

APPLICATION FOR A SCRAP METAL DEALERS COLLECTORS LICENCE

North Lincolnshire Council is under a duty to protect the public funds it administers and to prevent and detect crime, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud or crime. It may also share this information with other bodies administering public funds solely for these purposes.

SECTION 1 – Licence Type

Is this application:

Grant

Renewal

If renewal, 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. Continue on a separate sheet if necessary.

Type Ref number Date of Issue

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Please provide any details, including licence number, of any other Scrap Metal Registration issued by any authority to the applicant within the last 3 years

Issuing Authority Ref number Date of Issue

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Are you registered as a Waste Carrier?

Yes

No

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

SECTION 3 – Applicant Information

Title Surname

Forename(s) Date of Birth

Address

Postcode Tel Number

Mobile Number Email Address

Section 4 – Motor Salvage

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

Section 5 – Bank Details

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.

Bank Name

Account Name

Sort Code

Account Number

Section 6 – Criminal Convictions

Have you, ever been convicted of a relevant offence or been the subject of any relevant enforcement action?

Yes

No

If 'yes' you must provide details below

Date of conviction

Offence

Sentence (including suspended sentences)

Section 7 – HMRC Tax Registration guidance and Tax Check

Applicants for a scrap metal collector licence must evidence their understanding of their tax responsibilities, or provide a tax check code from HMRC.

New Applications

If you are a new applicant, and have not held a scrap metal collector licence in the last year, then you are required to confirm your understanding of your tax obligations.

Please review the following links to HMRC guidance about:

- 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 signing, you hereby confirm you are aware of the content of HMRC guidance relating to your tax registration obligations.

Applicant Signature:

Date:

Renewal Applications

As a renewal applicant, or as an applicant who either holds another current scrap metal collector licence in another local authority, or has held such a licence that was valid up to one year ago, you are expected to be registered for tax and must complete the tax check.

Please go to <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> to complete a tax check and enter the 9-digit code given into the box below.

Tax Check Code:

Section 8 – Checklist and Declaration

I have made or enclosed payment of the fee

I have enclosed the original certificate of basic disclosure

I have enclosed one passport style photograph which has been endorsed (See note)

I have enclosed one bank statement dated within three months relating to the account previously mentioned

I have completed every section of this application form

I understand that if I do not comply with the above requirements my application will be rejected

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 information provided will be shared 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. Those agencies will include other local authorities, the Environment Agency, the police, and any other organisation deemed necessary under the Act.

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.

Applicant Signature

Dated

NOTES

Section 1 – Please select whether this is a Grant or Renewal application.

Section 2 – 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 waster 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.

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 – This should be filled out in the name of the person who will hold the licence, you must include your home address and date of birth.

You are required to submit a Basic Disclosure Certificate from the Disclosure and Barring Service (DBS). You can apply for this at <https://www.gov.uk/request-copy-criminal-record>. A Basic Disclosure Certificate is only valid for a limited time, please ensure that your certificate is no older than three months old when you submit this application to us.

Section 4 – 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 and Part 1 of the Vehicles (Crime) Act 2001, which means you now only need a scrap metal dealers licence.

Section 5 – We require the details for the bank account(s) that you will be using 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 6 – You are required to set out the details of any relevant convictions or enforcement action that has been undertaken against you. 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 is submitted with the application, along with information retained by any organisation deemed necessary under the Act.

Section 7 – 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.

Section 8 – You must sign and date this section; this is also to confirm that you agree with the declaration and that you have completed everything required on the checklist.

Your photograph must be endorsed with the wording “**I certify that this is a true likeness of.....**” It should be endorsed by a current or previous employer, or from a person of Professional Standing, such as a Doctor; Justice of the Peace; Teacher; Social Worker; Solicitor or Minister of Religion. Police Officers should not be used.