

Please read the attached guidance for assistance in completing this form.

## SECTION 1: for all applicants

Please indicate the type of licence you are applying for:

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 renewal, please provide your existing licence number:

If renewal, held a licence within 12 months or hold a licence with another council, please provide your 9 character tax check code (see help notes, Section 1):

New applicants must complete the additional declaration in Section 9.

## SECTION 2: permits, registrations and licences in force

Are you registered as a waste carrier?      Yes       No

If "yes", please provide your carrier's registration number:

Please provide details of any other relevant environmental permit, exemption or registration in relation to the applicant (including any business partners, directors, shadow directors, site managers or company secretary):

Type:

Identifying number:

Date of issue:

Continue on a separate sheet if necessary

Please provide details, including licence number, of any other scrap metal licence issued by any local authority to the applicant (including any business partners, directors, shadow directors, site managers or company secretary) within the last 3 years (please use a continuation sheet if necessary):

**Licence Type**

**Licence Number**

**Licensing Authority**

Continue on a separate sheet if necessary

## SECTION 3: to be completed if applying for a site licence

**NB: 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

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:

Position / Role in the business:

I attach a Basic Disclosure Certificate\* :  
Yes  No

If you do not provide a disclosure certificate, your application may be delayed or rejected.

I attach a clear copy of photographic ID (eg scanned  
copy of passport or driving licence)

Yes  No

I attach proof of my current address (copy of recent  
utility bill or bank statement)

Yes  No

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, 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:

Please note that you must still provide us with a postal address.

### **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 2 sites in the area please provide details for each site on a continuation sheet. [NB If the applicant operates multiple sites within a licensing authority area, provision should be made for more than 1 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**

Name or number:

Name:

First line of address:

House name or number:

Town/City:

First line of address;

Postcode:

Town/City:

Telephone number:

Postcode:

Email address:

Mobile:

Website address:

Date of Birth:

Basic Disclosure certificate attached \* :

Yes  No

Photographic ID Attached:

Yes  No

Proof of address attached:

Yes  No

<p><b>Site 2</b></p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email 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>Mobile:</p> <p>Date of Birth:</p> <p>Basic Disclosure certificate attached * : Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Photographic ID Attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Proof of address attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Site 3</b></p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email 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>Mobile:</p> <p>Date of Birth:</p> <p>Basic Disclosure certificate attached * : Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Photographic ID Attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Proof of address attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**Partnerships** (If you are applying as a partnership, please provide the following details in respect of each partner – where there are more than 2 partners, then please use a continuation sheet)

<p>Full name: Date of birth: Residential address:</p> <p>Contact number(s)</p> <p>Basic Disclosure certificate attached * : Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Photographic ID Attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Proof of address attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Full name: Date of birth: Residential address:</p> <p>Contact number(s)</p> <p>Basic Disclosure certificate attached * : Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Photographic ID Attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Proof of address attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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**Companies** (If you are applying as a company, please provide the details set out below about the company)

<p>Company name: Registration number: Address of the registered office:</p>	
<p>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.</p>	
<p>Role: Name: Date of birth: House name or number: First line of address: Town/city: Postcode: Contact number(s)</p> <p>Basic Disclosure certificate attached * : Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Photographic ID Attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Proof of address attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Role: Name: Date of birth: House name or number: First line of address: Town/city: Postcode: Contact number(s)</p> <p>Basic Disclosure certificate attached * : Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Photographic ID Attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Proof of address attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>

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:

Please continue on a separate sheet of paper if necessary.

Do you have planning permission? Yes  No

### SECTION 4. TO BE COMPLETED IF APPLYING FOR A COLLECTOR'S LICENCE

**NB: A collector's licence authorises the licensee to carry out business as a mobile collector in the authority's area only.**

Details of applicant

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:

I attach a Basic Disclosure Certificate\* :

Yes  No

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)

I attach a clear copy of photographic ID (eg scanned copy of passport or driving licence)

Yes  No

I attach proof of my current address (copy of recent utility bill or bank statement)

Yes  No

Business address:

Head office name or house name or number:

First line of address

Town/City

Postcode

Telephone numbers:

Daytime:

Evening:

Mobile:

## Application for a Scrap Metal Licence

### Scrap Metal Dealers Act 2013

Home address:  House name or number:  First line of address:  Town/City:  Postcode:	Email address:       Please note that you must still provide us with a postal address.
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**Partnerships** (If you are applying as a partnership, please provide the following details in respect of each partner – where there are more than 2 partners, then please use a continuation sheet)

Full name: Date of birth: Residential address:     Contact number(s)    Basic Disclosure certificate attached * : Yes <input type="checkbox"/> No <input type="checkbox"/> Photographic ID Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> Proof of address attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	Full name: Date of birth: Residential address:     Contact number(s)    Basic Disclosure certificate attached * : Yes <input type="checkbox"/> No <input type="checkbox"/> Photographic ID Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> Proof of address attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
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**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.

## Application for a Scrap Metal Licence

### Scrap Metal Dealers Act 2013

<p>Role: Name: Date of birth: House name or number: First line of address: Town/city: Postcode: Contact number(s)</p> <p>Basic Disclosure certificate attached * : Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Photographic ID Attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Proof of address attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Role: Name: Date of birth: House name or number: First line of address: Town/city: Postcode: Contact number(s)</p> <p>Basic Disclosure certificate attached * : Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Photographic ID Attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Proof of address attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Where will scrap metal that has been purchased be stored before further disposal?</p> <p>House name or number:  First line of address: Town/city: Postcode:  Will not be stored <input type="checkbox"/></p>	
<p>How many vehicles will be used in your business as a collector?</p>	
<p><b>Vehicle details:</b> If you have more than 4 vehicles, please provide details for each vehicle on a continuation sheet.</p>	
<p><b>Vehicle 1:</b></p> <p>Vehicle Registration No:  MOT expiry date:  Insurance expiry date:</p>	<p><b>Vehicle 2:</b></p> <p>Vehicle Registration No:  MOT expiry date:  Insurance expiry date</p>





### SECTION 5. MOTOR SALVAGE: for all applicants

Will your business consist of acting as a motor salvage operator? Yes  No

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.

### 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 2 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

Please provide your contact telephone numbers below and we will contact you to obtain payment. If we are unable to contact you to obtain payment within 14 working days of receiving your application it will be consider incomplete and returned to you.

Phone number \_\_\_\_\_

Mobile number \_\_\_\_\_

### SECTION 8. CRIMINAL CONVICTIONS & LOCAL AUTHORITY ACTIONS: For all applicants

Have you, any listed partners, any listed directors or shadow directors, company secretary, 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:

Have you, any listed partners, any listed directors or shadow directors, company secretary, or any listed site manager(s) in this application ever been refused an application for the issue of a scrap metal licence; been refused an application for a relevant environmental permit or registration; had a scrap metal licence revoked?

Yes  No

If “yes”, you must provide details for each refusal or revocation, the date of the refusal or revocation, the name of the Authority who refused or revoked, reasons for the refusal or revocation:

### 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 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: \_\_\_\_\_

Additional declaration for new applicants only:

I confirm that I am aware of the content of HMRC guidance relating to my/our\*\* tax registration obligations. (\*\*Delete as appropriate). See help notes, Section1, for links to the guidance.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\* If you do not provide a disclosure certificate issued for named persons, **no more than 1 month** before the date of this application, your application may be delayed or rejected. Further information about Basic Disclosure Certificates is set out in the explanatory notes accompanying this form.

### Help with completing your application for a scrap metal dealer licence

#### Section 1 – For everyone

This section asks if you are applying for a collector's licence or a site licence. You may only apply for one type of licence in each council area, but you can apply to run multiple sites. For instance, you could apply to run 3 sites in council A's area, and also apply to be a collector in council B's area.

A **site licence** allows you to transport scrap metal to and from the site from any local authority area. It also allows you to buy and sell scrap metal from fixed location(s) within the council area.

A **collector's licence** allows you to travel within the council area to collect scrap metal. You may not take this metal back to a site that you run within the council area in order to sell it.

#### Tax Conditionality

Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

#### Renewal Applications Only:

From 4 April 2022, if you are renewing your existing licence then you are required to undertake a Tax Conditionality Check.

You are able to do this online through a digital service on the HMRC website.

You'll need to complete a tax check if you're:

- Renewing a licence
- Applying for the same type of licence you previously held, that ceased being valid less than a year ago
- Applying for the same type of licence you already hold with another licensing authority

You must carry out the tax check yourself. You cannot ask a tax agent or adviser to do this on your behalf. The tax check will ask questions about how you pay any tax that may be due on income you earn from your licensed trade. After you have completed the tax check you will be given a 9-character tax check code.

#### New Applications Only:

From 4 April 2022, first-time applicants must give confirmation that they are aware of the guidance about their tax obligations. If the applicant is a partner in a partnership, they can give confirmation on behalf of all the other partners. The HMRC guidance relating to tax registration obligations applicants need to be aware is available on the following websites:

- <https://www.gov.uk/register-for-self-assessment>
- <https://www.gov.uk/corporation-tax>
- <https://www.gov.uk/income-tax/how-you-pay-income-tax>

#### Section 2 – For everyone

In order to carry on your business you may 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)

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

#### Section 3 – For site licences

Fill out this section if you want a **site licence**. It should be filled out in the name of the person who will hold the scrap metal dealer's licence. As well as details about you and your business, we will also need details of any directors, shadow directors, company secretary or partners involved in the business including their home address.

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 – For a collector’s licence**

Fill out this section if you want a **collector’s licence**. It should be filled out in the name of the person who will hold the scrap metal dealer’s licence. You are asked to provide contact details, including the place where you live, so that the council can get in touch with you if necessary.

You need to submit a Basic Disclosure Certificate. This is because the Home Office has decided that you need to tell the council if you have been convicted of certain crimes. Possessing a conviction may not automatically prevent you from having a licence if the offence was unrelated to being a scrap metal, if the offence was unrelated to being a scrap metal dealer or a long time ago, and you can convince the council that you are a suitable person. If you operate as a business partnership or company then these checks also apply to any business partners, company directors, shadow directors or company secretary associated with your business. Further information about how to apply for a basic disclosure is available on the Government website:

<https://www.gov.uk/guidance/basic-dbs-checks-guidance>

A Basic Disclosure Certificate is considered to be only valid for a limited time, but can be used to apply to as many councils as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid. Buckinghamshire Council require the certificate to be no less than one month old.

We also ask for the place where you will store any collected scrap metal before taking it to a licensed site to dispose of it. Note that you are not allowed to sell or buy metal at this storage site and doing so is an offence.

This may be a licensed site that you operate in another council area.

You will need to ensure that all your vehicles are roadworthy and are properly taxed, insured and otherwise meet the legal requirements to be on the road.

#### **Section 5 – Motor salvage operator**

This section asks if you will be salvaging motor vehicles as part of your work. The Scrap Metal Dealers Act 2013 brings together the Scrap Metal Dealers Act 1964 together with Part 1 of the Vehicles (Crime) Act 2001, which means you now only need a scrap metal dealer’s licence.

#### **Section 6 – Bank accounts that will be used for payments to suppliers**

This section asks you for the bank details which you will use to pay people for the scrap metal you receive or sell. This is to check that you are not selling the metal for cash, which is illegal. These details will be kept securely by the council.

#### **Section 7 – Payment**

There is a fee that needs to be paid in order for a complete application to be made for a licence. These fees are available to view on the website [www.buckinghamshire.gov.uk](http://www.buckinghamshire.gov.uk). The fee reflects the costs of processing the form and checking that people are doing what the licence requires. Applications cannot be accepted unless the correct fee has been paid.

#### **Section 8 – 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 that you are required to submit with the application, along with information retained by the police and the Environment Agency or Natural Resources Wales.

#### **Section 9 – 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 and Environment Agency 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 your council’s licensing team.

## Relevant offences

The Government requires that local authorities make sure that they only issue scrap metal dealers licences to those considered to be 'suitable persons'. The Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013 provides a list of the offences which local authorities are obliged to take into account when considering if an applicant is a suitable person.

The local authority will consider convictions for any of the following relevant offences and relevant enforcement actions:

### Primary Legislation

- (a) An offence under section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989(1)
- (b) An offence under section 170 or 170B of the Customs and Excise Management Act 1979(2), where the specific offence concerned relates to scrap metal
- (c) An offence under section 110 of the Environment Act 1995(3)
- (d) An offence under sections 33, 34 or 34B of the Environmental Protection Act 1990(4)
- (e) An offence under section 9 of the Food and Environment Protection Act 1985(5)
- (f) An offence under section 1 of the Fraud Act 2006(6), where the specific offence concerned relates to scrap metal, or is an environment-related offence
- (g) An offence under section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012(7)
- (h) An offence under sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002(8)
- (i) Any offence under the Scrap Metal Dealers Act 1964(9)
- (j) Any offence under the Scrap Metal Dealers Act 2013
- (k) An offence under sections 1, 8,9,10, 11, 17, 18, 22 or 25 of the Theft Act 1968(10), where the specific offence concerned relates to scrap metal, or is an environment-related offence
- (l) Any offence under Part 1 of the Vehicles (Crime) Act 2001(11)
- (m) An offence under sections 85, 202, or 206 of the Water Resources Act 1991(12).

### Secondary Legislation

- (a) An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007(13)
- (b) An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010(14)
- (c) Any offence under the Hazardous Waste (England and Wales) Regulations 2005(15)
- (d) Any offence under the Hazardous Waste (Wales) Regulations 2005(16)
- (e) An offence under regulation 17(1) of the Landfill (England and Wales) Regulations 2002(17)
- (f) Any offence under the Pollution Prevention and Control (England and Wales) Regulations 2000(18)
- (g) Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007(19)
- (h) Any offence under the Transfrontier Shipment of Waste Regulations 1994(20)
- (i) Any offence under the Transfrontier Shipment of Waste Regulations 2007(21)
- (j) Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006(22)
- (k) An offence under regulation 42 of the Waste (England and Wales) Regulations 2011(23).