

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 'yes' please provide your existing licence number:

Section 1.1 Tax Obligations (HMRC)

For first time applicants who have never held this type of licence, or last held this type of licence more than a year prior to this application, you must be aware of HMRC guidance on tax obligations available at;

- PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax
- Registering for Self-Assessment: www.gov.uk/register-for-self-assessment
- Corporation Tax information: www.gov.uk/corporation-tax

By completing and signing this application, you confirm that you (and any partners) are FULLY aware of the content of HMRC guidance relating to your tax registration obligations as an individual or company.'

For further information see;

<https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence>

Renewal Applications Only

You must complete a tax check via; <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Please provide your (9 digit) tax check number; (Note: in the case of partnerships each partner must supply tax check information)

Licences cannot be granted until we have been able to check with HMRC that you have complied with your tax obligations

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**

Individual (If you are applying as an individual, please provide the following details)

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:

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

Position/Role in the business:

Supporting documents

- I enclose my Basic Disclosure Certificate (DBS).
- I enclose photographic proof of ID, e.g. passport or driving licence

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:	E-mail address (if you would prefer us to correspond with you by email): Please note that you must still provide us with a postal address

Partnerships (If you are applying as a partnership, please provide the following details in respect of each partner – if necessary please use a continuation sheet)

Role:

Full name:

Date of birth:

Residential address:

Basic Disclosure certificate attached:

Photographic proof of ID
(passport or driving licence)

Role:

Full name:

Date of birth:

Residential address:

Basic Disclosure certificate attached:

Photographic proof of ID
(passport or driving licence)

Role:

Full name:

Date of birth:

Residential address:

Basic Disclosure certificate attached:

Photographic proof of ID
(passport or driving licence)

Role:

Full name:

Date of birth:

Residential address:

Basic Disclosure certificate attached:

Photographic proof of ID
(passport or driving licence)

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:

House name or number:

First line of address:

Town/City:

Postcode:

Basic Disclosure certificate attached:

Photographic proof of ID
(passport or driving licence)

Role:

Name:

Date of Birth:

House name or number:

First line of address:

Town/City:

Postcode:

Basic Disclosure certificate attached:

Photographic proof of ID
(passport or driving licence)

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 a planning permission (please tick)

Yes No

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. (If the applicant operates multiple sites within a licensing authority area, provision should be made for more than one site manager)

A site plan showing the extent/boundary of the site must be submitted with the application.

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>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>E-mail 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><input type="checkbox"/> Basic Disclosure certificate attached:</p> <p><input type="checkbox"/> Photographic proof of ID (passport or driving licence)</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>E-mail 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><input type="checkbox"/> Basic Disclosure certificate attached:</p> <p><input type="checkbox"/> Photographic proof of ID (passport or driving licence)</p>

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

(please state):

I am 18 years old or over. Please tick

Yes No

Date of Birth:

Surname:

Forenames:

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

Supporting documents

I enclose my Basic Disclosure Certificate (DBS).

I enclose photographic proof of ID, e.g. passport or driving licence

I enclose 2 passport sized photographs

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:

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 (if you would prefer us to correspond with you by email):

Please note that you must still provide us with a postal 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

To operate as a motor salvage operator you will need to apply for a site licence.

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:

Account name:

Sort code:

Sort code:

Account number:

Account number:

SECTION 7. PAYMENT (For all applicants)

I enclose the following fee:

A site licence - £369

A collector's licence - £205

Cheques should be made payable to East Staffordshire Borough Council

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 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 and location of the convicting court, offence of which you were convicted and the sentence imposed:

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.

Signed:

Date:

Signed:

Date:

Signed:

Date:

Signed:

Date:

General Data Protection Regulation/ Data Protection Act 2018

How is your information used?

We collect information to assess your suitability and fitness to be issued with a hackney carriage licence and to assist us in managing your licence. We may also use your contact details in the event that we need to contact you in relation to your licence(s).

Who has access to your information?

Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; National Anti-Fraud Network; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about licences (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in exempt minutes on our website.

For further information about how your personal information will be used, please visit www.eaststaffsbc.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from licensing@eaststaffsbc.gov.uk

Checklist

The following items will need to be submitted with your application:

Collectors Licence:

- Basic Disclosure Certificate
- 2 passport sized photographs of the applicant
- Photographic identification of the applicant
(original documentation can be produced if the application is submitted in person)
- Copy of Environmental Permit
- Copy of any existing permit/registration
- Fee of £205.00

Site Licence:

- Basic Disclosure Certificate for each named applicant
- Photographic identification for each named applicant
(original documentation can be produced if the application is submitted in person)
- Site Plan of the Premises
- Copy of Environmental Permit
- Copy of any existing permit/registration
- Fee of £369.00

Please return completed application form, fee and supporting documents to:

Licensing Team, East Staffordshire Borough Council, Town Hall, Burton upon Trent,
Staffordshire, DE14 2EB