



Scrap Metal Dealers Act 2013

Application for a Scrap Metal Dealer's Licence

Please write legibly in **block capitals**, and ensure that your answers are inside the box. Incomplete applications will not be processed. You may wish to keep a copy of the completed form for your records.

Section 1: Licence details

What type of licence do you wish to apply for? (<i>tick one</i>)	<input type="checkbox"/> Site Licence <input type="checkbox"/> Collector's Licence		
What type of application do you wish to make? (<i>tick one</i>)	<input type="checkbox"/> New Licence <input type="checkbox"/> Renewal of an existing Licence <input type="checkbox"/> Variation of an existing Licence		
Current licence number: (<i>leave blank if you are making a new application</i>)		Expiry date of current licence:	

Section 2: Business details

Please give the trading name(s) by which your business is/will be known (<i>if any</i>)	
Company Registration number:	
Are you a registered Waste Carrier?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'yes' please provide your carrier's registration number:	

Section 3: Applicant's details

This application is made by: (<i>tick one only</i>)	<input type="checkbox"/> An individual	<i>Please give details in Part A</i>
	<input type="checkbox"/> A partnership	<i>Please give details in Parts A & B</i>
	<input type="checkbox"/> A limited company	<i>Please give details in Part C</i>
Part A: Individual applicant/First partner		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other
Full name:		
Home address:		

Home address:			
Date of birth:			
Daytime phone number:		Mobile phone number:	
Email address:			

Part B: Second partner

Mr Mrs Ms Other

Full name:			
Home address:			
Date of birth:			
Daytime phone number:		Mobile phone number:	
Email address:			

If there are more than two partners please give the details of further partners on a separate sheet.

Part C: Limited Company applicant

Please also complete Annex B with Director's details

Registered name:			
Registered office address:			
Daytime phone number:			
Email address:			

Section 4: Suitability of applicant(s)

In the following questions, 'relevant person' includes:

- The individual applying for the licence
- Any of the partners of a partnership applying for a licence
- Any of the directors, company secretary, or shadow directors of a company applying for a licence
- Any site manager identified in this application

Has any relevant person previously been convicted of a relevant offence, or has any relevant person previously been cautioned in respect of a relevant offence, in either case where the conviction or caution is not considered to be 'spent'?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Convictions and cautions which are considered 'spent' under the provisions of the Rehabilitation of Offenders Act 1974 need not be disclosed.</i>	
Has any relevant person been charged with an offence and is currently awaiting the outcome of those proceedings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has any relevant person previously had an application for a scrap metal licence refused, or a scrap metal licence revoked, by any council	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has any relevant person previously been subject to any other relevant enforcement action, by any council or applicable government agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any of the above questions have been answered 'yes', please provide further details in respect of those matters in the space below:

Please note that a Basic Disclosure certificate must be supplied, at the time of application, in respect of every applicant (or partner, or director of a limited company applicant) and site manager named in this application. Certificates must have been obtained in the relevant individual's name and issued within the last 3 months.

Section 5: Site details Do not complete if you are applying for a Collector's licence

How many sites do you intend to operate under this licence if your application is granted?

I have completed Annex A with details of all the sites where it is proposed to carry on business as a scrap metal dealer under this licence, and the managers of those sites

If more than four sites are to be operated please give details of further sites on an additional sheet.

Do you also intend to operate any mobile collection vehicles from these sites? Yes No

Do you have planning permission (please tick) Yes No

Only applicable to sites established after 1 November 1990

Section 6: Collector's details Do not complete if you are applying for a Site licence

How many vehicles do you intend to operate under this licence if your application is granted?

Where will the vehicle(s) be kept when not in use?

Section 7: Other licences, permits and registrations

Do you currently hold a scrap metal site licence issued by the London Borough of Sutton or any other council, or have you held such a licence within the previous 3 years? Yes No

Do you currently hold a scrap metal collector's licence issued by the London Borough of Sutton or any other council, or have you held such a licence within the previous 3 years? Yes No

Do you currently hold a relevant environmental permit or registration? Yes No

If you have answered 'yes' to any of the above please give details of the licence, permit or registration below: *(continue on a blank sheet where necessary)*

Licence/permit type	Issued by	Reference number	Start date	End date

Section 8: Variation

Please state the full details of the variation sought in this application:

(i.e. change of licence type, change of licensed sites, change of site managers, change of name/address)

Section 9: Bank account details (for payments to scrap metal suppliers)

As part of the application process, the Council is required to verify that the business has a bank or building society account from which payments for scrap metal will be made. It is an offence to make payments for scrap metal other than by cheque or electronic funds transfer.

Please give details of this account below:

Name of bank/building society:

Name in which account is held:

Sort code and account number:

Section 10: Application fee(s) Please tick one of the following options

- I enclose a cheque for £ payable to London Borough of Sutton
- I have paid the application fee(s) by credit or debit card, my payment reference is:

Section 11: Declaration and signatures

Every applicant must sign the form

- 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 the Act, for which I may be prosecuted, and if convicted, fined.
- I understand that the Council may consult other agencies about my suitability to be licensed as a scrap metal dealer, and that those other agencies may include other local authorities, the Environment Agency, and other local and national police forces.
- I understand that data within this application may be shared with other agencies, for the purpose of assessing 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 the processing of my data and display of relevant information on the public register.

Signed		Print name:		Date:	
Signed		Print name:		Date:	

If there are more than two partners, a copy of this page should be taken to allow all partners to sign.
Where the application is made by a limited company, the form should be signed by an officer of the company

Completed application forms should be submitted, along with basic disclosure certificates for the applicant, partners, company directors and site managers, and payment of the appropriate fee(s), to:

London Borough of Sutton, Civic Offices, St Nicholas Way, Sutton, Surrey SMI 1EA

Annex A – details of scrap metal sites

Site	Site details				Site manager details		
	Postal Address	Opening Hours	Phone number	Email address	Full name	Home address	Date of birth
1							
2							
3							
4							

Annex B - Details of limited company directors

Please complete the following details for each director of the company. Use additional sheets where necessary.

Director 1		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	
Full name:			
Home address:			
Date of birth		Daytime phone number:	

Director 2		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	
Full name:			
Home address:			
Date of birth:		Daytime phone number:	

Director 3		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	
Full name:			
Home address:			
Date of birth:		Daytime phone number:	

Director 4		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	
Full name:			
Home address:			
Date of birth:		Daytime phone number:	

Please note that a Basic Disclosure, issued within the last 3 months, must be submitted for each director.

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

Section 1

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 the council area, but you can apply to run multiple sites. For instance, you could apply to run 3 sites in the London borough of Sutton and also apply to be a collector with Croydon council.

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.

Section 2

If you are registered with companies house you must provide the registration number. If you are a registered waste carrier you must also supply the registration number.

Section 3 (and annex B)

This section should be filled out in the name of the person / partners or company 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 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 Disclosure Scotland. You can apply for this certificate at <http://www.disclosurescotland.co.uk/apply/individuals/>

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.

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.

Section 4

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 from Disclosure Scotland 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 5

You will need to list all the sites you operate the scrap metal business from in annex A.

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 6

You will need to indicate how many vehicles you intend to operate and where they are stored when not in use. 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 7

In order to carry on your business you may need to hold other environmental permits or licences that we should know about. Please make sure you include the licence number so that we can check this against the national register

Section 8

This section is specifically for any changes you may need to make to your licence once it has been granted. You will need to indicate what you are requesting to be changed and fill in the relevant section/s of the form. For example if you need to change a site manager you should state this in the box and provide the new details in annex A and provide a Basic disclosure for the new site manager.

Section 9

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 10

There is an application fee to apply for a 3 year which you can pay for online at <https://www.sutton.gov.uk/index.aspx?articleid=12091> or telephone 020 8770 5070. You will be provided a payment reference number which you must enter on the form. You may pay by cheque but cash is not accepted.

Applications cannot be accepted unless the correct fee has been paid.

Section 11

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 need more help in completing this application then please log a call with the Councils contact centre on 0208770 5070 and a member of the licensing team will call you back, or you can email licensing@sutton.gov.uk.