

# SCRAP METAL DEALERS ACT 2013

## APPLICATION TO VARY A SCRAP METAL DEALER'S LICENCE

Barnsley Metropolitan Borough Council  
Licensing Section  
Regulatory Services  
PO Box 634  
Barnsley  
S70 9GG

Telephone Number: 01226 773555

Or visit our website: [www.barnsley.gov.uk/licensing](http://www.barnsley.gov.uk/licensing)  
Or email us at: [licensing@barnsley.gov.uk](mailto:licensing@barnsley.gov.uk)



# GUIDANCE TO VARY A SCRAP METAL DEALERS LICENCE

**PLEASE READ THROUGH ALL INFORMATION ON THIS FORM  
BEFORE COMPLETING AND SUBMITTING**

## Variation of a Licence

Scrap Metal Dealers can apply to vary (change) certain details of their licence, under the Act the licence holder has a duty to make a variation on certain details that has changed as stipulated by the Act.

Variations are permitted for the following activities:

- Vary a licence from a site licence to a collectors licence (or vice versa)
- Change of name of the licensee (not a transfer)
- Add or change sites on the licence within the authorities area
- Change of site manager

## Eligibility Criteria

Section 3 of the Act states that a Council must not issue a licence unless it is satisfied that the applicant is a suitable person to carry on a business as a scrap metal dealer.

A Local Authority, when determining suitability, can have regard to:

- Whether the applicant or any site manager has been convicted of any relevant offence
- Whether the applicant or any site manager has been the subject of any relevant enforcement action
- Any previous refusal for issue of or renewal of a scrap metal licence
- Any previous refusal for an environmental permit or registration
- Any previous revocation of a scrap metal licence
- Whether the applicant has demonstrated that there will be adequate procedures to comply with the act.
- All of the above will apply to any director, or any secretary of a company if the applicant is not an individual

## Fee

Site / Collectors Licence Variation - £205

We request that you submit your application online via the Barnsley Council website.

If you wish to apply by post, please provide cheque payment made payable to Barnsley MBC.

## Application

Applicants must submit the following documentation to the Local Authority:

- Completed and signed application form.
- The appropriate fee
- Basic DBS certificate dated within the last month.
- Any further information as requested on the application form.

Your application may be consulted with the Environment Agency, South Yorkshire Police and any other relevant Authority to determine suitability.

If there are any objections, you will be notified in writing and invited to a Licensing Committee who will determine your application.

If there are no objections and you are suitable to carry on the business as a scrap metal dealer, the licence will be issued to you as soon as reasonably practicable.

Applications must be submitted to the Local Authority at the following address:

Licensing Section  
Regulatory Services  
PO Box 634  
Barnsley  
S70 9GG

Tel: 01226 773555

For more information, please see the Barnsley Council website [www.barnsley.gov.uk](http://www.barnsley.gov.uk).

# Application to VARY a Scrap Metal Licence

## BARNSELEY METROPLITAN BOROUGH COUNCIL

### SECTION 1. (for all applicants)

Existing licence number:

Type of variation: (please tick):

- Vary a collectors licence to a site licence (*complete sections 2, 3, 5, 11 & 12*)
- Vary a site licence to a collectors licence (*complete sections 2, 4, 5, 11 & 12*)
- Change of name or address of the licensee (*complete sections 2, 6, 11 & 12*)
- Add a site on your licence (*complete sections 2,5, 11 & 12*)
- Remove a site on your licence (*complete sections 2, 8, 11 & 12*)
- Change details of a site(s) on your licence (*complete sections 2, 9, 11 & 12*)
- Change a site manager (*complete sections 2, 10, 11 & 12*)

### SECTION 2 - APPLICANTS DETAILS (current details)

Name :

Address :

City :

Post Code :

Telephone No:

Email :

**SECTION 3 - VARY A COLLECTORS LICENCE TO A SITE LICENCE****N.B- 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.****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.

[N.B- 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)
<p><b>Site 1</b></p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Website address:</p>	<p>Name:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of Birth:</p> <p><b>Basic DBS certificate attached:</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <sup>1</sup></p>
<p><b>Site 2</b></p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Website address:</p>	<p>Name:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of Birth:</p> <p><b>Basic DBS certificate attached:</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<sup>1</sup> If you do not provide a disclosure certificate issued for named persons by the DBS Service issued no more than one month before the date of this application your application may be delayed or rejected.

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:

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

#### **SECTION 4. VARY A SITE LICENCE TO A COLLECTORS LICENCE**

**N.B- A collector's licence authorises the licensee to carry out business as a mobile collector in the authority's area only.**

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

**Business Address:**

House name or number:

First line of address:

Town/City:

Postcode:

Telephone numbers:

Daytime:

Evening:

Mobile:

Email:

**Home address:**

House name or number:

First line of address:

Town/City:

Postcode:

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

**Vehicle details:**

If you have more than 4 vehicles, please provide details for each vehicle on a continuation sheet.

How many vehicles will be used in your business as a collector?

**Vehicle 1:**

Vehicle Registration No:

MOT expiry date:

Insurance expiry Date:

**Vehicle 2:**

Vehicle Registration No:

MOT expiry date:

Insurance expiry Date:

**Vehicle 3:**

Vehicle Registration No:

MOT expiry date:

Insurance expiry Date:

**Vehicle 4:**

Vehicle Registration No:

MOT expiry date:

Insurance expiry Date:

**Driver Details:****Full name****Date of Birth****Residential address****Relevant Convictions**

Where will scrap metal that has been purchased be stored before further disposal?

House name or number:

First line of address:

Town/City:

Postcode:

Will not be stored

**SECTION 5. 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.

(please tick)

Yes  No

**SECTION 6. – CHANGE OF NAME / ADDRESS OF THE LICENCE HOLDER**

Current Name

New Name

Current Address

New Address

Contact Tel No:

Email Address:



**SECTION 7. – ADD A SITE(S)****Site details.**

Please list details for each new site. If you wish to add more than two sites in the area please provide details for each site on a continuation sheet.

[N.B- Provision should be made for more than one site manager]

Full address of each additional site you intend to carry out business as a scrap metal dealer:

Site manager(s) details

**Site 1**

Name or number:

Name:

First line of address:

House name or number:

Town/City:

First line of address:

Postcode:

Town/City:

Telephone number:

Postcode:

Email address:

Date of Birth:

Website address:

**Basic DBS certificate attached:**

Yes  No  <sup>2</sup>

**Site 2**

Name or number:

Name:

First line of address:

House name or number:

Town/City:

First line of address:

Postcode:

Town/City:

Telephone number:

Postcode:

Email address:

Date of Birth:

Website address:

**Basic DBS certificate attached:**

Yes  No

<sup>2</sup> If you do not provide a disclosure certificate issued for named persons by the DBS service issued no more than one month before the date of this application your application may be delayed or rejected.

**SECTION 8. – REMOVE A SITE(S)**

**Site details.**

Please list the details for each site which you wish to remove. If you wish to remove more than two sites in the area please provide details for each site on a continuation sheet.

**Site 1**

Name or number:

First line of address:

Town/City:

Postcode:

Telephone number:

Current Site Manager:

**Site 2**

Name or number:

First line of address:

Town/City:

Postcode:

Telephone number

Current Site Manager:

**SECTION 9. – CHANGE OTHER DETAILS OF A SITE(S) ON YOUR LICENCE**

**PLEASE PROVIDE A PLAN OF THE SITE AND INDICATE ANY RELEVANT CHANGES**

**OLD DETAILS**

**NEW DETAILS**

**Site 1**

**Site 2**

**SECTION 10. – CHANGE OF SITE MANAGER**

**Site 1 Name and Address**

**Current Site Manager Name:**

**New Site Manager details:**

Name:

House name or number:

First line of address:

Town/City:

Postcode:

Date of Birth:

**Basic DBS certificate attached:**

Yes  No  <sup>3</sup>

**Site 2 Name and Address**

**Current Site Manager name:**

**New Site Manager details:**

Name:

House name or number:

First line of address:

Town/City:

Postcode:

Date of Birth:

**Basic DBS certificate attached:**

Yes  No

<sup>3</sup> If you do not provide a disclosure certificate issued for named persons by the DBS Service issued no more than one month before the date of this application your application may be delayed or rejected.

**SECTION 11. 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 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 12. DECLARATION & CHECKLIST (For all applicants)**

<b>Have you enclosed the following:</b>	<b>(tick)</b>
Appropriate fee	
Basic DBS certificate less than 1 month old where applicable	
Supporting documentation for a change of name/address	
Enclosed the original scrap metal dealers licence	
Plan – where applicable	

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, 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:

Capacity: