



Licensing Services, Hazel Court EcoDepot, James Street, York, Y010 3DS

## Application for a Scrap Metal Licence (Collector)

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

### Section 1. Type of application

#### Is this application a:

New                       Renewal                       Change of name

If the application is a renewal, variation or change of name please provide your existing licence number:

### Section 2. Applicant details

#### Individual Applicants

#### Name

Title                      Mr  Mrs  Miss  Ms  Other  (please state)

Surname

Forenames

#### Date of birth:

#### Position/role in the business:

#### Address where you usually live

(We will use this address to correspond with you unless you complete the separate correspondence box below).

House name or number

Street

Post town

Post code

#### Telephone numbers

Daytime

Evening

Mobile

Email Address

**Partnership or other unincorporated company**

**If you are applying as a partnership, please provide the following details for each business partner:**

Title Mr  Mrs  Miss  Ms  Other  (please state)

Surname

Forenames

**Date of birth:**

**Position/role in the business:**

**Address where usually resident**

House name or number

Street

Post town

Post code

**Telephone numbers**

Daytime

Evening

Mobile

Email Address

**Basic disclosure attached**

Yes

No

**Details for business partner 2 (any additional partners please provide details on a separate sheet):**

Title Mr  Mrs  Miss  Ms  Other  (please state)

Surname

Forenames

**Date of birth:**

**Position/role in the business:**

**Address where usually resident**

House name or number

Street

Post town

Post code

**Telephone numbers**

Daytime

Evening

Mobile

Email Address

**Basic disclosure attached**

Yes

No

**Incorporated Company****If you are applying as a company please provide:**

Company Name:

Registered Number:

Address of registered office:

Post town

Post code

**Directors & company secretary details**Title Mr  Mrs  Miss  Ms  Other  (please state)

Surname

Forenames

**Address where usually resident**

House name or number

Street

Post town

Post code

**Date of birth****Position/role in the business:****Basic disclosure attached**Yes No **Directors & company secretary 2 (please provide details of additional persons on separate sheet):**Title Mr  Mrs  Miss  Ms  Other  (please state)

Surname

Forenames

**Address where usually resident**

House name or number

Street

Post town

Post code

**Date of birth****Position/role in the business:****Basic disclosure attached**Yes No

**Where will scrap metal be bought and sold?**

**Where will scrap metal that has been bought be stored before further disposal?**

House name or number

Street

Post town

Post code

Will not be stored

**Please provide the details of the bank account that you will use to make payment to suppliers?**

Account name

Bank account number

Sort code

**Section 3. Vehicles**

Please provide details of the vehicles you plan to use to collect scrap metal:

Vehicle make and model	Registration number	Colour

Please provide details of the vehicle insurance

Insurance type	Insurance Company	Renewal date

#### Section 4. Other licences and permissions

##### Environmental Permits

Please provide details of any relevant environmental permit, exemption or registration in relation to the applicant:

Type:	Identifying number:	Date of issue:

Are you registered as a waste carrier? Yes  No

Issuing authority:	Identifying number	Date of issue:

##### Other Scrap Metal Licences

Please provide details, including licence number, or any other scrap metal licence issued to the applicant within the last 3 years:

Issuing authority:	Identifying number:	Date of issue:

#### Section 5. Criminal convictions

Have you ever been convicted of a relevant offence or been the subject of any relevant enforcement action? Yes  No

(Please see the notes at the end of this form for a list of relevant offences).

If 'yes' please provide details on a separate sheet.

Basic disclosure attached Yes  No

See details of fees for scrap metal dealer licences:

[www.york.gov.uk/MiscellaneousLicenceFees#SMD](http://www.york.gov.uk/MiscellaneousLicenceFees#SMD)

## Section 6. Declaration

The information contained in this form is correct 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 with 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 of Wales, and the police. I understand that the purpose of sharing 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 and I hereby expressly consent to this processing of my data.

<b>Signature</b>		<b>Date</b>	
<b>Name (in block capitals)</b>		<b>Position in the company</b>	

## Section 7. Correspondence Address

Name and address to send correspondence to

Post town

Post code

### Telephone numbers

Daytime

Evening

Mobile

Email Address

**Please note City of York Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.**

### For office use:

**Identification produced (minimum of two which must include photographic proof, signature and evidence of current residential address):**

Birth Cert     Recent Utility Bill     Driving Licence     Bank Statement

Passport     ID Card     Other: \_\_\_\_\_

Documents checked by:

Date:

## Notes

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

If you need more help in completing the application please call us on 01904 552512. We will be happy to help.

This application form should be taken to City of York Council Licensing Section, Hazel Court EcoDepot, James Street, York, YO10 3DS, together with the relevant fee, a basic Disclosure and Barring Service check for all persons listed in the application form, two passport size photographs of the applicant and two forms of identification (i.e. driving licence, passport, utility bill etc).

Proof of identity checks may be undertaken by agencies as part of the application process.

### Section 1 – Type of application

If you are applying for a new application please fill in all sections. If you are applying for anything else, please just fill in the sections where something has changed.

### Section 2 – Applicants details

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.

We ask where scrap metal will be bought and sold. Please note that if you arrange to buy and sell scrap metal at your place of business (office, home etc.), even if this is not where you store the metal, you will need to apply for a site licence for that premises.

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 buy or sell metal at this storage site and doing so is an offence. This may be a licensed site that you operate in another council area.

This section also 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 3 – Vehicles

We ask for the details of the vehicles you intend to use to collect scrap metal. We also ask for details of the insurance. You should be aware that your insurance should cover you for the carrying of scrap metal. 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 4 – Other licences and permissions

We ask for details of any other scrap metal licences you hold, or are applying for, including the name of the council that is granting them. Please make sure you include the licence number so that we can check this against the national register.

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)

### Section 5 – Criminal convictions

You are required to submit a 'Basic' check from the Disclosure and Barring Service. You can apply for this certificate at

Email at [customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk) or telephone on 0300 020 0190.

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 dealer or a long time ago, and you can convince the council that you are a suitable person.

A 'Basic' check 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. If you need your DBS check for another application, please let us know when you make your application form as we can return it straight away.

## **Section 6 – Declaration**

You need to sign the form for it to be accepted. This section also explains that the council has to share some of your details with the police, Environment Agency, or Natural Resources Wales when checking you are a suitable person to hold a licence. Some of your 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.

## **Section 7 – Correspondence Address**

If you would like to be contacted at an address other than the one you have put on this form as your residential address, you can put the details in this section. For example you might like us to write to you at your main site, or head office.

## **Relevant Offences**

When assessing whether you are suitable to hold a licence the council can consider any information it considers relevant. The Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013 specifies that offences that are relevant to the application for a scrap metal licence. This includes the offence of:

- An offence under sections 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989
- An offence under sections 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
- Any 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

In addition the applicant will also have been convicted of a relevant offence where they have:

- Attempted or conspired to commit any of the offences listed above;
- Incited or aided, abetted, counselled or procured the commission of any offence listed above; and
- Committed an offence under Part 2 of the Serious Crime Act 2007(a) (encouraging or assisting crime) in relation to any of the offences listed above.

A person will be considered to have been subject of “relevant enforcement action” if:

- The person has been charged with an offence specified in the list of offences, and criminal proceedings in respect of that offence have not yet concluded; or
- An environment permit granted in respect of the person under the Environmental Permitting (England and Wales) Regulations 2010 has been revoked in whole or partially revoked to the extent that the permit no longer authorises the recovery of metal.

An environment related offence will mean an offence which relates to the transportation, shipment or transfer of waste; or the prevention, minimisation or control of pollution of the air, water or land which may give rise to any harm. In this context the expression “harm” means:

- Harm to the health of human beings or other living organisms;
- Harm to the quality of the environment;
- Offence to the senses of human beings;
- Damage to property; or
- Impairment of, or interference with, amenities or other legitimate uses of the environment.