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## Application for a Scrap Metal Licence

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       Collector's licence

Are you applying as (please tick):

An individual       A Company       A Partnership

Please state your trading name:



**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  No **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  No

**Partnerships**

If you are applying as a partnership, please provide the following details in respect of each partner – where there are more than two partners then please use a continuation sheet.

Full name:

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



**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:



**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



## 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 knowingly 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 infoeW.gct6 reW\*nBT/(

## **Guidance to assist in completing your application for a scrap metal de**

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** is a person who is responsible 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**





