

| **New Application for a Scrap Metal Licence – SITE**  *A site licence authorises the licensee to carry on business at a site in the Authority’s area. You can apply to licence multiple sites using this form.* |
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| **1. INDIVIDUAL APPLICANT DETAILS** *- if you are applying as a partnership or company, please see step 3 or 4* |
| **Title:**  **Full Name:**  **Date of Birth:**  **Position/Role within business:**  **A Basic DBS Certificate must accompany the application. If you do not provide a Basic DBS Certificate your application will be rejected.** |
| **2. HOME ADDRESS / CONTACT DETAILS –** *we will use your business address to correspond with you unless you indicate we should use your home address* |
| **House Name/Number:**  **Street:**  **Town/City:**  **Postcode:**  **Telephone:**  **Email address:** |
| **3. LIMITED COMPANY DETAILS** *– if applicable* |
| **Company Name:**  **Registration Number:**  **Address of Registered Office:**  **DIRECTOR DETAILS:**  *Please provide details for each director, shadow director and company secretary where these are different from the applicant and site manager. If required, please use a continuation sheet.*  **Role:**  **Name:**  **DOB:**  **House Name/Number:** |

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| **LIMITED COMPANY DETAILS continued** *– if applicable* |
| **Street:**  **Town/City:**  **Postcode:**  **A Basic DBS Certificate must accompany the application for each director, shadow director or secretary. If you do not provide a Basic DBS Certificate your application will be rejected.** |
| **4. PARTNERSHIP DETAILS** *– if applicable* |
| **PARTNER 1**  **Full Name & DOB:**  **Residential Address:**  **PARTNER 2**  **Full Name & DOB:**  **Residential Address:**  **A Basic DBS Certificate must accompany the application for each partner. If you do not provide a Basic DBS Certificate your application will be rejected.** |
| **5. BUSINESS/TRADING DETAILS** |
| **Trading name of business:** |
| **6. 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 one site in the area, please provide details for each subsequent site on a continuation sheet which can be found at the end of this application. If the licensee operates multiple sites within a Licensing Authority area, provision should be made for more than one site manager)* |
| **Site 1 – Address Details**  **Name or Number:**  **Street:**  **Town/City:**  **Postcode:**  **Telephone:**  **Email Address:**  **Website Address:** |
| **Site 1 – Manager Details (home address)**  **Full Name:**  **House Name/Number:**  **Street:**  **Town/City:**  **Postcode:**  **DOB:**  **A Basic DBS Certificate must accompany the application if different from the applicant. If you do not provide a Basic DBS Certificate your application will be rejected.** |

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| **7. PLANNING PERMISSION** *– only applicable to sites established after 1st November 1990* |
| **Do you have Planning permission?**  **YES / NO**  **What year did this site begin trading as a scrap metal yard:** |
| **8. MOTOR SALVAGE** |
| **Will your business consist of acting as a motor salvage operator? This is defined as 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**   **YES / NO** |
| **9. BANK ACCOUNTS** *– please provide details of the bank account(s) that will be used to make payment to suppliers (in accordance with the Scrap Metal Dealers Act 2013). If more than one bank account will be used, please use a continuation sheet which can be found at the end of this form.* |
| **Account Name:**  **Sort Code:**  **Account Number:**  **Evidence of this bank account must accompany the application** |
| **10. LICENSED SITES WITHIN OTHER LOCAL AUTHORITY AREAS** |
| **Please provide details of any site in the area of any other local authority at which the applicant carries on business as a scrap metal dealer, or proposes to do so:**  **Full Address:**  **Please name the local authority which has licensed this site, or to whom applications have been made:** |
| **11. LICENCE HISTORY WITHIN OTHER LOCAL AUTHORITY AREAS** |
| **11a - Please provide details, including licence number, of any other scrap metal licence issued by any authority to the applicant within the last 3 years:**  **11b - Have you ever had an application for a site or collectors licence refused or revoked by another local authority?**  **YES / NO**  **If yes, please provide details of the local authority and the reasons for the decision:** |
| **12. WASTE CARRIERS LICENCE DETAILS** – *if applicable* |
| **Are you a registered Waste Carrier?**  **YES / NO**  **If yes, please provide your carriers registration number:** |

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| **13. CRIMINAL CONVICTIONS** |
| **Have you, any listed partners, any listed directors or any listed site managers in this application ever been convicted of a relevant offence or been the subject of any relevant enforcement action? A list of relevant offences can be found at the bottom of this form.**  **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. Please use a continuation sheet if necessary:** |
| **14. 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 any 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.**  **Signed Date** |

**Application Checklist:**

I understand that, for my application to be accepted and processed, I must supply all the documents below. I have ticked each item to confirm I have supplied it in support of my application for a Scrap Metal Site Licence.

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| **Item** | **Tick** |
| Basic DBS Certificate, **for each person** as indicated on the application form (must be within 3 months of its issue date) |  |
| Two passport sized photographs for each person |  |
| Photographic ID **for each person** – acceptable documents are:   * UK Passport * EU/EEA Passport * GB or NI photocard driving licence * UK biometric immigration document |  |
| Proof of address **for each person** – acceptable documents are:   * Recent bank/building society statement * Recent credit/debit card statement * Recent council tax bill * Recent utility bill (excludes mobile phone bills) |  |
| Proof of right to work **for each person** – acceptable documents are:   * Biometric residence permit * Biometric residence card * British passport * Online right to work check code |  |
| Evidence of bank account(s) provided on the application form |  |
| Relevant Fee – payable by following the guidance below (fee amount can be found on the webpage under the “Application Forms, Fees & Payment Guidance” section |  |

**Payment Guidance**

To make payment please use our online payment system which can be found here - <https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=120&languageCode=EN&source=AIP>.

Please select Miscellaneous Payments, Licensing, Miscellaneous Licence Fees (K36455061-D9). Please quote your full name in the message box so we can link it to your application.

Please return your completed application form and documents to [licensing@oldham.gov.uk](mailto:licensing@oldham.gov.uk). Where possible all documents should be attached to **one email**. If this is not possible all emails must be sent on the same day and must be referred to within the subject field (example 1 of 3).

Any applications which are incomplete, or have documents missing, will be rejected. Your application is not complete until all documents are received, regardless of any fee being made. Any application that is incomplete for a period of 7 days or more will have the fee refunded and you will be required to reapply.

**Relevant Offences**

* An offence under section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989.
* An offence under section 170 or 170B of the Customs and Excise Management Act 1979(5), where the specific offence concerned relates to scrap metal.
* An offence under section 110 of the Environment Act 1995.
* An offence under sections 33, 34 or 34B of the Environmental Protection Act 1990.
* An offence under section 9 of the Food and Environment Protection Act 1985.
* An offence under section 1 of the Fraud Act 2006(9), where the specific offence concerned relates to scrap metal, or is an environment-related offence.
* An offence under section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012.
* An offence under sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002.
* Any offence under the Scrap Metal Dealers Act 1964.
* Any offence under the Scrap Metal Dealers Act 2013.
* An offence under sections 1, 8,9,10, 11, 17, 18, 22 or 25 of the Theft Act 1968(13), where the specific offence concerned relates to scrap metal, or is an environment-related offence.
* Any offence under Part 1 of the Vehicles (Crime) Act 2001.
* An offence under sections 85, 202, or 206 of the Water Resources Act 1991.
* An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007. An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010. Any offence under the Hazardous Waste (England and Wales) Regulations 2005.
* Any offence under the Hazardous Waste (Wales) Regulations 2005.
* An offence under regulation 17(1) of the Landfill (England and Wales) Regulations 2002.
* Any offence under the Pollution Prevention and Control (England and Wales) Regulations 2000.
* Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007.
* Any offence under the Transfrontier Shipment of Waste Regulations 1994.
* Any offence under the Transfrontier Shipment of Waste Regulations 2007.
* Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006.
* An offence under regulation 42 of the Waste (England and Wales) Regulations 2011.

**Please see below for continuation sheets if required**

**Continuation Sheets**

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| **6. SITE DETAILS** *– continuation sheet* |
| **Site 2 – Address Details**  **Name or Number:**  **Street:**  **Town/City:**  **Postcode:**  **Telephone:**  **Email Address:**  **Website Address:** |
| **Site 2 – Manager Details (home address)**  **Full Name:**  **House Name/Number:**  **Street:**  **Town/City:**  **Postcode:**  **DOB:**  **A Basic DBS Certificate must accompany the application if different from the applicant. If you do not provide a Basic DBS Certificate your application will be rejected.** |

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| **9. BANK ACCOUNTS** *– continuation sheet* |
| **Account Name:**  **Sort Code:**  **Account Number:**  **Evidence of this bank account must accompany the application** |

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| **13. CRIMINAL CONVICTIONS** – *continuation sheet* |
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