



Application for a Scrap Metal Licence

SECTION 1. TYPE OF APPLICATION (For all applicants)

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

A site licence A collector's licence

Are you applying as (please tick):

An individual A company A partnership

Please state your trading name:

Is this application for a grant of a new licence or a renewal (please tick the relevant box):

Grant of a new licence Renewal of an existing licence

If you are applying for a renewal please provide the following:

Your existing licence number:

Your 9-character tax check code:

SECTION 2. PERMITS, REGISTRATIONS AND LICENCES IN FORCE (For all applicants)

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 3. 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. [Individual applicants complete parts A & D; Partnerships complete parts B & D; Companies complete parts C & D]

Part A - Individuals

Title (please tick): Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>		I am 18 years old or over. Please tick Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Birth:	
Surname:		Forenames:	
Position/Role in the business:			
I attach a Basic Disclosure Certificate issued for the applicant by the Disclosure and Barring Service (DBS) (1): Yes <input type="checkbox"/> No <input type="checkbox"/> If you do not provide a disclosure certificate your application may be delayed or rejected.			
Contact details (we will use your business address to correspond with you unless you indicate we should use your home address)			
<u>Business Address</u> Head office/house name or number: First line of address: Town/City: Postcode:		<u>Telephone numbers</u> Daytime: Evening: Mobile:	
<u>Home address</u> House name or number: First line of address: Town/City: Postcode:		<u>Email address (if you would prefer us to correspond with you by email)</u>	

¹ Further information about Basic Disclosure Certificates are set out in the explanatory notes accompanying this form.

Part B - 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)

<p>Full name:</p> <p>Date of birth:</p> <p>Residential address:</p> <p>Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/> (2)</p>	<p>Full name:</p> <p>Date of birth:</p> <p>Residential address:</p> <p>Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
---	---

Part C - 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.

<p>Role:</p> <p>Name:</p> <p>Date of Birth:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/> (3)</p>	<p>Role:</p> <p>Name:</p> <p>Date of Birth:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
---	---

- 2 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.
- 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.

<p>Part D - 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]</p>	
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)
<p><u>Site 1</u></p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Website address:</p>	<p>Name:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of Birth:</p> <p>Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/> (4)</p>
<p><u>Site 2</u></p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Website address:</p>	<p>Name:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of Birth:</p> <p>Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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:</p> <p>Address:</p> <p>Postcode:</p> <p>(Continue on a separate sheet if necessary)</p>	
<p><i>Only applicable to sites established after 1 November 1990</i></p> <p>Do you have planning permission (please tick)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

4 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.

SECTION 4. 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 <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	I am 18 years old or over. Please tick Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Birth:
---	--

Surname:	Forenames:
----------	------------

I attach a Basic Disclosure Certificate issued for the applicant by The Disclosure and Barring Service (DBS) (5):
Yes No
If you do not provide a disclosure certificate your application may be delayed or rejected.

Contact details (we will use your business address to correspond with you unless you indicate we should use your home address)

<u>Business Address</u>	<u>Telephone numbers</u>
House name or number:	Daytime:
First line of address:	Evening:
Town/City:	Mobile:
Postcode:	

<u>Home address</u>	<u>Email address (if you would prefer us to correspond with you by email)</u>
House name or number:	
First line of address:	
Town/City:	
Postcode:	

Address where scrap metal that has been purchased will be stored before further disposal:

Will not be stored

⁵ Further information about Basic Disclosure Certificates are set out in the explanatory notes accompanying this form.

SECTION 5. MOTOR SALVAGE (For all applicants)

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

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)

How do you wish to make payment for your scrap metal dealer's licence? (please tick)

Telephone payment by debit/credit card - Tel: _____

Cheque (please make payable to Walsall Council)

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 overleaf 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.

Please use a continuation sheet if necessary

SECTION 9. HMRC TAX CODE

This section applies to existing Scrap Metal Dealers, or applicants who have held a licence in the last 12 months with one or more licensing authorities. HMRC has powers to obtain information from licensing authorities, 'Schedule 23 of Finance Act 2011 (Data Gathering Powers) and Schedule 36 of 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. The code is case sensitive so please write it down carefully. Please insert each character of the code in to each box.

Enter your HMRC code below exactly as it is shown:

--	--	--	--	--	--	--	--	--

SECTION 10. 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.

[All persons named in the application must sign & date this form below]

Signed: _____ Print Name: _____

Date: _____

Signed: _____ Print Name: _____

Date: _____

Signed: _____ Print Name: _____

Date: _____

Completed application forms should be returned to:

Licensing Unit, Walsall Council, Civic Centre, Darwall Street, Walsall, WS1 1TP

We will use the information you provide to assess your eligibility for a licence/permit/registration against the published criteria. Walsall Council will only ever create, use, store and or share your data in accordance with the GDPR and the Data Protection Act 2018. Walsall Council is required by law to protect the public funds it manages. To do this we may use the information you give us to assist in the prevention and detection of fraud and for other lawful purposes. On occasion we may also share information with other council services and other bodies responsible for auditing and administering public funds for these purposes.

For more detail regarding how to access a copy of your information, or how the local authority uses and shares your information, please visit the Privacy notice at

https://go.walsall.gov.uk/privacy_statement

Help with completing your application for a scrap metal dealer's licence

Section 1 – For everyone

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.

Get a Government Gateway user ID and password

You will need a Government Gateway user ID and password to complete a tax check, so you should make sure you have one before you need to make your licence application.

If you do not have a user ID, you can create one by registering for [registering for HMRC online services](#)

Check your HMRC records are up to date

You can check your details are up to date when you get a Government Gateway user ID, or by signing in to [HMRC Online Services](#)

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 – For everyone

In addition to your SMD licence, you must also be registered as an upper-tier carrier/broker/dealer (CBD) with the Environment Agency. The registration lasts for 3 years and currently costs £154 to apply and £105 to renew. You can register as a CBD at <https://www.gov.uk/waste-carrier-or-broker-registration>

Site based scrap metal dealers and motor salvage operators - in addition to your SMD licence, you must have an environmental permit or a T9 recovery of scrap metal exemption that allows you to accept scrap metal and/or scrap cars. For more information on this or to register, call 03708 506506 to find out what kind of permit your site requires.

All applicants for SMD licences must provide us with details of SMD licences held in other local authority areas. If this list is longer than the space provided, please provide an additional sheet of paper with these details.

Section 3 – For site licences

Fill out this section if you want a **site licence**. 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. 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> or contact them direct on 03000 200 190 (calls charged at standard rate).

This is because the Home Office has decided that you and any person listed on the application needs to tell the council if they 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 local authorities 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. You will probably need a different site manager for each site on the licence.

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 4 – For a collector's licence

Fill out this section if you want a **collector's licence**. 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 along with the application form. You can apply for this certificate at <https://www.gov.uk/request-copy-criminal-record> or contact them direct on 03000 200 190 (calls charged at standard rate).

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 local authorities as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

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. Note that you are not allowed to sell or buy metal at this storage site and doing so is an offence. This may be a licensed site that you operate in another council area.

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 5 – 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.

Section 6 – 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 7 – Payment

There is a fee to apply for a licence and your council will tell you how you can pay. The fee varies from council to council as it reflects their 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 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 that you are required to submit with the application, along with information retained by the police and the Environment Agency 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 has to 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.

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 your council's licensing team.

Relevant offences

Details on relevant offences can be found on our website at:

www.walsall.gov.uk/scrap_metal_dealers_registration

Should you require any further information:

Licensing Unit
Walsall Council
Civic Centre
Darwall Street
Walsall
WS1 1DA

Tel: 01922 653050

Email: licensing@walsall.gov.uk



Scrap Metal Dealers Act 2013

Walsall Council Fees

SITE FEE	£540.00
COLLECTORS FEE	£185.00
REPLACEMENT LICENCE SITE OR COLLECTOR	£25.00
CHANGE OF LICENCE DETAILS	£30.00
CHANGE OF LICENCED SITES	£30.00
CHANGE SITE MANAGER	£70.00
SITE TO COLLECTORS LICENCE	£30.00
COLLECTORS TO SITE LICENCE	£255.00