

# Application for a Scrap Metal Dealer's Licence

I/We hereby apply for a Scrap Metal Dealer's Licence under the Scrap Metal Dealers' Act 2013 as follows:

<b>1. General information</b> (all applicants must complete this section)
<p>What type of licence are you applying for?          A site licence <input type="checkbox"/> A collector's licence <input type="checkbox"/></p> <p>Are you applying as: (please tick):          An individual <input type="checkbox"/> A registered company <input type="checkbox"/> A partnership <input type="checkbox"/></p> <p>Please state your trading name:</p> <p>Is this application for: (please tick):          Grant of a new licence <input type="checkbox"/> or renewal <input type="checkbox"/> of an existing licence          If a renewal, please provide your existing licence number:</p>
<b>2. Application by an Individual</b> (complete this section <b>only</b> if the application is by an individual)
<p>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):</p> <p>Surname: _____ Forenames: _____</p> <p>Maiden name or any other surnames you have been known by:</p> <p>Date of birth:          Home address:          Postcode:          Position/Role in the business:</p> <p>I attach a Basic Disclosure Certificate issued for the applicant:          Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)</p> <p>If you do not provide a disclosure certificate your application may be delayed or rejected.</p>
<b>3. Application by Partnership</b> (complete this section <b>only</b> if the application is by a partnership)
<p>You must supply information in respect of every partner – where there are more than two partners then please use a continuation sheet</p>
<p>Title (please tick):          Mr <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other (please state):</p> <p>Surname: _____ Forenames: _____</p> <p>Maiden name or any other surnames you have been known by:</p> <p>Date of birth:          Home address:          Postcode:          I attach a Basic Disclosure Certificate issued for the applicant :          Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)</p>
<p>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):</p> <p>Surname: _____ Forenames: _____</p> <p>Maiden name or any other surnames you have been known by:</p> <p>Date of birth:          Home address:          Postcode:          I attach a Basic Disclosure Certificate issued for the applicant :          Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)</p>

<b>4.</b>	<b>Application by a Registered Company</b> (complete this section <b>only</b> if the application is by a registered company)	
	Registered company name: Registration number: Address of the company's registered office: Postcode:	
	Please provide the following details for every director, shadow director and the company secretary – where necessary please use a continuation sheet.	
	Role: 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): Surname: Forenames: Maiden name or any other surnames you have been known by:  Date of birth: Home address: Postcode: I attach a Basic Disclosure Certificate issued for the director : Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Role: 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): Surname: Forenames: Maiden name or any other surnames you have been known by: Date of birth: Home address: Postcode: I attach a Basic Disclosure Certificate issued for the director : Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>5.</b>	<b>Contact Details</b> (all applicants must complete this section)	
	We will use your business address to correspond with you unless you indicate we should use your home address	
	Business Address:  Postcode:	Telephone numbers Daytime: Evening: Mobile:
	Home address:  Postcode:	Email address: Website address:
	Please use my home address for correspondence Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>6.</b>	<b>Current permits, registrations and licences</b> (all applicants must complete this section)	
	Please provide details of any relevant environmental permit, exemption or registration with the Environment Agency or Natural Resources Wales in relation to the applicant:	
	Type: Ref. no.:	
	Type: Ref. no.:	
	Type: Ref. no.:	
	Continue on a separate sheet if necessary	
	Please provide details of any site or collector's licence granted to the applicant by any other local authority:	
	Name of Local Authority registering/licensing: Type: Site <input type="checkbox"/> Collector <input type="checkbox"/> Ref. no.:	
	Address of site: Postcode:	
	Name of Local Authority registering/licensing: Type: Site <input type="checkbox"/> Collector <input type="checkbox"/> Ref. no.:	
	Address of site: Postcode:	

	Please list separately any scrap metal dealer or motor salvage registrations held by the applicant before 1 <sup>st</sup> October 2013.	
	Please continue on a separate sheet if necessary.	
<b>7.</b>	<b>Motor Salvage Operator</b> (all applicants must complete this section)	
	Will your business be that of a motor salvage operator? This is defined as a business which consists: (a) <i>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,</i> (b) <i>wholly or mainly in buying written-off vehicles and subsequently repairing and reselling them,</i> (c) <i>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</i> (d) <i>wholly or mainly in activities falling within paragraphs (b) and (c).</i> (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/> To act as a motor salvage operator you will need to apply for a site licence.	
<b>8.</b>	<b>Site Licence</b> (complete this section <b>only</b> if you are applying for a site licence)	
	A <b>site licence</b> authorises the licensee to carry on business at a site or sites in the authority's area. You can apply to licence multiple sites using this form. <b>You cannot hold both a site licence and a collector's licence in the same local authority area.</b>	
	<b>Site details.</b> 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. Please note that if the applicant operates multiple sites within a licensing authority area, provision should be made for more than one site manager.	
	<b>Details of each site where you intend to carry out business as a scrap metal dealer:</b>	
	<b>Site 1</b>	<b>Site manager's details</b>
	Trading name: Address: Postcode: Phone number: Email address: Website address: Has planning permission been obtained for the use of the site? Yes <input type="checkbox"/> No <input type="checkbox"/>	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): Surname: Forenames: Home address: Postcode: Date of birth:
	A Basic Disclosure Certificate for the site manager is enclosed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<b>Site 2</b>	
	Trading name: Address: Postcode: Phone number: Email address: Website address: Has planning permission been obtained for the use of the site? Yes <input type="checkbox"/> No <input type="checkbox"/>	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): Surname: Forenames: Home address: Postcode: Date of birth:
	A Basic Disclosure Certificate for the site manager is enclosed: Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>9.</b>	<b>Collector's Licence</b> (complete this section <b>only</b> if you are applying for a collector's licence)
	A <b>collector's licence</b> authorises the licensee to carry out business as a mobile collector in the authority's area only. <b>You cannot hold both a collector's licence and a site licence in the same local authority area.</b>
	Details of vehicles used to collect scrap metal:
	Registration number: _____ Make: _____ Model: _____ Colour: _____ Where is the vehicle stored when not in use (give full address)? _____
	Registration number: _____ Make: _____ Model: _____ Colour: _____ Where is the vehicle stored when not in use (give full address)? _____
	Please continue on a separate sheet if necessary.
<b>10.</b>	<b>Bank Account Details</b> (all applicants must complete this section)
	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 name: _____ Account name: _____ Sort code: - - Sort code: _____ Account number: _____ Account number: _____
<b>11.</b>	<b>Criminal Convictions</b> (all applicants must complete this section)
	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 <input type="checkbox"/> No <input type="checkbox"/> (please tick) 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:
<b>12.</b>	<b>Payment</b> (all applicants must complete this section)
	I will pay the application fee for a scrap metal dealer's licence by: Debit or credit card <input type="checkbox"/> Cheque* <input type="checkbox"/> Cash <input type="checkbox"/> (please tick) <b>*Please note that cheques are not accepted over the counter if paying in person</b>
<b>13.</b>	<b>Checklist</b> (all applicants must complete this section)
	The form is fully completed, signed and dated by each individual, partner or the company secretary <input type="checkbox"/> The original basic disclosure certificates are enclosed for: individual applicant / all partners / all company directors / all site managers <input type="checkbox"/> The fee is enclosed <input type="checkbox"/>

<b>14. Declaration</b> (all applicants must complete this section)
<p>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).</p> <p>I/we understand that the Isle of Wight 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.</p> <p>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.</p> <p>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.</p> <p>I/we hereby expressly consent to this processing of my/our data and display of relevant information on the public register.</p>
An individual applicant (section 2) or all partners (section 3) or the company secretary (section 4) must complete this section
Signed: _____ Dated _____ Name _____ (please print) _____ Capacity of _____ signatory: _____
Signed: _____ Dated _____ Name _____ (please print) _____ Capacity of _____ signatory: _____
Signed: _____ Dated _____ Name _____ (please print) _____ Capacity of _____ signatory: _____
Signed: _____ Dated _____ Name _____ (please print) _____ Capacity of _____ signatory: _____

### **Legal Requirement**

The Isle of Wight Council is the data controller for the personal information you provide on this form. The council's Data Protection Officer can be contacted at [dpo@iow.gov.uk](mailto:dpo@iow.gov.uk). You can contact the council by phone on 01983 821000, or by writing to us at County Hall, High Street, Newport, IW PO30 1UD.

Your information will be used to allow the Council to process your application. In accordance with Data Protection law, the legal basis for this is for the performance of a task carried out in exercise of official authority. Your information will be shared with other council departments relevant external bodies for the purposes of processing your application.

We will keep your personal data for 6 years or as long as we are required to do so under relevant legislation or in accordance with our operational requirements. You can view our retention schedule on our website [www.iwight.com](http://www.iwight.com).

For further details on how your information is used; how we maintain the security of your information; and your rights, including how to access information we hold on you, and how to complain if you have any concerns about how your personal details are processed, please visit [www.iwight.com](http://www.iwight.com) or email [dpo@iow.gov.uk](mailto:dpo@iow.gov.uk)