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**APPLICATION FOR A SCRAP METAL LICENCE**

**SCRAP METAL DEALERS ACT 2013**

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| **SECTION 1. (for all applicants)** | |
| Please indicate the type of licence you are applying for (please tick):  A site licence  A collector’s licence | |
| Are you applying as (please tick):  An individual  A partnership   A limited liability partnership (LLP)  A limited company | |
| Please state your trading name: | |
| Is this application for a grant of a new licence or a renewal (please tick the relevant box):  Grant of a new licence  Renewal of an existing licence  For a renewal only, please provide your existing licence number: SMS……….. / SMC…………. | |
| **SECTION 2. Permits, registrations and licences in force** | |
| Please provide details of any relevant environmental permit, exemption or registration including original permits/certificates in relation to the applicant:  Type:  Identifying number:  Date of issue:  Type:  Identifying number:  Date of issue:  (Continue on a separate sheet if necessary) | |
| **Please provide details, including licence number, of any other scrap metal licence issued by any authority to the applicant within the last 3 years (please use a continuation sheet if necessary):** | |
| Are you registered as a waste carrier? (please tick)  Yes  **If NO you must obtain a Waste Carriers Licence before applying.**  **If ‘yes’ please provide your carrier’s original Certificate upon application**. | |
| **SECTION 3. TO BE COMPLETED IF APPLYING FOR A 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 using this form. You cannot hold both a site licence and a collector’s licence in the same local authority.** | |
| **Details of prospective licence holder** | |
| Title (please tick):  Mr Mrs Miss Ms Other  (please state): | I am 18 years old or over. Please tick  Yes No  Date of Birth: |
| Surname: | Forenames: |
| Please also state your maiden name or any other surnames you have previously been known by: | |
| Home address:  House name or number:      First line of address:  Town/City:  Postcode:  Please use my home address for correspondence | Email address (if you would prefer us to correspond with you by email):  Please note that you must still provide us with a postal address |
| Position/Role in the business: | |
| I attach a Basic Disclosure Certificate issued for the applicant by Disclosure and Barring Service.  Yes   This **MUST** be included. | |
| Are you permitted to work in the UK? Yes  Are there any restrictions? Yes  No  If ‘yes’ please provide details: | |
| Business Address:  Head office name or house name or number:      First line of address:  Town/City:  Postcode: | Telephone numbers:  Daytime:  Evening:  Mobile: |
| **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. **If the applicant operates multiple sites within a licensing authority area, provision should be made for more than one site manager.** | |
| **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**  Name or number:    First line of address:  Town/City:  Postcode:  Telephone number:  Email address:  Website address: | Name:  House name or number:    First line of address:  Town/City:  Postcode:  Date of Birth:  ***Basic Disclosure* certificate attached:**    Yes  This **MUST** be included.  Are you permitted to work in the UK? Yes  Are there any restrictions? Yes  No  If ‘yes’ please provide details: |
| **Site 2**  Name or number:    First line of address:  Town/City:  Postcode:  Telephone number:  Email address:  Website address: | Name:  House name or number:    First line of address:  Town/City:  Postcode:  Date of Birth:  ***Basic Disclosure* certificate attached:**    Yes  This **MUST** be included.  Are you permitted to work in the UK? Yes  Are there any restrictions? Yes  No  If ‘yes’ please provide details: |
| **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) | |
| **Partner 1**  Full name:  Date of birth:  Residential address:  ***Basic Disclosure* certificate attached:**    Yes  This **MUST** be included.  Are you permitted to work in the UK? Yes  Are there any restrictions? Yes  No  If ‘yes’ please provide details: | **Partner 2**  Full name:  Date of birth:  Residential address:  ***Basic Disclosure* certificate attached:**    Yes  This **MUST** be included.  Are you permitted to work in the UK? Yes  Are there any restrictions? Yes  No  If ‘yes’ please provide details: |
| **A limited liability partnership (LLP) or A limited company** (If you are applying as a company please provide the details set out below about the company) | |
| Name of Limited Company or LLP:  Limited Company or LLP Registered 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. | |
| **Director 1 or Company Secretary**  Role:  Name:  Date of Birth:  House name or number:    First line of address:  Town/City:  Postcode:  ***Basic Disclosure* certificate attached:**  Yes  This **MUST** be included.  Are you permitted to work in the UK? Yes  Are there any restrictions? Yes  No  If ‘yes’ please provide details: | **Director 2 or Company Secretary**  Role:  Name:  Date of Birth:  House name or number:    First line of address:  Town/City:  Postcode:  ***Basic Disclosure* certificate attached:**  Yes  This **MUST** be included.  Are you permitted to work in the UK? Yes  Are there any restrictions? Yes  No  If ‘yes’ please provide details: |
| Please provide details of any site in the area of any other local authority at which the applicant carriers on business as a scrap metal dealer or proposes to do so:  Address:  Postcode:  Please name the local authority which has licensed this site, or to whom applications have been made if before commencement of the Scrap Metal Dealers Act 2013:  (Please continue on a separate sheet of paper if necessary.) | |
| ***Only applicable to sites established after 1 November 1990***  Do you have planning permission (please tick)  Yes  No  If yes please include Planning reference number, eg P/----/--/2 below: | |
| **SECTION 4. TO BE COMPLETED IF APPLYING FOR A COLLECTOR’S LICENCE**  **A collector’s licence authorises the licensee to carry out business as a mobile collector in the authority’s area. You cannot hold both a collector’s licence and a site licence in the same local authority area.** | |
| **Details of prospective licence holder** | |
| Title (please tick):  Mr Mrs Miss Ms Other  (please state): | I am 18 years old or over. Please tick  Yes No  Date of Birth: |
| Surname: | Forenames: |
| Please also state your maiden name or any other surnames you have previously been known by: | |
| **Home address:**  House name or number:    First line of address:  Town/City:  Postcode:  Please use my home address for correspondence | Email address (if you would prefer us to correspond with you by email):  Please note that you must still provide us with a postal address |
| I attach a Basic Disclosure Certificate issued for the applicant by Disclosure and Barring Service.  Yes  This **MUST** be included.  I attach two passport sized photographs; these will be included on your Collectors Licence:  Yes  These must be included. | |
| Are you permitted to work in the UK? Yes  Are there any restrictions? Yes  No  If ‘yes’ please provide details: | |
| **Business Address:**  House name or number:    First line of address:  Town/City:  Postcode: | Telephone numbers:  Daytime:  Evening:  Mobile: |
| **Where will scrap metal that has been purchased or collected be stored before further disposal?**  House name or number:  First line of address:  Town/City:  Postcode:  Will not be stored | |
| **Vehicle Registration Numbers** (details of vehicle(s) being used in relation to your business)  Registration number: Make:  Model: Colour:  Registered Keeper:  Where is the vehicle stored when not in use (please give full address)? | |
| Registration number: Make:  Model: Colour:  Registered Keeper:  Where is the vehicle stored when not in use (please give full address)?  (Please continue on a separate sheet of paper if necessary.) | |
| Registration number: Make:  Model: Colour:  Registered Keeper:  Where is the vehicle stored when not in use (please give full address)?  (Please continue on a separate sheet of paper if necessary.) | |
| **SECTION 5. BANK ACCOUNTS THAT WILL BE USED FOR PAYMENTS TO SUPPLIERS (For all applicants)** | |
| Please provide details of the bank account(s) that will be used to make payment to suppliers, in accordance with s12 of the Scrap metal Dealers Act 2013. If more than two bank accounts will be used, please use a continuation sheet. **An original bank statement that is less than 3 months old will be required at time of application to verify the account (s).** | |
| **Account 1**  Account name:  Sort code:  Account number: | **Account 2**  Account name:  Sort code:  Account number: |
| **SECTION 6. PAYMENT (For all applicants)** | |
| How do you wish to make payment for your scrap metal dealer’s licence? (please tick)  BACS Sort code **40 30 24** and Account Number **61820559**  Credit/Debit Card  (a member of the Licensing Section will contact you to take payment)  Cash and cheque payments are not accepted. Charnwood Borough Council is no longer accepting cheques with effect from November 1, 2023.  Please see guidance notes for application fees. | |
| **SECTION 7. CRIMINAL CONVICTIONS (For all applicants)** | |
| Have you, any listed partners, any listed directors, or any listed site manager(s) 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, the date of the conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed: | |
| **SECTION 8. HMRC – Tax Check - (For all applicants Grant or renewal)** | |
| **New Applicants (Grant (only))** | |
| * I confirm that I am aware of the content of HMRC guidance relating to   my/our (delete as appropriate) tax registration obligations.  Important: Please visit the GOV.UK website for HMRC guidance about tax registration obligations:   * PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax) * Registering for Self-Assessment: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment) * Corporation Tax information: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)   Signed ……………………………………………………………………………………………  Print Full Name……………………………………………………………………………………………… | |
| **Renewal Applicants** | |
| |  |  | | --- | --- | | * I confirm that I am aware of the content of HMRC guidance relating to \*my/our (\*delete as appropriate) tax registration obligations. * Please insert your 9-digit HMRC tax check code below (these are valid for 120 days):   \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_   * Please insert your company number (if applicant is a company): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes   licensing bodies being required to provide information about licence applicants.   * I authorise Charnwood Borough Council - Licensing Section to check my HMRC code online. I understand that the Licensing Section will only receive confirmation from HMRC that I’ve completed the tax check and will not have access to information about my tax affairs.   Signed ……………………………………………………………………………………………  Print Full Name……………………………………………………………………………………………… |  | |  |  | | |

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| **SECTION 9. CHECKLIST (For all applicants)** |
| The form is fully completed, signed and dated by each individual, partner, director or company secretary.    The **original** basic disclosure certificates (less than 3 months old) are enclosed for:  Individual applicant / all partners / all company directors / all site managers  **(please delete as appropriate)**  Original Waste Carriers Licence. **See section** **2**  Original bank statement (s) (less than 3 months old) See **section 5**  Confirmed payment method. **See section 6**    One form of photographic identification for each individual, partner, director or company secretary. **See section 9**  One form of residential identification for each individual, partner, director or company secretary. (less than 3 months old) See **section 9**    Two passport sized photographs for inclusion on Collectors Licence(s). **Collectors only**.  **See section 4**  Completed **HMRC** Tax Check Code **(included on application form)**  **\*\* PLEASE NOTE ALL IDENTIFYING DOCUMENTS SUBMITTED IN SUPPORT OF THE APPLICATION MUST HAVE MATCHING ADDRESSES AND BE ORIGINALS – PHOTOCOPIES WILL NOT BE ACCEPTED \*\*** |
| **SECTION10. DECLARATION (For all applicants)** |
| 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 recklessly make a material statement which is false, I/we will be committing an offence under Schedule 1 Paragraph 5 of the Scrap Metal Dealers Act 2013, for which I/we may be prosecuted, and if convicted, fined.  I understand that Charnwood Borough Council 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 and the police.  I/we 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/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 data and display of relevant information on the public register.  Signed: Date:  Signed: Date:  Signed: Date:  Signed: Date: |

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| **FOR OFFICE USE ONLY** Date of application…………………………………Checked by……………………………………….  Type of application: (**please delete as appropriate)**  Site / Collector  New / Renewal  **Documentation produced and verified:**  Application form………………………………………………………………………………………….  The **original** basic disclosure certificates (less than 3 months old) …………………………….  **Original** bank statement (s) (less than 3 months old) …………………………………………………  One form of photographic identification for each individual, partner, director or company secretary.………………………………………………………………………………………………….  Original Waste Carriers Licence in correct business name and address(es)………………………...  Two Passport sized photographs (Collectors)……………………………………………………………  One form of residential identification for each individual, partner, director or company secretary. (Less than 3 months old) ………………………………………………………………………………….  Licence Fee…………………………. Card/Cheque……… Receipt Number…………………………  HMRC – grant \_ signed declaration …………………………………………………………………….  HMRC – renewal – provided 9-digit tax code ………………………………………………………….  Licensing Assistant/Officer checking application and documents…………………………………....  **Income Code – OS E205 J0438** |

**Licensing Section contact details:**

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| The Licensing Section  Charnwood Borough Council  Council Offices  Southfield Road  Loughborough  Leicestershire  LE11 2TX | |
| **Email: licensing@charnwood.gov.uk** | **Phone: 01509 634666** |
| **Internet : www.charnwood.gov.uk** | |

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Your application form **MUST** be posted to the Council with all accompanying documents at the same time. You can post or drop the application and accompanying documents (by hand) enveloped and addressed to Licensing in the Council’s letter box. Please **do not email** these documents - the DBS Certificate needs to be the original.

Please ensure Basic Disclosure certificate (s) are submitted for all applicants and site managers named on the application, which are no more than 3 months old from date of issue.

Please fully read the enclosed guidance notes, at the rear of the application form which will assist you with completing the application form.

All applicants and named persons will be required to prove their identity using photographic identification and a utility bill. Original documentation is needed to allow the Licensing Section to carry out a manual check.

To provide Original documentation, please email the Licensing section to make an appointment. The document (s) will be copied and the copy retained by us. The original document will be returned to you.

To make an appointment please email the Licensing Team [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk)

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| **CONTINUATION SHEET** |
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**Help with completing your application for a scrap metal dealer’s licence**

If you need more help in completing the application please contact the Licensing Team via email [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk) or telephone 01509 634666. Further information can be found at [www.charnwood.gov.uk](http://www.charnwood.gov.uk).

**Section 1 – For everyone**

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. For instance, you could apply to run 3 sites in council A’s area, and also apply to be a collector in council B’s area.

A **site licence** lets you buy and sell scrap metal from a fixed location within the council area.

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 – For everyone**

In order to carry on your business you may need to hold other environmental permits or licences that we should know about. For instance, if you carry waste as part of your business it is a legal requirement to register as a waste carrier. This includes transporting waste while travelling from job to job, to a storage place for disposal later, or to a waste disposal company or waste site. For more information on this, or to register call: 03708 506506 or visit: [www.environment-agency.gov.uk/wastecarriers](http://www.environment-agency.gov.uk/wastecarriers)

This section also asks for details of any other scrap metal licences you hold. Please make sure you include the licence number so that we can check this against the national register.

**Section 3 – For site licences (not for mobile collector applicants)**

Fill out this section if you want a **site licence**. It should be filled out in the name of the person 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. We also need to know the address of the site or sites you want the licence for, as well as the details of each site manager responsible for that site including their home address. These details are required by law or to facilitate checks on the applicant or so that you can be contacted if there are any problems.

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 <http://www.gov.uk/basic-dbs-check>. If you need telephone or face to face support to apply on line, call the DBS helpline on 03000 200 190 or email [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk).

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.

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. Three months is the longest that you can expect your Disclosure Certificate to be considered valid. Disclosure Certificates that are more than three months old, at time of application, will **not** be accepted. Please note that the Disclosure Certificate you submit must be the original copy and the address must match your home address as entered on the application form and all supporting identification documents.

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.

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

We also want 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.

**Section 4 – For a collector’s licence (not site licence applications)**

Fill out this section if you want a **collector’s licence**. 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. You can apply for this certificate at <http://www.gov.uk/basic-dbs-check>. If you need telephone or face to face support to apply on line, call the DBS helpline on 03000 200 190 or email [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk).

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. Three months is the longest that you can expect your Disclosure Certificate to be considered valid. Disclosure Certificates that are more than three months old, at time of application, will **not** be accepted. Please note that the Disclosure Certificate you submit must be the original copy and the address must match your home address as entered on the application form and all supporting identification documents.

We also ask for the place where you will store any purchased or collected scrap metal before taking it to a licensed site to dispose of it. Note that you are not allowed to sell or buy metal at this storage site and doing so is an offence. This may be a licensed site that you operate in another Council Area.

Two passport sized photographs are required upon application. These will be included on your Collector Licence; this Licence must be displayed in your vehicle whilst conducting your business in the Borough of Charnwood.

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. Please provide details of vehicle (s).

**Section 5 – Bank accounts that will be used for payments to suppliers - For everyone**

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. Please provide an original bank statement for all accounts stated on the application form. **This statement will need to be less than 3 months old.**

**Section 6 – Payment - For everyone**

Once your application has been received and accepted as correct and complete and you have received your acknowledgment email, a member of the Licensing Section will contact you to take payment over the telephone by Debit or Credit card. Please make sure that the Licensing Section has your correct contact details, i.e. email, telephone number.

Alternatively, you can make aBACS payment using the following account details: Sort code **40 30 24** and Account Number **61820559**

Any application that **does not** contain all required documents will be **rejected** and an email explanation will be sent to you. Please note an application is not deemed valid until such time as the payment has been received.

Cash and cheque payments are not accepted. Charnwood Borough Council is no longer accepting cheques with effect from November 1, 2023.

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| **Licence** | Fee |
| Site Licence – New | £320 |
| Site Licence – Renewal | £300 |
| Site Licence – Variation | £85 |
| Collector’s Licence – New | £275 |
| Collector’s Licence – Renewal | £265 |
| Collector’s Licence - Variation | £85 |

**Section 7 – Criminal convictions - For everyone**

This section asks you to set out any relevant convictions or enforcement activity that has been undertaken against you by the Environment Agency. 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.

**Section 8 - HMRC Tax Check**

The Finance Bill 2021 contained a clause that introduced a tax conditionality to licence applications **made on or after the 4th April 2022.**

From the 4th April 2022, the rules are changing if you apply for a scrap metal site or scrap metal collector ‘s licence.

If you are an individual, company or any type of partnership you must complete a tax check if you are;

* Renewing a licence
* Applying for the same of type of licence you previously held, that ceased to be valid less than a year ago
* Applying for the same type of licence you already hold with another licensing authority.

You **DO NOT** need to complete a tax check if you have.

* Never held a licence of the same type before (i.e., it is your first application/grant)
* Had a licence of the same type that ceased to be valid a year or more before making this application.

In these circumstances you should follow;

<https://www.gov.uk/guidance/confirm-an-applicants-tax-responsibilities-for-taxi-private-hire-or-scrap-metal-licence-applications>

**What a Tax Check is**

A tax check confirms that you are registered for tax, if necessary**.**

After you have completed the tax check you will be given a code. You must give this code to the Licensing Section with your licence application – the Licensing Section **cannot** process the application without it.

Tax codes expire after 120 days. If you should make another application for a licence after this time you will need to carry out a new tax check for it.

If you are a partner making a licence application on behalf of a partnership you must complete a tax check for yourself. Your licensing authority will tell you if any other partners also need to complete a tax check.

**Section 9 – Checklist - For everyone**

Have you included all documents we require for the application? Your application will not be accepted if anything is missing or incomplete. Please note all identifying documents submitted in support of the application must have matching addresses.

Section 11 of the Scrap Metal Dealers Act requires all licensed scrap metal dealers to verify the full name and address of a person who is supplying scrap metal to them.

**Acceptable forms of identification.**

To verify a person’s full name, photograph and date of birth, the following documents will be acceptable:

* a valid United Kingdom passport;
* a valid passport issued by an EEA state;
* a valid Great Britain or Northern Ireland photo-card driving licence; or
* a valid UK biometric immigration document.

To verify a person’s full name and residential address the following documents will be acceptable:

* a bank or building society statement;
* a credit or debit card statement;
* a council tax demand letter or statement; or
* a utility bill, but not a mobile telephone bill.

Original documentation is needed to allow the Licensing Section to carry out a manual check.

To provide original documentation, please email the Licensing section to make an appointment. The document (s) will be copied, and the copy retained by us. The original document will be returned to you.

To make an appointment please email the Licensing Team [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk)

**Section 10 – Declaration - For everyone**

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 and the Environment Agency 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 and you will not be able to apply for a licence. If you are in any doubt about what this section means then speak to the Licensing Team, via the Customer Contact Centre on 01509 634666 or e-mail [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk) .

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**RELEVANT OFFENCES**

**These are to be confirmed in Home Office Regulations. The LGA anticipates, based on the explanatory notes to the Scrap metal Dealers Act 2013, that these will reflect other environmental permitting schemes and suggests the below as an *indicative* list:**

* Control of Pollution (Amendment) Act 1989: Sections 1, 5 or 7(3)
* Customs and Excise Management Act 1979: Section 170 (for environmental/metal theft related offences only)
* Environment Act 1995: Section 110(2)
* Environmental Permitting Regulations 2007: Regulation 38
* Environmental Permitting Regulations 2010: Regulation 38
* Environmental Protection Act 1990: Sections 33 and 34
* Food and Environment Protection Act 1985: Section 9(1)
* Fraud Act 2006: Section 1 (for environmental/metal theft related offences only)
* Hazardous Waste (England and Wales) Regulations 2005
* Hazardous Waste (Wales) Regulations 2005
* Landfill (England and Wales) Regulations 2002
* Legal Aid, Sentencing and Punishment of Offenders Act 2012: Section 146
* Pollution Prevention and Control (England and Wales) Regulations 2000
* Proceeds of Crime Act 2002: Sections 327, 328, 330, 331 & 332 (for environmental/metal theft related offences only)
* Producer Responsibility Obligations (Packaging Waste) Regulations 2007
* Scrap Metal Dealers Act 1964 (for environmental/metal theft related offences only)
* Scrap Metal Dealers Act 2013
* Theft Act 1968: Sections 1, 8, 9, 10, 11, 17, 18, 22 & 25 (for environmental/metal theft related offences only)
* Transfrontier Shipment of Waste Regulations 1994
* Transfrontier Shipment of Waste Regulations 2007
* Vehicles (Crime) Act 2001: Part 1
* Waste Electrical and Electronic Equipment Regulations 2006
* Waste (England and Wales) Regulations 2011: Regulation 42
* Water Resources Act 1991: Section 85, 202 or 206

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| This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes. |
| Charnwood Borough Council collects personal information when you contact us for any services we provide. We will use this information to provide these services. We may need to share your information with service providers and other departments within Charnwood Borough Council to ensure that you receive the best possible service. If so, this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.  For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice [www.charnwood.gov.uk/pages/privacynotice](http://www.charnwood.gov.uk/pages/privacynotice) |