**Application for a Scrap Metal Dealer’s Licence**

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| To apply for a Site or Collectors Scrap Metal Licence, please complete the following form.It is important that you have read the information on the relevant web page before submitting your application:<https://www.winchester.gov.uk/environment/pollution/scrap-metal-dealers>. |

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| **General information** | |  |
| **Are you applying for a new licence, or to renew an existing licence? *(Please tick)*** | New  Renewal |  |
| **Are you applying for a Site or Collector’s licence? *(Please tick)*** | Site Licence  Collector’s Licence |  |
| **Are you applying as an individual, a partnership, or as a registered company? *(Please tick)*** | Individual  Partnership  Registered Company |  |
| **What is your current or proposed trading name?** |  |  |
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| **What is your current licence number? *(Renewals only)*** |  |  |
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| **Application by an Individual:** (complete section only if the application is by an individual) | | | | | | | | |
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|  | **Title:** |  |  |  | **Full Name:** |  |  |  |
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|  | **Home Address:** |  |  | | | | |  |
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|  | **Postcode:** |  |  | | | | |  |
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|  | **Telephone No:** |  |  |  | **Alternative Telephone No:** |  |  |  |
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|  | **Email Address:** |  |  | | | | |  |
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|  | **Date of Birth:** |  |  |  | **Role/Positon in business:** |  |  |  |
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|  | **Have you provided a basic DBS for this individual? *(Please tick)*** | | | | |  | Yes  No |  |

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| **Application by a Partnership:** (complete section only if the application is by a Partnership) | | | | | | | | |
|  | *You must supply information with respect of every partner. Where there are more than two partners please provide their details on a continuation sheet.* | | | | | | |  |
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|  | **Title:** |  |  |  | **Full Name:** |  |  |  |
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|  | **Home Address:** |  |  | | | | |  |
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|  | **Email Address:** |  |  | | | | |  |
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|  | **Date of Birth:** |  |  |  | **Role/Positon in business:** |  |  |  |
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|  | **Have you provided a basic DBS for this individual? *(Please tick)*** | | | | |  | Yes  No |  |
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|  | **Title:** |  |  |  | **Full Name:** |  |  |  |
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|  | **Home Address:** |  |  | | | | |  |
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|  | **Date of Birth:** |  |  |  | **Role/Positon in business:** |  |  |  |
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|  | **Have you provided a basic DBS for this individual? *(Please tick)*** | | | | |  | Yes  No |  |
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| **Application by a Registered Company:** (complete section only if the application is by a Registered Company) | | | | | | | | | |
|  | *You must supply details for every director, shadow director, and the company secretary. Please use a continuation sheet where necessary.* | | | | | | | |  |
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|  | **Registered company name:** | | |  | | | | |  |
|  |  | | |  | | | | |  |
|  | **Registration number:** | | |  | | | | |  |
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|  | **Address of company’s registered office:** | | |  | | | | |  |
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|  | **Postcode:** | | |  | | | | |  |
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|  | **Title:** |  |  | |  | **Full Name:** |  |  |  |
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|  | **Home Address:** |  |  | | | | | |  |
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|  | **Postcode:** |  |  | | | | | |  |
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|  | **Telephone No:** |  |  | |  | **Alternative Telephone No:** |  |  |  |
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|  | **Email Address:** |  |  | | | | | |  |
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|  | **Date of Birth:** |  |  | |  | **Role/Positon in business:** |  |  |  |
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|  | **Have you provided a basic DBS for this individual? *(Please tick)*** | | | | | |  | Yes  No |  |
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|  | **Title:** |  |  | |  | **Full Name:** |  |  |  |
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|  | **Home Address:** |  |  | | | | | |  |
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|  | **Telephone No:** |  |  | |  | **Alternative Telephone No:** |  |  |  |
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|  | **Email Address:** |  |  | | | | | |  |
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|  | **Date of Birth:** |  |  | |  | **Role/Positon in business:** |  |  |  |
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|  | **Have you provided a basic DBS for this individual? *(Please tick)*** | | | | | |  | Yes  No |  |
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| **Business Contact Details:** (all applicants must complete this section) | | | | | | |
|  | *We will use your business address to correspond with you unless you indicate we should use the home address you have provided.* | | | | |  |
|  |  | | | | |  |
|  | **Business Address:** |  |  | | |  |
|  |  |  |  | | |  |
|  | **Postcode:** |  |  | | |  |
|  |  |  |  | | |  |
|  | **Business phone and/or mobile no:** |  |  | | |  |
|  |  |  |  | | |  |
|  | **Business email address:** |  |  | | |  |
|  |  |  |  | | |  |
|  | **Business website address** |  |  | | |  |
|  |  |  |  | | |  |
|  | **Please use my home address for correspondence:**  ***(Please tick)*** | | |  | Yes  No |  |

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| **Current licences, registrations, and permits:** (all applicants must complete this section) | | | | | | | | | | | | | | | | |
|  | *Please provide details of any relevant permit, exemption or registration with the Environment Agency or Natural Resources Wales in relation to the applicant. (Continue on a separate sheet if necessary).* | | | | | | | | | | | | | | |  |
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|  | **Permit/**  **registration type:** | |  | |  | | | | |  | | **Reference number:** |  |  | |  |
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|  | **Permit/**  **registration type:** | |  | |  | | | | |  | | **Reference number:** |  |  | |  |
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|  | **Permit/**  **registration type:** | |  | |  | | | | |  | | **Reference number:** |  |  | |  |
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|  | *Please provide details of any site or collector’s licences granted to the applicant by any other local authority.* | | | | | | | | | | | | | | |  |
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|  | **Name of issuing Local Authority:** | | | | | |  |  | | | | | | | |  |
|  |  | | | | | |  |  | | | | | | | |  |
|  | **Licence type:**  ***(Please tick)*** |  | | Site Licence  Collector’s Licence | | | | |  | | **Licence reference no:** | | |  |  |  |
|  |  |  | |  | | | | |  | |  | | |  |  |  |
|  | **Business address:** | | | |  |  | | | | | | | | | |  |
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|  | **Postcode:** | | | |  |  | | | | | | | | | |  |
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|  | **Name of issuing Local Authority:** | | | | | |  |  | | | | | | | |  |
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|  | **Licence type:**  ***(Please tick)*** |  | | Site Licence  Collector’s Licence | | | | |  | | **Licence reference no:** | | |  |  |  |
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|  | **Business address:** | | | |  |  | | | | | | | | | |  |
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|  | **Postcode:** | | | |  |  | | | | | | | | | |  |
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|  | **Name of issuing Local Authority:** | | | | | |  |  | | | | | | | |  |
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|  | **Licence type:**  ***(Please tick)*** |  | | Site Licence  Collector’s Licence | | | | |  | | **Licence reference no:** | | |  |  |  |
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|  | **Site address:** | | | |  |  | | | | | | | | | |  |
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|  | **Postcode:** | | | |  |  | | | | | | | | | |  |
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| **Motor Salvage Operator** | | | | |
|  | **Will your business be that of a motor salvage operator?** ***(Please tick)*** |  | Yes  No |  |
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|  | *A Motor salvage operator is a business which consists:* | | |  |
|  | 1. *wholly or partly in recovering salvageable parts from motor vehicles for re-use or sale and subsequently selling or otherwise disposing of the rest of the vehicle for scrap,* 2. *wholly or mainly in buying written-off vehicles and subsequently repairing and reselling them,* 3. *wholly or mainly in buying or selling motor vehicles which are to be the subject (whether immediately or on a subsequent re-sale) of any of the activities mentioned in paragraphs (a) and (b), or* 4. *wholly or mainly in activities falling within paragraphs (b) and (c).* | | |  |
|  | **To act as a motor salvage operator you will need to apply for a Site Licence.** | | |  |
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| **Site Licence** | | | | | | | | | | | | | | | | |
|  | A **Site Licence** authorises the licensee to carry on business at a site or sites in the authority’s area. You can apply to licence multiple sites under one licence, using this form. **You cannot hold both a site licence and a collector’s licence in the same authority.** | | | | | | | | | | | | | | |  |
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|  | **Site details:** List below 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.  If the applicant operates multiple sites within a licensing authority area, provision should be made for more than one site manager. | | | | | | | | | | | | | | |  |
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|  | **You must provide Ordnance Survey maps for each site applied for, with the boundaries of their respective sites marked in red.** | | | | | | | | | | | | | | |  |
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|  | **Site 1** | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | |  |
|  | **Trading name:** |  |  | | | | | | | | | | | | |  |
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|  | **Address:** |  |  | | | | | | | | | | | | |  |
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|  | **Postcode:** |  |  | | | | | | | | | | | | |  |
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|  | **Phone number:** |  |  | |  | | **Email address:** | | |  | | |  | | |  |
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|  | **Website address:** |  |  | | | | | | | | | | | | |  |
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|  | **Has planning permission been obtained for the use of this site? *(Please tick)*** | | | | | | | |  | | Yes  No | | | | |  |
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|  | **Site manager details:** | | | **Title:** | | | | |  | |  | | | | |  |
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|  | **Full name:** |  |  | | | | | | | | | | | | |  |
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|  | **Home address:** |  |  | | | | | | | | | | | | |  |
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|  | **Postcode:** |  |  | | |  | | **Date of birth:** | | | | | |  |  |  |
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|  | **Have you provided a basic DBS for this individual? *(Please tick)*** | | | | | | | |  | | | Yes  No | | | |  |
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|  | **Site 2** | | | | | | | | | | | | | | |  |
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|  | **Trading name:** |  |  | | | | | | | | | | | | |  |
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|  | **Address:** |  |  | | | | | | | | | | | | |  |
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|  | **Postcode:** |  |  | | | | | | | | | | | | |  |
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|  | **Phone number:** |  |  | |  | | **Email address:** | | |  | | |  | | |  |
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|  | **Website address:** |  |  | | | | | | | | | | | | |  |
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|  | **Has planning permission been obtained for the use of this site? *(Please tick)*** | | | | | | | |  | | Yes  No | | | | |  |
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|  | **Site manager details:** | | | **Title:** | | | | |  | |  | | | | |  |
|  |  |  |  | | | | | |  | |  | | | | |  |
|  | **Full name:** |  |  | | | | | | | | | | | | |  |
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|  | **Home address:** |  |  | | | | | | | | | | | | |  |
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|  | **Postcode:** |  |  | | |  | | **Date of birth:** | | | | | |  |  |  |
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|  | **Have you provided a basic DBS for this individual? *(Please tick)*** | | | | | | | |  | | | Yes  No | | | |  |
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| **Collector’s Licence** | | | | | | | | | | |
|  | A **Collector’s Licence** authorises the licensee to carry out business as a mobile collector in the authority’s area only. **You cannot hold both a collector’s licence and a site licence in the same local authority area.**  **Vehicle details:** List below the details for each vehicle you propose to use in operation of a business as a scrap metal dealer in this local authority area. If you operate more than two vehicles please provide details for each site on a continuation sheet.  **Please provide a recent passport sized photograph (no older than 3 months) with any collector’s licence application.** | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  | **Vehicle 1** | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  | **Reg. number:** |  |  | | |  | **Manufacturer:** |  |  |  |
|  |  |  |  | | |  |  |  |  |  |
|  | **Model:** |  |  | | |  | **Colour:** |  |  |  |
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|  | **Where is the vehicle stored when not in use? *(Please give full address and postcode)*** | | |  |  | | | | |  |
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|  | **Vehicle 2** | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  | **Reg. number:** |  |  | | |  | **Manufacturer:** |  |  |  |
|  |  |  |  | | |  |  |  |  |  |
|  | **Model:** |  |  | | |  | **Colour:** |  |  |  |
|  |  |  |  | | |  |  |  |  |  |
|  | **Where is the vehicle stored when not in use? *(Please give full address and postcode)*** | | |  |  | | | | |  |
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| **Bank Account Details** | | | | | | | | | | |
|  | *Please provide details of the bank accounts 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 continue on a separate sheet.* | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  | **Account 1** | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  | **Account name:** |  |  | | | | | | |  |
|  |  |  |  | | |  |  |  |  |  |
|  | **Account number:** |  |  | | |  | **Sort code:** |  |  |  |
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|  | **Account 2** | | | | | | | | |  |
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|  | **Account name:** |  |  | | | | | | |  |
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|  | **Account number:** |  |  | | |  | **Sort code:** |  |  |  |
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| **Criminal Convictions** | | | | | | |
|  | Have you, any partners in the business, any directors of the company, or any site manager mentioned in this application, ever been convicted of a relevant offence or been the subject of any relevant enforcement action? (Please see below for a list of relevant offences). | | |  | Yes  No |  |
|  | **If “yes” you must provide details for each conviction/enforcement action, the date of the conviction/enforcement action, the name and location of the convicting court, offence of which you were convicted/the nature of the enforcement action and the sentence/penalty imposed. (If you require further room for detail or need to provide details for more than one relevant offence please do so on a continuation sheet).** | | | | |  |
|  |  | | | | |  |
|  | **Date of enforcement/conviction:** |  |  | | |  |
|  |  |  |  | | |  |
|  | **Name and location of convicting court:** |  |  | | |  |
|  |  |  |  | | |  |
|  |  |  |  | | |  |
|  | **Further details (including offence of which you were convicted, nature of enforcement action taken, and the sentence/penalty imposed):** |  |  | | |  |
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| **Payment:** (All applicants must pay this section) | | | | |
|  | Current application fees for Scrap Metal Licence applications are as follow:   * **Site licence:** £438 * **Collector’s licence:** £225 * **Amendments to current licence:** £26   **Please indicate how you wish to pay for your application (please tick):** | | |  |
|  | **Debit or Credit Card:** | **Cheque:** | **Cash:** |  |
|  |  |  |  |  |
|  | *(Card payments can be made by contacting Environmental Health on 01962 848 097 and paying by telephone. Cheques must be made out to Winchester City Council. Cash payments can be accepted but must be done so during an in-person appointment with the officer processing your application. If you wish to pay by cash please ring ahead to schedule an appointment.)* | | |  |
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| **Checklist** | | | | |
|  | * Application form is fully completed, signed and dated by each individual, partner, or the company secretary. |  |  |  |
|  | * The original or certified-copy basic DBS documents are enclosed for: *individual applicants/all partners/all company directors/all site managers.* |  |  |  |
|  | * Two identification/proof of address documents have been provided -Current valid passport, photo driving licence, bank statement or utility bill (no older than 3 months). |  |  |  |
|  | * Passport sized photo (no older than 3 months) – **Collectors licenses only.** |  |  |  |
|  | * Maps of all sites applied for with name and site boundary marked in red – **Site licenses only.** |  |  |  |
|  | * Copies of any relevant Environment Agency Permits or their permit numbers (Waste Carriers Permit, Metal Recycling, etc.). |  |  |  |
|  | * Tax Check Code provided – **Renewals or qualifying applications only\*** |  |  |  |
|  | * Payment of fee, or arrangement made with case officer for fee to be paid |  |  |  |
|  |  |  |  |  |
|  | ***\*****If you are renewing a current licence, applying for the same type of licence you previously held (that ceased to be valid less than a year ago), or applying for the same type of licence you already hold with another licensing authority, then you will need to complete an HMRC tax check and provide your ‘Tax Check Code’ when you submit your application. You can apply for this tax check here:*  [*https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence*](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence)*.* | | |  |
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| **Declaration:** (All applicants must complete this section) | | | | | | | | | | | |
|  | The information contained in this form is true and accurate to the best of my/our knowledge and belief. I/we understand that if I/we make a material statement knowing it to be false, or if I/we recklessly make a material statement which is false, I/we will be committing an offence under paragraph 5 of Schedule 1 to the Scrap Metal Dealers Act 2013, for which I/we may be prosecuted, and liable, on summary conviction, to fine not exceeding level 3 on the standard scale (currently £1000).  I/we understand that Winchester City Council may consult other agencies about my/our 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/we understand that the purpose of the sharing of this data is to form a full assessment of my/our suitability to be licensed as a scrap metal dealer. I/we also understand that the sharing of information about me/us 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.  Please note that the licensing authority may be required by law to disclose, from time to time, further information relating to applications and licences to the appropriate authorities for the purposes of law enforcement and the prevention of fraud.  I/we hereby expressly consent to this processing of my/our data and display of relevant information on the public register. | | | | | | | | | |  |
|  | **Individual applicants / all partners / or the company secretary must complete this section:** | | | | | | | | | |  |
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|  | **Name:**  ***(Please print)*** |  | | |  | **Date:** | |  | |  |  |
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|  | **Signed:** |  |  | **Capacity of signatory:** | | |  | | | |  |
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|  | **An individual applicant / all partners / or the company secretary must complete this section:** | | | | | | | | | |  |
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|  | **Name:**  ***(Please print)*** |  | | |  | **Date:** | |  | |  |  |
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|  | **An individual applicant / all partners / or the company secretary must complete this section:** | | | | | | | | | |  |
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|  | **Name:**  ***(Please print)*** |  | | |  | **Date:** | |  | |  |  |
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|  | **An individual applicant / all partners / or the company secretary must complete this section:** | | | | | | | | | |  |
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|  | **Name:**  ***(Please print)*** |  | | |  | **Date:** | |  | |  |  |
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|  | **An individual applicant / all partners / or the company secretary must complete this section:** | | | | | | | | | |  |
|  |  | | | | | | | | | |  |
|  | **Name:**  ***(Please print)*** |  | | |  | **Date:** | |  | |  |  |
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| **Relevant offences and Enforcement Action** | | | | | | |
|  | These “relevant offences” and enforcement action are prescribed by the Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013.  Any of the offences or the enforcement actions listed here must be declared in connection with an application and may affect the suitability of the applicant to hold a licence. | | | |  | |
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|  | **Relevant offences:** | | | |  | |
|  | **(a)** | section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989(1) | | |  | |
|  | **(b)** | section 170 or 170B of the Customs and Excise Management Act 1979(2), where the specific offence concerned relates to scrap metal | | |  | |
|  | **(c)** | section 110 of the Environment Act 1995(3) | | |  | |
|  | **(d)** | sections 33, 34 or 34B of the Environmental Protection Act 1990(4) | | |  | |
|  | **(e)** | section 9 of the Food and Environment Protection Act 1985(5) | | |  | |
|  | **(f)** | section 1 of the Fraud Act 2006(6), where the specific offence concerned relates to scrap metal, or is an environment-related offence | | |  | |
|  | **(g)** | section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012(7) | | |  | |
|  | **(h)** | sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002(8) | | |  | |
|  | **(i)** | the Scrap Metal Dealers Act 1964(9) | | |  | |
|  | **(j)** | the Scrap Metal Dealers Act 2013 | | |  | |
|  | **(k)** | sections 1, 8,9,10, 11, 17, 18, 22 or 25 of the Theft Act 1968(10), where the specific offence concerned relates to scrap metal, or is an environment-related offence | | |  | |
|  | **(l)** | Part 1 of the Vehicles (Crime) Act 2001(11) | | |  | |
|  | **(m)** | sections 85, 202, or 206 of the Water Resources Act 1991(12). | | |  | |
|  | **(n)** | regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007(1) | | |  | |
|  | **(o)** | regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010(2) | | |  | |
|  | **(p)** | the Hazardous Waste (England and Wales) Regulations 2005(3) | | |  | |
|  | **(q)** | the Hazardous Waste (Wales) Regulations 2005(4) | | |  | |
|  | **(r)** | regulation 17(1) of the Landfill (England and Wales) Regulations 2002(5) | | |  | |
|  | **(s)** | the Pollution Prevention and Control (England and Wales) Regulations 2000(6) | | |  | |
|  | **(t)** | the Producer Responsibility (Packaging Waste) Regulations 2007(7) | | |  | |
|  | **(u)** | the Transfrontier Shipment of Waste Regulations 1994(8) | | |  | |
|  | **(v)** | the Transfrontier Shipment of Waste Regulations 2007(9) | | |  | |
|  | **(w)** | the Waste (Electrical and Electronic Equipment) Regulations 2006(10) | | |  | |
|  | **(x)** | regulation 42 of the Waste (England and Wales) Regulations 2011(11). | | |  | |
|  |  | | | |  | |
|  | **Relevant Enforcement Action:** | | | |  | |
|  | **(i.)** | the person has been charged with an offence specified in the Schedule to the Regulations *[set out as (a) to (x) above]*, and criminal proceedings in respect of that offence have not yet concluded; or | | |  | |
|  | **(ii.)** | an environmental permit granted in respect of the person under the Environmental  Permitting (England and Wales) Regulations 2010 (1) has been revoked in whole, or partially revoked, to the extent that the permit no longer authorises the recovery of metal | | |  | |
| **Contacting Environmental Health** | | | | |  |
|  | If you require further information, please do not hesitate to contact the licensing authority via the below: | | | |  |
|  |  | | | |  |
|  | **Email:** | |  | [EH@winchester.gov.uk](mailto:EH@winchester.gov.uk) |  |
|  |  | |  |  |  |
|  | **Phone:** | |  | 01962 848 097 |  |
|  |  | |  |  |  |
|  | **Post:** | |  | Environmental Health, Winchester City Council, City Offices, Colebrook Street, Winchester, SO23 9LJ |  |
|  |  | |  |  |  |
|  | **In person:** | |  | Appointments to be held at the City Offices listed above. Must be arranged in advance either by email or phone. |  |