

Application for a Scrap Metal Licence - Collector's Licence

Section 1

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

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

Yes

No

If Yes, please provide your existing licence number:

Section 2

NB - A Collector's Licence issued by East Lindsey District Council authorises the licensee to carry out business as a mobile collector in the East Lindsey area ONLY, you may be registered with more than one authority.

Each Collector working for your company will require a Collector's Licence.

2.(a) Your personal details:

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

Surnames:

Forenames:

House name or number:

First line of address:

Town/City:

Postcode:

Date of birth:

National Insurance No:

Contact numbers:

Daytime:

Evening:

Mobile:

Email address:

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

Section 2 continued...

2.(c) Do you hold a Collector's Licence in another Authority area or have you held a Licence elsewhere within the last 12 months?

Yes No If Yes, please complete the information below:

Area:	<input type="text"/>	Licence number:	<input type="text"/>	Date of expiry:	<input type="text"/>
Area:	<input type="text"/>	Licence number:	<input type="text"/>	Date of expiry:	<input type="text"/>
Area:	<input type="text"/>	Licence number:	<input type="text"/>	Date of expiry:	<input type="text"/>
Area:	<input type="text"/>	Licence number:	<input type="text"/>	Date of expiry:	<input type="text"/>
Area:	<input type="text"/>	Licence number:	<input type="text"/>	Date of expiry:	<input type="text"/>

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

Vehicle Registration Number:	<input type="text"/>
Vehicle make:	<input type="text"/>
Vehicle model:	<input type="text"/>
Colour:	<input type="text"/>
Vehicle Registration Number:	<input type="text"/>
Vehicle make:	<input type="text"/>
Vehicle model:	<input type="text"/>
Colour:	<input type="text"/>

Section 3 - Payment

3.(a) How do you wish to make payment for your Scrap Metal Collector's 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 the course of business:

Bank account number:	<input type="text"/>	Sort code:	<input type="text"/>
Bank name:	<input type="text"/>		

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?

(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. 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 Collector's 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 Collector's Licence with another Local Authority within the last 12 months?

Yes No

If you are applying for a Collector's 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 Collector's 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 Collector's Licence Applicants - Tax Responsibilities – Declaration

If you are a scrap metal applicant who is applying for a Collector's 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.

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 on the next page.

Section 5 continued...

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 Collector's 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 Collector's 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:

Print Name:

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.