

APPLICATION TO VARY A SCRAP METAL DEALERS LICENCE

**North
Lincolnshire
Council**

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.

In accordance with Schedule 1 of the Scrap Metal Dealers Act 2013, North Lincolnshire Council may, on application, vary a licence by:

- 1) changing it from one type to another;
- 2) varying the licensee (but not transferring the licence from one person to another);
- 3) or in the case of a site licence, changing the site(s) or the site manager

Please use this form to vary your existing Scrap Metal Dealers Licence.

SECTION 1 – Existing Licence

My existing licence is:

A site licence

A collector's licence

Please provide your licence number:

SECTION 2 – The Applicant

The existing Licence Holder must make the variation application

Applicant Details

Title Surname

Forename(s) Date of Birth

Address

Postcode Tel Number

Mobile Number Email Address

Position/Role in Business

Correspondence Address (if applicable)

Address

Postcode Tel Number

Mobile Number		Email Address	
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Company Details (if applicable)

Company Name	
Company Number	
Registered Address	

SECTION 3 – The Variation
The Variation I propose to make is:

Changing the licence from one type to another		Changing the licensee details		Changing the site		Changing the site manager	
(Please complete Section 4)		(Please complete Section 5)		(Please complete Section 6)		(Please complete Section 7)	

Section 4 – Changing the Licence from one type to another
Please provide as much information as possible below. If you are applying to vary a Collector’s Licence by changing to a Site Licence, please also complete the following sections.

Section 5 – Changing the Licensee details

The licence cannot be transferred from one person to another, but you can vary the details of the licensee – for example, if the Directors of a Limited Company have changed. Please provide the details for each director, shadow director and company secretary. A Standard DBS Certificate must be provided for each new director, shadow director or company secretary. Please continue on a separate sheet if necessary.

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			

Section 6 - Changing the site

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	<input type="text"/>	Email Address	<input type="text"/>
Site 2 Name or Number	<input type="text"/>		
Address	<input type="text"/>		
Tel Number	<input type="text"/>	Email Address	<input type="text"/>

Section 7 – Changing the Site Manager

A Standard DBS Certificate must be provided if you are proposing to vary the site manager.

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"/>

The following Sections must be completed by all applicants

Section 8 – Other Scrap Metal Sites

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	<input type="text"/>		
Postcode	<input type="text"/>	Tel Number	<input type="text"/>
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.			
<input type="text"/>			

Section 9 – 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 10 – 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 11 – 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?

*Relevant Offences are specified in The Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013.

Yes

No

If 'yes' you must provide details below

Date of conviction

Offence

Sentence (including suspended sentences)

Section 11 – 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 completed every relevant 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