



## Application for a Scrap Metal Licence

**SECTION 1. (for all applicants) Please note guidance to answer each section is provided at the end of this document.**

Please indicate the type of licence you are applying for (please tick):

A site licence  A collector's licence

If Collector state which Local Authority Area you are applying for .....

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 2. Permits, registrations and licences in force**

Please provide details of any relevant environmental permit, exemption or registration (such as a scrap metal dealer or a motor salvage operator) in relation to the applicant:

Type: Identifying number: Date of issue:

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 authority to the applicant within the last 3 years (please use a continuation sheet if necessary):

Are you registered as a waste carrier? (please tick)

Yes  No

If 'yes' please provide your carrier's registration number and it's expiry date

**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.****Details of prospective licence holder**

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:

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.

**Contact details** (we will use your business email/ 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:	Home address: House name or number: First line of address: Town/City: Postcode:
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Telephone Numbers: Daytime: Evening: Mobile:	Business Email address:  <i>Please note that if an email is provided it may be used for all future correspondence from the unit. Please provide an email address if you wish to receive a reminder from the unit when your licence is due to expire.</i>  Please note that you must still provide us with a postal address
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<p><b>Site details.</b> 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. [N.B- If the applicant operates multiple sites within a licensing authority area, provision should be made for more than one site manager]</p>	
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>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>Date of Birth:</p> <p><b>Basic Disclosure certificate attached:</b>            Yes <input type="checkbox"/> No <input type="checkbox"/> see note 1 below</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>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>Date of Birth:</p> <p><b>Basic Disclosure certificate attached:</b>            Yes <input type="checkbox"/> No <input type="checkbox"/> see note 1 below</p>

<sup>1</sup> If you do not provide a disclosure certificate issued for named persons and issued no more than three months before the date of this application your application may be delayed or rejected.

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

<p>Full name:</p> <p>Date of birth:</p> <p>Residential address:</p> <p><b>Basic Disclosure certificate attached:</b>          Yes <input type="checkbox"/> No <input type="checkbox"/> see note 2 below</p>	<p>Full name:</p> <p>Date of birth:</p> <p>Residential address:</p> <p><b>Basic Disclosure certificate attached:</b>          Yes <input type="checkbox"/> No <input type="checkbox"/> see note 2 below</p>
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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.

<p>Role:</p> <p>Name:</p> <p>Date of Birth:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p><b>Basic Disclosure certificate attached:</b>          Yes <input type="checkbox"/> No <input type="checkbox"/> see note 2 below</p>	<p>Role:</p> <p>Name:</p> <p>Date of Birth:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p><b>Basic Disclosure certificate attached:</b>          Yes <input type="checkbox"/> No <input type="checkbox"/> see note 2 below</p>
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<sup>2</sup> If you do not provide a disclosure certificate issued for named persons and issued no more than three months before the date of this application your application may be delayed or rejected.

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 planning permission (please tick)

Yes  No

If so please give Planning Permission Reference .....

**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:

I attach a Basic Disclosure Certificate issued for named persons and issued no more than three months before the date of this application:

Yes  No

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

I attach 2 passport sized photographs

Yes  No

**Contact details** (we will use your business email / 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:

Home address:

House name or number:

First line of address:

Town/City:

Postcode:

Telephone Numbers:

Daytime:

Evening:

Mobile:

Business Email address:

*Please note that if an email is provided it may be used for all future correspondence from the unit.  
Please provide an email address if you wish to receive a reminder from the unit when your licence is due to expire.*

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

**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:

Sort code:

Account number:

Account name:

Sort code:

Account number:

## SECTION 7. PAYMENT (For all applicants)

**Fee paid** (if paying by debit or credit card):

- To make an internet payment please log on to our host website for payments [www.east-northamptonshire.gov.uk](http://www.east-northamptonshire.gov.uk) and click on the following link:



Pay a council bill

Select 'All other Council Bills' followed by 'Licensing Unit' and then use the drop down list to select the appropriate Scrap Metal Licence application (Collector or Site) for the relevant local authority in which you are applying. Follow the on-line instructions to complete the payment.

- Payments by debit/credit card may be made by calling our payment line on 01832 742211.

Application fee **enclosed** (if paying by cheque):

- Cheques to be made payable to EAST NORTHAMPTONSHIRE COUNCIL and crossed a/c payee.
- We **DO NOT** accept cash payments.

The current application fee is available from our website at [www.northantslicensing.gov.uk](http://www.northantslicensing.gov.uk)

## 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.

Details for each conviction (please use a continuation sheet if necessary):



## 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 local authority to whom I make my application must, as per section 6 of the Scrap Metal Dealers Act 2013, supply any information related to a scrap metal licence to any other local authority in England and Wales, the Environment Agency, Natural Resources Wales, and the Police. Personal data will be exchanged only where necessary and appropriate to meet agreed objectives but will extend to sensitive personal data, such as data about any previous criminal offences.

I understand that the purpose of the sharing of data is to form a full assessment of my suitability to be licensed as a scrap metal dealer.

I also understand that some details held about me will be displayed on a national register, as required by the Scrap metal Dealers Act 2013.

By signing below I hereby expressly consent to the processing of my data in accordance with the above and to the display of relevant information on a public register.

**Signed:**

**Date:**

Please **post** this form and accompanying documents to:

Central Licensing Administration Unit  
Cedar Drive  
Thrapston  
Northamptonshire  
NN14 4LZ

**You are reminded that in order to avoid the possibility of a period for which you are not licensed your application should be received by us no later than 56 days before your current licence expires.**



Tel: 01832 742102  
Email: [licensingunit@eastnorthamptonshire.gov.uk](mailto:licensingunit@eastnorthamptonshire.gov.uk)  
Website: [www.northantslicensing.gov.uk](http://www.northantslicensing.gov.uk)

## **Help with completing your application for a scrap metal dealer's 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** lets you buy and sell scrap metal from a fixed location within the registered council area.

A **collector's licence** allows you to travel within the registered 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.

### **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: 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 or partners involved in the business including their home address. We also need to know the address of the site or sites you want the licence for, as well as the details of each site manager responsible for that site. These details are required by law and also so that you can be contacted if there are any problems.

You and every person listed on the application form needs to submit a Basic Disclosure Certificate. You should apply for this certificate from the [Disclosure and Barring Service - GOV.UK](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

The Home Office requires that you and any person listed on the application 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 dealer or a long time ago, and you the council considers that you are a suitable person.

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.

There is not much space on the form, so if you need to list more than one site manager, director, or partner, then please continue on a separate piece of paper setting out the details in the same way as the form.

A **site manager** is the person who will be in charge of the site on a daily basis. You will probably need a different site manager for each site on the licence.

A **director** or **partner** is someone who has or shares legal responsibility for the operation of the company, including filing returns at Companies House.

We also want to know if you operate or propose to operate a site in another local authority area, along with details of the 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. You should apply for this certificate from the [Disclosure and Barring Service - GOV.UK](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

The Home Office requires that you must 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 dealer or a long time ago, and the council considers that you are a suitable person.

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.

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 to apply for a licence and details of current fees are published on our website at [www.northantslicensing.gov.uk](http://www.northantslicensing.gov.uk). Please confirm the current fee as fees may vary from year to year and from local authority to local authority as it 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 other agencies such as the police, Environment Agency, or Natural Resources Wales 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 the Central Licensing Administration Unit

## Relevant offences

### The following is an *indicative* list:

- Control of Pollution (Amendment) Act 1989: Sections 1, 5 or 7(3)
- Customs and Excise Management Act 1979: Section 170 (for environmental/metal theft related offences only)
- Environment Act 1995: Section 110(2)
- Environmental Permitting Regulations 2007: Regulation 38
- Environmental Permitting Regulations 2010: Regulation 38
- Environmental Protection Act 1990: Sections 33 and 34
- Food and Environment Protection Act 1985: Section 9(1)
- Fraud Act 2006: Section 1 (for environmental/metal theft related offences only)
- Hazardous Waste (England and Wales) Regulations 2005
- Hazardous Waste (Wales) Regulations 2005
- Landfill (England and Wales) Regulations 2002
- Legal Aid, Sentencing and Punishment of Offenders Act 2012: Section 146
- Pollution Prevention and Control (England and Wales) Regulations 2000
- Proceeds of Crime Act 2002: Sections 327, 328, 330, 331 & 332 (for environmental/metal theft related offences only)
- Producer Responsibility Obligations (Packaging Waste) Regulations 2007
- Scrap Metal Dealers Act 1964 (for environmental/metal theft related offences only)
- Scrap Metal Dealers Act 2013
- Theft Act 1968: Sections 1, 8, 9, 10, 11, 17, 18, 22 & 25 (for environmental/metal theft related offences only)
- Transfrontier Shipment of Waste Regulations 1994
- Transfrontier Shipment of Waste Regulations 2007
- Vehicles (Crime) Act 2001: Part 1
- Waste Electrical and Electronic Equipment Regulations 2006
- Waste (England and Wales) Regulations 2011: Regulation 42
- Water Resources Act 1991: Section 85, 202 or 206