



**MID SUSSEX**  
**DISTRICT COUNCIL**

Licensing Team – Environmental Health  
Mid Sussex District Council  
Oaklands  
Oaklands Road  
Haywards Heath  
West Sussex  
RH16 1SS

## Scrap Metal Dealers Act 2013 Application for a Scrap Metal Dealer's Licence

Please write legibly in **block capitals**, and ensure that your answers are inside the boxes and written in **black ink**. All questions must be answered. Incomplete applications will not be processed. You may wish to keep a copy of the completed form for your records.  
Answer all sections unless directed otherwise.

<b>Section 1: Licence details</b>			
What type of licence do you wish to apply for? (tick one)	<input type="checkbox"/> Site Licence <input type="checkbox"/> Collector's Licence		
What type of application do you wish to make? (tick one)	<input type="checkbox"/> Grant of a new Licence <input type="checkbox"/> Renewal of an existing Licence <input type="checkbox"/> Variation of an existing Licence (change of licence type) <input type="checkbox"/> Variation of an existing Licence (change of licensed sites) <input type="checkbox"/> Variation of an existing Licence (change of site managers)		
Current licence number: (leave blank if you are making a new application)		Expiry date of current licence:	...../...../.....
If you are applying to vary an existing licence from which date do you wish the proposed amendments to take effect?			...../...../.....

<b>Section 2: Business details</b>	
Please give the trading name(s) by which your business is/will be known (if any)	
Please indicate the business activities that you intend to carry on under this licence:	<input type="checkbox"/> Buying and selling scrap metal <input type="checkbox"/> Recovering salvageable parts from motor vehicles for re-use or sale <input type="checkbox"/> Buying written-off vehicles for repair and resale <input type="checkbox"/> Buying or selling vehicles for salvage or repair purposes  <input type="checkbox"/> Other.....
Tax Conditionality	<p>From 4 April 2022, the rules are changing if you're applying for a licence for a:</p> <p>Scrap metal site</p> <p>Scrap metal collector</p> <p>If you're an individual, company or any type of partnership you must complete a tax check if you're:</p> <p>Renewing a licence</p> <p>Applying for the same type of licence you previously held, that ceased to be</p>

	<p>valid less than a year ago</p> <p>Applying for the same type of licence you already hold with another licensing authority</p> <p><b>What a tax check is</b></p> <p>A tax check confirms that you're registered for tax, if necessary. It will ask questions about how you pay any tax that may be due on income you earn from your licensed trade.</p> <p><b>You must carry out the tax check yourself. You cannot ask a tax agent or adviser to do this on your behalf.</b></p> <p>After you complete the tax check you'll be given a 9-character code. This is your tax check code. You must give it to the licensing authority with your licence application — they will not be able to process your application without it.</p> <p>Tax check codes expire after 120 days, so if you make a licence application for another licence after that time, you'll need to carry out a new tax check for it.</p> <p>If you're 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.</p> <p>Tax Check Code:</p>
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<b>Section 3: Site details - Do not complete if you are applying for a Collector's licence</b>	
How many sites do you intend to operate under this licence if your application is granted?	
I have completed Annex A with details of all the sites where it is proposed to carry on business as a scrap metal dealer under this licence, and the managers of those sites (please tick)	<input type="checkbox"/>
<p>If more than four sites are to be operated please give details of further sites on an additional sheet.</p> <p>If you are applying to vary a licence please include details of all of your sites even if the proposed changes do not affect those sites and highlight any changes to site details or site manager details as applicable.</p> <p>A site plan (to scale) must be submitted for each site.</p>	
Do you also intend to operate any mobile collection vehicles from these sites?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please describe the arrangements for how these vehicles will operate:	

**Section 4: Collector's details - Do not complete if you are applying for a Site licence**

How many vehicles do you intend to operate under this licence if your application is granted?		
Details of the vehicle: make , model, colour , registration number		
Where will the vehicle(s) be kept when not in use?		

**Section 5: Other licences, permits and registrations**

Do you currently hold a scrap metal site licence issued by Mid Sussex District Council or any other council, or have you held such a licence within the previous 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently hold a scrap metal collector's licence issued by Mid Sussex District Council or any other council, or have you held such a licence within the previous 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently hold a relevant environmental permit or registration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you registered as a waste carrier?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered 'yes' to any of the above please give details of the licence, permit or registration below: (continue on a blank sheet where necessary)	

Licence/permit type	Issued by	Reference number	Start date	End date

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**Section 6: Purchase arrangements**

Please describe your arrangements for keeping records of scrap metal transactions, in accordance with the relevant statutory requirements:

Please describe your arrangements for verifying the identity of a person wishing to supply scrap metal to you, in accordance with the relevant statutory requirements:

How do you intend to ensure the security of the scrap metal you have purchased or collected in the course of your business, including unlawful sale or purchase or theft?

**Section 7: Applicant's details**

This application is made by: (tick one)	<input type="checkbox"/> An individual <input type="checkbox"/> A partnership <input type="checkbox"/> A limited company	<i>Please give details in Part A</i> <i>Please give details in Parts A &amp; B</i> <i>Please give details in Part C</i>
<b>Part A: Individual applicant/First partner</b>		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other .....
Full name:		
Home address:		
Date of birth:	...../...../.....	
Daytime phone number:		Mobile phone number: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>
Email address:		

<b>Part B: Second partner</b>		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other .....	
Full name:			
Home address:			
Date of birth:	...../...../.....		
Daytime phone number:		Mobile phone number:	
Email address:			
If there are more than two partners please give the details of further partners on a separate sheet.			
<b>Part C: Limited Company applicant - Please also complete Annex B with Director's details</b>			
Registered name:			
Registered office address:			
Company registration number:	<input type="checkbox"/> UK: Companies House <input type="checkbox"/> Other .....		
Daytime phone number:			
Email address:			
<b>Section 8: Suitability of applicant(s)</b>			
In the following questions, 'relevant person' includes: <ul style="list-style-type: none"> <li>• The individual applying for the licence</li> <li>• Any of the partners of a partnership applying for a licence</li> <li>• Any of the directors, company secretary, or shadow directors of a company applying for a licence</li> <li>• Any site manager identified in this application</li> </ul>			
Has any relevant person previously been convicted of a relevant offence, or has any relevant person previously been cautioned in respect of a relevant offence, in either case where the conviction or caution is not considered to be 'spent'?  Convictions and cautions which are considered 'spent' under the provisions of the Rehabilitation of Offenders Act 1974 need not be disclosed. Driving licence endorsements are also not relevant			<input type="checkbox"/> Yes <input type="checkbox"/> No

Has any relevant person been charged with an offence and is currently awaiting the outcome of those proceedings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has any relevant person previously had an application for a scrap metal licence refused, or a scrap metal licence revoked, by any council	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has any relevant person previously been subject to any other relevant enforcement action, by any council or applicable government agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If any of the above questions have been answered 'yes', please provide further details in respect of those matters in the space below:	
Please note that a Basic Disclosure Certificate must be supplied, at the time of application, in respect of every applicant (or partner, or director of a limited company applicant) and site manager named in this application. Certificates must have been obtained in the relevant individual's name and issued within the last 3 months.	
Applicants for a Collector' Licence must also supply a passport-sized photograph and signed photograph endorsement form with their application.	

**Section 9: Bank account details (for payments to scrap metal suppliers)**

As part of the application process, the Council is required to verify that the business has a bank or building society account from which payments for scrap metal will be made. It is an offence to make payments for scrap metal other than by cheque or electronic funds transfer.

Please give details of this account below:

Name of bank/building society:	
Name in which account is held:	
Sort code and account number:	

**Section 10: Checklist - Please tick**

- I enclose a cheque/postal order for £....., payable to Mid Sussex District Council
- I wish to pay the application fee(s) by credit or debit card – please contact me to arrange payment.
- Basic Disclosure Certificate(s) – dated within 3 months of the date of this application.
- Photograph of myself which is endorsed as a true likeness of me by a solicitor or notary, a person of standing in the community or any individual with a professional qualification and a signed photograph endorsement form (Collector's Licence only).
- Plan(s) of site(s) stated on this application (Site Licence only).

## Section 11: Declaration and signatures - Every applicant must sign the form

- 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 the Act, for which I may be prosecuted, and if convicted, fined.
- I understand that the Council may consult other agencies about my suitability to be licensed as a scrap metal dealer, and that those other agencies may include other local authorities, the Environment Agency, and other local and national police forces.
- I understand that data within this application may be shared with other agencies, for the purpose of assessing 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 the processing of my data and display of relevant information on the public register.

Signed		Print name:		Date:	
Signed		Print name:		Date:	

If there are more than two partners, a copy of this page should be taken to allow all partners to sign. Where the application is made by a limited company, the form should be signed by an officer of the company

Completed application forms should be submitted, along with basic disclosure certificates for the applicant, partners, company directors and site managers, and payment of the appropriate fee(s), to:

**Licensing, Mid Sussex District Council  
Oaklands Road, Haywards Heath, RH16 1SS**

The information you have given on this form will only be used by Mid Sussex District Council and its employees in accordance with the Data Protection Act 1998. The information will not be given to any other organisation or individual except to the extent permitted by the Data Protection Act.

Mid Sussex District Council may use the information to help with the efficient provision of services and for the prevention and detection of fraud, tax evasion and other crime. The information may also be shared for these purposes with HM Revenue & Customs, the Department for Work and Pensions, the Home Office, the Audit Commission, the police, other local authorities and other permitted organisations.

For further information, see under Data Protection Act on Mid Sussex District Council's web site - [www.midsussex.gov.uk](http://www.midsussex.gov.uk)

**Annex A – details of scrap metal sites**

Site	Site details				Site manager details		
	Postal Address	Opening Hours	Phone number	Email address	Full name	Home address	Date of birth
1							
2							
3							
4							

## Annex B - Details of limited company directors

Please complete the following details for each director of the company. Use additional sheets where necessary.

Director 1		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other .....	
Full name:			
Home address:			
Date of birth	...../...../.....	Daytime phone number:	

Director 2		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other .....	
Full name:			
Home address:			
Date of birth:	...../...../.....	Daytime phone number:	

Director 3		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other .....	
Full name:			
Home address:			
Date of birth:	...../...../.....	Daytime phone number:	

Director 4		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other .....	
Full name:			
Home address:			
Date of birth:	...../...../.....	Daytime phone number:	

Please note that a Basic Disclosure, issued within the last 3 months, must be submitted for each director.

**Office use only:**

Date received:		Fee received:	<input type="checkbox"/> Cheque/Postal Order
Receipt number:			<input type="checkbox"/> Card
App complete:		Licence approved:	
Licence valid from:		Licence expires:	