

APPLICATION TO RENEW MOTOR SALVAGE OPERATOR AND/OR SCRAP METAL DEALER REGISTRATION



Type of licence being renewed: (Please tick relevant box)			
Motor Salvage Operator	<input type="checkbox"/>	Scrap Metal Dealer	<input type="checkbox"/>
		Both	<input type="checkbox"/>
Current registration number	LN/		

Name of business	
Address of premises where business will be carried out	
	Postcode
Telephone Number	

Surname		Mr/ Mrs/ Miss (delete as applicable)
First names (in full)		
Date of birth		
Full home address		
	Postcode	
Telephone number		Mobile number
Email address		

Is the business owned by a corporate body or partnership?	Yes / No
If yes, please give names, home addresses and dates of birth of all directors and partners:	

Guidance Notes

Motor Salvage Operator Regulations 2002 [Vehicles (Crime) Act 2001] Scrap Metal Dealers Act 1964

A person is required to be registered as a **scrap metal dealer** if he carries on a business which consists wholly or partly of buying and selling scrap metal, whether the scrap metal sold is in the form in which it was bought or otherwise, other than a business in the course of which scrap metal is not bought except as materials for the manufacture of other articles and is not sold except as a by-product of such manufacture or as surplus materials bought but not required for such manufacture.

A person is required to be registered as a **motor salvage operator** if he carries on a business which consists

- a) wholly or partly in the recovery for re-use or sale of salvageable parts from motor vehicles and the subsequent sale or other disposal for scrap of the remainder of the vehicles concerned;
- b) wholly or mainly in the purchase of written-off vehicles and their subsequent repair and re-sale;
- c) wholly or mainly in the sale or purchase of motor vehicles which are to be the subject (whether immediately or on a subsequent re-sale) of any of the activities mentioned in paragraphs (a) and (b); or
- d) wholly or mainly in activities falling within paragraphs (b) and (c).

It is an offence, subject to a fine, to trade as a motor salvage operator or scrap metal dealer without being registered.

Motor Salvage Operator/Scrap Metal Dealer Registration is valid for a period of 3 years. If you wish to continue trading after this period, a renewal application form will need to be submitted to the Local Authority two months prior to the expiry date of the current registration.

You must notify us at the time of application if you have any unspent convictions for any of the following:

- a) Under Part I of the Vehicles (Crime) Act 2001.
- b) Theft or attempted theft of or from a motor vehicle, contrary to Section 1 of the Theft Act 1968.
- c) Taking a motor vehicle without consent, contrary to Section 12 of the Theft Act 1968.
- d) Aggravated vehicle taking, contrary to Section 12A of the Theft Act 1968.
- e) Handling stolen goods contrary to Section 22 of the Theft Act 1968.
- f) Going equipped to steal or take a motor vehicle contrary to Section 25 of the Theft Act 1968.
- g) Interference with a motor vehicle contrary to Section 9 of the Criminal Attempts Act 1981.
- h) Tampering with a motor vehicle contrary to Section 25 of the Road Traffic Act 1988.

Please refer to the Rehabilitation of Offenders Act 1974 in order to determine when a conviction is spent. Cautions administered more than 3 years ago need not be listed.

You must also notify us at the time of application if you have ever been refused an application of this kind before, by whom and why, or details of any undischarged bankruptcy of the applicant or any directors or partners of the applicant business.

Failure to comply with the above statements or to submit a false or misleading statement will be liable on summary conviction to a fine. Please note that the application will be submitted to the police for comment prior to registration.

The local authority may refuse an application if the applicant is considered as not being a 'fit and proper' person to carry on the business of a Motor Salvage Operator or Scrap Metal Dealer. If the authority is minded to refuse the application the applicant will be given the opportunity to make representation to a panel of members from the Licensing and Safety Committee. There is a right of appeal against refusal to a Magistrates' Court.

Fees 2012/2013

Type of Registration	£
Motor Salvage Operator	119.00
Scrap Metal Dealer	0.00
Combined Registration	119.00

Payment can be made in the following ways:

- By cash or cheque (made payable to Bracknell Forest Borough Council) at Time Square, Market Street, Bracknell, RG12 1JD. Please allow 28 days for the cheque to clear
- By credit or debit card at Time Square or over the phone on 01344 352000

Please tick to confirm you have enclosed the following with your application:

	A cheque for payment of the fee, or receipt confirmation that the fee has been paid
	Evidence of identity of the applicant (passport, photocard driving licence or birth certificate)

The completed form, fees and any enclosures should be handed into the Customer Service Centre, Time Square, Market Street, Bracknell, RG12 1JD.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked. Information provided on application forms will only be disclosed to other agencies, for example Police, where there is a legal requirement to do so, for the investigation of an offence.

Declaration:

I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions place on the licence should it be granted.

Signature

Print Name

Date signed

