

Crawley Borough Council

Scrap metal licence application form

Before completing, please read the guidance notes at the end of this application form. If you are completing the application form by hand, please write legibly in block capitals.



SECTION 1. (For all applicants)		
Please indicate the type of licence you are applying for (please tick):		
Site licence <input type="checkbox"/>	Collector's licence <input type="checkbox"/>	
Are you applying as (please tick):		
An individual <input type="checkbox"/>	A Company <input type="checkbox"/>	A Partnership <input type="checkbox"/>
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 <input type="checkbox"/>	Renewal of an existing licence <input type="checkbox"/>	
If for a 'Renewal' please provide your existing licence number:		
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 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 <input type="checkbox"/>	No <input type="checkbox"/>	
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

Title (please tick):

Mr Mrs Miss Ms Other (please state):

I am 18 years old or over. (Please tick):

Yes No

Date of Birth:

Surname:

Forenames:

Position/Role in the business:

I attach a Basic Disclosure Certificate:

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)**Business Address:**

Head office name, or house name or number:

First line of address:

Town/City:

Postcode:

Telephone numbers:

Daytime:

Evening:

Mobile:

Home address:

First line of address:

Town/City:

Postcode:

Email address (if you would prefer us to correspond with you by email):**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].

For each site, please provide a plan (indicating boundaries, buildings, and storage), and details of your Public Liability Insurance.

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 First line of address: Town/City: Postcode: Telephone number: Email address: Website address:	Name: First line of address: Town/City: Postcode: Date of Birth: Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
Site 2 First line of address: Town/City: Postcode: Telephone number: Email address: Website address:	Name: First line of address: Town/City: Postcode: Date of Birth: Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>

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:

First line of address:

Town/City:

Postcode:

Basic Disclosure certificate attached:Yes No

Role:

Name:

Date of Birth:

First line of address:

Town/City:

Postcode:

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:

Please continue on a separate sheet of paper if necessary.

Do you have planning permission (Please tick)

Yes No

(Only applicable to sites established after 1 November 1990)

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 Mrs Miss Ms

Other (Please state):

Surname:

I am 18 years old or over (Please tick)

Yes No

Date of Birth:

Forenames:

I attach a Basic Disclosure Certificate issued for the applicant by Disclosure and Barring Service:

Yes No

If you do not provide a disclosure certificate your application may be delayed or rejected.

Please provide by email, a recent photo of yourself (taken not more than three months ago), a copy of your current Passport. Send to [environmentalservices@Crawley.gov.uk](mailto:environmentalservices@ Crawley.gov.uk)

Failure to supply a photograph and copy of passport will invalidate your application.

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

Business Address:

First line of address:

Town/City:

Postcode:

Telephone numbers:

Daytime:

Evening:

Mobile:

Home address:

First line of address:

Town/City:

Postcode:

Email address (if you would prefer us to correspond with you by email):

Please note that you must still provide us with a postal address.

Please provide details of all vehicles that will be used in connection with the mobile collection of scrap metal, including copies of motor insurance policies and schedules:

1. Vehicle registration mark (VRM):

Make/Model:

Colour:

2. Vehicle registration mark (VRM):

Make/Model:

Colour:

3. Vehicle registration mark (VRM):

Make/Model:

Colour:

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 Section 12 of the Scrap metal Dealers Act 2013. If more than two bank accounts will be used, please use a continuation sheet.

Name of bank/building society:

Name of bank/building society:

Name in which account is held:

Name in which account is held:

Sort code:

Sort code:

Account number:

Account number:

SECTION 7. TAX STATUS CHECK (For all applicants)

From 4th April 2022, if you're an individual, company, or any type of partnership, you must complete a tax check if you're:

- renewing a licence
- applying for the same type of licence you previously held, that ceased to be valid less than a year ago
- applying for the same type of licence you already hold with another licensing authority

If this is brand new application, you do not need a tax code but must sign the Declaration at Section 11 of this application form to confirm you are aware of your tax obligations.

A tax check confirms that you're registered for tax. It will ask questions about how you pay any tax that may be due on income you earn from your licensed trade.

You must carry out the tax check yourself at the following website. You cannot ask a tax agent or adviser to do this on your behalf.

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

After you complete the tax check, you'll be given a 9-character code. This is your tax check code. You must give it to the licensing authority with your licence application - we will not be able to process your application without it.

Tax check codes expire after 120 days, so if you make a licence application for another licence after that time, you'll need to carry out a new tax check for it.

If you're a partner making a licence application on behalf of a partnership you must complete a tax check for yourself. Your licensing authority will tell you if any other partners also need to complete a tax check.

Enter your 9-character Tax Check code in the box below:

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SECTION 8. PAYMENT (For all applicants)

Please call the Licensing Team to arrange payment by Credit/Debit Card - **01293 438000**

Payment must be made at time of application.

SECTION 9. 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 guidance notes 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, the offence of which you were convicted, and the sentence imposed:

SECTION 10. CHECK LIST (For all applicants, as applicable)**I have enclosed/completed the following:**

Copies of existing licences		Basic disclosure check (DBS)	
Bank account/s details		Current photograph	
Copy of passport		Motor insurance policies and schedules	
Tax check code		Public Liability Insurance	
Criminal convictions		Payment	
Site plan		Signed declaration	
Planning permission			

SECTION 11. 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, Paragraph 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, Natural Resources 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 the HMRC Guidance relating to my/our (delete as appropriate) tax registration obligations as per the advice on the GOV.UK website. [Confirm your tax responsibilities when applying for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/272222/confirm_your_tax_responsibilities_when_applying_for_a_taxi_private_hire_or_scrap_metal_licence.pdf)

Signed:

Date:

Printed name:

Signed:

Date:

Printed name:

Signed:

Date:

Printed name:

GUIDANCE NOTES

If you need more help in completing the application, you can call the licensing team on 01293 438000, or email licensing@crawley.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.

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

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: <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 need 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.

The Council require a site plan clearly showing the area to be used for a site licence.

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 must also provide a copy of your current Passport or Driving Licence, and a recent photograph with your application.

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. 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 that will be used for payments to suppliers

This section asks you to enter the details of the bank account you will use to pay people for the scrap metal you receive. If you use more than one account for this purpose, then you will also need to provide the bank account details for these. This is to check that you are not buying the scrap metal for cash, which is an offence for all scrap metal dealers from 1 October 2013 under section 12 of the Scrap Metal Dealers Act 2013. These details will be kept securely by the council.

Section 7 – Tax Check Code

You must complete a tax check to renew a scrap metal licence, or to apply for the same type of licence with a different licensing authority.

Full details can be found at <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

You will not need to complete a tax check and you should follow the [confirm your tax responsibilities guidance](#) if you have:

- never held a licence of the same type before
- had a licence of the same type that ceased to be valid a year or more before making this application

Section 8 – Payment

There is a fee to apply for a licence, and the council will tell you how you can pay. The fee 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 9 – Criminal convictions

This section asks whether you or any listed site manager, partner, company director, shadow director or company secretary has been convicted of a relevant offence or been the subject of any relevant enforcement action. The relevant offences and enforcement action can be found in The Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013: <http://www.legislation.gov.uk/ukSI/2013/2258/contents/made> and are also listed at the end of this document.

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, Natural Resources Wales, and the Environment Agency.

It is an offence under the Scrap Metal Dealers Act 2013 to make or recklessly make a false statement.

Section 11 – 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 must 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.

This now includes with a statement confirming you are aware of the content of the HMRC Guidance relating to tax registration obligations as per the advice on the GOV.UK website. Please check GOV.UK for tax responsibilities for applicants.

RELEVANT OFFENCES AND RELEVANT ENFORCEMENT ACTION

These are listed in The Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013.

<http://www.legislation.gov.uk/ukxi/2013/2258/contents/made>

The below should be considered an *indicative* list:

Part 1 - Primary Legislation

- 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.

Relevant offences also include:

- attempting or conspiring to commit any offence listed above;
- inciting or aiding, abetting, counselling or procuring the commission of any offence listed above;
- an offence under Part 2 of the Serious Crime Act 2007(1) (encouraging or assisting crime) committed in relation to any offence listed above.

Relevant enforcement action

A person is the subject of “relevant enforcement action” if –

- a. the person has been charged with an offence listed above, and criminal proceedings in respect of that offence have not yet concluded; or
- b. an environmental permit granted in respect of the person under the Environmental Permitting (England and Wales) Regulations 2010 has been revoked in whole, or partially revoked, to the extent that the permit no longer authorises the recovery of metal.