



Application for a Scrap Metal Licence

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

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

**(A recent colour passport photograph is required)*

Please state your trading name:

Is this application for a grant of a new licence or a renewal (please tick relevant box):

Grant of a new licence Renewal of an existing licence

If 'yes' please provide your existing licence number:

SECTION 2. 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:

Continue on a separate sheet if necessary

Please provide details, including licence number, of **any other scrap metal licence issued** by any 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 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 prospective licence holder *see additional sections for partnerships/ companies**

Title (please tick): Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> (please state):		I am 18 years old or over. Please tick Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Birth:	
Surname:		Forenames:	
Position/Role in the business:			
I attach a Basic Disclosure Certificate issued for the applicant. ¹ Yes <input type="checkbox"/> No <input type="checkbox"/> If you do not provide a disclosure certificate your application will 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/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:		Email address:	

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

<p>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]</p>	
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) A recent colour passport photograph is required.
<p>Site 1</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>Basic Disclosure certificate attached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>²</p> <p>Photograph attached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Site 2</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>Basic Disclosure certificate attached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>³</p> <p>Photograph attached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

² If you do not provide a disclosure certificate issued for named persons issued no more than three months before the date of this application your application will be delayed or rejected.

³ See ² above

Partnerships (If you are applying as a partnership, please provide the following details in respect of each partner – where there are more than four partners then please use a continuation sheet)	
<p>Full Name:</p> <p>Date of birth:</p> <p>Residential address:</p> <p>Basic Disclosure certificate attached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>⁴</p>	<p>Full Name:</p> <p>Date of birth:</p> <p>Residential address:</p> <p>Basic Disclosure certificate attached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>⁵</p>
<p>Full Name:</p> <p>Date of birth:</p> <p>Residential address:</p> <p>Basic Disclosure certificate attached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>⁶</p>	<p>Full Name:</p> <p>Date of birth:</p> <p>Residential address:</p> <p>Basic Disclosure certificate attached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>⁷</p>

⁴ If you do not provide a disclosure certificate issued for named persons issued no more than three months before the date of this application your application will be delayed or rejected.

⁵ See ⁴ above

⁶ See ⁴ above

⁷ See ⁴ above

--	--

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:

Email address:

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:

House name or number:

First line of address:

Town/City:

Postcode:

Basic Disclosure certificate attached:

Yes No ⁸

Role:

Name:

Date of Birth:

House name or number:

First line of address:

Town/City:

Postcode:

Basic Disclosure certificate attached:

Yes No ⁹

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:

⁸ If you do not provide a disclosure certificate issued for named persons issued no more than three months before the date of this application your application will be delayed or rejected.

⁹ See ⁸ above

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 state the date the site was established:

Do you have planning permission (please tick)

Only applicable to site established after 1 November 1990

Yes No

If 'Yes' please provide planning reference number where applicable:

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 *see additional sections for partnerships/ companies

Title (please tick):

Mr Mrs Miss Ms Other

(please state):

Surname:

I am 18 years old or over. Please tick

Yes No

Date of Birth:

Forenames:

I attach a **Basic Disclosure Certificate** issued for the applicant.¹⁰

Yes No

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

Please confirm that a recent colour passport photograph is included with the application:

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/house name or number:

First line of address:

Town/City:

Postcode:

Telephone numbers:

Daytime:

Evening:

Mobile:

¹⁰ Further information about Disclosure Certificates and are set out in the explanatory notes accompanying this form.

Home address: House name or number: First line of address: Town/City: Postcode:	Email address:
---	----------------

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

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 (made payable to South Staffordshire District Council) & enclosed with application
Cheques that are post dated will not be accepted.

Payment **online** via our website www.sstaffs.gov.uk using the following link:
<https://www.sstaffs.gov.uk/myaccount/action/licensingfee>

(You need to select "Other" and then complete the remaining boxes indicating which type of scrap metal application is being applied site or collector).

Cash, postal order via self serve deposit envelopes at our Codsall offices
Receipts are not issued

Please do not send cash through the post.

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 the guidance notes for 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.

SECTION 9. RIGHT TO LIVE AND WORK IN THE UK (For all applicants)

Do you, any listed partners, any listed directors, or any listed site manager(s) in this application or anyone who is to be employed have the right to live and work in the UK?

Yes No

If the answer is 'no' or if there are **any restrictions** with regard to a person's right to work in the UK you **must** provide full details.

SECTION 10. DECLARATION – TO BE SIGNED & DATED BY ALL PARTIES NAMED ON THE FORM. IF ANYONE DOES NOT AGREE TO THE USE OF THEIR INFORMATION OR ARE IN ANY DOUBT ABOUT WHAT THIS SECTION MEANS THEN THEY SHOULD NOT SIGN THE FORM.

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 National Resources Body for Wales, and the police. We may also pass personal information provided to other council departments as the law allows for lawful purposes in the pursuit of council business.

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 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.

APPLICATION FEES WILL NOT BE REFUNDED

Signed: Date:.....

Print Name:..... Position held:.....

Signed: Date:.....

Print Name:..... Position held:.....

Signed: Date:.....

Print Name:..... Position held:.....

Signed: Date:.....

Print Name:..... Position held:.....

Signed: Date:.....

Print Name:..... Position held:.....

Signed: Date:.....

Print Name:..... Position held:.....

Signed: Date:.....

Print Name:..... Position held:.....

Signed: Date:.....

Print Name:..... Position held:.....



Guidance Notes

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 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.environmentagency.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

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. 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 the Disclosure and Barring Service (DBS). To apply and for advice on how you can apply for the Basic Check can be accessed via the following link: <https://www.gov.uk/guidance/basic-dbs-checks-guidance>
Further information on the checks can be obtained by their DBS Customer Services on: 03000 200 190.

The Home Office 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 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 recent passport sized colour photograph is required for each site manager.

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 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, so that the council can get in touch with you if necessary. A recent passport sized colour photograph is required for the licence holder.

You need to submit a Basic Disclosure Certificate from the Disclosure Barring Service (DBS) along with the application form. You can apply for this certificate using the link below:

<https://www.gov.uk/guidance/basic-dbs-checks-guidance>

The Home Office 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 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.

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.

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 a licence. 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 processed 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 the 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.

Relevant offences

If you are unsure whether you have a relevant offence a full list can be obtained by contacting the licensing authority.

Section 9 – Right to work and live in the UK – for everyone

This section asks you to declare whether anyone named in the application or associated with the application such as an employee has the right to work and live in the UK.

Section 10 – 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 anyone does not agree to this use of their information then they should **not** sign the form. If in any doubt about what this section means then the person concerned needs to speak to the licensing team.

Application fees paid to determine applications will not be refunded in any circumstances even if the decision is to refuse an application.

Data Protection – what you need to know

Data Controller/Data Protection Officer

South Staffordshire District Council of The Council Offices, Wolverhampton Road, Codsall, WV8 1PX (telephone number 01902 696000) is the 'controller' of your personal data. Our 'Data Protection Officer' is Lorraine Fowkes. She can be contacted at the Council via the number above or by email dpo@sstaffs.gov.uk.

Purpose of processing

As an organisation we process the personal data that you provide on this form to enable us to register your application for a licence to consult with interested parties if necessary and thereafter determine your application.

Legal basis

We process your personal data because it is either necessary for us to do so to perform a task carried out in the public interest or it is the exercise of official authority vested in us.

Recipients

We may share your information with officers within regulatory services and other officers within the Council; councillors here at South Staffordshire District Council and parish councillors; Staffordshire County Council and other enforcement agencies.

Retention

We will store your information for 3 years after the end of year in which you give the notice to us or one year after the expiry of your licence whichever is the sooner.

Your rights -in brief

If we process your personal data you may, depending on your circumstances have a right of access to it; to correct inaccurate information; to restrict our processing of it or to have your personal data erased.

General

The provision of information reasonably required by us from you is a statutory requirement. You are obliged to provide the information. If you do not you may be subject to legal proceedings.

Or

The provision of information reasonably required by us from you is a statutory requirement. If you choose not to provide the required information we will be unable to progress and/ or determine your application.

Complaints

Please speak to the Data Protection Officer in the first instance but if you have any concerns about the way we have processed your personal information then you can contact the Information Commissioner.