

Scrap Metal dealers Act 2013

Application for a Mobile collectors licence

This application form is for people wishing to collect scrap metal within The Vale of White Horse District Council's area. Please note, you will need a licence for each local authority area you plan to collect in.

There is a separate licence available for businesses operating scrap metal sites. You may only apply for one type of licence in each Council area, if you are unsure which type of licence you require please contact us.

Applications must be complete and can only be received in person during regular working hours 8.30 am to 5 pm Monday to Thursday and 8.30 am to 4.30 pm on Friday. To ensure appropriate time to process your application you must not attempt to submit an application less than 30 minutes before the office closes.

**Environmental Protection Team
Vale of White Horse District Council
Abbey House
Abbey Close
Abingdon
OX14 3JE**

Several pieces of documentation are mentioned throughout the application form that must accompany your application. We will make copies of these, but do not need to keep them – we will return them to you immediately after they have been copied. All documentation must be original – we cannot accept copied documents.

If you do not enclose the requested documentation or your application is incomplete, your application may be rejected or delayed. For any sections of the form that do not apply to you, or have nil entries, you must clearly indicate by inserting N/A (not applicable).

If you have any questions or are having difficulties completing the application form, please contact the Environmental Protection Team on 01235 540555 or email us at env.health@whitehorsedc.gov.uk

A guide to help you complete this application form is at the back.

Section 1: Application, contact details and fee

Please indicate whether this is an application for:

New licence Renewal of existing Variation from site to mobile collector

For renewal or variation please state your existing licence no

Fee enclosed: I enclose a cheque for £.....in full payment of the application fee.

Contact details for enquiries relating to this application:

Full name.....

Date of birth..... National insurance number.....

Telephone number.....

Email address.....

Home address.....

.....

..... Postcode

Section 2: About you and your business

Previous names: List all previous names or aliases and date of change

Previous name/pseudonym Date of change.....

Previous name/pseudonym Date of change.....

Previous name/pseudonym Date of change.....

Please use a continuation sheet if more than 3.

Continuation sheet used

Documentary evidence for change(s) of name included

Photographs: You must enclose two recent colour passport photographs of the applicant

I enclose two passport photographs of the applicant

Verification of identity: Applications can only be submitted in person by the individual applying for the licence. To ensure that 'suitable person' checks are effective we must verify that the person presenting as the applicant is the person to whom the application and supporting documentation relates. To do this you must bring photographic

identification (passport or photo-card driving licence) and a utility bill showing your address dated within the last 3 months with you when you submit your application.

Verification of identity documentation enclosed

Company information: Do you operate as a company?

Yes

No

Company name

Business address

.....

.....Postcode

Telephone number.....Email address.....

Company registration number.....

Proof of company documentation enclosed.

Basic disclosure certificate: I enclose a 'Basic disclosure certificate' for the applicant from Disclosure Scotland

See notes for information about how to apply for this certificate.

Record keeping: Please detail here how you intend to comply with the record keeping requirements of the Act. How will you record and describe the scrap metal you buy/sell? How will you securely keep a copy of documents used to verify a persons identity? See notes for more information.

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Please use a continuation sheet if required. Continuation sheet used

Section 3: About your vehicle

Please provide information for the vehicle you will be using to collect scrap metal in

Vehicle make.....model.....

Colour.....Registration number.....

The Vale of White Horse District Council's area.

Do you own this vehicle?

Yes

No

If no, please give full name and address of vehicle owner:

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..... Postcode

Are you the registered keeper of the vehicle?

Yes

No

If no, please give full name and address of registered keeper:

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..... Postcode

Please provide the full address where the vehicle is usually kept overnight?

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..... Postcode

Vehicle Insurance Details

Proof of ownership of vehicle documentation enclosed (V5).

Insurance company and contact details

Company..... Policy number.....

Address.....Postcode.....

Telephone number.....

Is the vehicle insured for business use?

Yes

No

Is the vehicle insured specifically for the collection of scrap metal?

Yes

No

Are there any other persons named on this policy to drive the vehicle?

Yes

No

If yes, please provide full names:

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Section 4: Other permits, licences and registrations

Please provide details of any scrap metal licences or certificates of registrations issued or applied for by any local authority over the last three years.

- 1. Licence/ application type.....
 Issuing authority.....
 Reference number.....Expiry date.....
- 2. Licence/ application type.....
 Issuing authority.....
 Reference number.....Expiry date.....
- 3. Licence/ application type.....
 Issuing authority.....
 Reference number.....Expiry date.....
- 4. Licence/ application type.....
 Issuing authority.....
 Reference number.....Expiry date.....
- 5. Licence/ application type
 Issuing authority.....
 Reference number.....Expiry date.....
- 6. Licence/ application type
 Issuing authority.....
 Reference number.....Expiry date.....

Please use a continuation sheet if required. Continuation sheet used

Have you ever been refused a scrap metal dealers licence?

Yes

No

Are you a registered waste carrier? Yes

No

If yes please state your registration number.....Expiry date.....

Please provide details of any other waste management licences or

- 1. Permit type.....
 Issuing authority.....

permits you/ your business hold (eg: Environment Agency, waste management licence/ exemption or ELV ATF)	Reference number.....Expiry date..... 2. Permit type Issuing authority..... Reference number.....Expiry date..... 3. Permit type Issuing authority..... Reference number.....Expiry date.....
	<hr/> Please use a continuation sheet if required. Continuation sheet used <input type="checkbox"/>
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Section 5: Bank accounts to be used for payments to suppliers

Please provide information on company bank accounts to be used in line with section 12 of the Scrap Metal Dealers Act 2013	1. Account name Bank name and address..... Sort code.....Account number..... 2. Account name Bank name and address..... Sort code.....Account number.....
	<hr/> Please use a continuation sheet if required. Continuation sheet used <input type="checkbox"/>
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Section 6: Criminal convictions / relevant offences

Have you ever been convicted of a relevant offence or been the subject of relevant enforcement action?

Yes No

Please see the attached notes regarding the list of relevant offences and enforcement action.

If yes, please provide details for each conviction including; the date of the conviction, name and location of the convicting court, offence for which you/they were convicted and the associated sentence.

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Please use a continuation sheet if required. Continuation sheet used

Section 7: Checklist

Please ensure you have completed all of the following

All sections of the application form **FULLY** completed
(Insert N/A to each question or section that does not apply)

Full correct fee enclosed

Change of name documentation (if appropriate)

Two colour passport photographs enclosed

Verification of identity and residence documents ready for submission of application

Basic disclosure certificates enclosed

Company documentation (if appropriate)

Vehicle registration document and insurance

Declaration read, understood and signed

Section 8: Declaration

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 my 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.

Full name of applicant
(Block Capitals)

Signature

Date

Scrap metal dealers application form: continuation sheet

Applicants/ company name.....Date.....

1) Form section (enter here).....type of information.....

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2) Form section (enter here).....type of information.....

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3) Form section (enter here).....type of information

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4) Form section (enter here).....type of information.....

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6) Form section (enter here).....type of information.....

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7) Form section (enter here).....type of information.....

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8) Form section (enter here).....type of information.....

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9) Form section (enter here).....type of information.....

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10) Form section (enter here).....type of information.....

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If you have used all these sections and still have information that you need to include, please attach a further sheet that is clearly labelled with your name.

Application guide

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If you do not enclose the requested documentation your application may be rejected or your application delayed.

Section 1 – Type of Application, contact details and fee

This section asks whether you are applying for a new licence, or to renew an existing licence.

To renew or vary an existing licence, we require your existing licence number.

This section also requires contact details should we have any questions or issues with the application, which will hopefully limit unnecessary delays to the application process.

You must enclose a cheque for the full fee. Applications without the correct fee will not be accepted.

Sections 2 – About you and your business

This section is about you and your business. This information is key for us to be able to carry out checks to ensure that you are a 'suitable person' to operate as a scrap metal dealer. We will make copies of documentation that you bring in support of your application. Applications without appropriate supporting documentation may not be accepted.

Previous names

If you have ever been known by a different name, you must list all these on the form, including pseudonyms. For official name changes you must include documentation to verify the change, such as a marriage certificate.

Photographs

You must supply two recent colour passport size photographs of yourself.

Verification of identity

Applications can only be submitted in person by the individual applying for the licence. To ensure that 'suitable person' checks are effective we must verify that the person presenting as the applicant is the person to whom the application and supporting documentation relates. To do this you must bring photographic identification (passport or photocard driving licence) and a utility bill showing your address dated within the last 3 months with you when you submit your application.

Company information

If you operate as a business you must provide documentary evidence of the company, certificates of incorporation etc.

Basic disclosure certificates

Part of this test involves looking at any relevant previous convictions. Before you apply for your licence you need to apply for and receive a Basic Disclosure Certificate from Disclosure Scotland. Certificates cost £25 and you can apply for this certificate at:

<http://www.disclosurescotland.co.uk/apply/individuals>

Basic Disclosure certificates are only considered valid if they have been issued within the last 3 months. However, the same disclosure certificate can be used to apply for any number of applications with different councils within that time frame.

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'.

Record keeping requirements

A sheet to help you record details of the scrap metal that you buy and sell is attached. You are welcome to copy this for your use. You do not have to use this form, but it will help you ensure that you record the necessary information to help you comply with the Act. In addition to these records you also need to take and securely keep a copy of the documents used to verify a persons identity. You must specify how you will copy documents and how you will keep them secure.

The record keeping requirements of the Scrap Metal Dealers Act 2013 are contained in sections 13 to 15 of the Act, as reproduced below. These requirements apply to sites and to mobile collectors.

N.B. This is provided for information only, you must consult an up to date copy of the Act for the authoritative wording.

Section 13 Records: receipt of metal

- (1) This section applies if a scrap metal dealer receives any scrap metal in the course of the dealer's business.*
- (2) The dealer must record the following information—*
 - (a) the description of the metal, including its type (or types if mixed), form, condition, weight and any marks identifying previous owners or other distinguishing features;*
 - (b) the date and time of its receipt;*
 - (c) if the metal is delivered in or on a vehicle, the registration mark (within the meaning of section 23 of the Vehicle Excise and Registration Act 1994) of the vehicle;*
 - (d) if the metal is received from a person, the full name and address of that person;*
 - (e) if the dealer pays for the metal, the full name of the person who makes the payment acting for the dealer.*
- (3) If the dealer receives the metal from a person, the dealer must keep a copy of any document which the dealer uses to verify the name or address of that person.*
- (4) If the dealer pays for the metal by cheque, the dealer must keep a copy of the cheque.*
- (5) If the dealer pays for the metal by electronic transfer—*
 - (a) the dealer must keep the receipt identifying the transfer, or*
 - (b) if no receipt identifying the transfer was obtained, the dealer must record particulars identifying the transfer.*

Section 14 Records: disposal of metal

- (1) This section applies if a scrap metal dealer disposes of any scrap metal in the course of the dealer's business.*
- (2) For these purposes metal is disposed of—*
 - (a) whether or not it is in the same form in which it was received;*
 - (b) whether or not the disposal is to another person;*
 - (c) whether or not the metal is despatched from a site.*
- (3) Where the disposal is in the course of business under a site licence, the dealer must record the following information—*
 - (a) the description of the metal, including its type (or types if mixed), form and weight;*
 - (b) the date and time of its disposal;*
 - (c) if the disposal is to another person, the full name and address of that person;*
 - (d) if the dealer receives payment for the metal (whether by way of sale or exchange), the price or other consideration received.*
- (4) Where the disposal is in the course of business under a collector's licence, the dealer must record the following information—*

- (a) the date and time of the disposal;*
- (b) if the disposal is to another person, the full name and address of that person.*

Section 15 Records: supplementary

- (1) The information mentioned in sections 13(2) and (5) and 14(3) and (4) must be recorded in a manner which allows the information and the scrap metal to which it relates to be readily identified by reference to each other.*
- (2) The records mentioned in section 13(3) and (4) must be marked so as to identify the scrap metal to which they relate.*
- (3) The dealer must keep the information and other records mentioned in sections 13(2) to (5) and 14(3) and (4) for a period of 3 years beginning with the day on which the metal is received or (as the case may be) disposed of.*
- (4) If a scrap metal dealer fails to fulfil a requirement under section 13 or 14 or this section, each of the following is guilty of an offence—*
 - (a) the scrap metal dealer;*
 - (b) if the metal is received at or (as the case may be) despatched from a site, the site manager;*
 - (c) any person who, under arrangements made by a person within paragraph (a) or (b), has responsibility for fulfilling the requirement.*
- (5) It is a defence for a person within subsection (4)(a) or (b) who is charged with an offence under this section to prove that the person—*
 - (a) made arrangements to ensure that the requirement was fulfilled, and*
 - (b) took all reasonable steps to ensure that those arrangements were complied with.*
- (6) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.*

Acceptable documents to verify a persons identity.

Section 11 (1) prevents a scrap metal dealer from receiving scrap metal from anyone without verifying that persons full name and address. The documents that are acceptable to verify someone's identity with are detailed in The Scrap Metal Dealers Act 2013 (Prescribed Documents and Information for Verification of Name and Address) Regulations 2013, regulation 2 of which is reproduced below.

N.B. This is provided for information only, you must consult an up to date copy of the regulations for the authoritative wording.

Regulation 2 - Prescribed documents and information

- (1) For the purposes of section 11(3) of the Scrap Metal Dealers Act 2013, in order to verify a person's name and address, it will be sufficient for the scrap metal dealer to refer to either—*
 - (a) a document listed in paragraph (2) which bears the person's full name, photograph and residential address; or*
 - (b) both of—*

- (i) a document listed in paragraph (2) which bears the person's full name, photograph and date of birth, and*
- (ii) a supporting document listed in paragraph (3) which bears the person's full name and residential address.*

(2) The documents which apply for the purposes of regulation 2(1)(a) or (b)(i) are as follows:

- (a) a valid United Kingdom passport, within the meaning of section 33(1) of the Immigration Act 1971; or*
- (b) a valid passport issued by an EEA state; or*
- (c) a valid Great Britain or Northern Ireland photo-card driving licence; or*
- (d) a valid UK biometric immigration document, issued in accordance with regulations made under section 5 of the UK Borders Act 2007.*

(3) The documents which apply for the purposes of regulation 2(1)(b)(ii) are–

- (a) a bank or building society statement;*
- (b) a credit or debit card statement;*
- (c) a council tax demand letter or statement; or*
- (d) a utility bill, but not a mobile telephone bill provided that the date on which the document in question was issued is not more than three months before the date when the scrap metal is received by the scrap metal dealer.*

Section 3 – About your vehicle

Amongst other things we need to ensure that the vehicle is insured for collecting scrap metal and know who else might have access to the vehicle. You need to bring your vehicle registration document with you when you apply.

In order for us to check that you are a suitable person, we also require some information regarding the vehicle you will be using to collect scrap metal in the district. You need to bring your insurance certificate with you when you apply.

Section 4 – Other Permits, Exemptions and Registrations

In order to carry on your business you may need to hold other environmental permits or licences that we should know about.

We will need details of any other scrap metal licences you hold (or have/intend to apply for) with any other authority. Where possible please make sure you include the licence number so that we can check this against the national register.

As a mobile collector of scrap metal it is also a legal requirement to register as a waste carrier. Please provide your waste carriers registration number so we can quickly verify the details of your licence.

For more information on waste carrier licences, or to register call: 03708 506506 or visit: www.environment-agency.gov.uk/wastecarriers

Section 5 – Bank Accounts

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 6 – Criminal Convictions

This section asks you to set out any relevant convictions or enforcement activity that has been undertaken against you. 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 and other sources.

The relevant offences are contained in The Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013

- (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**(h)**, 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**(k)**
- (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**(b)**
- (m)** An offence under sections 85, 202, or 206 of the Water Resources Act 1991
- (n)** An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007
- (o)** An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010
- (p)** Any offence under the Hazardous Waste (England and Wales) Regulations 2005
- (q)** Any offence under the Hazardous Waste (Wales) Regulations 2005
- (r)** An offence under regulation 17(1) of the Landfill (England and Wales) Regulations 2002

- (s) Any offence under the Pollution Prevention and Control (England and Wales) Regulations 2000
- (t) Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007
- (u) Any offence under the Transfrontier Shipment of Waste Regulations 1994
- (v) Any offence under the Transfrontier Shipment of Waste Regulations 2007
- (w) Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006
- (x) An offence under regulation 42 of the Waste (England and Wales) Regulations 2011

The regulations define relevant enforcement action as:

- (a) the person has been charged with an offence specified in the Schedule to these Regulations (as 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 (b) has been revoked in whole, or partially revoked, to the extent that the permit no longer authorises the recovery of metal.

Section 7 – Checklist

This provides a checklist for you to ensure that you have completed all necessary aspects of the application, enclosed your photographs, the fee and have documentation to prove your identity with you when you bring in your application.

Please note that failure to provide all the required information and supporting documentation could result in your application being delayed or rejected.

Section 8 – Declaration

The person who is applying for the scrap metal dealer's licence needs to sign and date the declaration. 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 please contact us.

Need specific help?

If you need any help or have any questions about the application form or this licensing regime in general, please contact the Environmental Protection Team at The Vale of White Horse District Council on 01235 540555 or at env.health@whitehorsedc.gov.uk

Metal purchase and sale record

These records **MUST** be kept for 3 years

Metals received

Name of person scrap collected from:

Home address of above person:

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Tel No: Mobile No:

Item(s) collected (i.e. Broken Hotpoint washing machine model ABC123.):

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Description of metal scrap (steel, aluminium, copper etc.):

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Date collected: / / Time collected: :

Delivered to you by vehicle (registration number):

Method of payment: cheque bank transfer

Paid by (name)

Check seller's identification and take copies

Dealers signature.....date.....

Metals disposed:

Date of disposal of above metal: / / Time disposed: :

Disposed/sold to (full name and address):

.....

Dealers signature.....date.....