

GUIDANCE TO VARY A SCRAP METAL DEALERS LICENCE

Variation of a Licence

Scrap Metal Dealers can apply to vary (change) certain details of their licence, under the Act the licence holder has a duty to make a variation on certain details that has changed as stipulated by the Act.

Variations are permitted for the following activities:

- Vary a licence from a site licence to a collectors licence (or vice versa)
- Change of name of the licensee (not a transfer)
- Add or change sites on the licence within the authorities area
- Change of site manager

Eligibility Criteria

Section 3 of the Act states that a Council must not issue a licence unless it is satisfied that the applicant is a suitable person to carry on a business as a scrap metal dealer.

A Local Authority, when determining suitability, can have regard to:

- Whether the applicant or any site manager has been convicted of any relevant offence
- Whether the applicant or any site manager has been the subject of any relevant enforcement action
- Any previous refusal for issue of or renewal of a scrap metal licence
- Any previous refusal for an environmental permit or registration
- Any previous revocation of a scrap metal licence
- Whether the applicant has demonstrated that there will be adequate procedures to comply with the act.
- All of the above will apply to any director, or any secretary of a company if the applicant is not an individual

Fee

Change of Site Manager £102

Changes to details relating to the name of licensee or persons named on the licence £58

Replacement Licence £9

Change of site £134

Change Collectors to Site Licence £309

Change Site to Collectors Licence £33

Please make cheques payable to 'South Staffordshire District Council'

Application

Applicants must submit the following documentation to the Local Authority:

- Completed and signed application form.
- The appropriate fee
- Basic Disclosure Scotland (CRB check) dated within 1 month of application for the applicant(s) and site manager(s) as appropriate.

Further information can be found at www.disclosurescotland.co.uk

Tel: 0870 609 6006

- Any further information requested on the application form.

Your application will be consulted with the Environment Agency, South Staffordshire Police and any other relevant Authority to determine suitability. The consultation period will be 28 days.

If there are any objections, you will be notified in writing and invited to a Licensing Committee who will determine your application.

If there are no objections and you are suitable to carry on the business as a scrap metal dealer, the licence will be issued to you as soon as reasonably practicable after the 28 day consultation period.

Applications should be submitted to:

Environmental Health & Licensing
South Staffordshire Council
Council Offices
Codsall
WV8 1PX

Tel: 01902 696000