



Before completing this application form please read the notes at the end of the form.

**APPLICATION FOR A SCRAP METAL LICENCE
(under Scrap Metal Dealers Act 2013)**

SECTION 1. (to be completed by 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, a renewal, or a variation?
(please tick the relevant box):

Grant of a new licence Renewal of an existing licence Variation of an existing licence

If a renewal or variation application 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 No

If 'yes' please provide your carrier's registration number:

SECTION 3. TO BE COMPLETED IF APPLYING FOR A SITE LICENCE (Go to Section 4 if only applying for a Collector's Licence)

NB: 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 <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> (please state):	I am 18 years old or over. Please tick Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Birth:
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Surname:	Forenames:
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Please also state your maiden name or any other surnames you have previously been known by:

Position/Role in the business:

Tax Check Code

I attach a Basic Disclosure Certificate issued for the applicant by DBS¹:
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:	Business Telephone Numbers: Landline: Mobile: Email address:
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Home address: House name or number: First line of address: Town/City: Postcode: <input type="checkbox"/> Please use my home address for correspondence	Home Telephone Number: Landline: Email address: Please note that you must provide us with a postal address
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¹ Further information about Basic Disclosure Certificates are set out in the explanatory notes accompanying this form.

<p>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. [NB: 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>Site 1</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:²</p> <p>House name or number:³</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>Site 2</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>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>	

² Please also state your maiden name or any other surnames you have previously been known by.

³ Please provide the site manager's home address as this will facilitate conducting checks on whether they are a suitable person.

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.

Full name: ⁵ Date of birth: Residential address: Tax Check Code: Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/> ⁶	Full name: Date of birth: Residential address: Tax Check Code: Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
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: House name or number: First line of address: Town/City: Postcode: Tax Check Code Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/> ⁷	Role: Name: Date of Birth: House name or number: ⁸ First line of address: Town/City: Postcode: Tax Check Code Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
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:	

⁵ Please also state your maiden name or any other surnames you have previously been known by.

⁶ 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.

⁷ 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.

⁸ Please provide the director's home address as this will facilitate conducting checks on whether they are a suitable person.

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.

Only applicable to sites established after 1 November 1990

Do you have planning permission (please tick)

Yes No

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

(please state):

I am 18 years old or over. Please tick

Yes No

Date of Birth:

Surname:

Forenames:

Tax Check Code:

Please also state your maiden name or any other surnames you have previously been known by:

I attach a Basic Disclosure Certificate issued for the applicant by DBS⁹:

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:

House name or number:

First line of address:

Town/City:

Postcode:

Telephone numbers:

Daytime:

Evening:

Mobile:

⁹ Further information about Basic Disclosure Certificates are set out in the explanatory notes accompanying this form.

<p>Home address:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p><input type="checkbox"/> Please use my home address for correspondence</p>	<p>Email address (if you would prefer us to correspond with you by email):</p> <p>Please note that you must still provide us with a postal address</p>
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Where will scrap metal that has been purchased be stored before further disposal?

House name or number:

First line of address:

Town/City:

Postcode:

It will not be stored (tick if applicable)

SECTION 5. TO BE COMPLETED IF APPLYING FOR VARIATION OF AN EXISTING LICENCE

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect

Day		Month		Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please describe briefly the nature of the proposed variation

Where will scrap metal that has been purchased be stored before further disposal?

House name or number:

First line of address:

Town/City:

Postcode:

It will not be stored (tick if applicable)

SECTION 6. 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

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

SECTION 7. 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 8. PAYMENT (For all applicants)

How do you wish to make payment for your scrap metal dealer's licence? (please tick)
For details of the applicable fees please see the attached guidance notes.

Debit / Credit Card

Cheque (please make payable to Bedford Borough Council)

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, offence of which you were convicted and the sentence imposed:

Date of Conviction	Name and Location of Court	Offence	Sentence Imposed

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.

Signed: _____ Date: _____

Print Name: _____

Signed: _____ Date: _____

Print Name: _____

Signed: _____ Date: _____

Print Name: _____

Checklist:

Once complete, this form must be submitted at the Customer Service Centre, Horne Lane, Bedford MK40 1RA.

- Photographic identification, e.g. passport or photocard driving licence
- A basic DBS (criminal record) check certificate for everyone named on the application.
- Utility bill
- Fee

For office use only

Date and time of receipt

Customer Services Advisor receiving the application

Other information concerning the application that could be relevant:



SCRAP METAL LICENCE APPLICATION GUIDANCE NOTES

If you need more help in completing the application then call the Council licensing team. They will be happy to help.

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 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.

Tax Check Code

If you are:

- 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 tell us your 9 character tax check code. Further information is available at

[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)

You and every person listed on the application form needs to submit a Basic Disclosure Certificate. Individuals living in England and Wales will be able to apply to DBS for a basic check via the new online application route that will be available on www.gov.uk. Alternatively, an individual can use a 'Responsible Organisation' (RO) – a third party registered with DBS – to submit checks on their behalf. A list of Responsible Organisations can be found at <https://www.gov.uk/guidance/responsible-organisations>.

Further information and updates:

<https://www.gov.uk/government/publications/basic-checks>

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.

Tax Check Code

If you are:

- 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 tell us your 9 character tax check code. Further information is available at

[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)

You need to submit a Basic Disclosure Certificate Individuals living in England and Wales will be able to apply to DBS for a basic check via the new online application route that will be available on www.gov.uk. Alternatively, an individual can use a 'Responsible Organisation' (RO) – a third party registered with DBS – to submit checks on their behalf. A list of Responsible Organisations can be found at <https://www.gov.uk/guidance/responsible-organisations>.

Further information and updates:

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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.

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 – For a variation to an existing licence

This section asks for details of any variation you wish to make to your existing licence. Please note that tacit consent does not apply during the application process.

Section 6 – 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 7 – 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 8 – Payment

There is a fee to apply for a licence and 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. Bedford Borough Council fees are on the Council's website. Applications cannot be accepted unless the correct fee has been paid.

Using a Credit or Debit card you can pay online. To do this visit www.bedford.gov.uk and choose "pay for it". From there, choose "Miscellaneous" in the list of items to pay for and then "Licensing". When prompted, select Motor Salvage Operator and quote your postcode in the message box.

Section 9 – 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 from DBS 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 10 – 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

- Any person failing to register a scrap metal business or to notify the Council of alterations in the appropriate particulars shall be liable on conviction to a fine not exceeding £1,000.
- Any person failing to notify the Council that a business has ceased shall be liable on conviction to a fine not exceeding £200.
- Any person failing to keep the proper prescribed records shall be liable on conviction to a fine not exceeding £1,000.
- Any person acquiring scrap metal from a person under the age of sixteen shall be liable on conviction to a fine not exceeding £200.
- Any person who obstructs the entry of an Environmental Health Officer or Police Constable, or who fails to produce to them any prescribed record shall be liable on conviction to a fine not exceeding £200.
- Any person who, on selling scrap metal to a dealer, gives the dealer a false name or false address shall be liable on conviction to a fine not exceeding £200.
- Where a person is convicted of failing to register or failing to keep prescribed records, the Court may make an Order imposing restrictions on the dealer for a period not exceeding two years.
- Under the Control of Pollution Act 1974 it is a criminal offence to use a loud speaker to advertise a trade or business

Data Protection Privacy Advice

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Other Council Services
- Bedfordshire Police
- Neighbouring Local Authorities
- Environment Agency

in respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at www.bedford.gov.uk or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at <https://tinyurl.com/y7uccndm>. You can exercise your information rights by contacting the Council's Data Protection Officer at dpo@bedford.gov.uk or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone (01234) 267422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at www.ico.org.uk. Further contact details are available upon request. The full Privacy Statement for Scrap Metal dealer applications can be viewed here:

www.bedford.gov.uk/gdprprivacy