

Application for a Scrap Metal Licence

SECTION 1. (for all applicants)
1. Please indicate the type of licence you are applying for (please tick): A site licence <input type="checkbox"/> A collector's licence <input type="checkbox"/>
1(a). Are you applying as (please tick): An individual <input type="checkbox"/> A company <input type="checkbox"/> A partnership <input type="checkbox"/>
1(b). Please state your trading or company name
1(c). Is this application a renewal (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/> If 'yes' please provide your existing licence number
SECTION 2. TO BE COMPLETED IF APPLYING FOR A SITE LICENCE N.B- A site licence authorises the licensee to carry on business at any site in the authority's area which is identified in the licence.
2(a) Your personal details TITLE (please tick) Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname
Forenames
I am 18 years old or over. Please tick Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Birth
Address (we will use this address to correspond with you unless you complete the separate correspondence box below). House name or number: First line of address: Town/City: Postcode:
Contact numbers Daytime: Evening: Mobile:

Email address (if you would prefer us to correspond with you by email)

Correspondence address

House name or number:

First line of address:

Town/City:

Postcode:

2ai) If you are applying as a partnership, please provide the following details for the second partner:

Full name:

Date of birth:

Residential address:

2aii) If you are applying as a company, please provide:

Company name:

Registration number:

Address of the registered office:

2(b) Please list the full address of each site you intend to carry out business as a scrap metal dealer
[N.B- If the applicant operates multiple sites in a licensing authority area, provision should be made for more than one site manager]

House name or number:

First line of address:

Town/City:

Postcode:

2(c) Site manager details (if different from the applicant)

[N.B- it is important to list details of any director or company secretary alongside the site manager. This information must be recorded]

Site manager name:

House name or number:

First line of address:

Town/City:

Postcode:

Date of Birth:

2(bi) 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:

Address:

Local authority area:

2(d) Please provide details of any relevant environmental permit, exemption or registration in relation to the applicant

Do you have planning permission (please tick)

Only applicable to sites established after 1 November 1990

Yes No

2(e) Please provide details, including licence number, of any other scrap metal licence issued to the applicant within the last 3 years:

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.

3(a) Your personal details

TITLE (please tick)

Mr Mrs Miss Ms Other (please state)

<p>Surname</p> <p>Forenames</p>
<p>Address (we will use this address to correspond with you unless you complete the separate correspondence box below).</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p>
<p>Contact numbers:</p> <p>Daytime</p> <p>Evening</p> <p>Mobile</p>
<p>Email address (if you would prefer us to correspond with you by email)</p>
<p>Correspondence address</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p>
<p>3(b) Are you registered as a waste carrier (please tick)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'yes' please provide you carrier's registration number:</p>
<p>3(c) Please provide details of any other scrap metal licence issued to the applicant within the last three years</p>
<p>SECTION 4. PAYMENT (For all applicants)</p>
<p>4(a) How do you wish to make payment for your scrap metal dealer's licence? (please tick)</p> <p>Debit Card Payment (please call 02920 871651) <input type="checkbox"/></p> <p>Cheque (please make payable to Cardiff County Council) <input type="checkbox"/></p> <p>Cash (to be paid at City Hall) <input type="checkbox"/></p>

4(b) Is this bank account the same account that will make payment to suppliers? (please tick)

Yes No

If 'no' please provide details below

Bank account number

Sort- code

SECTION 5. CRIMINAL CONVICTIONS (For all applicants)

5(a) Have you 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 Home Office Guidance for a list of relevant offences).

Yes No

If 'yes' please provide details

5(b) Have you attached your basic disclosure check form? (Please note- this must be obtained by the applicant and any relevant site manager and attached to the application; without it you may experience delays in issuing a SMD licence)

Yes No

SECTION 6. 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, and I hereby expressly consent to this processing of my data.

Signed

Date