicle referred to in this application</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you do not provide these documents your application may be delayed or rejected.</p>

SECTION 4. Permits, registrations and licences in force (for all applicants)

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:
Type:	Identifying number:	Date of issue:

Continue on a separate sheet if necessary

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

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

Yes No

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

SECTION 5. 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.

Name of bank:

Name of bank:

Account name:

Account name:

Sort code:

Sort code:

Account number:

Account number:

SECTION 6. PAYMENT (For all applicants)

I have enclosed the fee with this application

Yes No

N.B. The full fee for a Licence in South Ribble is payable at the time of application.

Acceptable methods of payment are cheque (payable to South Ribble Borough Council) Postal Orders, debit card or credit card (please note. credit card payments will attract an additional charge).

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?

Yes No

Each person named on this application must complete the disclosure of convictions declaration.

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:
Print name _____

Date:
I have enclosed a photo Yes No

Signed:
Print name _____

Date:
I have enclosed a photo Yes No

Signed:
Print name _____

Date:
I have enclosed a photo Yes No

Signed:
Print name _____

Date:
I have enclosed a photo Yes No

Signed:
Print name _____

Date:
I have enclosed a photo Yes No

Signed:
Print name _____

Date:
I have enclosed a photo Yes No

All applications should be made to: The Licensing Unit, South Ribble Borough Council, Civic Centre, West Paddock, LEYLAND, PR25 1DH