

Application for a Scrap Metal Licence

SECTION 1. (for all applicants)

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

A site licence A collector's licence

Are you applying as (please tick):

An individual A company A partnership

Please state your trading or company name

Is this application a renewal (please tick)

Yes No

If 'yes' please provide your existing licence number

SECTION 2. 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.

Your personal details

TITLE (please tick)

Mr Mrs Miss Ms Other (please state)

Surname

Forenames

I am 18 years old or over. Please tick

Yes No Date of Birth

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

House name or number:

First line of address:

Town/City:

Postcode:

Contact numbers

Daytime:

Evening:

Mobile:

Email address (if you would prefer us to correspond with you by email)

Correspondence address

House name or number:

First line of address:

Town/City:

Postcode:

If you are applying as a partnership, please provide the following details in respect of each partner:

Full name:

Date of birth:

Residential address:

If there is more than partner then please list additional details on a separate sheet of paper.

If you are applying as a company, please provide:

Company name:

Registration number:

Address of the registered office:

Please list the full address of each site you intend to carry out business as a scrap metal dealer
[N.B- If the applicant operates multiple sites within a licensing authority area; provision should be made for more than one site manager. Please continue on a separate sheet of paper if necessary.]

Name or number:

First line of address:

Town/City:

Postcode:

Telephone number:

Email address:

Website address:

Hours of operation:

Site manager(s) details (if different from the applicant)

Name:

House name or number:

First line of address:

Town/City:

Postcode:

Date of Birth:

If multiple sites are being applied for, then please indicate which site manager will look after which site, continuing on a separate sheet of paper if necessary

Director(s) and/or company secretary details (if different from the applicant and site manager(s))

Name:

House name or number:

First line of address:

Town/City:

Postcode:

Date of Birth:

Please continue on a separate sheet of paper if necessary

Please provide details of the bank account that will make payment to suppliers, in accordance with s12 of the Scrap metal Dealers Act 2013.

Account name:

Sort code:

Account number:

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.

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

Only applicable to sites established after 1 November 1990

Do you have planning permission (please tick)

Yes No

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

SECTION 3. 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.

Your personal details

TITLE (please tick)

Mr Mrs Miss Ms Other (please state)

Surname

Forenames

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

House name or number:

First line of address:

Town/City:

Postcode:

Contact numbers:

Daytime

Evening

Mobile

Email address (if you would prefer us to correspond with you by email)

Correspondence address

House name or number:

First line of address:

Town/City:

Postcode:

Please provide details of the bank account that will make payment to suppliers, in accordance with s12 of the Scrap metal Dealers Act 2013.

Account name:

Sort code:

Account number:

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

Are you registered as a waste carrier (please tick)

Yes No

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

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

Please provide details of any other scrap metal licence issued by any authority to the applicant within the last three years

SECTION 4. 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.

Yes No (please tick)

SECTION 5. PAYMENT (For all applicants)

How do you wish to make payment for your scrap metal dealer's licence? (please tick)

Debit/Credit Card

Cheque (please make payable to Conwy County Borough Council or CCBC) Postal applications Only

SECTION 6. CRIMINAL CONVICTIONS (For all applicants)

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? (Please see below for a list of relevant offences).

Yes No

If 'yes' please provide details

Have you attached your basic disclosure check form? (Please note- this must be obtained by the applicant and any relevant site manager and attached to the application)

Yes No

SECTION 7. TAX INFORMATION (For all applicants)

Company CRN : _____

Do you have a 9 Character Tax Code? Yes No If yes _____

If no, please check the following GOV.UK website addresses for HMRC guidance about tax registration obligations:

- PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax
- registering for Self Assessment: www.gov.uk/register-for-self-assessment
- Corporation Tax information: www.gov.uk/corporation-tax

SECTION 8 – TAX DECLARATION (For all applicants)

'I confirm that I am aware of the content of HMRC guidance relating to my/our (delete as applicable) tax registration obligations.'

Under 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.'

Signed

Date

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 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. 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

Help with completing your application for a scrap metal dealer's licence

If you need more help in completing the application then call your local council licensing team. They will be happy to help (01492 576626) or e-mail [licensing @conwy.gov.uk](mailto:licensing@conwy.gov.uk) or visit www.conwy.gov.uk/licensing

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 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.

Section 2 – For site licences

Fill out this section if you want a **site licence**. As well as the address of the site or sites you want the licence for, we also need to know where you and any directors, partners, or site managers usually live. This is so that you can be contacted if there are any problems.

There isn't 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.

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.

We also 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

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 3 – For a collector's licence

Fill out this section if you want a **collector'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.

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.

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.

We also 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

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 – 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 5 – Payment details

There is a fee to apply for a licence and your council will tell you how you can pay. 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.

Section 6 – Relevant convictions

In this section every person listed on the application form needs to submit a 'Basic' check from Disclosure Scotland. You can apply for this certificate at <http://www.disclosurescotland.co.uk/apply/individuals/>

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 & 9 – 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, HRMC 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.

Relevant offences

These are to be confirmed in Home Office Regulations. The LGA anticipates, based on the explanatory notes to the Scrap metal Dealers Act 2013, that these will reflect other environmental permitting schemes and suggests the below as an *indicative* list:

- Control of Major Accident and Hazards Regulations 1999
- Control of Pollution (Amendment) Act 1989: Section 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: Section 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: Regulation 17(1)
- Pollution Prevention and Control (England and Wales) Regulations 2000
- Proceeds of Crime Act 2002: Sections 329, 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)
- 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
- Waste Electrical and Electronic Equipment Regulations 2006
- Waste (England and Wales) Regulations 2011: Regulation 42
- Water Resources Act 1991: Section 85, 202 or 206

Conwy County Borough Council Fees

Site - £580.00

Collector -£520.00

www.conwy.gov.uk