



Licensing Services, Hazel Court EcoDepot, James Street, York, YO10 3DS

## Application for a Scrap Metal Licence (Site)

### 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

#### Are you applying as:

An individual       A company       A partnership

#### Is this application a:

New       Renewal       Variation       Change of name

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

#### Please state your trading or company name:

### Section 2. Applicant details

Note: A site licence authorises the licensee to carry on a business at any site in the authority's area which is identified in the licence.

#### Individual Applicants

#### Details of the prospective licence holder

Title      Mr  Mrs  Miss  Ms  Other  (please state)

Surname

Forenames

#### Date of birth:

#### Position/role in the business:

**Address where usually resident**

(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

**Basic disclosure attached**Yes No **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 of business partner 2 (please provide details for additional partners on 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 and 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

**Director 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 **Director 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

### Section 3. Site Details

Please list the details of 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. If you operate more than on site, provision should be made for more than one site manager.

#### Please provide details of your principal site

Site or business name

Street

Post town

Post code

Map reference (if no postal address)

Telephone number

Email address

Website Address

Hours of operation

#### Name of site manager

Title            Mr  Mrs  Miss  Ms  Other  (please state)

Surname

Forenames

#### Address where site manager is usually resident

House name or number

Street

Post town

Post code

#### Date of birth

Basic disclosure attached

Yes

No

#### Please provide the details of the bank account that will make payment to suppliers?

Account name

Bank account number

Sort code

**Please provide details of any other sites (please provide details of additional sites on separate sheet):**

Site or business name

Street

Post town

Post code

Map reference (if no postal address)

**Telephone numbers**

Daytime

Evening

Mobile

Email Address

Hours of operation

**Name of site manager**

Title Mr  Mrs  Miss  Ms  Other  (please state)

Surname

Forenames

**Address where site manager is usually resident**

House name or number

Street

Post town

Post code

**Date of birth**

**Basic disclosure attached**

Yes

No

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

Account name

Bank account number

Sort code

**Sites in other areas**

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:

Site name and address

Local Authority Area

**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:

**Do you have planning permission** Yes  No   
(Only applicable to sites established after 1 November 1990)

**Section 5. Motor salvage**

**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 7. Criminal convictions

**Have you 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?**

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.

## Section 8. 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.

**Signature**

**Date**

## Section 9. 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 the relevant fee, a basic Disclosure and Barring Service check for all persons listed in the application form 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 – Applicant details

This section asks for details of your business. If you are an individual applying for the licence in your name, you should fill out the section 'Individual Applicants'. If your business is a partnership or other arrangement where there is more than one owner of the business, you should complete the 'Partnership or other unincorporated business' section. If your business is registered with Companies House and has directors or other person responsible for the management of the company, please complete the 'Incorporated company' section. A **director** or **partner** is someone who has or shares legal responsibility for the operation of the company, including filing returns at Companies House.

You do not have to complete every part of this section, just the part that relates to your business.

### Section 3 – Site details

Fill out this section with the details of all the sites you operate as part of your business.

There is not much space on the form, so if you need to list more than two site managers, 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.

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 4 – Other licences

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)

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 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 Vehicle (Crimes) Act 2001, which means you now only need a scrap metal dealer's licence.

## Section 6 – Payment details

There is a fee to apply for a licence. The fee varies from council to council as it reflects their costs of processing the form and checking that people are doing what the licence requires. Licences cannot be granted unless the correct fee has been paid. See details of fees at: <https://www.york.gov.uk/MiscellaneousLicenceFees#SMD>.

## Section 7 – Relevant convictions

In this section every person listed on the application form needs to submit a 'Basic' check you can apply for this certificate by 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.

## Section 8 – Declaration

You, and the other people named on the form, 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 9 – 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

- Control of Major Accident and Hazards Regulations 1999 (1999 No 743)
- Control of Pollution (Amendment) Act 1989: Section 1, 5 or 7(3) (1989 C14)
- Environment Act 1995: Section 110(2)
- Environmental Permitting Regulations 2007: Regulation 38
- Environmental Permitting Regulations 2010: Regulation 38
- Environmental Protection Act 1990: Section 33 and 34
- Food and Environment Protection Act 1985: Section 9(1)
- Hazardous Waste (England and Wales) Regulations 2005
- Hazardous Waste (Wales) Regulations 2005
- Landfill (England and Wales) Regulations 2002: Regulation 17(1)
- Pollution Prevention and Control (England and Wales) Regulations 2000
- Producer Responsibility Obligations (Packaging Waste) Regulations 2007
- Transfrontier Shipment of Waste Regulations 1994
- Transfrontier Shipment of Waste Regulations 2007
- Waste Electrical and Electronic Equipment Regulations 2006
- Waste (England and Wales) Regulations 2011: Regulation 42
- Water Resources Act 1991: Section 85, 202 or 206
- Customs and Excise Management Act 1979: Section 170
- Fraud Act 2006: Section 1
- Proceeds of Crime Act 2002: Sections 329, 330, 331 & 332
- Theft Act 1968: Sections 1, 8, 9, 10, 11, 17, 18, 22 & 25
- Scrap Metal Dealers Act 1964 (the permitting regime currently only consider environment and metal theft related offences)
- Scrap Metal Dealers Act 2013
- Section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012
- Vehicles (Crime) Act 2001: Sections 1, 10, 12, 35 and 39