

Section 1

1.(a) Are you applying as: *(Please tick)*

An individual? A company? A partnership?

1.(b) Please state your trading or company name:

1.(c) Is this application a renewal? *(Please tick)*

Yes No If Yes, please provide your existing licence number:

Section 2

NB - A Site Licence will permit the licensee to operate from those sites as a Scrap Metal Dealer, including transporting scrap metal to and from those Sites from any local authority area.

2.(a) Your personal details:

Title: *(Please tick)* Mr Mrs Miss Ms Other: *(Please state)*

Surnames:

Forenames:

I am 18 years old or over. *(Please tick)* Yes No Date of Birth:

National Insurance No:

Address *(we will use this address to correspond with you unless you complete the separate correspondence box on page 2):*

House name or number:

First line of address:

Town/City:

Postcode:

Contact numbers:

Daytime:

Evening:

Mobile:

Email address:

Section 2 continued...

Correspondence address (if different):

House name or number:

First line of address:

Town/City:

Postcode:

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

Full Name:

Date of Birth:

National Insurance No:

Residential address:

Contact numbers:

Daytime:

Evening:

Mobile:

Email address:

2.(c) If you are applying as a company, please provide:

Company name:

Registration number:

Address of the Registered Office:

Email address:

2.(d) Please list the full address of each Site you intend to carry out business as a Scrap Metal Dealer:

House name or number:

First line of address:

Town/City:

Postcode:

House name or number:

First line of address:

Town/City:

Postcode:

2.(e) Site Manager details *(if different from the applicant)*:

[NB - it is important to list details of any Director or Company Secretary alongside the Site Manager. This information must be recorded.]

Section 2 continued...

Site 1 Manager name:

House name or number:

First line of address:

Town/City:

Postcode: Contact number:

Date of Birth: National Insurance No:

Site 2 Manager name:

House name or number:

First line of address:

Town/City:

Postcode: Contact number:

Date of Birth: National Insurance No:

If you have more than two sites, please continue on a separate sheet.

2.(f) Please provide details of any relevant Environmental Permit, Exemption or Registration in relation to the applicant:

2.(g) Please provide your Waste Carrier's registration number issued by the Environment Agency:

2.(h) Will you be collecting scrap metal? *(Please tick)*

Yes No

If Yes, we will need to provide you with Licences to go in your vehicles,
please let us know how many vehicle Licences you require:

2.(f) Please provide details of any vehicle used for scrap metal collection *(continue on separate sheet if necessary)*:

Vehicle Registration No:

Vehicle Make:

Vehicle Model:

Colour:

Vehicle Registration No:

Vehicle Make:

Vehicle Model:

Colour:

Section 3 - Payment

3.(a) How do you wish to make payment for your Scrap Metal Site Licence? *(Please tick)*

Cheque: (Please make payable to East Lindsey District Council.).....

Cash: (Please do not put cash in the post.).....

BACS: (Please contact us to arrange payment.)

3.(b) Please provide details of the bank account that will receive payment for all scrap metal monies obtained in course of business:

Bank name:

Bank account number:

Sort code:

Section 4 - Criminal Convictions

4.(a) Have you or any listed person 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 list of relevant offences.)*

Yes

No

If Yes, please provide details:

4.(b) Have you attached your DBS Certificate for the Applicant and any Site Managers? *(Please note- this must be obtained by the applicant and any relevant persons and attached to the application; without it you may experience delays in issuing a Scrap Metal Licence. Your certificate must have been completed within a month of this application.)*

Yes

No

You must produce two colour, passport sized photographs for the Applicant(s) and any Site Managers. The photographs must be a true likeness showing the full face with no helmet, hat or sunglasses and be taken against a light background. This photograph will appear on your Site Licence.

Section 5 - Tax Check

5.(a) Is this a first time application with East Lindsey District Council?

Yes

No

Do you hold / have you held a Site Licence with another Local Authority within the last 12 months?

Yes

No

If you are applying for a Site Licence for the first time and have not held another Licence in the last 12 months, please read and sign the appropriate Tax Declaration in Section 5(c).

If you are renewing your Site Licence application, or you have held a Licence with another Local Authority within the last 12 months, you will need to complete a Tax Check. Please continue to Section 5(b).

5.(b) Please provide your 9-Character Tax Check Code:

Please read and sign the appropriate declaration at Section 5(d).

5.(c) New Site Licence Applicants - Tax Responsibilities – Declaration

If you are a scrap metal applicant who is applying for a Site Licence for the first time and you have not already held a Licence with another Local Authority then you will need to confirm that you are aware of your tax responsibilities. Such licence applications will not be accepted or validated by this Authority until you have confirmed in writing that you are aware of your tax responsibilities.

Section 5 continued...

With this in mind you are directed to the following GOV.UK website addresses for HMRC guidance about tax registration obligations:

- PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax
- Registering for Self-Assessment: www.gov.uk/register-for-self-assessment
- Corporation Tax information: www.gov.uk/corporation-tax

Once you have accessed and read the relevant information on the above web pages you will need to complete the declaration below.

Declaration (to be completed in black ink)

I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.

Signed: Date:

Name in BLOCK CAPITALS:

5.(d) Renewal Site Licence Applicants/Applicants who have held a Licence with another Local Authority - Tax Responsibilities – Declaration

If you are a scrap metal applicant who is applying for a Site Licence renewal or you already hold / have held a Licence with another Local Authority, then you will need to confirm that you are aware of your tax responsibilities by completing a Tax Check with HMRC. Such licence applications will not be accepted or validated by this Authority until you have confirmed in writing that you have completed this Tax Check.

Please be advised that HMRC have powers to obtain information from Licensing Authorities:

Schedule 23 of the Finance Act 2011 (Data Gathering Powers) and Schedule 36 of the Finance Act 2008 (Information & Inspection Powers) grant HMRC powers to obtain relevant information from third parties. This includes Licensing bodies being required to provide information about Licence Applicants.

Once you have completed your Tax Check you need to complete the declaration below.

Declaration (to be completed in black ink)

I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.

Signed: Date:

Name in BLOCK CAPITALS:

Section 6 Declaration

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 Paragraph 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:

Name in BLOCK CAPITALS:

Data Protection Notice

East Lindsey District Council is a Data Controller and can be contacted at:

Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP. Telephone 01507 601111. The Data Protection Officer can be contacted at the same address/phone number.

We are collecting your personal data in order to process your application for a Scrap Metal Site or Collectors Licence as part of our Public Task under the Scrap Metal Dealers Act 2013, as we are the Licensing Authority. We will process any Special Category Data – that concerns your health or criminal convictions by consent which you have given on the application form.

Your data will be shared with the Police and the Environment Agency because there is a legal duty on the Council to consult these third parties, in order to process the application and make a decision on whether the Licence should be issued. Your data may also be used for Council purposes, in order to prevent or detect crime, or to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for as long as you have a licence and then for a further 6 years in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 0303 123 1113)

If you do not provide the information required on the form then we will not be able to process your application for a licence.

For further information on our Data Protection Policies please go to our website