



## 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 £18 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**

Please see our scrap metal fees webpage on our website [www.stroud.gov.uk](http://www.stroud.gov.uk) for all licence fees.

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

- **Tax Conditionality Check**

You are now required to complete a tax check as part of your renewal. The tax check confirms that you are registered for tax. You will need a Government Gateway login and password for this. You must complete the check online here: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> . After you complete the online tax check, you'll be given a 9-character code. This is your tax check code; you must give this code to the Licensing team as part of your licence renewal. **We cannot process your renewal application without this code.**

For more information about the checks please visit:

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> . There is a HMRC helpline if you have issues completing the tax check or need any further help. Please call 0300 200 3300 for individuals or 0300 200 3410 for companies. You can also use this helpline if you do not have access to the internet and HMRC will help you complete the tax check.

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>

If you have any queries, please contact the Licensing Section on 01453 766321 or email us at [licensing@stroud.gov.uk](mailto:licensing@stroud.gov.uk)