



The Licensing Team
Environmental Health & Housing
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SCRAP METAL DEALERS
Application for a Site or Collector's Licence to be Granted/Renewed
Under s.2 of the Scrap Metal Dealers Act 2013

Form Ref: SMD/01

Privacy Notice – privacy & data protection

North Devon Council, the Data Controller, collects personal information when you contact us for the licensing services we provide. We will use this information to provide these services, such as the granting of a licence, permit, registration or receipt of a notice.

We may need to share your information with other departments in North Devon Council or external/ third parties, where this is necessary to perform our public functions & services as provided by law.

For more information as a Data Subject regarding privacy & data protection, including how we manage your personal information, data retention and your rights, please see our Privacy Notice on the website: www.northdevon.gov.uk/privacy

If you require this document in an alternative format, please contact us.

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant questions). You may wish to keep a copy of the completed form for your records.

We recommend that you read the guidance notes at the end of this application form to assist you in making your application.

SECTION 1 (all applicants)

Please indicate the type of licence you are applying for (please tick):

A site licence (please complete section 2)

A collector's licence (please complete section 3)

Please state your trading or company name (if applicable):

Is this application for renewal of an existing licence under the Scrap Metal Dealers Act 2013 (please tick)?:

Yes No

If 'yes' please provide your existing licence number:

SECTION 2. TO BE COMPLETED IF APPLYING FOR A SITE LICENCE

A site licence authorises the licensee to carry on the business of a scrap metal dealer at any site in the Authority's area which is identified in the licence.

Are you applying as (please tick):

An individual (complete section 2A)

A partnership (complete section 2B)

A company (complete section 2C)

All applicants should complete section 2D

2A. Your personal details

Title *(please tick)*

Mr Mrs Miss Ms Other (please state):

Surname:

Forenames:

Date of Birth:

Place of Birth:

Position:

Basic Criminal Disclosure attached?

Yes No *(please tick)*

NB. If No, we will not be able to accept your application

In addition you will need to provide photo identification in support of your application – see guidance notes.

For renewal applications a 9 character Tax Check Code is required. To obtain this go to:
www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence

Address (we will use this address to correspond with you unless you complete the separate correspondence box below).

House name or number:

First line of address:

Town/City:

Postcode:

Contact details:

Daytime telephone:

Evening telephone:

Mobile:

E-mail address:

Correspondence address:

House name or number:

First line of address:

Town/City:

Postcode:

2B. Partnership Details. Please provide the following details in respect of each partner (continue on a separate sheet if necessary):

Mr Mrs Miss Ms Other:

Name:

Address:

Postcode:

Telephone Number:

Date of Birth:

Place of Birth:

Mr Mrs Miss Ms Other:

Name:

Address:

Postcode:

Telephone Number:

Date of Birth:

Place of Birth:

<p>Position:</p> <p>Basic Criminal Disclosure attached?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <i>(please tick)</i></p> <p><i>NB. If No, we will not be able to accept your application.</i></p> <p><i>In addition you will need to provide photo identification in support of your application – see guidance notes.</i></p> <p>For renewal applications a 9 character Tax Check Code is required. To obtain this go to: www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</p>	<p>Position:</p> <p>Basic Criminal Disclosure attached?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <i>(please tick)</i></p> <p><i>NB. If No, we will not be able to accept your application.</i></p> <p><i>In addition you will need to provide photo identification in support of your application – see guidance notes.</i></p> <p>For renewal applications a 9 character Tax Check Code is required. To obtain this go to: www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</p>
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2C. Company Details.

Company name:

Registration number:

Address of the registered office:

Postcode:

Telephone Number:

Please provide the following details for each director, shadow director and company secretary where these are different from the applicant and site manager. Please continue on a separate sheet if necessary.

<p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Telephone Number:</p> <p>Date of Birth:</p> <p>Place of Birth:</p> <p>Position:</p>	<p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Telephone Number:</p> <p>Date of Birth:</p> <p>Place of Birth:</p> <p>Position:</p>
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<p>Basic Criminal Disclosure attached?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)</p> <p><i>NB. If No, we will not be able to accept your application.</i></p> <p><i>In addition you will need to provide photo identification in support of your application – see guidance notes.</i></p> <p>For renewal applications a 9 character Tax Check Code is required. To obtain this go to: www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</p>	<p>Basic Criminal Disclosure attached?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)</p> <p><i>NB. If No, we will not be able to accept your application.</i></p> <p><i>In addition you will need to provide photo identification in support of your application – see guidance notes.</i></p> <p>For renewal applications a 9 character Tax Check Code is required. To obtain this go to: www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</p>
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2D. Site Details

Please provide details of each site at which you intend to carry out business as a scrap metal dealer. Continue on separate sheet if necessary. [N.B. If you operate multiple sites within the Authority’s 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 applicant)
<p><u>Site 1</u></p> <p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Website address:</p>	<p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Basic Criminal Disclosure attached?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)</p> <p><i>NB. If No, we will not be able to accept your application</i></p> <p><i>In addition you will need to provide photo identification in support of your application – see guidance notes</i></p>

Full address of each site you intend to carry out business as a scrap metal dealer	Site manager(s) details (if different from applicant)
<p><u>Site 2</u></p> <p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Website address:</p>	<p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Basic Criminal Disclosure attached?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)</p> <p><i>NB. If No, we will not be able to accept your application</i></p> <p><i>In addition you will need to provide photo identification in support of your application – see guidance notes</i></p>
<p>Only applicable to sites established after 1 November 1990.</p> <p>Do you have planning permission:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)</p>	
<p>SECTION 3.</p> <p>TO BE COMPLETED IF APPLYING FOR A COLLECTOR'S LICENCE</p> <p>You may only apply for one type of licence (site or collector) in each Council area.</p> <p>A collector's licence authorises the licensee to carry out business as a mobile collector in this authority's area only.</p>	
<p>Are you applying as (please tick):</p> <p>An individual <input type="checkbox"/> (complete section 3A)</p> <p>A partnership <input type="checkbox"/> (complete section 3B)</p> <p>A company <input type="checkbox"/> (complete section 3C)</p>	
<p>3A. Your personal details</p>	
<p>Title (please tick)</p> <p>Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state):</p> <p>Surname:</p> <p>Forenames:</p> <p>Date of Birth:</p>	

<p>Address:</p> <p>Postcode:</p> <p>Telephone Number:</p> <p>Date of Birth:</p> <p>Place of Birth:</p> <p>Position:</p> <p>Basic Criminal Disclosure attached?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <i>(please tick)</i></p> <p><i>NB. If No, we will not be able to accept your application.</i></p> <p><i>In addition you will need to provide photo identification in support of your application – see guidance notes.</i></p> <p>For renewal applications a 9 character Tax Check Code is required. To obtain this go to: www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</p>	<p>Address:</p> <p>Postcode:</p> <p>Telephone Number:</p> <p>Date of Birth:</p> <p>Place of Birth:</p> <p>Position:</p> <p>Basic Criminal Disclosure attached?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <i>(please tick)</i></p> <p><i>NB. If No, we will not be able to accept your application.</i></p> <p><i>In addition you will need to provide photo identification in support of your application – see guidance notes.</i></p> <p>For renewal applications a 9 character Tax Check Code is required. To obtain this go to: www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</p>
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3C. Company Details.

Company name:

Registration number:

Address of the registered office:

Postcode:

Telephone Number:

Please provide the following details for each director, shadow director and company secretary. Please continue on a separate sheet if necessary.

Name:

Address:

Postcode:

Telephone Number:

Date of Birth:

Place of Birth:

Position:

Basic Criminal Disclosure attached?

Yes No (please tick)

NB. If No, we will not be able to accept your application.

In addition you will need to provide photo identification in support of your application – see guidance notes.

For renewal applications a 9 character Tax Check Code is required. To obtain this go to:

www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence

Name:

Address:

Postcode:

Telephone Number:

Date of Birth:

Place of Birth:

Position:

Basic Criminal Disclosure attached?

Yes No (please tick)

NB. If No, we will not be able to accept your application.

In addition you will need to provide photo identification in support of your application – see guidance notes.

For renewal applications a 9 character Tax Check Code is required. To obtain this go to:

www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence

During which times will you ordinarily be conducting your business?

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
From							
To							

In which parts of the local authority area will you ordinarily be conducting your business? (State "All" if within all of the local authority area):

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

House name or number:

First line of address:

Town/City:

Postcode:

I understand that I am not allowed to buy or sell scrap metal at this store, and doing so constitutes an offence
 (please tick).

Please state make, model and registration numbers of the vehicles which will be used in the course of your business as a scrap metal dealer (collector).

Make	Model	Registration Number

On issue I understand that I must display a copy of my scrap metal dealers licence on any vehicle that is being used in the course of my business, in a manner which enables it easily to be read by a person outside the vehicle (please tick).

SECTION 4. MOTOR SALVAGE (all applicants)

Will your business involve acting as a motor salvage dealer? This is defined as a business that consists:

- wholly or partly in recovering salvageable parts from motor vehicles for re-use or re-sale and then selling or disposing of the rest of the vehicle for scrap;
- wholly or mainly in buying written-off vehicles and then repairing and re-selling them;
- wholly or mainly in buying or selling motor vehicles for the purpose of salvaging parts from them or repairing them and re-selling them.

Yes No (please tick)

SECTION 5. PERMITS, REGISTRATIONS & LICENCES (all applicants)

Please provide details of any relevant environmental permit, exemption or registration in force:

Type: _____ Number: _____ Expiry date: _____

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 8. CHECKLIST (all applicants) (please tick)

- I/we have enclosed payment of £ in respect of the fee for a Site Licence OR
- I/we have enclosed payment of £ in respect of the fee for a Collector's Licence.
- (Please make cheques payable to 'North Devon District Council'. (Please do not send cash)*
- I/we have enclosed a basic criminal disclosure certificate provided by Disclosure Scotland in respect of all applicants named in the application (see section 6).
- I/we have enclosed photographic ID for all applicants associated with this application, or a passport photograph named, signed and dated as a true likeness by one of those persons on the Council's approved list (below).
- Renewal applications – I have provided a 9 character Tax Check Code in respect of all applicants named in the application
- Grant applications - I confirm that I have read the HMRC guidance on what is required for me to be properly registered for tax in the future. [Confirm an applicant's tax responsibilities for taxi, private hire or scrap metal licence applications - GOV.UK \(www.gov.uk\)](#)
- I/we have completed the application form and signed the declaration at section 9.
- I/we understand that if I do not comply with the above requirements my application will be rejected.

SECTION 9. DECLARATION (all applicants)

The information contained in this form is true and accurate to the best of my/our knowledge and belief. I/we understand that if I/we knowingly or recklessly make a false statement I/we will commit an offence under paragraph 5 of Schedule 1 of the Scrap Metal Dealers Act 2013 for which I/we may be prosecuted and, if convicted, liable to a fine not exceeding level 3 on the standard scale (currently £1,000).

I/we understand that the licensing authority to whom I/we make my application may consult other agencies about my/our suitability to be licensed as a scrap metal dealer in accordance with 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/we understand that the purpose of sharing this data is to enable the licensing authority to make a full assessment of my/our suitability to be licensed as a scrap metal dealer. I/we also understand that the sharing of information about me/us may extend to sensitive personal data such as previous criminal offences and I/we hereby expressly consent to this processing of my/our data.

I/we understand that licence details will be displayed on a national register of scrap metal dealers maintained by the Environment Agency in accordance with s.7 of the Act.

Details of all individuals associated with this application (please use additional sheet if necessary):

Signed: Name (please print): Position: Date:	Signed: Name (please print): Position: Date:
Signed: Name (please print): Position: Date:	Signed: Name (please print): Position: Date:

Guidance Notes

Section 1

This section asks if you are applying for a site licence or a collector's licence. You may only apply for one type of licence in each Council area.

A **Site Licence** lets you buy and sell scrap from a fixed location within the Council's area.

A **Collector's Licence** allows you to travel within the Council's area to collect scrap metal.

Section 2

Fill out this section if you want a **Site 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. These details are required by law and also 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. 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. A conviction may not automatically prevent you from having a licence if the offence was unrelated to being a scrap metal dealer or occurred a long time ago and you can convince the council that you are a suitable person.

A Basic Disclosure Certificate is only considered to be only valid by North Devon Council for three months from the date of issue by the Disclosure and Barring Service.

All applicants for a site licence must provide photographic identification in support of their application, (for example either in the form of a passport, driving licence or shotgun certificate). Applicant's without photographic

identification should alternatively provide a passport photograph named, signed and dated as a true likeness by one of those persons on the Council's approved list (below).

Where applicable photographs must be taken against a light background, full face uncovered unless religious belief and without sunglasses and be on photographic paper. It is recommended that the person countersigning the photograph has known the applicant for at least for two years and must not be a relative, partner, or a person with a criminal conviction.

Wording for photographs follows: 'I (name of counter-signatory) endorse this is a true likeness of (name of applicant)'. The counter-signatory should also give their job title and sign and date the photograph.'

You and every person listed on the application form needs to obtain a Tax Code Check in respect of a renewal application. As from 4 April 2022, you are required to provide a 9-character Tax Check Code. Your licence will not be renewed if you do not provide this. For information, go to www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence

In respect of a grant application you must confirm that you have read the HMRC guidance on what is required to be properly registered for tax in the future. [Confirm an applicant's tax responsibilities for taxi, private hire or scrap metal licence applications - GOV.UK \(www.gov.uk\)](http://www.gov.uk/guidance/confirm-an-applicant-s-tax-responsibilities-for-taxi-private-hire-or-scrap-metal-licence-applications)

Section 3

Fill out this section if you want a **Collector'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 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. A conviction may not automatically prevent you from having a licence if the offence was unrelated to being a scrap metal dealer or occurred a long time ago and you can convince the Council that you are a suitable person.

A Basic Disclosure Certificate is only considered to be only valid by North Devon Council for three months from the date of issue by the Disclosure and Barring Service.

We also ask for the place where you will store any collected scrap metal before taking it to a licensed site to dispose of it. You are not allowed to sell or buy metal at this storage site and doing so is an offence.

You will need to ensure that all your vehicles are roadworthy and are properly taxed, insured and meet the legal requirements to be on the road. Additionally scrap metal dealers who hold a collectors licence will need to make arrangements to display a copy of a scrap metal dealers licence on any vehicle that is being used in the course of a dealer's business. The copy must be displayed in a manner which enables it easily to be read by a person outside the vehicle.

All applicants for a collector's licence must provide photographic identification in support of their application, (for example either in the form of a passport, driving licence or shotgun certificate). If an applicant does not hold photographic identification a photograph must be provided which must be named, signed and dated as a true likeness by one of those persons on the Council's approved list (see below).

Photographs must be taken against a light background, full face uncovered unless religious belief and without sunglasses and be on photographic paper. Where applicable it is recommended that the person countersigning the photograph has known the applicant for at least for two years and must not be a relative, partner, or a person with a criminal conviction.

Wording for photographs follows: 'I (name of counter-signatory) endorse this is a true likeness of (name of applicant)'. The counter-signatory should also give their job title and sign and date the photograph.'

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 together with Part 1 of the Vehicles (Crime) Act 2001 which means you now only need a scrap metal dealer's licence.

Section 5

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, please call The Environment Agency on: 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 6

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. The information listed here will be checked against the Basic Disclosure Certificate from Disclosure Scotland that you are required to submit with the application together with information retained by the police and the Environment Agency or Natural Resources Wales. (See Relevant Offences below).

Section 7

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 North Devon Council.

Section 8

There is a fee to apply for a licence. Fees are published on North Devon Council's website. Fees vary from Council to Council as it reflects their costs of processing the form and checking that people are doing what the licence requires. Licences cannot be granted unless the correct fee has been paid. The fees charged by North Devon Council have been calculated in accordance with Home Office guidance.

Section 9

You, and the other people named on the form, need to sign the form for it to be accepted. This section also explains that the Council has to share some of your details with the police, Environment Agency or Natural Resources Wales when checking you are a suitable person to hold a licence. Some of your 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 North Devon Council's Licensing Team.

Relevant Offences

- (a) An offence under section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989
- (b) An offence under section 170 or 170B of the Customs and Excise Management Act 1979, where the specific offence concerned relates to scrap metal
- (c) An offence under section 110 of the Environment Act 1995
- (d) An offence under sections 33, 34 or 34B of the Environmental Protection Act 1990
- (e) An offence under section 9 of the Food and Environment Protection Act 1985
- (f) 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
- (g) An offence under section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012
- (h) An offence under sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002
- (i) Any offence under the Scrap Metal Dealers Act 1964
- (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, 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
- (m) An offence under sections 85, 202, or 206 of the Water Resources Act 1991

PART 2

Secondary Legislation

- (a) An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007
- (b) An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010
- (c) Any offence under the Hazardous Waste (England and Wales) Regulations 2005

- (d) Any offence under the Hazardous Waste (Wales) Regulations 2005
- (e) An offence under regulation 17(1) of the Landfill (England and Wales) Regulations 2002
- (f) Any offence under the Pollution Prevention and Control (England and Wales) Regulations 2000
- (g) Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007
- (h) Any offence under the Transfrontier Shipment of Waste Regulations 1994
- (i) Any offence under the Transfrontier Shipment of Waste Regulations 2007
- (j) Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006
- (k) An offence under regulation 42 of the Waste (England and Wales) Regulations 2011

North Devon Council considers the following counter-signatories as acceptable for the purposes of endorsing photographs as a true likeness of an applicant for a collectors licence (applicable only when photographic identification cannot be provided):

- Accountant
- Articled Clerk of a Limited Company
- Assurance Agent of a Recognised Company
- Bank or Building Society Official
- Barrister
- Broker
- Chairman / Director of a Limited Company
- Chemist
- Chiropodist
- Christian Science Practitioner
- Civil Servant
- Commissioner of Oaths
- Dentist
- District or County Councillor
- Doctor
- Engineer (with Professional Qualifications)
- Fire Service Official
- Funeral Director
- Insurance Agent (Full time) of a Recognised Company
- Journalist
- Justice of the Peace
- Legal Secretary (Members and Fellows of the Institute of Legal Secretaries)
- Local Government Officer
- Manager or Personnel Officer of a Limited Company
- Member of Parliament
- Merchant Navy Officer
- Minister of Religion
- Notary
- Nurse (RGN)
- Officer of the Armed Services (Active or Retired)
- Optician
- Person with Honours (e.g. OBE, MBE etc.)
- Photographer (Professional)
- Police Officer
- Post Office Official
- President or Secretary of a Recognised Organisation
- Salvation Army Officer
- Social Worker
- Solicitor
- Surveyor
- Teacher or Lecturer
- Trade Union Officer
- Travel Agent (Qualified)
- Valuers and Auctioneers (Fellow and Associate Members of the Incorporated Society)
- Warrant Officers and Chief Petty Officer

