



## Application Guidance Notes

1. When signing the application form you are also signing the declaration at the beginning and end of the form. These declarations should be read carefully
2. Please ensure your application is accompanied by a means of identification such as a driving licence or passport

### Applicants

- a) A person is required to be registered as a motor salvage operator if he carries on a business, which consists –
  - i) wholly or partly in the recovery for re-use or sale of salvageable parts from motor vehicles and the subsequent sale or other disposal for scrap of the remainder of the vehicles concerned;
  - ii) wholly or mainly in the purchase of written-off vehicles and their subsequent repair or re-sale;
  - iii) wholly or mainly in the sale or purchase of motor vehicles which are to be the subject (whether immediately or on a subsequent re-sale) of any of the activities mentioned in paragraphs i) or ii); or
  - iv) wholly or mainly in activities falling within paragraphs ii) or iii)
- b) A Local Authority shall, on receiving an application to be registered as a motor salvage operator, satisfy itself that the applicant is a fit and proper person to carry on such a business. In deciding whether they are so satisfied the Local Authority shall have regard to –
  - i) whether the applicant has been convicted of any offences under the Vehicle Crimes Act 2001 and
  - ii) whether the applicant has been convicted of any offences of a description specified by the Secretary of State by order.

(a list of the offences can be seen at the end of these guidance notes under specified offences)
- c) An entry in the motor salvage operator's register is valid for three years from the date of entry and should be renewed prior to the expiration of that period.

### ***Right to make representation***

If an applicant is considered not to be a suitable person to become a registered motor salvage operator then he/she will be advised, in writing, and given the opportunity to make representations to the Council. Guidance will be given on these procedures if applicable.

### ***Specified Offences***

Any unspent convictions for the following offences –

- a) theft or attempted theft of or from a motor vehicles, contrary to Section 1 of the Theft Act 1968;
- b) taking a motor vehicle without consent, contrary to Section 12 of the Theft Act 1968;
- c) aggravated vehicle taking, contrary to Section 12A of the Theft Act 1968;
- d) handling stolen goods, contrary to Section 22 of the Theft Act 1968;
- e) going equipped to steal or take a motor vehicle, contrary to Section 25 of the Theft Act 1968;
- f) interference with a motor vehicle, contrary to Section 9 of the Criminal Attempts Act 1981;
- g) tampering with a motor vehicle, contrary to Section 25 of the Road Traffic Act 1988;
- h) convictions for offences under Part 1 of the Vehicle Crimes Act 2001.

Also any case of un-discharged bankruptcy of the applicant or any directors or partners of the applicant business.