Licensing Team Westmorland & Furness Council

Town Hall, Duke Street, Barrow in Furness, Cumbria LA14 2LD

Tel: 01229 876543 Email: commercial@westmorlandandfurness.gov.uk

Application for a scrap metal licence

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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 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.  |   |
| [Confirm your tax responsibilities when applying for a taxi, private hire or scrap metal licence - GOV.UK (www.gov.uk)](https://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 Westmorland & Furness 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: [Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK (www.gov.uk)](https://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: |  |
| 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 continue on a separate sheet if necessary):  |
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| 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  No  |
| 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  Mrs  Miss  Ms  Other  |
| 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  No  |
| Have you resided outside the UK in the last 5 years?  | Yes  No  |
| We will use your business address to corresponde with you unless you indicate we should use your home address |
| Business address |
| Head office name or house name/number |  |
| Street |  |
| 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. (TICK BOX FOR CORRESPONDENCE TO HOME ADDRESS)  |
| House name/number |  |
| Street |  |
| 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 |  |
| Street |  | House name/number |  |
| Street |  |
| Town/city |  |
| Postcode |  | Town/city |  |
| Telephone number |  | Postcode |  |
| Email address |  | Date of birth |  |
| Website address |  | Basic Disclosure Certificate attached? | Yes  No  |
| SITE 2 |
| House name/number |  | Name |  |
| Street |  | House name/number |  |
| Town/city |  | Street |  |
| Postcode |  | Town/city |  |
| Telephone number |  | Postcode |  |
| Email address |  | Date of birth |  |
| Website address |  | Basic Disclosure Certificate attached? | Yes  No  |
| 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  No  | Basic Disclosure Certificate attached? | Yes  No  |

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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 |  |
| Street |  | Street |  |
| Town/city |  | Town/city |  |
| Postcode |  | Postcode |  |
| Basic Disclosure Certificate attached? | Yes  No  | Basic Disclosure Certificate attached? | Yes  No  |
| 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  No  |
| 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) |   |
| 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.  |
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| Section 5 Motor salvage (for ALL applicants) |  |
| Will your business consist of acting as a motor salvage operator? (please tick) 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.
 | Yes   No  |

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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:[www.westmorlandandfurness.gov.uk](http://www.westmorlandandfurness.gov.uk)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.  |
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| 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   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. |
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| 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: |  |
| Print Name: |  |  |  |

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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 |  |
| Relevant Fee – please contact the Licensing Department for details of the required fee |  |
| Photographic ID for each person required such as driving licence or passport |  |
| Evidence of address, e.g bank statement, council tax form |  |
| Evidence of bank account details – see Section 6 of the application form |  |
| 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. |  |
| For collectors licences we require your vehicle registration documents (V5 log book and MOT), Insurance certificate and waste carriers licence. |  |
| Details of any collectors directly employed by you as part of your business. |  |
| 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 |
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Guidance Notes to Assist with Completing Your Application for a Scrap Metal Dealer’s Licence

If you need more help in completing the application then contact: -

Westmorland and Furness Licensing Team, Town Hall, Duke Street, Barrow in Furness, Cumbria LA14 2LD

Telephone: 01229 876543

Email: commercial@westmorlandandfurness.gov.uk

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. These licences will last for three years.

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 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 call: 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 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 You can apply for this certificate at [Request a basic DBS check - GOV.UK (www.gov.uk)](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 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.

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 along with the application form.

You can apply for this certificate at [Request a basic DBS check - GOV.UK (www.gov.uk)](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.

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

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

The application may be accompanied by the relevant fee as indicated on our website.

 Applications cannot be processed until the 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 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 these are to be confirmed in Home Office Regulations. The LGA anticipates, based on the explanatory notes to the Scrap metal Dealers Act 2013, that these will reflect other environmental permitting schemes and suggests the below as an indicative list:

• Control of Pollution (Amendment) Act 1989: Sections 1, 5 or 7(3)

• Customs and Excise Management Act 1979: Section 170 (for environmental/metal theft related offences only)

• Environment Act 1995: Section 110(2)

• Environmental Permitting Regulations 2007: Regulation 38

• Environmental Permitting Regulations 2010: Regulation 38

• Environmental Protection Act 1990: Sections 33 and 34

• Food and Environment Protection Act 1985: Section 9(1)

• Fraud Act 2006: Section 1 (for environmental/metal theft related offences only)

• Hazardous Waste (England and Wales) Regulations 2005

• Hazardous Waste (Wales) Regulations 2005

• Landfill (England and Wales) Regulations 2002

• Legal Aid, Sentencing and Punishment of Offenders Act 2012: Section 146

• Pollution Prevention and Control (England and Wales) Regulations 2000

• Proceeds of Crime Act 2002: Sections 327, 328, 330, 331 & 332 (for environmental/metal theft related offences only)

• Producer Responsibility Obligations (Packaging Waste) Regulations 2007

• Scrap Metal Dealers Act 1964 (for environmental/metal theft related offences only)

• Scrap Metal Dealers Act 2013

• Theft Act 1968: Sections 1, 8, 9, 10, 11, 17, 18, 22 & 25 (for environmental/metal theft related offences only)

• Transfrontier Shipment of Waste Regulations 1994

• Transfrontier Shipment of Waste Regulations 2007 • Vehicles (Crime) Act 2001: Part 1

• Waste Electrical and Electronic Equipment Regulations 2006

• Waste (England and Wales) Regulations 2011: Regulation 42

• Water Resources Act 1991: Section 85, 202 or 206

Please send completed applications to:

Licensing Team

Westmorland and Furness Council

Town Hall

Duke Street

Barrow in Furness

Cumbria

LA14 2LD