

**Scrap Metal Dealers Act 2013**

**Application for a Scrap Metal Dealer Licence**

**Site Licence**

Licensing Team, 3rd Floor Argus Chambers, Bradford, BD1 1HX

[licensing@bradford.gov.uk](mailto:licensingteam@bradford.gov.uk)

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| **SECTION 1 – Application Type** |
| Please state your trading name: |
| Please tick the type of application applied for:  Grant of a new licence  Renewal of an existing licence  Variation of an existing licence  If renewal or variation application, please provide your existing licence number: |
| Are you applying as (please tick):  An individual  A company  A partnership |
| **SECTION 2 – Existing Permits, Registrations and Licences** |
| Are you registered with the Environment Agency as a waste carrier? (please tick)  Yes  No  If ‘yes’ please provide your carrier’s registration number: |
| Please provide details, including licence number, of any other scrap metal dealer licence or environmental permit issued to you by any authority within the last 3 years (continue on a separate sheet if necessary): |

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| **SECTION 3 – Licence Details**  Note: 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 applicant / licence holder** | |
| Title (please tick):  Mr  Mrs  Miss  Ms  Mx  Other  Please state: | I am 18 years old or over. Please tick  Yes  No  Date of Birth: |
| Surname: | Forenames: |
| Position or role in the business: | |
| **Contact details** (we will use your business address to correspond with you unless you indicate we should use your home address) | |
| Business Address:  Town/City:  Postcode:  Email address: | Business telephone numbers:  Daytime:  Evening:  Mobile: |
| Home Address:  Town/City:  Postcode: | Alternative telephone number or email address which you wish the Council to use (if any): |
| **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 separate sheet. Note: If you intend to operate 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:**  Address:  Town/City:  Postcode:  Telephone number:  Email address:  Website address: | **Manager:**  Name:  Home Address:  Town/City:  Postcode:  Date of Birth:  **Basic Disclosure certificate attached:**    Yes  No |
| **Site 2:**  Address:  Town/City:  Postcode:  Telephone number:  Email address:  Website address: | **Manager:**  Name:  Home Address:  Town/City:  Postcode:  Date of Birth:  **Basic Disclosure certificate attached:**    Yes  No |
| **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 please continue on a separate sheet. | |
| Full name:  Date of birth:  Home address:  **Basic Disclosure certificate attached:**    Yes  No | Full name:  Date of birth:  Home 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 separate sheet. | |
| Role:  Name:  Date of Birth:  Home address:    Town/City:  Postcode:  **Basic Disclosure certificate attached:**    Yes  No | Role:  Name:  Date of Birth:  Home address:    Town/City:  Postcode:  **Basic Disclosure certificate attached:**    Yes  No |
| Please provide details of any site in the area of any other local authority at which the applicant carriers 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:  Please continue on a separate sheet if necessary. | |
| *Only applicable to sites established after 1 November 1990*  Do you have planning permission (please tick)  Yes  No | |

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| **SECTION 4 – Motor Salvage** | |
| Will your business consist of motor salvage? 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 5 - Bank accounts that will be used for payments to suppliers** | |
| Please provide details of the bank account(s) that will be used to make payment to suppliers, in accordance with section 12 of the Scrap Metal Dealers Act 2013. If more than two bank accounts will be used, please continue on a sheet. | |
| Account name:  Sort code:  Account number: | Account name:  Sort code:  Account number: |
| **SECTION 6 - Criminal Convictions** | |
| 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 guidance notes below for a list of relevant offences).  Yes  No  If ‘yes’ you must provide details for each conviction, the date of the conviction, the name of the convicting court, offence of which you were convicted and the sentence imposed (use separate sheet if necessary): | |
| **SECTION 7 - Checklist** | |
| Please tick   * The payment of £\_\_\_\_\_\_\_ is enclosed (cheque made payable to Bradford Council); or * Please contact the following telephone number to collect a card payment   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * A Basic Disclosure Certificate is enclosed for each person named in the application | |

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| **SECTION 8 - Declaration** |
| 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 Paragraph 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Scrap Metal Dealers Act 2013**

**Application for a Scrap Metal Dealer Licence**

**Guidance**

**General**

A scrap metal dealer is defined as:

(a) someone carrying on a business which consists wholly or in part of buying or selling scrap metal, whether or not the metal is sold in the form in which it is bought, or

(b) someone carrying on business as a motor salvage operator.

A person carries on business as a motor salvage operator if the business consists of recovering salvageable parts from motor vehicles for re-use or sale and subsequently selling or disposing of the rest of the vehicle for scrap and/or buying written-off vehicles and repairing and reselling them.

Scrap metal includes any old, waste or discarded metal or metallic material and any product or article which is made from or contains metal and is broken, worn out or regarded by its last holder as having reached the end of its useful life (gold and silver are not classed as scrap metal).

There will be two types of licences under the act, which last for three years;

* **Site Licence**

Site licences allow the dealer to operate from the sites named in the licence and allows the licensee to transport scrap metal to and from those sites from any local authority area. A site manager has to be named for each site.

* **Collector’s Licence**

This allows the licensee to operate as a collector in the area of the issuing local authority. It does not allow the collector to operate in any other local authority area, so a separate licence has to be obtained from each council the collector wishes to operate in. The licence does not authorise the licensee to operate a site; to do so they will need a site licence from the relevant local authority.

A dealer can only hold one type of licence in any one local authority area.

**Application Form**

Section 1 – Application Type

Please state the type of application being made and provide the licence number of any existing licences held by you or the company

This form can be used to vary a current licence to change any licence details, e.g. names and addresses of directors and site managers etc. If you wish to apply to vary the licence type, i.e. a Site Licence to a Collectors Licence, please complete a Collectors Licence application form.

Section 2 – Existing Permits

This section asks for details of any other scrap metal licences you or the company holds. Please make sure you include the licence number so that we can check this against the national register.

In order to carry on your business you may also 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).

Section 3 – Licence Details

This section should be completed in the name of the person who will hold the site 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.

If you need to list more than one site manager, director, or partner, then please continue on a separate sheet 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 – Motor Salvage

This section asks if you will be salvaging motor vehicles as part of your business. Please tick yes or no.

Section 5 – Bank Accounts

This section asks you for the bank details which you will use to pay people for the scrap metal you receive or sell. The sale of scrap metal for cash is illegal. These details will be kept securely by the Council.

Section 6 – 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.

You and every person listed on the application form needs to submit a Basic Disclosure Certificate from the Disclosure and Barring Service with the application. You can apply for a Basic Disclosure Certificate online [www.gov.uk/DBS](http://www.gov.uk/DBS) or telephone 0300 020 0190. The Certificate must be no older than one calendar month at the time your scrap metal dealer licence is submitted.

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 the council is satisfied that you and other persons named in the application are suitable persons to hold a licence.

Section 7 – Checklist

A licence application fee is payable. Applicants can either submit a cheque or postal order (made payable to Bradford Council) or pay be credit or debit card over the phone. If you wish to make a card payment, please provide a contact telephone number and we will contact you to take payment within 5 working days of receipt of your application.

Scale of Fees:

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| --- | --- | --- | --- |
| Licence Type | Grant / Renewal | Variation – Licence type & addition of a site to existing site licence. | Variation – Change of details |
| Site | £354 | £164 | £26 |
| Collectors | £204 | £234 | £26 |

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.

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 the licensing team.

**Relevant offences**

* Control of Pollution (Amendment) Act 1989: Sections 1, 5 or 7
* Customs and Excise Management Act 1979: Section 170 (for environmental/metal theft related offences only)
* Environment Act 1995: Section 110
* 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
* 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
* Producer Responsibility Obligations (Packaging Waste) Regulations 2007
* Scrap Metal Dealers Act 1964
* 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