

Help with completing your application for a scrap metal dealer's licence

If you need more help in completing the application form please don't hesitate to make an appointment with the licensing authority on 01633 656656, further details regarding scrap metal can also be found on the council website www.newport.gov.uk/licensing

Section 1 – Licence Details

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

A **site licence** lets you buy and sell scrap metal from a fixed location within the council area and authorises person who are in your employment to collect scrap metal both within Newport area and other licensing districts.

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 – Business Details

This section asks for your business name and address. If you are applying for a collector's licence enter your home address. If you are applying for a site licence enter the trading name and site address. If your business is that of a motor salvage operator, please note you will require a site licence for this. The definition of a motor salvage operator is as follows:

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.

Section 3 – Applicant Details

This section requires details whether you are a collector, partnership or company.

If you are a collector, 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 along with the application form, plus a passport photo. You can apply for this certificate at www.gov.uk/request-copy-criminal-record

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.

If you are a partnership or company, it should be filled out in the name of the person or business 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.

You and every person listed on the application form needs to submit a Basic Disclosure Certificate from Disclosure and Barring Service. You can apply for this certificate at www.gov.uk/request-copy-criminal-record

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.

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There is not much space on the form, so if you need to list more than one director, or partner, then please continue on a separate piece of paper setting out the details in the same way as the form.

A **director** or **partner** is someone who has or shares legal responsibility for the operation of the company, including filing returns at Companies House.

Section 4 – Suitability of Applicant

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 Disclosure and Barring Service 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 5 – Site Details

Only those applicants applying for a site licence need to complete this section. If you have more than two sites in the authority area, please continue on a separate sheet.

We also need to know the name of the site manager for each site. A **site manager** is the person who will be in charge of the site on a daily basis. This person needs to submit a Basic Disclosure Certificate from Disclosure and Barring Service. You can apply for this certificate at www.gov.uk/request-copy-criminal-record

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.

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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 6 – Bank Account Details

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 – 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.

Section 8 – Payment

There is a fee to apply for a licence and your council will tell you how you can pay. 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. Applications cannot be accepted unless the correct fee has been paid.