

Renewal application for Site Licence for Scrap Metal

Scrap Metal Dealers Act 2013

Before completing this form, please read the notes at the end of the form and the guidance notes for a scrap metal dealer's licence.

If you are completing this form by hand, please write clearly, in black ink and in CAPITALS.

In all cases, make sure that you answer all the questions and submit all the relevant documents with your application. Use additional sheets if necessary. The application and all documents must be sent to: The Licensing Partnership, Council Offices, Sevenoaks, Kent TN13 IGP. Telephone: 01732 227004 or Email: licensing@sevenoaks.gov.uk

If you do not complete all questions, pay the required fee, or submit all documents, your application will not be valid and will not be able to be processed.

You may wish to keep a copy of the completed form for your records.

Please tick which Licensing Authority you are applying to operate within (please note one application form per authority):

1. Local Authority (tick appropriate Authority)

London Borough of Bexley	<input type="checkbox"/>	Tunbridge Wells Borough Council	<input type="checkbox"/>	Maidstone Borough Council	<input type="checkbox"/>	Sevenoaks District Council	<input type="checkbox"/>
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2. Licence number

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3. Expiry date of licence

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4. Full name of licence holder

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5. Trading name of premises

6. Address of site (including post code):
Telephone number of site:

7. Confirmation of no change to current licence								
A renewal application must be made on the same terms and conditions as the current licence and that no changes have been made.								
<table border="1"> <tr> <td>• I confirm that the licence holder has not changed.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>• I confirm that the site manager has not changed.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>• I confirm that the trading hours have not changed.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>• I confirm that the bank accounts for the site have not changed.</td> <td><input type="checkbox"/></td> </tr> </table>	• I confirm that the licence holder has not changed.	<input type="checkbox"/>	• I confirm that the site manager has not changed.	<input type="checkbox"/>	• I confirm that the trading hours have not changed.	<input type="checkbox"/>	• I confirm that the bank accounts for the site have not changed.	<input type="checkbox"/>
• I confirm that the licence holder has not changed.	<input type="checkbox"/>							
• I confirm that the site manager has not changed.	<input type="checkbox"/>							
• I confirm that the trading hours have not changed.	<input type="checkbox"/>							
• I confirm that the bank accounts for the site have not changed.	<input type="checkbox"/>							
If you are unable to confirm any of the above, then you are advised to contact the hub team of the Licensing Partnership immediately as a variation may be required, and/or you may need to provide additional information with the renewal application.								

8. Environment Agency issued permits/registrations/exemptions	
Please provide details of any relevant environmental permit, registration or exemption or in relation to the applicant:	
Type:	
Identifying number:	
Date of issue:	Expiry date:
Type:	
Identifying number:	
Date of issue:	Expiry date:
Type:	
Identifying number:	
Date of issue:	Expiry date:

9. Local Authority licences and refused licences		
Please provide details of any scrap metal dealers' licence(s) issued to the applicant by any Local Authority, other than the Licensing Authority applied for, within the last three years. Please use an additional page if necessary.		
Licence type:		
Issuing Local Authority:		
Licence number:		
Expiry date:		
Licence type:		
Issuing Local Authority:		
Licence number:		
Expiry date:		
Has the applicant ever had an application for a scrap metal dealers' licence(s) refused:	Yes:	No:
If yes, please provide the following information:		
Name of refusing Local Authority:		
Date of refusal:		
Reason for Refusal:		

10. Information Commissioner's Officers registration (ICO)		
Is the applicant registered with the Information Commissioner's Office?	Yes:	No:
If yes, please provide the following information:		
Registration number:		
Registration date:		

11. HMRC

You are required to complete a tax check with HM Revenue and Customs (HMRC).
When you have completed the tax check, you will receive a code.

What is your tax check code:

12. Vehicle registration details

First vehicle

Registration number:

Make:

Model:

Colour:

Tax class:

Insurance company:

Insurance Policy Number:

Second vehicle

Registration number:

Make:

Model:

Colour:

Tax class:

Insurance company:

Insurance Policy Number:

Please provide details of any additional vehicles on a separate piece of paper.

Photocopies of all vehicle registration documents (V5 logbook), and insurance certificates are required to be submitted with your application.

13. Criminal convictions		
Have you, or any person named in the application, ever been convicted of a relevant offence or been the subject of any relevant enforcement action?	Yes:	No:
<p>If yes, please provide the name of each person convicted, the offence for which they were convicted, the date of the conviction, the sentence imposed and the name and location of the convicting court.</p> <p>The term 'any person' applies to the individual named in the application; or in respect an application made by a Partnership, each Partner; or in respect of an application made by a Company, the Company Secretary and each Director, together with the Company Secretary and Directors of any shadow companies named in the application. It also includes any individual named in the application as a 'Site Manager'. (Please see end of the form for a list of relevant offences).</p>		

14. Right to work in the UK (Non-UK, EU, EEA and Swiss citizens only)		
<p>The applicant and any person named in the application as site manager(s) must be legally entitled to work in the UK. Given this, it is suggested that the applicant's read the Government's guidance on "how to carry out right to work checks and what documents you can accept, both of are on the website GOV.UK (https://www.gov.uk/legal-right-work-uk).</p>		
Are all persons named in the application entitled to work in the UK?	Yes:	No:
<p>You may be asked to provide a copy of any documentation (e.g. a permit, visa, residence document, official document from a UK government agency showing a national insurance number, or registration certificate, etc.) that show your right, or that of your employees, to work in the UK. The same applies in respect of any person named in the application as the 'Site Manager'.</p>		

15. Payment
How do you wish to make payment for your scrap metal dealer's licence? (Please tick)
Payment by card – please telephone 01732 227004:
Cheque (please make payable to Sevenoaks District Council):

16. Documents required as part of the renewal application	
<ul style="list-style-type: none"> • One passport quality photograph taken within the last month of the site manager 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Photographic proof of identity (passport or driving licence), together with proof of address for all site manager(s) detailed in the application 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Basic disclosure certificate for the site manager (only valid for 1 month from date of issue) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Basic disclosure certificate for the licence holder, this will include all directors if the licence holder is a company or all partners if the licence holder is a partnership (only valid for 1 month from date of issue) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Copies of each logbook (V5) for each vehicle used as part of the site licence 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Copies of insurance certificates for all vehicles used as part of the site licence 	<input type="checkbox"/>
<ul style="list-style-type: none"> • List of all directors/partners/individual/site manager's address if changed since the last renewal 	<input type="checkbox"/>

17. Contact person in respect of the renewal application
Name:
Address:
Postcode:
Mobile number:
Email address:

18. Declaration
<p>If the application is made by:</p> <ul style="list-style-type: none"> • an individual, then they must sign the declaration; • a Partnership, each Partner must sign the declaration; • a Company, the Company Secretary (if it has one) or a Director of the Company <p>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.</p>

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.

I confirm receipt of the guidance notes issued by the Licensing Partnership which explains that a licensed scrap metal dealer:

- Must not receive scrap metal from a person without first verifying the person's full name and address;
- Must not pay for scrap metal with cash; and
- Must keep records of their dealings.

Having regard to the above-mentioned guidance notes, I confirm that should the application be granted, there will be in place adequate procedures to ensure that the provisions of the Scrap Metal Act 2013 are complied with, and in particular:

- Section 11 - Verification of supplier's identity
- Section 12 - Offence of buying scrap metal for cash etc.
- Section 13 - Records: Receipt of metal
- Section 14 - Records: disposal of metal
- Section 15 - Records: supplementary

Local Authorities must protect funds it handles and so the information you have provided on this form may be used to detect and prevent fraud. The information may also be shared for the same purposes, with other organisations which handle public funds including data to be used as part of the National Fraud Initiative.

Your personal data will also be shared with the local authorities, which make up the Licensing Partnership, for the purpose of processing your licensing application. Your personal data will not be used for any other purpose without your prior consent, except as permitted under the Data Protection Act 1988. For further information, please see <https://www.gov.uk/government/collections/national-fraud-initiative>

Please tick box to confirm that you have read and understood the policy for the authority to which you are making the application and that you agree to comply with the conditions set out within it.

I declare that all the answers given above are true. I understand that it is an offence under Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 for any person to knowingly or recklessly make a false statement or omit any material particular in giving the required information.

Signature:

Print name:

Date:

Signature:

Print name:

Date:

Signature:

Print name:

Date:

Signature:

Print name:

Date:

Notes on completing this application

Before completing this form please read these notes and the guidance notes for a scrap metal dealers licence.

If you are completing this form by hand, please write clearly, in black ink and in CAPITALS. In all cases make sure that you answer all the questions and submit all the relevant documents with your application. Use additional sheets if necessary. The application and all documents must be sent to: The Licensing Partnership, Council Offices, Sevenoaks, Kent TN13 1GP. Telephone: 01732 227004 or Email: licensing@sevenoaks.gov.uk

If you do not complete all questions, pay the required fee or submit all documents your application will not be valid and will not be able to be processed.

You may wish to keep a copy of the completed form for your records.

If you need more help in completing the application, please contact your Local Authority licensing team or the hub team of the Licensing Partnership.

If completing the form in paper format there is not much space on the form, so if you need to list more than one site manager, director, or partner, or any other details then you must continue on a separate piece of paper setting out the details in the same way as the form. Failure to provide all the required information will mean your application is invalid and will not be processed.

Section 8 - Environment Agency

This section asks about any environmental permits that you hold. 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: <https://www.gov.uk/register-renew-waste-carrier-broker-dealer-england>

Section 9 - Local Authority Licences and Refused Licences

This section asks for details of all other scrap metal dealers licences that you hold in **any** other Local Authorities area, along with details of any licences that may have been refused. Please ensure you include the licence number so that we can confirm this against the national register.

Section 10 - Information Commissioner's Office (ICO)

This section asks for details of your registration held with the information commissioner's office. As you are required to keep personal details of any person you buy scrap metal from, it is likely that you will need to register with the Information Commissioner's Office.

Section 11 - HMRC Check

From 4 April 2022, you will need to complete a tax check with HM Revenue and Customs (HMRC) when you renew your site licence to deal in scrap metal.

[Check what you should do](#)

When you have completed the tax check, you will receive a code. You must give this code to the Licensing Partnership. The Licensing Partnership cannot proceed with your application until the tax check is completed and they have received the code.

The Licensing Partnership will only receive confirmation from HMRC that you have completed the tax check, they will not have access to information about your tax affairs.

If you need any extra support from HMRC for example, if you need information in a different format or need help filling in the tax forms, please contact [HMRC](#).

Section 12 - Vehicle Details

This section asks for details of all vehicles that will be used in connection with the business. It is your responsibility to ensure that all your vehicles are roadworthy and are properly taxed, insured and otherwise meet the legal requirements to be on the road. You are required to provide copies of the insurance and V5 (logbook) for each vehicle listed in the application.

Section 13 - Criminal Convictions

This section asks you to set out any relevant convictions or enforcement activity that has been undertaken against you by the Environment Agency or Natural Resources Wales. 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 from Disclosure Scotland that you are required to submit with the application, along with information retained by the police and the Environment Agency or Natural Resources Wales. Details of relevant offences are listed at the end of these notes.

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 satisfy the Local Authority that you are a suitable person.

A Basic Disclosure Certificate is only valid for a limited time but can be used to apply to as many local authorities as you want within that time. **One calendar month is the longest that you can expect your check to be considered valid.**

Every person listed on the application form **must** submit a Basic Disclosure Certificate from Disclosure Scotland. Their contact details are:

Website: www.disclosurescotland.co.uk

Email: info@disclosurescotland.co.uk

Phone: 0870 609 6006

You can apply for this certificate at:

<http://www.disclosurescotland.co.uk/apply/individuals/>

Section 14 - Right to Work

In this section, you are required to ensure that all persons employed by you have a right to work in the UK. You are required to provide relevant evidence to support any persons right to work in the UK, if necessary.

Section 15 - Contact Person

In this section it asks for the name of the person that the Licensing Authority should contact, other than the applicant with regards to the application and to make an appointment to visit the site(s). If this section does not apply then please leave the section of the form blank or state "not applicable".

Section 16 - Payment

In this section it asks you to confirm how you want to pay for your application. You will need to check the website of the Local Authority you are applying to find out the cost. The fee reflects the costs of processing the application and ensuring conditions are complied with.

Applications are not valid unless the correct fee has been paid. The fee should be made payable to Sevenoaks District Council who handles the payments on behalf of all the Local Authorities within the Licensing Partnership.

Section 17 - Required Documentation

This section details all the documents required to be submitted with the application. Failure to provide the documents will mean that your application is invalid and will not be processed. If there is a delay in processing your application, you may be required to submit a further Basic Disclosure Certificate if it is no longer valid (**within one calendar month of a valid application being made**).

The photo of the site manager must be of a passport quality photograph, taken within the last month of **all** site manager(s). To be accepted, the photograph must be:

- of a professional standard;
- taken within the last month;
- in colour
- taken against a plain cream or light grey background;
- clear and in focus;
- without any creases or tears;
- unaltered by computer software;
- a close-up of the individual's full head and upper shoulders;
- in clear contrast to the background; and

- marked on reverse with the individual's full name or if uploaded in the covering email.

Photographs must not contain other objects or people, and the individual in the photograph must be facing forward and looking straight at the camera.

Photographic proof of identity (passport or driving licence), together with proof of address for all site manager(s) detailed in the application.

The correct fee.

Basic disclosure certificate for **all** persons named in the application. **Only valid for one month.**

Copies of each logbook (V5) for each vehicle mentioned in the application.

Copies of insurance for each vehicle mentioned in the application.

Section 18 - Declaration

The person who will hold the scrap metal dealer's licence needs to sign and date the declaration, as do the other people named on the form. This section also explains that the Local Authority will share some of these details with the Police, Environment Agency, or Natural Resources Wales when checking whether the applicant(s) is a suitable person to hold a licence. Some of the information will also be displayed on a public register.

You are also confirming that you have read the guidance notes issued by the Licensing Partnership which explains that a licensed scrap metal dealer:

- Must not receive scrap metal from a person without first verifying the person's full name and address;
- Must not pay for scrap metal with cash; and
- Must keep records of their dealings.

In addition, that if a licence is granted that there will be in place adequate procedures to ensure that the provisions of the Scrap Metal Act 2013 are complied with, and in particular:

- Section 11 - Verification of supplier's identity
- Section 12 - Offence of buying scrap metal for cash etc.
- Section 13 - Records: Receipt of metal
- Section 14 - Records: disposal of metal
- Section 15 - Records: supplementary

If you do not agree to this use of your details, then you should **not** sign the form. If you are in any doubt about what this section means, then speak to a member of your Local Authority's licensing team.

Relevant Offences

The Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013 prescribe relevant offences and relevant

enforcement action for the purposes of section 3(3)(b) and (c) of the Scrap Metal Dealers Act 2013. Pursuant to section 3(2) of that Act, where a Local Authority is processing an application for a scrap metal licence and is evaluating whether the applicant is a suitable person to carry on business as a scrap metal dealer, the Local Authority may have regard to whether the applicant or any site manager has been convicted of a relevant offence or has been the subject of any relevant enforcement action.

- An offence under section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989
- An offence under section 170 or 170B of the Customs and Excise Management Act 1979(5), where the specific offence concerned relates to scrap metal.
- An offence under section 110 of the Environment Act 1995
- An offence under sections 33, 34 or 34B of the Environmental Protection Act 1990
- An offence under section 9 of the Food and Environment Protection Act 1985
- An offence under section 1 of the Fraud Act 2006, where the specific offence concerned relates to scrap metal, or is an environment-related offence.
- An offence under section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012
- An offence under sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002
- Any offence under the Scrap Metal Dealers Act 1964
- Any offence under the Scrap Metal Dealers Act 2013
- An offence under sections 1, 8,9,10, 11, 17, 18, 22 or 25 of the Theft Act 1968(13), where the specific offence concerned relates to scrap metal, or is an environment-related offence.
- Any offence under Part 1 of the Vehicles (Crime) Act 2001
- An offence under sections 85, 202, or 206 of the Water Resources Act 1991
- An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007
- An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010
- Any offence under the Hazardous Waste (England and Wales) Regulations 2005
- Any offence under the Hazardous Waste (Wales) Regulations 2005
- An offence under regulation 17(1) of the Landfill (England and Wales) Regulations 2002
- Any offence under the Pollution Prevention and Control (England and Wales) Regulations 2000
- Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007
- Any offence under the Transfrontier Shipment of Waste Regulations 1994
- Any offence under the Transfrontier Shipment of Waste Regulations 2007
- Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006
- An offence under regulation 42 of the Waste (England and Wales) Regulations 2011

For the purposes of section 3(3)(b) of the Scrap Metal Dealers Act 2013, “relevant offence” means any offence specified above and includes an offence of -

- attempting or conspiring to commit any offence falling within the Schedule;
- inciting or aiding, abetting, counselling or procuring the commission of any offence falling within the Schedule, and
- an offence under Part 2 of the Serious Crime Act 2007 (encouraging or assisting crime) committed in relation to any offence falling within the Schedule.