



Application for a scrap metal licence

Public Protection Group Licensing Team

South Lakeland House, Lowther Street, Kendal, Cumbria LA9 4UD Tel: 01539 733333

Section 1 (for ALL applicants)

Please indicate the type of licence you are applying for (please tick) A site licence A collectors licence

Are you applying as (please tick) An individual A company A partnership

Please state your trading name:

If this application is for the grant of a new premises licence please tick this box to confirm you are aware of your tax responsibilities.

www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence

If you do not confirm that you are aware of the guidance, you will not be issued with a licence.

If this application is for the renewal of an existing licence, please provide your licence number:

As from 4 April 2022, if you renew or apply for a subsequent licence you will have to do a tax check and provide SLDC with your tax check code (issued within the last 120 days). A tax check confirms that you are registered for tax, you can complete your tax check by visiting: **www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence**

Tax check code:

Failure to provide a tax check code will result in your renewal application being refused.

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 motor salvage operator) in relation to the applicant:

Type:		Identifying number:		Date of issue:	
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Type:		Identifying number:		Date of issue:	
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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 continue on a separate sheet if necessary):

Have you ever had an application for a site licence or collectors licence refused/revoked by another local authority? Yes No

If yes, then please provide details of the local authority that refused your application or revoked your licence and the reasons for that decision.

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Section 2 Permits, registrations and licences in force (cont.)

Are you registered as a waste carrier? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'yes', please provide your carrier's registration number:		

Section 3 To be completed if applying for a site licence

NB A site licence authorizes the licensee to carry on business at a site in the authority's area. You can apply to licence multiple sites using this form.

Details of prospective licence holder

Title (please tick):	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
Date of birth:					
Full name:					
Position/role in the business:					
I attach a Basic Disclosure Certificate. If you do not provide a disclosure certificate your application may be delayed or rejected.	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Have you resided outside the UK in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

Use

Business address

Head office name or house name/number	
Address	
Town/city	
Postcode	
Daytime telephone number	
Mobile telephone number	
Email address	

Home address

NB You must still provide us with your home address even if you do not wish it to be used for correspondence.

House name/number	
Address	
Town/city	
Postcode	
Daytime telephone number	
Mobile telephone number	
Email address	

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Section 3 To be completed if applying for a site licence (cont.)

Site details

Please list the details for each site where you propose to carry on the 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 (NB 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 manager(s) details if different from the applicant	
SITE 1			
House name/number		Name	
Address		House name/number	
		Address	
Town/city			
Postcode		Town/city	
Telephone number		Postcode	
Email address		Date of birth	
Website address		Basic Disclosure Certificate attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SITE 2			
House name/number		Name	
Address		House name/number	
		Address	
Town/city			
Postcode		Town/city	
Telephone number		Postcode	
Email address		Date of birth	
Website address		Basic Disclosure Certificate attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.			
Full name		Full name	
Date of birth		Date of birth	
Residential address		Residential address	
Basic Disclosure Certificate attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Basic Disclosure Certificate attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Section 3 To be completed if applying for a site licence (cont.)

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		Role	
Name		Name	
Date of birth		Date of birth	
House name/number		House name/number	
Address		Address	
Town/city		Town/city	
Postcode		Postcode	
Basic Disclosure Certificate attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Basic Disclosure Certificate attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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.

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Only applicable to sites established after 1 November 1990:

Do you have planning permission? (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>
What year did this site begin trading as a Scrap Metal Yard?	

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Section 4 To be completed if applying for a collector’s licence

NB 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

Date of birth:

Full name:

I attach a Basic Disclosure Certificate. If you do not provide a disclosure certificate your application may be delayed or rejected. Yes No

Have you or any other persons named in your application resided outside the UK in the last 5 years? Yes No

Contact details

We will use your business address to correspond with you unless you indicate we should use your home address Use home address

Business address

Head office name or house name/number				
Address				
Town/city				
Postcode				
Daytime telephone number				
Mobile telephone number				
Email address				

Home address

NB You must still provide us with your home address even if you do not wish it to be used for correspondence.

House name or number				
Address				
Town/city				
Postcode				
Daytime telephone number				
Mobile telephone number				
Email address				

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Section 4 To be completed if applying for a collector’s licence (cont.)

Where will scrap metal that has been purchased be stored before further disposal?

House name/number	
Address	
Town/city	
Postcode	
The scrap metal will not be stored (tick if applicable)	<input type="checkbox"/>
Mobile telephone number	
Vehicle Registration Number (please use a separate sheet if you wish to register more than one vehicle)	
Make	
Model	
Colour	
Tax class	
Insurance company	
Insurance policy number	
Environment Agency Waste Carriers Licence Number	

Your vehicle registration documents (V5 log book and MOT), Insurance Certificate and Waste Carriers Licence will be required to be submitted along with your application.

A passport size photograph is required to be submitted by an applicant for a collector’s licence.

Please see notes attached at Section 4 regarding specific requirements for providing a photograph.

Section 5 Motor salvage (for ALL applicants)

Will your business consist of acting as a motor salvage operator? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This is defined as a business that:		
<ul style="list-style-type: none"> • 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. 		

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Section 6 Bank accounts that will be used for payments to suppliers (for 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		Account name	
Sort code		Sort code	
Account number		Account number	

Section 7 Payment (for ALL applicants)

There is a fee payable to apply for a licence. Details of the fees payable can be found on our website at: www.southlakeland.gov.uk/business-and-trade/licensing-and-permits/scrap-metal-dealer-licence/

Alternatively, please contact the Licensing Section to confirm details of the fee payable.

Please note that we can only accept payment by cheque, credit/debit card.

Applications will not be accepted unless the correct fee has been paid.

Section 8 Criminal convictions (for ALL applicants)

Have you, or any listed partners or director's, 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 attached for a list of relevant offences).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If 'yes', you must provide details for each conviction, the date of the conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed. Please use a continuation sheet if necessary.

Section 9 Declaration (for 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 is 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 and the Police.

I understand that the purpose of the sharing of this data is to form 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.

Signed:		Date:	
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Please submit the following with your application:

Basic Disclosure Certificate (original copy) – please note that where applications are being made on behalf of a company, all directors, secretaries and site managers are required to submit a Basic Disclosure	<input type="checkbox"/>
Relevant Fee – please contact the Licensing Department for details of the required fee	<input type="checkbox"/>
Photographic ID for each person required such as driving licence or passport	<input type="checkbox"/>
Evidence of address, e.g bank statement, council tax form	<input type="checkbox"/>
Evidence of bank account details – see Section 6 of the application form	<input type="checkbox"/>

Additional requirements for Collectors Licences:

For collectors licences we require you to supply a passport size photograph duly signed on the back. Please see specific requirements regarding the supply of a photograph in the notes at Section 4 attached.	<input type="checkbox"/>
For collectors licences we require your vehicle registration documents (V5 log book and MOT), Insurance certificate and waste carriers licence.	<input type="checkbox"/>
Details of any collectors directly employed by you as part of your business.	<input type="checkbox"/>

Additional information for a Collectors Licence Application

Employed collectors

Whilst there is no requirement for other collectors directly employed by a collectors licence holder to obtain their own licence, for the purpose of the council’s records it is necessary to have the details of such persons. Therefore, if you do directly employ other collectors as part of your business then you are required to provide a list of the FULL names and addresses of all such persons along with your completed application form.

Name	Address (including postcode)	Date of birth