

## **Scrap Metal Dealers Act 2013**

### **Renewal of a Scrap Metal Dealers Licence**

Any business involved in buying or selling scrap metal must hold a scrap metal dealer's licence issued by their local authority. There is a charge for this licence and it is valid for 3 years.

#### **Types of scrap metal licence:**

- A site licence
- A collector's licence

You need a site licence if you operate a site that is involved wholly or partly in the business of buying and selling scrap metal or in the business of motor salvage. A site licence also permits you to transport metal to and from the site from any local authority area.

You need a collector's licence if you are a mobile scrap metal collector that does not have a permanent site and, for example, goes door to door. The collector's licence allows you to collect scrap only within the authority area where it was issued. You will need to apply for collector's licences from separate authorities should you wish to operate in more than one District.

#### **Renewals Process:**

If you hold a Scrap Metal Dealers Licence, issued by Stroud District Council, you must apply to the Licensing Section to renew, before your current licence expires.

Your renewal will include the following:

- **Renewal Application Form**
- **Basic Criminal Record Disclosure**

A basic criminal record disclosure is required for:

- the applicant,
- all directors and partners (if a company),
- any secretaries or shadow secretaries (if a company),
- any site managers (if relevant)

The disclosure must be not more than three months old from the date when you submit the scrap metal licence application. You can apply for a basic disclosure through Disclosure and Barring Service. You can apply online at <https://www.gov.uk/request-copy-criminal-record> or you can apply by post by ringing 03000 200 190 and ask them to send you the forms. The disclosure costs £25 and will take up to 14 days. You will need documents that prove your address like a utility bill and your passport, driving licence or birth certificate to prove your name and date of birth, in order to make your application.

- **Renewal Fee**

Stroud District Council fees are as follows:

- Renewal Site Licence - £204
- Renewal Collectors Licence - £148

- **Passport Size Photograph – (for a Scrap Metal Collector Only)**

You can find information about Scrap Metal Dealer Licences on the Stroud District Council website: <http://www.stroud.gov.uk/business/licensing-permits/scrap-metal-licences> or by contacting the Licensing Section on 01453 754440 or email us at [licensing@stroud.gov.uk](mailto:licensing@stroud.gov.uk)