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| New Image | Licensing Team  Business & Consumer Protection  Shirehall  Abbey Foregate  Shrewsbury  Shropshire, SY2 6ND  Email: [licensing@shropshire.gov.uk](mailto:licensing@shropshire.gov.uk)  Tel: 0345 678 9026 |

# Scrap Metal Dealers Procedure Notes

You must hold either a site or mobile collector’s licence if you are a scrap metal dealer, a person is a scrap metal dealer if they:

(a) carry on a business which consists wholly or partly in buying or selling scrap metal, whether or not the metal is sold in the form in which it was bought, or

1. carry on business as a motor salvage operator.

Trading without a licence is a criminal offence, for which the offender can be fined if convicted. Before applying for a licence, you must familiarise yourself with the [Scrap Metal Dealers Act 2013](https://www.legislation.gov.uk/ukpga/2013/10/enacted)

* + Complete the application form and return to the address above or licensing@shropshire.gov.uk
  + Enclose a copy of the receipt for payment of the application fee. A list of the fees is available [at www.shropshire.gov.uk.](http://www.shropshire.gov.uk/)
  + Enclose a copy of a recent (less than 3 months old) disclosure certificate for each person listed in the application (A basic criminal records check can be obtained from the Disclosure and Barring Service (DBS), for further details call their helpline on 03000 200 190 or look on their website <https://www.gov.uk/request-copy-criminal-record> )
  + Enclose a passport sized photo for each person listed in the application (please put the name and date of birth on the rear of the photo)
  + Once the application has been verified as a valid application, the Licensing Team will consult with other bodies, this will be the Police, Environment Agency and HMRC but may also include other Local Authorities
  + Where no objections are received then a licence will normally be granted
  + If the Council is minded to reject your application, then you will be contacted, by the Licensing Team, stating what action the council proposes to take

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# Application for Scrap Metal Licence

To assist you in completing this application form please read the guidance notes provided.

**Scrap Metal Dealers act 2013**

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| **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 partnership  A company | | | |
| Please state your trading name: | | | |
| Is this appliaction for the grant of a new licence or a renewal (please tick relevant box):  Grant of a new licence  Renewal of an exising licence  If ‘new’, are you applying for the first time Yes No  If No, have you held a Scrap Dealers Licence within Shropshire or another authority in the past 12 months? Yes No  If ‘renewal’ please provide your existing licence number: | | | |
|  | | | |
| **SECTION 2. Tax Obligations (for all applicants)** | | | |
| New applicants, applying for the first time to be a Scrap metal Dealer – See Section 9. Declaration | | | |
| Renewal or Previously Licensed Scrap Metal Dealers (in the last 12 months)  Please provide your 9-character tax check code | | | |
| **1.Further information about Tax Obligations are set out in the explanatory notes accompanying this form.** | | | |
| **SECTION 3. 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: | | | |
| Type: | Identifying number: | | Date of issue: |
| Type: | Identifying number: | | Date of issue: |
| 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 use a continuation sheet if necessary): | | | |
| Are you registered as a waste carrier?(please tick)  Yes  No  If ‘yes’ please provide your carrier’s registration number: | | | |
|  | | | |
| **SECTION 4. TO BE COMPLETED IF APPLYING FOR A SITE LICENCE**  **N.B- A site licence authorises 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 Mrs Miss Ms Other**  **(Other please state)** | | **I am 18 years old or over (please tick)**  **Yes No**  **Date of Birth** | |
| **Surname:** | | **Forenames:** | |
| Please also state your maiden name or any other surnames you have previously been  known by: | | | |
| Position/Role in the business: | | | |
| **Contact details** (we will use your business address to correspond with you unless you indicate we should use your home address) | | | |
| **Business address:**  **Head office name or house name or number:**  **Address:**  **Town/City:**  **Postcode:** | | **Telephone numbers:**  **Daytime:**  **Evening:**  **Mobile:** | |
| **Home address:**  **Address:**  **Town/City:**  **Postcode**  **Please use my home address for correspondence** | | **Email address:**  **Please note that you must still provide us with a postal address** | |
| **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. [N.B- 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**  **Name or number:**  **First line of the address:**  **Town/City**  **Postcode**  **Telephone number:**  **Email address:**  **Website address:** | | **Name:**  **House name or number:**  **First Line of the address:**  **Town/City:**  **Postcode:**  **Date of Birth**  **Basic Disclosure certificate attached**  **Yes No** | |
| **Site 2**  **Name or number:**  **First line of the address:**  **Town/City**  **Postcode**  **Telephone number:**  **Email address:**  **Website address:** | | **Name:**  **House name or number:**  **First Line of the address:**  **Town/City:**  **Postcode:**  **Date of Birth**  **Basic Disclosure certificate attached**  **Yes No** | |
| **Please use a separate piece of paper if you have more than 2 sites** | | | |
| 1. Please also state your maiden name or any other surnames you have previously been known by. 2. Please provide the site manager’s home address as this will facilitate conducting checks on whether they are a suitable person. 3. If you do not provide a disclosure certificate issued for named persons by DBS issued no more than three   months before the date of this application your application may be delayed or rejected. | | | |
| **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:**  **Date of Birth**  **Residential Address**  **Basic Disclosure Certificate attached:**  **Yes No** | | **Full name:**  **Date of Birth**  **Residential Address**  **Basic Disclosure Certificate attached:**  **Yes No** | |
| **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:**  **Name:**  **Date of Birth:**  **House number or name:**  **First line of address**  **Town/City**  **Postcode:**  **Basic Disclosure Certificate attached:**  **Yes No** | | **Role:**  **Name:**  **Date of Birth:**  **House number or name:**  **First line of address**  **Town/City**  **Postcode:**  **Basic Disclosure Certificate attached:**  **Yes No** | |
| 1. Please also state your maiden name or any other surnames you have previously been known by. 2. If you do not provide a disclosure certificate issued for named persons by the DBS issued no more than three   months before the date of this application your application may be delayed or rejected.   1. If you do not provide a disclosure certificate issued for named persons by DBS issued no more than three   months before the date of this application your application may be delayed or rejected.   1. Please provide the director’s home address as this will facilitate conducting checks on whether they are a suitable person. | | | |
| Please provide details of any site in the area of any other local authority at which the applicant carriers on business as a scrap metal dealer or proposes to do so: | | | |
| **Address:**  **Postcode:** | | | |
| Please name the local authority which had licensed this site, or to whom applications have been made if before commencement of the Scrap Metal Dealers Act 2013:  Please continue on a separate sheet of paper if necessary. | | | |
| Do you have planning permission (please tick) (only applicable to sites established after 1st November 1990) | | | |
|  | | | |
| SECTION 5. TO BE COMPLETED IF APPLYING FOR A COLLECTOR’S LICENCE **N.B- 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  Other please state: | | I am 18 years or over (please tick)  Yes No | |
| Surname: | | Forename: | |
| Please also state your maiden name or any other surnames you have previously been known by: | | | |
| ***Contact details***(we will use your business address to correspond with you unless you indicate we should use your home address) | | | |
| Business address:  House name or number:  First line of the address:  Town/City:  Postcode: | | Telephone numbers:  Daytime:  Evening:  Mobile: | |
| Home address:  House name or number:  First line of the address:  Town/City:  Postcode:  Please use my home address for correspondence | | Email address:  (Please note that you must still provide us with a postal address) | |
|  | | | |
| **SECTION 6. MOTOR SALVAGE (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. | | | |
| 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.   Please tick Yes No  To operate as a motor salvage operator, you will need to apply for a site licence. | | | |
|  | | | |
| **SECTION 7. 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:  Sort code:  Account number: | | Account name:  Sort code:  Account number: | |
|  | | | |
| SECTION 8. CRIMINAL CONVICTIONS (For all applicants) | | | |
| Have you, any listed partners, any listed directors, 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 below for a list of relevant offences).  Yes  No  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: | | | |
|  | | | |
| **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 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 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 that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.’  Signed: Date: | | | |

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| SECTION 10. Checklist payment |
| Payment can be made using the following methods:  **By BACS** Account Name: SC Licensing Account, Sort code: 55-50-05, Account Number: 55904440, Bank Address: Natwest, Mardol Head, Shrewsbury.  **Online** http://shropshire.gov.uk/pay-for/  **By telephone** on 0345 678 9026 between the hours of 9am and 5pm.  When making your payment please remember to use your name as the reference, if you do not have a reference number, and include a copy of your receipt with your application. |

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| SECTION 11. Checklist (please tick) |
| Copy of Disclosure Certificate for each person named in the application  Receipt for payment of the application fee  Passport sized photo for each person named in the application  I understand that if I do not comply with the above then my application may be rejected. |

## Help with completing your application for a Scrap Metal Dealer’s Licence

If you need further assistance completing the application, please call Shropshire Council’s Licensing Team on 0345 678 9026 or email [licensing@shropshire.gov.uk](mailto:licensing@shropshire.gov.uk)

**Section 1 – For all applicants**

This section asks if you are applying for a collector’s licence or a site licence. You may only apply for one type of licence in each council area, but you can apply to run multiple sites. For instance, you could apply to run 3 sites in council A’s area, and also apply to be a collector in council B’s area.

A **site licence** lets you buy and sell scrap metal from a fixed location within the council area.

A **collector’s licence** allows you to travel within the council area to collect scrap metal. You may not take this metal back to a site that you run within the council area in order to sell it.

**Section 2 - Tax Obligations for all applicants**

From 4th April 2022 all Scrap Dealer applicants are to be aware of their Tax obligations. A first-time applicant will not need to provide a tax code. However you will need to declare that you are aware of you Tax obligations (Section 9).

Applicants who do not need to complete a tax check must review the HMRC guidance about tax registration obligations, see below websites for further information:

* PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](https://www.gov.uk/income-tax/how-you-pay-income-tax)
* Registering for Self Assessment: [www.gov.uk/register-for-self-assessment](https://www.gov.uk/register-for-self-assessment)
* Corporation Tax information: [www.gov.uk/corporation-tax](https://www.gov.uk/corporation-tax)

Any renewal application or an applicant who has been licensed as a Scrap Dealer in any authority in the last 12 months will be required to provide a 9-character tax check code. For further details on obtaining a code please visit [Changes for taxi, private hire or scrap metal licence applications from April 2022 - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022)

Please be aware that Schedule 23 of the Finance Act 2011 (Data Gathering Powers) and Schedule 36 of the 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 3 – Permits, registrations and licences in force for all applicants

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 you need to contact the Environment Agency on 03708 506506 or visit [www.environment-agency.gov.uk/wastecarriers](http://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 4 – For site licences only**

Complete this section if you are applying for a **site licence only**. It should be filled out in the name of the person who will hold the scrap metal dealer’s licence. As well as details about you and your business, we will also need details of any directors or partners involved in the business including their home address. 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 including their home address. These details are required by law or to facilitate checks on the applicant or so that you can be contacted if there are any problems.

You and every person listed on the application form needs to submit a Basic Disclosure Certificate from the Disclosure and Barring Service (DBS). You can apply for this certificate at <https://www.gov.uk/request-copy-criminal-record>. This is because the Home Office has decided that you and any person listed on the application need to tell the Council if you have been convicted of certain crimes. 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 demonstrate to the Council that you are a suitable person.

A Basic Disclosure Certificate is considered to be only valid for a limited time but can be used to apply to as many councils as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

There is not much space on the form, so if you need to list more than one site manager, director, or partner, then please continue on a separate piece of paper setting out the details in the same way as the form.

A site manager is the person who will be in charge of the site on a daily basis.

A director or partner is someone who has or shares legal responsibility for the operation of the company, including filing returns at Companies House.

We also want to know if you operate or propose to operate a site in another local authority area, along with details of this site, the council which has licensed it or to whom you have applied for a licence.

If your site(s) were established after 1990, then you are required to have planning permission from the council. You will need to tell us if this is the case, and it will be checked with the council planning department.

## Section 5 – For collector’s licences only

Complete the section if you are applying for a **collector’s licence** only. It should be filled out in the name of the person who will hold the scrap metal dealer’s licence. You are asked to provide contact details, including the place where you live, so that the council can get in touch with you if necessary.

You need to submit a Basic Disclosure Certificate from the Disclosure and Barring Service (DBS) along with the application form. You can apply for this certificate at <https://www.gov.uk/request-copy-criminal-record>. This is because the Home Office has decided that you need to tell the council if you have been convicted of certain crimes. 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 convince the council that you are a suitable person.

A Basic Disclosure Certificate is considered to be only valid for a limited time but can be used to apply to as many councils as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

You will need to ensure that all your vehicles are roadworthy and are properly taxed, insured and otherwise meet the legal requirements to be on the road.

## Section 6 – Motor salvage operator

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 together with Part 1 of the Vehicles (Crime) Act 2001, which means you now only need a scrap metal dealer’s licence. You will need to apply for a site licence to operate as a motor salvage operator.

## Section 7 – Bank accounts that will be used for payments to suppliers

This section asks you for the bank details which you will use to pay people 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 – Payment

There is a fee to apply for a licence. The fee varies from council to council as it reflects the costs of processing the form and checking that people are doing what the licence requires. Applications cannot be accepted unless the correct fee has been paid.

## Section 8 – Criminal convictions

This section asks you to detail any relevant convictions or enforcement activity that has been undertaken against you by any other Council, 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 that you are required to submit with the application, along with information retained by the police and the Environment Agency and/or Natural Resources Wales.

## Section 9 – 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 Council will share some of these details with the police, HMRC, Environment Agency and/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.

If you do not agree to this use of your information, then you should **not** sign the form. If you are in any doubt about what this section means then speak to the Licensing Team.

Relevant offences

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

PART 1

Primary Legislation

(a) An offence under section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989(c)

(b) An offence under section 170 or 170B of the Customs and Excise Management Act

1979(d), where the specific offence concerned relates to scrap metal

(c) An offence under section 110 of the Environment Act 1995(e)

(d) An offence under sections 33, 34 or 34B of the Environmental Protection Act 1990(f)

(e) An offence under section 9 of the Food and Environment Protection Act 1985(g)

(f) An offence under section 1 of the Fraud Act 2006(h), where the specific offence

concerned relates to scrap metal, or is an environment-related offence

(g) An offence under section 146 of the Legal Aid, Sentencing and Punishment of Offenders

Act 2012(i)

(h) An offence under sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002(j)

(i) Any offence under the Scrap Metal Dealers Act 1964(k)

(j) Any offence under the Scrap Metal Dealers Act 2013

(k) An offence under sections 1, 8,9,10, 11, 17, 18, 22 or 25 of the Theft Act 1968(a), where

the specific offence concerned relates to scrap metal, or is an environment-related offence

(l) Any offence under Part 1 of the Vehicles (Crime) Act 2001(b)

(m) An offence under sections 85, 202, or 206 of the Water Resources Act 1991(c).

PART 2

Secondary Legislation

(a) An offence under regulation 38 of the Environmental Permitting (England and Wales)

Regulations 2007(d)

(b) An offence under regulation 38 of the Environmental Permitting (England and Wales)

Regulations 2010(e)

(c) Any offence under the Hazardous Waste (England and Wales) Regulations 2005(f)

(d) Any offence under the Hazardous Waste (Wales) Regulations 2005(g)

(e) An offence under regulation 17(1) of the Landfill (England and Wales) Regulations

2002(h)

(f) Any offence under the Pollution Prevention and Control (England and Wales)

Regulations 2000(i)

(g) Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007(j)

(h) Any offence under the Transfrontier Shipment of Waste Regulations 1994(k)

(i) Any offence under the Transfrontier Shipment of Waste Regulations 2007(l)

(j) Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006(m)

(k) An offence under regulation 42 of the Waste (England and Wales) Regulations 2011(n