

Metal Dealer's Licence

Why do I need a metal dealer's licence?

A licence is required if you intend to carry on a business as a metal dealer which consists (either wholly or substantially) of buying or selling for scrap any old, broken, worn out, defaced or partly manufactured articles made from metal. Motor salvage operators also need a metal dealer's licence.

If you intend to carry on business as a second hand dealer and as a metal dealer, you will also require a second hand dealer's licence.

Metal means any metal (including any precious metal) and any alloy of any metals, whether old or new and includes manufactured articles, whether old or new, made wholly or partly of metal, of any of the materials commonly known as hard metal or of cemented or sintered metallic carbides.

Further guidance on the current requirements of metal dealing is contained at www.gov.scot/resource/0049/00496927.pdf

The lodging of an application form does not allow a person to trade unless and until the licence is granted and issued.

Applications

The licence itself may be held in the name of a firm or company (i.e. non natural person) or in the name of an individual. Please ensure that you complete every part of the form. If a question is irrelevant please mark it "not applicable" unless otherwise stated.

For renewal applications, applicants are solely responsible for ensuring their renewal application form is lodged timeously, ideally around 6 weeks prior to the expiry date of the licence. Failure to lodge the renewal before the expiry date of the current licence will result in the licence lapsing.

Checks on Entitlement to Work

- For all applicants, evidence must be produced of entitlement to work in the United Kingdom, whether applying for a new licence or to renew an existing one. British citizens require to provide their current passport with the application. If an applicant does not have a current passport, then other documents must be provided as an alternative form of evidence. Information on alternative forms of evidence can be found on the Government website detailed below.
- For an EU national, the applicant's passport must be provided with the application.
- If neither a British citizen nor an EU national, the applicant's passport and residence permit confirming an entitlement to work in the UK must be provided.
- Original documents require to be exhibited and will be copied and returned to applicants.
- The application may also be passed to the UK Border Agency in relation to any issues arising on the applicant's entitlement to work in the United Kingdom.

Please see www.gov.uk for a full list of alternative documents that prove an individual's right to work in the UK.

Checks on Previous Convictions

For applicants seeking a new licence, and who were born or have been resident outside the UK for 6 months or more, there must be produced with the application form documentation in relation to criminal record checks.

Applicants need to provide:

- If the applicant was born outwith the United Kingdom, a criminal record check must be provided from his or her country of origin. Applicants must also provide a criminal record check from any other country in which they have been resident for six months or more.
- If the applicant was born in the United Kingdom, but has lived in any other country or countries for six months or more, they must provide a criminal record check from those countries.
- In all cases, the criminal record checks provided must have been obtained within the six months prior to submitting the application and must be verified by the relevant UK based Embassy/High Commission where obtained from authorities outwith the United Kingdom.

We will not accept your application unless you can exhibit each of the above listed documents as appropriate. The documentation will be verified by a Customer Service Advisor.

Application Fees

Payment is due at the time of lodging. For application fees, please refer to the Civic Licensing Application Fees on our website at www.renfrewshire.gov.uk

No refund of application fees will be made for applications which are subsequently refused or withdrawn.

Display of Public Notice

The enclosed **display notice** requires to be completed and displayed at the location or premises to which the licence relates, for a period of 21 days, starting on the day the application is lodged at the licensing office. The 21 days will not commence until the application has been received at the Licensing Section and accepted as a valid application. If you are in any doubt about these dates, please email the Licensing Section on licensing.cs@renfrewshire.gov.uk or by telephone on 0300 300 0300 for clarification.

Compliance Certificate

The enclosed **certificate of compliance** requires to be completed after the 21 days date and returned to the licensing office. The dates on this certificate must reflect the 21 days that the notice was displayed.

Both the **display notice** and the **certificate of compliance** must be produced at the licensing office once the 21 days date is over.

Prior Refusal

If you have applied for and been refused an application for a metal dealer licence by Renfrewshire Council then, unless there has been a material change in circumstances, you cannot apply for the same kind of licence within one year of the date of refusal.

Processing your application

When your application is lodged and the appropriate fee has been paid, a copy of your application will be sent to Police Scotland, Scottish Fire & Rescue and various Council departments. They will carry out their own investigations and inspections and report back to the licensing office.

The legislation allows for consideration of the application within three months and a decision within nine months.

If an objection or representation is received in relation to your application, you will be sent a copy of the letter. Your application and the letter of objection or representation will then be referred to the Regulatory Functions Board meeting. You will be called to a hearing before the Board and given the opportunity of addressing the Board.

Right of Appeal

If your application is refused, or granted conditionally, you are entitled to ask the Council within 21 days to give reasons for such refusal, or the imposition of such conditions, and thereafter (within 28 days of the Board's decision) entitled to appeal to the Sheriff against the decision on certain grounds.

If there is an objection to your application and the application is subsequently granted the objector can also ask the Council to give reasons for such grant and thereafter is (within 28 days of the Board's decision) entitled to appeal to the Sheriff also.

You may wish to seek independent legal advice in relation to any appeal.

Conditions of Licence

Renfrewshire Council may attach additional conditions to the licence as it sees fit, with each application being dealt with on its own merits.

Duration of Licence

Applications for the grant of a licence are generally granted for a period of one year, whilst applications to renew an existing licence are normally granted for a two year period.

Any Further Questions

Should you have a query that is not covered in these guidance notes please feel free to contact the Civic Licensing Standards Officers by email at enforcement.licensing@renfrewshire.gov.uk for further information or advice.

Contact Details

Tel: 0300 300 0300

E-mail: customerservice.licensing@renfrewshire.gov.uk

Website: www.renfrewshire.gov.uk



Civic Government (Scotland) Act 1982

Application for Metal Dealer Licence

NOTE:

Applicants should refer to the Guidance Notes when completing this application form. Please ensure questions are completed accordingly and all documentation required is provided.

For Official Use Only	
Date	
Receipt	
28 Days	
Police Report	

1 (a) To be completed if applicant is a natural person – Then complete 1(c)		For official use only
Full Name:		The details on this application have been checked against the original documentation and verified correct.
Address:		
Postcode:		
Email Address:		
Home Phone Number:	Mobile Number:	
Date of Birth:	Place of Birth:	
Details of Person or Company employing you (or state if self-employed)		
Full Name:		CSC Advisor
Address:		
Postcode:		
Email Address:		
Home Phone Number:	Mobile Number:	
Date of Birth:	Place of Birth:	
New Grants Only	<input type="checkbox"/> Criminal record check from Country Of Birth (other than UK) <input type="checkbox"/> Dated within past 6 months <input type="checkbox"/> Verified by the relevant United Kingdom-based Embassy or High Commission	

1 (b) To be completed if applicant is not a natural person (e.g. Limited Company/Partnership/Sole Trader) – Then complete 1(c)

Full Company Name:		For official use only The details on this application have been checked against the original documentation and verified correct.
Please tick as applicable <input type="checkbox"/> Limited Company Please complete Company Number: <input type="checkbox"/> Partnership Tick to confirm a copy of your Partnership Agreement is enclosed <input type="checkbox"/> <input type="checkbox"/> Sole Trader Name of individual: <input type="checkbox"/> Other , please specify Trading As -		
Registered/ Company Address:		CSC Advisor
Post Code:		
Contact Phone Number(s):		
Details of directors, partners or any other persons responsible for its management (please continue on a paper apart if applicable)		
Full Name and Designation:		
Address:		
Postcode:		
Email Address:		
Home Phone Number:		Business/Mobile Number:
Date of Birth:		Place of Birth:
1.(c) Details of employee/agent carrying out day to day management in relation to this application		
Full Name and Designation:		
Address:		
Postcode:		
Email Address:		
Home Phone Number:		Business/Mobile Number:
Date of Birth:		Place of Birth:

2. Evidence of entitlement to work in the United Kingdom (UK)			
(See www.gov.uk for full details of documents that prove a right to work in the UK)			
a. British citizens (either i OR ii)	i	<input type="checkbox"/> Current UK Passport	For official use only The details on this application have been checked against the original documentation and verified correct
	ii	<input type="checkbox"/> An official letter or document from a Government Agency AND <input type="checkbox"/> Full birth, adoption or naturalisation certificate	
b. EU Nationals	<input type="checkbox"/> Current passport		
c. All other applicants	<input type="checkbox"/> Current passport		CSC Advisor
	AND <input type="checkbox"/> Residence permit confirming an entitlement to work in the UK		

3. Have you resided abroad for more than six months?		For official use only
Yes <input type="checkbox"/>	Complete below	No <input type="checkbox"/>
List each country resided in for more than 6 months, and confirm that evidence of a criminal record check has been provided for each.		The details on this application have been checked against the original documentation and verified correct
Country: _____ <input type="checkbox"/> Criminal record check <input type="checkbox"/> Dated within past 6 months <input type="checkbox"/> Verified by the relevant UK based Embassy or High Commission		
Country: _____ <input type="checkbox"/> Criminal record check <input type="checkbox"/> Dated within past 6 months <input type="checkbox"/> Verified by the relevant UK based Embassy or High Commission		CSC Advisor

Additional Information:

4. Tax conditionality

See HMRC Guidance at:

<https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence> (For first-time applicants and those who have not held a similar licence since more than one year ago); and at:

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> (For renewals, and those holding a previous licence within the last year)

For all applications made on and after 2 October 2023, all licensing authorities now require to follow new procedures for metal dealer’s licence applications (including itinerant metal dealers) relating to the applicant’s registration status for tax. Please answer the questions below:

4(a) Are you applying for a metal dealer’s licence for the first time?

Yes Please go to Question 4(e)

No Please continue to Question 4(b)

4(b) Have you held a metal dealer’s licence previously?

Yes No

If Yes, has any previous licence now expired

Yes No

If Yes, please provide the expiry date _____

4(c) Do you hold a metal dealer’s licence in another local authority area?

Yes No

If Yes, please specify the local authorities

4(d) For applicants that currently hold or have previously (within the last 12 months) held a metal dealer's licence in Renfrewshire or who hold a metal dealer's licence in any other local authority	
<p>If you are not applying for a metal dealer's licence for the first time and any previous metal dealer's licence held by you expired within the year prior to the date of your application, and/or you hold a metal dealer's licence in another local authority area, you require to provide a share code to allow the Council to complete a check on your tax registration status. The Council cannot decide your licence application unless you provide us with a tax check share code issued within the last 120 days.</p> <p>If the above applies and you therefore require to provide a tax check share code, please provide the following information:</p>	For official use only
4(d)(i) If you are an individual please complete the box below	
<p>The full name and date of birth of the person to be checked for tax registration status*</p> <p>Name:</p> <p>Date of Birth:</p> <p>Please confirm that you have read the Complete Tax Check guidance at https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence and are aware of the requirements regarding your tax obligations:</p> <p>Please tick. <input type="checkbox"/></p>	
4(d)(ii) If you are a company please complete the box below	
<p>The full name of the company to be checked for tax registration status*</p> <p>Company Name:</p> <p>Company registration number:</p> <p>Please confirm that you have read the Complete Tax Check guidance at https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence and are aware of the requirements regarding your tax obligations:</p> <p>Please tick. <input type="checkbox"/></p>	
For all applicants:	
<p>Please provide Share Code confirming tax registration status -issued within the last 120 days. If this application is by a company the Share Code should be for the Company's Tax Registration status.</p> <p>Note: the share code is a 9-digit code e.g. '266 RLR TK6'. It will not include the letters I, O, S, U, V, W, or the numbers 0, 1, 5</p> <p>_____</p>	
<p>*NOTE - If this application is for a partnership, you will require to provide the above details for all partners in the business.</p> <p>Please provide this information on a separate sheet as necessary.</p>	

4(e) For applicants that are applying for a metal dealer's licence for the first time or who have not held a metal dealer's licence in any local authority for more than 12 months

Note: If you are applying for a licence for the first time, do not hold a licence elsewhere and have not held any previous similar licence within the last year, you will not require to provide a Share Code at this time. If this applies to you, please tick to confirm that you have read the guidance at:

<https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence> and are aware of your requirements regarding your tax obligations.

I confirm I have read the guidelines at the above link and am aware of my tax responsibilities.

Note: When you renew your licence in future years, you will require to complete a check to confirm your tax registration status. Your licence will not be able to be renewed unless this check is completed. You should make yourself familiar with the HMRC guidance about tax registration obligations at the following three links:

- (a) [gov.uk/register-for-self-assessment](https://www.gov.uk/register-for-self-assessment)
- (b) [gov.uk/corporation-tax](https://www.gov.uk/corporation-tax)
- (c) [gov.uk/income-tax/how-you-pay-income-tax](https://www.gov.uk/income-tax/how-you-pay-income-tax)

5. Are you applying to renew an existing Renfrewshire Council Metal Dealer Licence?

Yes Licence Number : MD-_____ No

6. Has any party named in Question 1(a) or 1(b) above previously held or currently hold a Metal Dealer licence?

Yes No

If **Yes**, which authority granted the licence?

When was it granted?

When does it expire?

7. Has any party named in Question 1(a) or 1(b) above ever applied for and been refused a Metal Dealer Licence or had such licence suspended?

Yes No

If **Yes**, which authority refused the licence?

When was it refused/suspended?

8. Address of premises where metals will be stored until the expiry of 48 hours after its acquisition

Name of Premises (if applicable):

Address:

Postcode:

9. State the metals in which you propose to trade as a Metal Dealer

Ferrous

Non-Ferrous

Both

10. Are the metals to be disposed of in the same condition in which they are received?

Yes

No

11. State the nature of and the place at which any process is to be carried out in relation to metal received.

12. State the days of the week and the hours you propose to trade.

Days	Hours
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	
Sunday:	

13. Are you the owner of the premises?	
Yes <input type="checkbox"/> Go to Question 15	No <input type="checkbox"/> Go to Question 14

14. Details of letter of consent from the Premises Owner (Note: A copy of letter of consent will require to be submitted with your application)		
Full Name of Premises Owner:	For official use only The details on this application have been checked against the original documentation and verified correct.	
Address:		
Postcode:		
Email Address:		
Home Phone Number:		Business/Mobile Number:
Does the letter state consent given to the applicant to occupy the premises? Yes <input type="checkbox"/> No <input type="checkbox"/>		
How long is the applicant allowed to occupy the premises? (This should be the same as what is on your consent letter)		CSC Advisor
Details of any conditions/restrictions to occupying the premises? (If none, please write NONE)		

15. Are the premises situated within tenemental property?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

16. Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named at Question 1a or 1b above been convicted of any crime or offence. NOTE - All unspent crimes and offences must be declared. <i>If you have no convictions, please write "NONE".</i>				
Name of Person	Date of Conviction	Court of Conviction	Offence	Sentence/Disposal

Statutory Notice

***Delete (A) or (B) as appropriate. Where declaration (A) is made there must be produced in due course a Certificate of Compliance with Paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.**

***(A)** I / We declare that I / We shall, for a period of 21 days commencing with the date hereof, display at or near the premises so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982.

OR

***(B)** I / We declare that I / We are unable to display a notice of this application at or near premises because I / We have no rights of access of other rights enabling me/us to do so, but I / We have taken the following steps to acquire the necessary rights, namely:-
(Please specify the steps taken)

but have been unable to acquire those rights.

Data Protection

The information you have given will be used for the purposes of consulting on and determining your application for the above licence. The council may check your details with other information held and may share these with other Council departments, the police and fire authorities, HM Revenue and Customs, UK Borders Agency, the statutory consultees and other public bodies for the above purposes and in order to check the accuracy of the information, to prevent or detect fraud or crime or to protect public funds.

Any person who, in connection with the making of this application, makes any statement, which knows to be false or recklessly makes any statement which is false in a material particular, shall be guilty of an offence and liable on summary conviction, to a fine not exceeding level 4 on the standard scale.

The information you provide on your application form will also be publicly available on a statutory Public Register that has to be kept by the Council and made available for any member of the public to view. This may include your name and address, as well as other details relating to your licence. You should also be aware that this information may be more widely published on the internet in relation to licensing committee meetings within minutes and agendas relating to your licence application, changes to your licence and hearings in relation to your licence.

In applying for a licence you agree for your information to be held and processed for the purpose(s) and in the way detailed above.

Please note that Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

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

Signature	Date
Print Signature	

<p><u>For CSC official use only:</u></p> <p>The details on this application form have been checked against the original documentation required and verified as correct on the date this application was accepted at the Customer Service Centre.</p> <p>Signed: _____ Date: _____</p> <p>CSC Advisor</p>
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Complete applications should be emailed in to the Customer Service Team for verification in the first instance at:

customerservice.licensing@renfrewshire.gov.uk

<p><u>For Official Use Only</u></p> <p>GRANTED UNDER DELEGATED POWERS</p> <p>_____</p> <p>HEAD OF CORPORATE GOVERNANCE DATE</p>	
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METAL DEALER'S CONDITIONS

1. The Dealer shall be permitted to trade in **Click here to type Text** metals during the hours of **Click here to type Text** to **Click here to type Text** from **Click here to type Text** to **Click here to type Text** inclusive.
2. This licence is granted under the Authority of Renfrewshire Council and is conditional on the Dealer complying with the Civic Government (Scotland) Act, 1982 and also with any conditions imposed by the Renfrewshire Council.

Display Notice for applications under the Civic Government (Scotland) Act 1982

New Grant	
Renewal	

Type of Licence applied for:			
Applicant Name and address:	Name		
	Town		Postcode
Address of Premises to be licensed:			
	Town		Postcode
Proposed Days & Times you will be operating:			
Nature of Business: <i>(please describe the details of the licensable activities you will be carrying out or the goods you are selling)</i>			
Name and address of Day to day manager or agent	Name		
	Town		Postcode
Date application lodged	/ /		
Last date for representations/objections <small>(28 days after the application was accepted as lodged)</small>	/ /		

Representations / objections should be sent to: licensingadmin.cs@renfrewshire.gov.uk or by post to:
Renfrewshire Council, Licensing Section, Renfrewshire House, Cotton Street, Paisley, PA1 1TT

Important - Please see additional information below in relation to the format for representations or objections for the public and information for the applicant regarding this notice

Representations/Objections

Representations/objections about the application may be made by any member of the public.

Representations / objections must:

- be in writing
- specify the grounds of the objection, or as the case may be, the nature of the representation
- set out the name and address of the person making it
- must be signed (including electronically) by the person, or on their behalf; and
- be made within 28 days of the application

Copies of any representations or objections will be given to the applicant.

If a representation or objection is made to the Licensing Authority after this date but before a final decision is taken on the application, then the Licensing Authority may consider the late representation or objection if it is satisfied that there is sufficient reason for the representation or objection to have been made after the deadline.

Representations / objections should be sent to: licensingadmin.cs@renfrewshire.gov.uk or by post to: Renfrewshire Council, Licensing Section, Renfrewshire House, Cotton Street, Paisley, PA1 1TT

Display information for applicant

- Both pages of this notice MUST be clearly displayed
- This notice must be displayed on or near the premises to be licensed in a position where it can be easily read by the public.
- This notice must be displayed for a period of 21 days from the date the application was lodged with the Licensing Authority.
- The last date for representations/objections is 28 days from the date the application was lodged. This date must be marked in the relevant box on Page 1 of this Notice.
- After the notice has been displayed for 21 days, a certificate of compliance must be completed and the notice displayed at the premises both returned to the Licensing Authority at the address above. Alternatively confirmation of display can be submitted in writing and signed, together with full applicant and premises details.

Certificate of Compliance

Confirmation of display of public notice

Civic Government (Scotland) Act 1982

Confirmation of display of notice

This section must be completed by the applicant and the whole notice returned to the Licensing Authority at the end of the 21-day display period.

Your confirmation should be sent to:

licensingadmin.cs@renfrewshire.gov.uk or by post to:

Renfrewshire Council
Licensing Section
Renfrewshire House
Cotton Street
Paisley

Alternatively, please provide confirmation of display in writing with signature, along with full applicant and property details.

*Where the said Notice was removed, obscured or defaced during the abovementioned period, I took reasonable steps for its protection and replacement as follows:- (give details and circumstances below)

I (Full name of applicant)			
Applicant for a (insert type of licence)			
Certify that the notice of application has been displayed as prescribed above for a period of not less than 21 days from _____ ending on _____			
Applicant's signature		Date	