



Application for a Scrap Metal Licence

SECTION 1. (for all applicants)

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

Site licence ☐

Collector's licence ☐

Are you applying as (please tick):

Individual ☐

Partnership ☐

Company ☐

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 1.1 Tax Obligations (HMRC)

For first time applicants who have never held this type of licence, or last held this type of licence more than a year prior to this application, you must be aware of HMRC guidance on tax obligations available at;

- 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

By completing and signing this application, you confirm that you (and any partners) are FULLY aware of the content of HMRC guidance relating to your tax registration obligations as an individual or company.'

For further information see; <https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence>

Renewal Applications Only

You must complete a tax check (from 7th March 2022) via;
<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Please provide your (9 digit) tax check number; (Note: in the case of partnerships each partner must supply tax check information)

Licences cannot be granted until we have been able to check with HMRC that you have complied with your tax obligations.

SECTION 2. Permits, registrations and licences in force (for all applicants)

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:

Note: If you're collecting scrap metal as part of your business regardless of whether you're a Sole Trader, Partnership or a Limited Company, you will also need an Environment Agency issued Waste Carriers Licence. Please see - <https://www.gov.uk/register-renew-waste-carrier-broker-dealer-england>

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.

Individual

(If you are applying as an individual, please provide the following details)

Title (please tick):

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ (please state):

Forenames:

Surname:

I am 18 years old or over. Please tick

Yes ☐

No ☐

Date of Birth:

Please also state your maiden name or any other surnames you have previously been known by:

Position/Role in the business:

Supporting documents

☐ I enclose my Basic Disclosure Certificate (DBS) issued for the applicant by Disclosure and Barring Service: *If you do not provide a DBS, your application may be delayed or rejected.*

☐ I enclose photographic proof of ID, e.g. passport or driving licence.

Contact details (we will use your business 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:

Telephone numbers:

Daytime:

Evening:

Mobile:

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

☐ Please use my home address for correspondence

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)

Role:

Full name¹:

Date of Birth:

House name or number:

First line of address:

Town/City:

Postcode:

☐ **Basic Disclosure certificate enclosed**

☐ Photographic proof of ID, e.g. passport or driving licence, enclosed

Role:

Full name¹:

Date of Birth:

House name or number:

First line of address:

Town/City:

Postcode:

☐ **Basic Disclosure certificate enclosed**

☐ Photographic proof of ID, e.g. passport or driving licence, enclosed

¹ Please also state your maiden name or any other surnames they have previously been known by.

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.

Role:

Full name¹:

Date of Birth:

House name or number:

First line of address:

Town/City:

Postcode:

☐ **Basic Disclosure certificate enclosed**

☐ Photographic proof of ID, e.g. passport or driving licence, enclosed

Role:

Full name¹:

Date of Birth:

House name or number:

First line of address:

Town/City:

Postcode:

☐ **Basic Disclosure certificate enclosed**

☐ Photographic proof of ID, e.g. passport or driving licence, enclosed

¹ Please also state your maiden name or any other surnames they have previously been known by.

Scrap Metal Site details

(to be completed for all scrap metal site licence applications)

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]

Full address of each site you intend to carry out business as a scrap metal dealer:

Site 1

Name or number:

First line of address:

Town/City:

Postcode:

Telephone number:

Email address:

Website address:

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

Full Name¹:

House name or number:
(Home Address)

First line of address:

Town/City:

Postcode:

Date of Birth:

☐ **Basic Disclosure certificate enclosed**

☐ Photographic proof of ID, e.g. passport or driving licence, enclosed

I hereby give my consent to be named as site manager

Signed:

Date:

¹ Please also state your maiden name or any other surnames they have previously been known by.

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 ☐

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):

Forenames:

Surname:

Please also state your maiden name or any other surnames you have previously been known by:

I am 18 years old or over. Please tick

Yes ☐ No ☐

Date of Birth:

Supporting documents

☐ I enclose my Basic Disclosure Certificate (DBS) issued for the applicant by Disclosure and Barring Service¹: *If you do not provide a DBS, your application may be delayed or rejected.*

☐ I enclose photographic proof of ID, e.g. passport or driving licence.

☐ I enclose 2 passport sized photographs.

Contact details (we will use your business 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:

☐ Please use my home address for correspondence

Telephone numbers:

Daytime:

Evening:

Mobile:

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

Please note that you must still provide us with a postal address

SECTION 5. MOTOR SALVAGE
(to be completed by 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 ☐

To operate as a motor salvage operator you will need to apply for a site licence.

SECTION 6. BANK ACCOUNTS THAT WILL BE USED FOR PAYMENTS TO SUPPLIERS
(to be completed by 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. Fees
(to be completed by all applicants)

☐ Site Licence £ (per site)

☐ Collector's Licence £

Please make cheques payable to Ashford Borough Council, or to make payment over the telephone by debit/credit card please ring 01233 331111.

SECTION 8. CRIMINAL CONVICTIONS
(to be completed by 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 guidance notes attached at the end of this form).

Yes ☐

No ☐

If 'yes' you must provide details for each conviction affecting each person, the date of the conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

SECTION 9. DECLARATION
(to be completed by 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.

Ashford Borough Council is the data controller for any personal information collected in this application. Your information will be used to administrate the licence, processing is being conducted relying upon a contractual legal basis. 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. Your data may be shared with other departments within the council for the purpose of improving services, keeping records up-to-date and for the protection of the public fund. It may also share your data with other bodies responsible for auditing public funds for these purposes. You can find further information about data sharing to identify fraud at www.ashford.gov.uk/transparency/data-protection/data-sharing-to-identify-fraud/. Your information will be retained as long as you hold the licence + 12 years. For more information about your data protection rights please see our data protection pages which can be found at www.ashford.gov.uk or contact the Data Protection Officer, Ashford Borough Council, International House, Dover Place, Ashford, Kent, TN23 1HU.

Signed:

Date:

Signed:

Date:

Signed:

Date:

Signed:

Date:

Guidance Notes

'Relevant Offences' includes any offence under;

- section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989
- section 170 or 170B of the Customs and Excise Management Act 1979, where the specific offence concerned relates to scrap metal
- section 110 of the Environment Act 1995
- sections 33, 34 or 34B of the Environmental Protection Act 1990
- section 9 of the Food and Environment Protection Act 1985
- section 1 of the Fraud Act 2006, where the specific offence concerned relates to scrap metal, or is an environment-related offence
- section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012
- sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002
- the Scrap Metal Dealers Act 1964
- the Scrap Metal Dealers Act 2013
- 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
- Part 1 of the Vehicles (Crime) Act 2001
- sections 85, 202, or 206 of the Water Resources Act 1991.
- regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007
- regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010
- the Hazardous Waste (England and Wales) Regulations 2005
- the Hazardous Waste (Wales) Regulations 2005
- regulation 17(1) of the Landfill (England and Wales) Regulations 2002
- the Pollution Prevention and Control (England and Wales) Regulations 2000
- the Producer Responsibility (Packaging Waste) Regulations 2007
- the Transfrontier Shipment of Waste Regulations 1994
- the Transfrontier Shipment of Waste Regulations 2007
- the Waste (Electrical and Electronic Equipment) Regulations 2006
- regulation 42 of the Waste (England and Wales) Regulations 2011.

'Relevant enforcement action' includes;

- where a person has been charged with an offence specified above, and criminal proceedings in respect of that offence has not yet concluded

OR

- where an environmental 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.