

Arun Scrap Metal Policy – Application Procedure

You will need to submit the following:

- 1) A completed application form. You can download the following relevant link or they are available from the Licensing department at Arun District Council.
 - a. [Application to register as a scrap metal dealer](#)
 - b. [Application to change a scrap metal dealer registration](#)
- 2) A criminal records check for each person named on the application form. (We allow individuals named on the application form to send their criminal records check to us separately if they wish.)
- 3) The appropriate payment (fees can be found in our [Fees and Charges document](#)).
- 4) IF YOU ARE APPLYING FOR A COLLECTORS' LICENCE you will also need to submit a passport size photograph, endorsed on the back with the words,
"I certify that this is a good likeness of (your name)"
and signed by a responsible person, such as a teacher, police officer, bank official, or someone else of standing in the community.

The application form should include:

- a) full name of applicant (if an individual), date of birth and usual place of residence
- b) name and registered number of the applicant (if a company) and registered office
- c) if a partnership – full name of each partner, date of birth and usual place of residence
- d) proposed trading name
- e) telephone number and email address (if any) of applicant
- f) address of any site within any other local authority at which carry on business as a scrap metal dealer or propose to do so
- g) any relevant environmental permit or registration in relation to the applicant
- h) details of any other scrap metal licence issued to the applicant within a period of 3 years ending with the date of the application.
- i) details of the bank account to be used
- j) details of any relevant conviction or enforcement action taken against the applicant.

For a site licence, the applicant must also provide:

- a) the address of each site proposed to be identified in the licence (or if renewal, each site identified for which renewal is sought)
- b) the full name, date of birth and usual place of residence of each individual, proposed to be named in the licence as a site manager (other than the applicant).

Arun Scrap Metal Policy – Application Procedure

- c) site manager details to be included for any relevant environmental permit or registration, details of any other scrap metal licence issued within a period of 3 years ending with the date of the application details of any relevant conviction or enforcement action taken against them.

The collector's licence allows a business or individual to operate only within that authority's area, therefore individuals wishing to collect across borders will be required to obtain a collectors licence from the relevant local authority where they wish to collect and sell.

All applicants are required to provide a basic disclosure of criminal convictions with the application.

Variation of Licence

A licence may be varied from one type to the other with the application made to reflect changes to:

- Site licence – the name of licensee, the sites, site manager
- Collector's licence – name of licensee

The variation **can amend** the name of the licensee but **cannot transfer** the licence to another person.

Application is to be made to the issuing authority and contain details of the changes to be made to the licence.

Renewal

When renewed the three year validity period commences on the day of receipt. If a renewal application is withdrawn, the licence expires at the end of the day when the application is withdrawn.

Further Information

The Council may request (at the time of application or later) that additional information is provided, as may be considered relevant for the purpose of considering the application.

Failure to provide such information may result in the application being declined.

Fee

The application must be accompanied by the fee set by the Council.