

APPLICATION FOR A SCRAP METAL DEALERS SITE 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

Are you applying as:

An Individual

A Company

A Partnership

Please state your trading name:

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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Do you have planning permission? (Only applicable to sites established after 1 November 1990)

Yes

No

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

Issuing Authority Ref number Date of Issue

Are you registered as a Waste Carrier?

Yes

No

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

SECTION 3 – Additional Information

Applicant Details

Title	<input type="text"/>	Surname	<input type="text"/>
Forename(s)	<input type="text"/>	Date of Birth	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Tel Number	<input type="text"/>
Mobile Number	<input type="text"/>	Email Address	<input type="text"/>
Position/Role in Business	<input type="text"/>		

Correspondence Address

Address	<input type="text"/>		
Postcode	<input type="text"/>	Tel Number	<input type="text"/>
Mobile Number	<input type="text"/>	Email Address	<input type="text"/>

Partnership – Please provide details for the second partner

Title	<input type="text"/>	Surname	<input type="text"/>
Forename(s)	<input type="text"/>	Date of Birth	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Tel Number	<input type="text"/>
Mobile Number	<input type="text"/>	Email Address	<input type="text"/>
Position/Role in Business	<input type="text"/>		

Company Details

Company Name

Company Number

Registered Address

Please provide the details for each director, shadow director and company secretary

Title

Surname

Forename(s)

Date of Birth

Address

Postcode

Tel Number

Mobile Number

Email Address

Position/Role in Business

Title

Surname

Forename(s)

Date of Birth

Address

Postcode

Tel Number

Mobile Number

Email Address

Position/Role in Business

Site Details

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

Site 1

Name or Number

Address

Tel Number

Email Address

Site Manager

Title

Surname

Forename(s)

Date of Birth

Address

Postcode

Tel Number

Mobile Number

Email Address

Site 2

Name or Number

Address

Tel Number

Email Address

Site Manager

Title

Surname

Forename(s)

Date of Birth

Address

Postcode

Tel Number

Mobile Number

Email Address

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

Tel Number

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.

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, any partners, directors or site manager(s) named in this application 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 site 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 site 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 site licence (either elsewhere in North Lincolnshire or 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 for each relevant person

I have enclosed one bank statement dated within three months relating to each 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 what you are applying as. We require full names, addresses and dates of birth for all that are involved in the business, to be completed in Section 3.

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 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.

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. As well as details about you and your business, we will also need details of any directors, shadow directors, company secretary or partners involved in the business including their home address and date of birth. We also need to know the address of the site or sites you want the licence for, as well as the details of each site manager responsible for that site.

You and each person listed is 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 – The person completing the form on behalf of a company or partnership will complete the tax check. 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 – The person completing the form 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.