



Application for a Scrap Metal Site Licence

Explanatory Notes

The introduction of the Scrap Metal Dealers Act 2013 has created a revised regulatory regime for the scrap metal recycling and vehicle dismantling industries. Anyone wishing to operate as a scrap metal dealer must now obtain a licence in order to carry on business.

Scrap metal includes:

- a) any old, waste or discarded metal or metallic material.
- b) any product article or assembly 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.

A scrap metal dealer is:

- a) a person wholly or partly buying or selling scrap metal (whether or not sold in the form it was bought); or
- b) a person who carries on business as a motor salvage operator, namely:
 - i) recovering salvageable parts from motor vehicles for re-use or sale and selling the remainder of the vehicle for scrap
 - ii) buying written-off vehicles, repairing and reselling them
 - iii) buying or selling motor vehicles which are to be the subject of any of the activities mentioned in (i) or (ii)
 - iv) wholly or mainly in activities falling within paragraphs (b) and (c)

Selling of scrap metal as surplus materials or as a by-product of manufacturing articles is **NOT** regarded as scrap metal dealing.

There are two types of licence (each valid for three years).

Site Licence – authorises holder to carry on business at a site(s) identified in the licence
Collectors Licence – authorises holder to carry on business as a mobile collector

What to do next...

The application form must be completed in full and submitted with:

- a) Fee of £350 (payable by cash, card or cheque (made payable to Stoke-on-Trent City Council) – VISA Electron is not accepted
- b) Proof of ID of applicant (DVLA licence card, or passport – copies are not accepted)
- c) Passport size photo of site manager
- d) Plan of the proposed site
- e) Basic disclosure of criminal convictions (from Disclosure Scotland) valid for 3 months from date of issue – 0870 609 6006 or www.disclosurescotland.co.uk
(from applicant, site manager, if a company - company directors, shadow directors, partners and company secretary)

Failure to provide a basic disclosure document will cause the delay or rejection of your application.

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SCRAP METAL DEALERS ACT 2013

APPLICATION FOR A SITE LICENCE

Are you applying as an individual?		Or, on behalf of a company?	
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SECTION A – THE APPLICANT			
Full Name		Date of Birth	
Home Address			
Postcode		Email	
Telephone		Mobile	
Trading Name			
Your Role Within Business			
Any Previous Names			

Correspondence address (if different from above)			
Address			
Postcode		Email	

Basic disclosure of criminal convictions certificate attached?	Yes		No	
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Have you been convicted of any relevant convictions*?	Yes		No	
Please provide details:				
Date of Conviction	Court	Offence	Sentence	
(*see back page for relevant convictions list)				

Have you been the subject of any relevant enforcement action?	Yes		No	
Please provide details:				
Date	Details			

<p>Details of Relevant Environmental Permit, Exemption or Registration:</p> <p>(continue on additional sheet if required)</p>
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Do you have planning permission	Yes		No	
(applicable only to sites established after 1 November 1990)				

Details of any scrap metal licence issued within the last 3 years:		
Licence No	Date of Application	Issuing by (Local Authority)

Have you ever been refused a scrap metal licence?	Yes		No	
If so please provide details (date and reason for refusal):				

Have you ever had a scrap metal licence revoked?	Yes		No	
If so please provide details (date and reason):				

Have you ever been refused a relevant environmental permit	Yes		No	
or registration? If so please state the reason:				

Are you a registered waste carrier?	Yes		No	
Waste Carrier Licence Number:				

SECTION B – THE COMPANY (Please use continuation sheet if required)				
Full Name of Company				
Registered No:				
Address of Registered Office:				
Postcode		Email		
Telephone		Mobile		
Director/Partner Full Name				
Date of Birth				
Home Address				
Postcode		Email		
Telephone		Mobile		
Basic disclosure of criminal convictions certificate attached?			Yes	No
Director/Partner Full Name				
Date of Birth				
Home Address				
Postcode		Email		
Telephone		Mobile		
Basic disclosure of criminal convictions certificate attached?			Yes	No
Company Secretary Full Name				
Date of Birth				
Home Address				
Postcode		Email		
Telephone		Mobile		
Basic disclosure of criminal convictions certificate attached?			Yes	No
Shadow Director Full Name				
Date of Birth				
Home Address				
Postcode		Email		
Telephone		Mobile		
Basic disclosure of criminal convictions certificate attached?			Yes	No

SECTION C – THE SITE			
Site 1			
Address			
Postcode		Email	
Telephone		Mobile	
Site 2			
Address			
Postcode		Email	
Telephone		Mobile	

How many vehicles are operating on behalf of the site?	
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Do you have any sites within any other local authority area where you carry on (or propose to carry on) business as a scrap metal dealer?									
If yes, please provide details (please continue on separate sheet if necessary):									
<table border="1"> <thead> <tr> <th>Trading Name</th> <th>Address</th> <th>Local Authority Area</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Trading Name	Address	Local Authority Area						
Trading Name	Address	Local Authority Area							

SECTION D – THE SITE MANAGER (use additional information sheet if required)				
Site 1				
Full Name		Date of Birth		
Home Address				
Postcode		Email		
Telephone		Mobile		
Basic disclosure of criminal convictions certificate attached?	Yes		No	
Have you been convicted of any relevant convictions?	Yes		No	
Please provide details:				
Date of Conviction	Court	Offence	Sentence	

Have you been the subject of any relevant enforcement action?	Yes		No	
Please provide details:				
Date	Details			

Site 2				
Full Name			Date of Birth	
Home Address				
Postcode		Email		
Telephone		Mobile		
Basic disclosure of criminal convictions certificate attached?			Yes	No
Have you been convicted of any relevant convictions?			Yes	No
Please provide details:				
Date of Conviction	Court	Offence	Sentence	

Have you been the subject of any relevant enforcement action?	Yes		No	
Please provide details:				
Date	Details			

SECTION E – 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 S12 of the Scrap Metal Dealers Act 2013. If more than two bank accounts will be used, please use the additional information sheet.

Name of Bank/Building Society:	Name of Bank/Building Society:
Account Name:	Account Name:
Sort Code:	Sort Code:
Account Number:	Account Number:

SECTION F - ADDITIONAL INFORMATION

Relevant offences to be disclosed with your application:

- An offence under section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989
- An offence under section 170 or 170B of the Customs and Excise Management Act 1979, where the specific offence concerned relates to scrap metal
- An offence under section 110 of the Environment Act 1995
- An offence under sections 33, 34 or 34B of the Environmental Protection Act 1990
- An offence under section 9 of the Food and Environment Protection Act 1985
- An offence under section 1 of the Fraud Act 2006, where the specific offence concerned relates to scrap metal, or is an environment-related offence
- An offence under section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012
- An offence under sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002
- Any offence under the Scrap Metal Dealers Act 1964
- Any offence under the Scrap Metal Dealers Act 2013
- An offence under sections 1, 8,9,10, 11, 17, 18, 22 or 25 of the Theft Act 1968,
- where the specific offence concerned relates to scrap metal, or is an environment related offence
- Any offence under Part 1 of the Vehicles (Crime) Act 2001
- An offence under sections 85, 202, or 206 of the Water Resources Act 1991.
- An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007
- An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010
- Any offence under the Hazardous Waste (England and Wales) Regulations 2005
- Any offence under the Hazardous Waste (Wales) Regulations 2005
- An offence under regulation 17(1) of the Landfill (England and Wales) Regulations 2002
- Any offence under the Pollution Prevention and Control (England and Wales) Regulations 2000
- Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007
- Any offence under the Transfrontier Shipment of Waste Regulations 1994
- Any offence under the Transfrontier Shipment of Waste Regulations 2007
- Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006
- An offence under regulation 42 of the Waste (England and Wales) Regulations 2011.

If you have a relevant offence which is not spent as defined by the Rehabilitation of Offenders Act 1974, or you are subject to relevant enforcement action, it does not necessarily mean that you cannot hold a scrap metal dealers licence but it is likely that you will need to attend a Licensing Sub-Committee / Panel Hearing in order that you can explain more about the circumstances around the conviction or enforcement action. The Sub-Committee / Panel will then make a decision about whether or not they think you will be a suitable person to hold a licence.