SECTION 1. (for all applicants)
Please indicate the type of licence you are applying for (please tick):

A collector’s licence

Are you applying as (please delete):

An individual   A company   A partnership

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

If ‘yes’ please provide your existing licence number:

In order for The Council to process your data for the aforementioned purpose, we are required to have your consent. By providing your consent, your rights under current data protection legislation are unaffected.

☐ By ticking this box, I give my consent for The Council to process my data for the purposes of processing the attached application and any future enforcement.

SECTION 2. Permits, Registrations and Licenses in force

Please provide details of any relevant environmental permit, exemption or registration (such as a scrap metal dealer or a motor salvage operator) in relation to the applicant:

<table>
<thead>
<tr>
<th>Type:</th>
<th>Identifying number:</th>
<th>Date of issue:</th>
</tr>
</thead>
</table>

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 delete)

Yes   No

If ‘yes’ please provide your carrier’s registration number:
### SECTION 3. TO BE COMPLETED IF APPLYING FOR A COLLECTOR’S LICENCE
N.B. A collector’s licence authorises the licensee to carry out business as a mobile collector in the authority’s area only.

**Details of prospective licence holder**

<table>
<thead>
<tr>
<th>Title (please delete):</th>
<th>I am 18 years old or over. (please delete)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr MRS Miss Ms Other</td>
<td>Yes No</td>
</tr>
<tr>
<td>(please state):</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Surname:</td>
<td>Forename(s):</td>
</tr>
</tbody>
</table>

Please also state your maiden name or any other surnames you have previously been known by:

I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland*:  

**Yes No** - If no can you confirm you have applied for one: **Yes No**

If you do not provide a disclosure certificate your application may be delayed or rejected.

**Contact details** (we will use your business address to correspond with you unless you indicate we should use your home address)

<table>
<thead>
<tr>
<th>Business Address:</th>
<th>Telephone numbers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>House name or number: First</td>
<td>Daytime:</td>
</tr>
<tr>
<td>line of address:</td>
<td>Evening:</td>
</tr>
<tr>
<td>Town/City:</td>
<td>Mobile:</td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home address:</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(if you would prefer us to correspond with you by email):</td>
</tr>
<tr>
<td></td>
<td>Please note that you must still provide us with a postal address</td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
</tr>
</tbody>
</table>
VEHICLES USED FOR COLLECTION OF SCRAP METAL:
Please list all vehicles regularly used for the collection of scrap metal providing the registration number, make. Model and colour of each vehicle.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Make</th>
<th>Model</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

SECTION 4. MOTOR SALVAGE (For all applicants)

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.

(please delete)

Yes / No

To operate as a motor salvage operator you will need to apply for a site licence.

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.

<table>
<thead>
<tr>
<th>Account name</th>
<th>Account name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sort code</th>
<th>Account number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>number</td>
</tr>
</tbody>
</table>

SECTION 6. PAYMENT (For all applicants)

How do you wish to make payment for your scrap metal dealer’s licence? (please delete)

Card / Cheque

Please return this form and your supporting documentation to
Licensing
South Northamptonshire Council
The Forum
Moat Lane
Towcester
NN12 6AD

01327 322278
Licensing@southnorthants.gov.uk
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 (please delete)

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. DECLARATION (For all applicants)

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:....................

Scrap Metal Dealers Act 2013

I can confirm that I have read and understood the guidelines given to me.

Signed: ..............................................................

Name (PRINT): ..........................................................

Date: .................................................................
LICENSING - Privacy Notice

LICENSING

What is Licensing?
Administering, enforcing and regulating licences, registrations, permits and related permissions (called “authorisations”) within the remit of the Licensing service

Contact details specific to service
If you have any queries that are specific to Licensing please contact us via the following:
licensing@southnorthants.gov.uk

How we use your information for Licensing
The information we request is only used for the intended licensing purpose but if we intend to use it for any other purpose we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

Who will have access to my personal data?
Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; the police; HM Revenues and Custom; Home Office Immigration; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about authorisations (including in particular your name and the address of any premises to which an authorisation applies) may be published on a public register on our website when we are required to by law. Authorisations that have to be determined by our Councillors will be published in minutes on our website.

What information is processed?
We collect confidential personal information where required by law including names; addresses; dates of birth; contact details; details of qualifications and occupations; nationality; ownership of land, premises or property; previous criminal convictions; medical status; bank account and other financial account details; details of family and other relationships where necessary.

Retention period
All information will usually be retained in line with current Council retention policies. Some information, for example criminal conviction information relating to an application for an authorisation will be disposed of as soon as the relevant decision has been made in relation to that application.

We will keep information about any enforcement action we take for three years from the date of the enforcement. Enforcement action means but may not be limited to warnings, requirements, simple cautions, statutory notices, or prosecutions.

Summary of rights
You have a number of statutory rights to the information we hold on you, which include access, these are explained in the “Summary of the data subject’s rights” section of our website found under https://www.southnorthants.gov.uk/privacy-and-cookies this page includes the councils privacy policy.
Alternatively you can request this information by email:
informationgovernance@southnorthants.gov.uk

Or by post:
The Information Governance Team
South Northamptonshire Council
The Forum
Moat Lane
Towcester
NN12 6AD
Help with completing your application for a scrap metal dealer’s licence

If you need more help in completing this application then call Cherwell District Council’s Licensing Team on 01295 753744 who will be happy to help.

Section 1 – For everyone

This section asks if you are applying for a collector’s licence. You may only apply for one type of licence in each 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

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

Section 3 – For a collector’s licence

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 Scotland along with the application form. You can apply for this certificate at https://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.

Section 4 – Motor salvage operator

This section asks if you will be salvaging motor vehicles as part of your work. The Scrap Metal Dealers Act 2013 brings together the Scrap Metal Dealers Act 1964 together with Part 1 of the Vehicles (Crime) Act 2001, which means you now only need a scrap metal dealer’s licence. You will need to apply for a site licence to operate as a motor salvage operator.

Section 5 – Bank accounts that will be used for payments to suppliers

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 6 – 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.

Section 7 – Criminal convictions
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 Scotland 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 8 – 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.

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 20