

**Application for Variation of a Scrap Metal Licence**

**SECTION 1. (For all applicants)**

What type of licence do you currently have?

Site Licence

Collectors Licence

What is the licence number?

Name of Current Licence Holder?

(As it appears on the Licence)

I have enclosed the Original Licence Document  
(the document must be returned, please keep a copy)

What changes do you want to make?

Vary a Collectors Licence to a Site Licence  (please complete sections 1,2,3,6,7,8,9)

Vary a Site Licence to a Collectors Licence  (please complete sections 1,3,4,6,7,8,9)

Change of Site Manager  (please complete sections 1,5,6,7,8,9)

Change to current Licence Holders Name

Name of Applicant:

(NB: this must be the current licence holder)

Address of Applicant:

Telephone:

Email:

If applying as a company please confirm if there have been any changes to directors/company secretary as previously given

Yes  No

If yes please give details and use a separate sheet if necessary:

**SECTION 2. TO BE COMPLETED IF APPLYING TO VARY A COLLECTORS LICENCE TO A SITE LICENCE.**

Full address of each site you intend to carry out business as a scrap metal dealer:	Site manager(s)
<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><b>Site 1</b></p> <p>Name:<sup>1</sup></p> <p>House name or number:<sup>2</sup></p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of Birth:</p> <p><b>Basic Disclosure certificate attached:</b>          Yes <input type="checkbox"/> No <input type="checkbox"/><sup>3</sup></p> <p>Details of any relevant environmental permit, exemption or registration (e.g. a scrap metal dealer or a motor salvage operator) held by the site manager:</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><b>Site 2</b></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 Disclosure certificate attached:</b>          Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Details of any relevant environmental permit, exemption or registration (e.g. a scrap metal dealer or a motor salvage operator) held by the site manager:</p>

<sup>1</sup> Please also state any other names the person has previously been known by.

<sup>2</sup> Please provide the site manager's home address as this will facilitate conducting checks on whether they are a suitable person.

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

Please provide details of any site(s) in other local authority areas at which the applicant carries on a business as a scrap metal dealer or proposes to do so:

Address:

Postcode:

Please name the local authority which has licensed this site:

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 3. 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

**NB To operate as a motor salvage operator you will need a Site Licence.**

**SECTION 4. TO BE COMPLETED IF APPLYING TO VARY A SITE LICENCE TO A COLLECTORS LICENCE**

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

**Site Address:** (As shown on existing licence)

Premises name or number:

First line of address:

Town/City:

Postcode:

Telephone numbers:

Daytime:

Evening:

Mobile:

**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)

**Correspondence address:** (if different from home address above)

House name or number:

First line of address:

Town/City:

Postcode:

**SECTION 5. TO BE COMPLETED IF APPLYING TO CHANGE THE SITE MANAGER**

Please state the site address(es) where the manager is changing:

Name of current site manager:  
(as shown on licence)

**Proposed Site Manager Details**

Please state Name:<sup>4</sup>

Date of Birth:

Home address:

House name or number:<sup>5</sup>

First Line of Address:

Town/City:

Postcode:

Basic Disclosure certificate for Proposed Site Manager attached:

Yes  No  <sup>6</sup>

Signature of Proposed Site Manager

Signed:.....

Date:

Print Name:

<sup>4</sup> Please also state any other names the person has previously been known by.

<sup>5</sup> Please provide the site manager's home address as this will facilitate conducting checks on whether they are a suitable person.

<sup>6</sup> If you do not provide a disclosure certificate issued for named persons by Disclosure Scotland issued no more than three months before the date of this application your application may be delayed or rejected.

**SECTION 6. 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.

Account name:

Account

Sort code: Account

name: Sort

number:

code:

Account

NOT APPLICABLE

- 
- 
- 
- 

**SECTION 7. CRIMINAL CONVICTIONS (For all applicants)**

Have you, or any partners, or any directors, or shadow directors, or any site manager(s), or any company secretary listed in this application form ever been convicted of a relevant offence or been the subject of any relevant enforcement action?

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 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 and any other persons named on this form understand that the local authority to whom I make this application may consult other agencies about my/their 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 and any other persons named on this form understand that the purpose of the sharing of this data is to form a full assessment of my/their suitability to be licensed as a scrap metal dealer. It is understood that the sharing of information 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. Consent is given to the processing of this data and display of relevant information on the public register.

Signed: .....

Date:

Print Name:

Designation/Position in Business:

## **Section 7 - Criminal Convictions**

You are required to provide details of any unspent offences or enforcement action. Relevant offences can be found in The Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013 which can be found on the Legislation Website [www.legislation.gov.uk](http://www.legislation.gov.uk)

NB: It is an offence under the Scrap Metal Dealers Act 2013 to make or recklessly make a false statement.

## **Section 8 – Declaration**

The holder of the Scrap Metal Dealer's Licence needs to sign and date the declaration on the understanding that any other persons named in the form are aware of their details provided and the use of their personal details. This section also explains that the council has to share some of these details with other Local Authorities, the Environment Agency and the Police 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.

Send application to [licensing@enfield.gov.uk](mailto:licensing@enfield.gov.uk);

Or to Licensing Team, London Borough of Enfield, P O Box 57, Civic Centre, Silver Street, Enfield EN1 3XH