# **Application for a Scrap Metal Licence**

**SECTION 1 Application (for all applicants)**

| 1. What type of licence are you applying for? | Choose an item. |
| --- | --- |
| 1.2 Is this application for a grant of a new licence or renewal of an existing licence? | Choose an item.  If ‘renewal’ please provide your existing licence number: Enter licence number e.g. LN/000001234 |
| 1.3 Please state whether you are applying as: | Choose an item.  If ‘a company’ please provide your company number: Enter company number |
| 1.4 Please state your trading name: | Enter full business name |

**SECTION 2 Permits, registrations and licences in force**

| 2.1 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: | Enter type  Enter identifying number  Click or tap to enter a date.  Continue on a separate sheet if necessary |
| --- | --- |
| 2.2 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): | Choose an item.  Enter Licensing Authority  Enter licence number  Click or tap to enter a date.  Continue on a separate sheet if necessary |
| 2.3 Are you registered as a waste carrier? | Choose an item.  If ‘yes’ please provide your carrier’s registration number: Enter carrier 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**

| 3.1 Title:  Surname: Forenames: Please state any other names you have previously been known by: I am 18 years old or over (please tick): Date of Birth: Position/Role in the business: | Choose an item.  If ‘other’ please state: Enter ‘other’ title  Enter Surname  Enter Forenames  Enter previous names  Click or tap to enter a date.  Enter position/role in business |
| --- | --- |
| 3.2 I attach a Basic Disclosure Certificate issued for the applicant by Disclosure and Barring Service (DBS)[[1]](#footnote-1): | Choose an item. **If you do not provide a disclosure certificate your application may be delayed or rejected.** |
| 3.3 **Business Address** Head office name or house name or number: First line of address: Second line of address: Town/City: Postcode: | Enter building name or number Enter first line of address Enter second line of address Enter Town/City  Enter postcode |
| 3.4 **Home Address:** Head office name or house name or number: First line of address: Second line of address: Town/City: Postcode:  Please use my home address for correspondence | Enter building name or number Enter first line of address Enter second line of address Enter Town/City  Enter postcode |
| 3.5 **Contact Details:** Daytime telephone number: Evening telephone number: Mobile telephone number: | Enter daytime telephone number Enter evening telephone number Enter mobile number |
| 3.6 Email address (if you would prefer us to correspond with you by email): | Enter email address |

**3.7 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 there are 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**  Name or number:  Enter name or number  First line of address:  Enter first line of address  Second line of address: Enter second line of address  Town/City: Enter Town/City  Postcode:  Enter postcode  Telephone number:  Enter telephone number  Email address:  Enter email address  Website:  Enter website address | Name:[[2]](#footnote-2)  Enter name  House name or number:[[3]](#footnote-3)  Enter first line of address  Second line of address: Enter second line of address  Town/City: Enter Town/City  Postcode:  Enter postcode  Date of Birth:  Click or tap to enter a date.  ***Basic Disclosure* certificate attached:**[[4]](#footnote-4)  Choose an item.  Details of any relevant environmental permit, exemption or registration (e.g. a scrap metal dealer or a motor salvage operator) held by the site manager: Enter details |
| **Site 2**  Name or number:  Enter name or number  First line of address:  Enter first line of address  Second line of address: Enter second line of address  Town/City: Enter Town/City  Postcode:  Enter postcode  Telephone number:  Enter telephone number  Email address:  Enter email address  Website:  Enter website address | Name:  Enter name  House name or number:  Enter first line of address  Second line of address: Enter second line of address  Town/City: Enter Town/City  Postcode:  Enter postcode  Date of Birth:  Click or tap to enter a date.  ***Basic Disclosure* certificate attached:**  Choose an item.  Details of any relevant environmental permit, exemption or registration (e.g. a scrap metal dealer or a motor salvage operator) held by the site manager: Enter details |

**3.8 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)

| Name:[[5]](#footnote-5)  Enter name  Date of Birth:  Click or tap to enter a date.  First line of address:  Enter first line of address  Second line of address: Enter second line of address  Town/City: Enter Town/City  Postcode:  Enter postcode  ***Basic Disclosure* certificate attached:**[[6]](#footnote-6)  Choose an item. | Name:  Enter name  Date of Birth:  Click or tap to enter a date.  First line of address:  Enter first line of address  Second line of address: Enter second line of address  Town/City: Enter Town/City  Postcode:  Enter postcode  ***Basic Disclosure* certificate attached:**  Choose an item. |
| --- | --- |

**3.9 Companies**

(If you are applying as a company please provide the details set out below about the company)

| Company name:  Company registration number:  First line of registered office address:  Second line of registered office address:  Town/City:  Postcode: | Enter company name  Enter company registration number  Enter first line of address  Enter second line of address  Enter Town/City  Enter postcode |
| --- | --- |

**3.10** 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:  Enter role  Name:  Enter name  Date of Birth:  Click or tap to enter a date.  First line of address:  Enter first line of address  Town/City: Enter Town/City  Postcode:  Enter postcode  ***Basic Disclosure* certificate attached:**[[7]](#footnote-7)  Choose an item. | Role:  Enter role  Name:  Enter name  Date of Birth:  Click or tap to enter a date.  First line of address:[[8]](#footnote-8)  Enter first line of address  Town/City: Enter Town/City  Postcode:  Enter postcode  ***Basic Disclosure* certificate attached:**  Choose an item. |
| --- | --- |

| 3.11 Please provide details of any site(s) in other local authority areas at which the applicant carries on a business as a scrap metal dealer or proposes to do so:  First line of address: Second line of address: Town/City: 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: | Enter details  Enter first line of address Enter second line of address Enter Town/City  Enter postcode  Enter Licensing Authority |
| --- | --- |
| 3.12 *Only applicable to sites established after 1 November 1990* Do you have planning permission? | Choose an item. |

**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**

| 4.1 Title:  Surname: Forenames: Please state any other names you have previously been known by: I am 18 years old or over (please tick): Date of Birth: | Choose an item.  If ‘other’ please state: Enter ‘other’ title  Enter Surname  Enter Forenames  Enter previous names  Click or tap to enter a date. |
| --- | --- |
| 4.2 I attach a Basic Disclosure Certificate issued for the applicant by Disclosure and Barring Service (DBS)[[9]](#footnote-9): | Choose an item. **If you do not provide a disclosure certificate your application may be delayed or rejected.** |
| 4.3 **Business Address** Head office name or house name or number: First line of address: Second line of address: Town/City: Postcode: | Enter building name or number Enter first line of address Enter second line of address Enter Town/City  Enter postcode |
| 4.4 **Home Address:** Head office name or house name or number: First line of address: Second line of address: Town/City: Postcode:  Please use my home address for correspondence | Enter building name or number Enter first line of address Enter second line of address Enter Town/City  Enter postcode |
| 4.5 **Contact Details:** Daytime telephone number: Evening telephone number: Mobile telephone number: | Enter daytime telephone number Enter evening telephone number Enter mobile number |
| 4.6 Email address (if you would prefer us to correspond with you by email): | Enter email address |

**SECTION 5. MOTOR SALVAGE (For all applicants)**

| 5.1 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.* | Choose an item.  To operate as a motor salvage operator, you will need to apply for a site licence. |
| --- | --- |

**SECTION 6. BANK ACCOUNTS THAT WILL BE USED FOR PAYMENTS TO SUPPLIERS (For all applicants)**

6.1 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:  Sort code:  Account number: | Enter account name  Enter sort code  Enter account number |
| --- | --- |
| Account name:  Sort code:  Account number: | Enter account name  Enter sort code  Enter account number |

**SECTION 7. PAYMENT (For all applicants)**

| 7.1 How do you wish to make payment for your scrap metal dealer’s licence? (please select) | Choose an item. |
| --- | --- |

**SECTION 8. CRIMINAL CONVICTIONS (For all applicants)**

| 8.1 Have you, or any partners, or any directors, or shadow directors, or any site manager(s), or any company secretary listed in this application form ever been convicted of a relevant offence or been the subject of any relevant enforcement action? (Please see guidance notes below for a list of relevant offences). | Choose an item.  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):  Enter details |
| --- | --- |

**SECTION 9. TAX CONDITIONALITY (For all applicants)**

| 9.1 Are you applying for the same type of licence you previously held, that ceased being valid less than a year ago? | Choose an item.  If ‘yes’ please provide details, including licence number, dates and licensing authority (please use a continuation sheet if necessary):  Enter details |
| --- | --- |
| 9.2 Are you applying for the same type of licence you already hold with another licensing authority? | Choose an item.  If ‘yes’ please provide details, including licence number and licensing authority (please use a continuation sheet if necessary):  Enter details |
| 9.3 Please provide your 9-character tax check code (you must carry out the tax check yourself. You cannot ask a tax agent or adviser to do this on your behalf): | Enter 9-character tax check code |
| 9.4 I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations (please tick) |  |

**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.  Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to 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.  I and any other persons named on this form understand that the local authority to whom I make this application may consult other agencies about my/their 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 and any other persons named on this form understand that the purpose of the sharing of this data is to form a full assessment of my/their suitability to be licensed as a scrap metal dealer. It is understood that the sharing of information 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. Consent is given to the processing of this data and display of relevant information on the public register.  Signed: …………………………………………………… Date: Click or tap to enter a date.  Print Name: Enter full name  Designation/Position in Business: Enter Designation/Position in Business |
| --- |

## **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:

Birmingham City Council   
General Licensing Regulation & Enforcement  
P.O. Box 17831  
BIRMINGHAM  
B2 2HJ  
  
Telephone: 0121 303 9896  
e-mail: [licensing@birmingham.gov.uk](mailto:licensing@birmingham.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 a council’s 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 506 506 or visit: [Environment Agency](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 including their home address. These details are required by law or 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 online, via the website, from [Disclosure and Barring Service](https://www.gov.uk/request-copy-criminal-record) (DBS).

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.

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.

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 Disclosure and Barring Service (DBS) along with the application form. You can apply for this certificate from the [Disclosure and Barring Service](https://www.gov.uk/request-copy-criminal-record) website.

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.

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.

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. You will need to apply for a site licence to operate as a motor salvage operator.

**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**

**The application must be accompanied by the relevant fee, please check the** [**Birmingham City Council fees and charges**](https://www.birmingham.gov.uk/info/20083/general_licensing_applications/210/licensing_schedule_of_fees_and_charges/5)**.**  
Applications cannot be accepted unless the correct fee has been paid.  
  
**Standard Refund Policy** - 50% refund in respect of withdrawn applications. No refund payable for refused applications.

**Section 8 - Criminal Convictions**

You are required to provide details of any unspent offences or enforcement action. Relevant offences can be found in The Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013 which can be found on the [Legislation Website](http://www.legislation.gov.uk).

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

**Section 9 – Tax Conditionality**

If you make an application on or after 4 April 2022 you’ll need to complete a tax check if you’re:

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

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

The tax check will ask questions about how you pay any tax that may be due on income you earn from your licensed trade.

After you have completed the tax check you will be given a 9-character tax check code.

You will need to give the code on your application to the licensing authority, so they can confirm you have carried out a tax check.

For further HMRC guidance about your tax registration obligations please visit the following GOV.UK web pages:

[PAYE information](http://www.gov.uk/income-tax/how-you-pay-income-tax)

[Registering for Self-Assessment](http://www.gov.uk/register-for-self-assessment)

[Corporation Tax information](http://www.gov.uk/corporation-tax)

**Section 10 – Declaration**

The person who will hold the Scrap Metal Dealer’s Licence needs to sign and date the declaration on the understanding that any other persons named on the form are aware their details have been provided and how those details will be used. 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, as follows:

1. Name of authority which issued the licence;
2. The name of the licensee;
3. Any trading name of the licensee;
4. The address of the site identified on the licence;
5. The type of licence, and
6. The date of expiry on the licence.

The register is open for inspection by members of the public.

If you are in any doubt about what this section means, then contact our Licensing Team.

1. Further information about Basic Disclosure Certificates are set out in the explanatory notes accompanying this form. [↑](#footnote-ref-1)
2. Please also state any other names you have previously been known by. [↑](#footnote-ref-2)
3. Please provide the site manager’s home address as this will facilitate conducting checks on whether they are a suitable person. [↑](#footnote-ref-3)
4. If you do not provide a disclosure certificate issued for named persons by Disclosure and Barring Service (DBS) issued no more than three months before the date of this application your application may be delayed or rejected. [↑](#footnote-ref-4)
5. Please also state any other names you have previously been known by. [↑](#footnote-ref-5)
6. If you do not provide a disclosure certificate issued for named persons by Disclosure and Barring Service (DBS) issued no more than three months before the date of this application your application may be delayed or rejected. [↑](#footnote-ref-6)
7. If you do not provide a disclosure certificate issued for named persons by Disclosure and Barring Service (DBS) issued no more than three months before the date of this application your application may be delayed or rejected. [↑](#footnote-ref-7)
8. Please provide home address as this will facilitate conducting checks on whether they are a suitable person. [↑](#footnote-ref-8)
9. Further information about Basic Disclosure Certificates are set out in the explanatory notes accompanying this form. [↑](#footnote-ref-9)