



City of
Stoke-on-Trent

Application for a Scrap Metal Collectors 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 £190 (payable by cash, card or cheque (made payable to Stoke-on-Trent City Council) – VISA Electron is not accepted
- b) Passport size photo of applicant
- c) 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, 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.

Waste Carrier Licence

In order to transport waste you are required, by law, to hold a valid waste carrier licence. Please submit details of this licence in the space provided (this will be checked to ensure validity prior to issue of the Collector licence).

If you do not have one please contact the Environment Agency on 08708 506506 or you can apply online at www.environment-agency.gov.uk

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City of
Stoke-on-Trent

SCRAP METAL DEALERS ACT 2013

APPLICATION FOR A COLLECTOR'S LICENCE

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

Correspondence address (if different from above)			
Address	<input type="text"/>		
Postcode	<input type="text"/>	Email	<input type="text"/>

Basic disclosure of criminal convictions certificate attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Have you been convicted of any relevant convictions*?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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 or registration? If so please state the reason:	Yes		No	

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: STORAGE PRIOR TO SALE

Please provide details of where the scrap metal will be stored prior to further disposal:
(NB residential premises require planning permission)

Name

Address

Postcode

SECTION D – BANK ACCOUNTS THAT WILL BE USED FOR PAYMENTS FROM DEALERS

Please provide details of the bank account that will be used to receive payment from dealers, in accordance with S12 of the Scrap Metal Dealers Act 2013.
(Use additional information for details of alternative payment method used)

Name of Bank/Building Society:

Account Name:

Sort Code:

Account Number:

SECTION E - ADDITIONAL INFORMATION

SECTION F - 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 Para 5 of the Scrap Metal Dealers Act 2013, for which I may be prosecuted, and if convicted, fined.

I/we confirm that I/we have the right to work within the United Kingdom and, if applicable, will ensure anyone employed also has the right to work within the United Kingdom.

I/we 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 and the police.

I/we 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 (Applicant)	Date
Director	Date
Director	Date
Company Secretary	Date
Shadow Director	Date

Checklist:

- a. Completed application form
- b. Payment (cash or cheque)
- c. Disclosure Scotland Certificate (original)
- d. Passport size photo (applicant)

Please return to: Stoke-on-Trent City Council
Licensing Department
Hanley Town Hall, Albion Street, Hanley, Stoke-on-Trent ST1 1XP

For Office Use Only

Date Received:	Fee:	Receipt No:
Officer Initials:		

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.