



Licensing Team (Mid Suffolk)

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SCRAP METAL DEALERS ACT 2013

WHAT YOU NEED TO PROVIDE WITH YOUR LICENCE APPLICATION

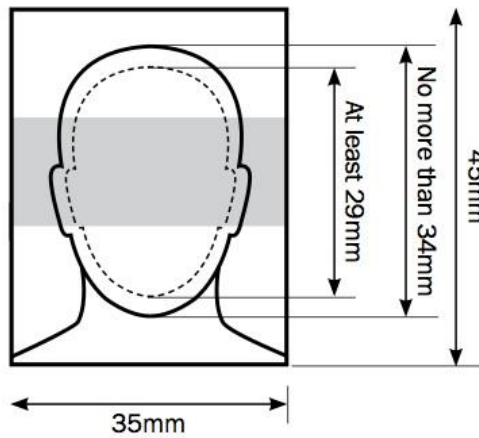
The following documents need to be given to the Licensing Team with your fully completed application form for either a scrap metal **site** licence or **collector's** licence. Failure to provide a complete and correct licence application will delay/invalidate it.

1. **Basic DBS Certificate** (criminal records check) (original) for each applicant, partner, director, shadow director, secretary and site manager connected with the application. You will need to obtain this directly from **Disclosure & Barring Service**
<https://www.gov.uk/request-copy-criminal-record> ☎ Tel: 0300 0200 190.
Normally you will receive this within 14 days of an application and the fee is £25 per disclosure). If you have obtained a basic check within three months of your application you may produce it without obtaining a new one.

2. **ONE** of the following forms of identity document (original). We will return your document to you once we have verified your identity:
 - a valid United Kingdom passport;
 - a valid passport issued by an EEA state;
 - a valid Great Britain or Northern Ireland photo-card driving licence; or
 - a valid UK biometric immigration document.

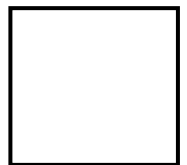
3. **ONE** of the following forms of residential address verification (original). We will return your document to you once we have verified your residential (home) address (please note the document you provide from the list below **must not** have an issue date more than **3 months old** prior to the date on which your application is received by the Council):
 - a bank or building society statement;
 - a credit or debit card statement;
 - a council tax demand letter or statement; or
 - a utility bill, but not a mobile telephone bill.

4. Passport sized / style full face colour photographs (x2) of the **site manager** (for a site licence) or the **mobile collector** (for a collector's licence).



x 2

5. **Correct fee.** Payment must be by cheque payable to 'Mid Suffolk District Council'. Contact the Licensing Team to pay by debit or credit card. We are unable to take cash payments for a licence. Licences last for three years (unless surrendered or revoked).



Scrap Metal Dealers Act 2013: Licence fees payable		
Type	Amount due	
Site (3 year)	£684	Does NOT include the Basic DBS fees payable separately to Disclosure & Barring Service
Collector's (3 year)	£422	
Variation fee	£152	
Change of site manager (only, not holder)	£ 79	
Replace lost/stolen or minor alteration (e.g. name change)	£ 45	

To give a false statement is an offence under Schedule 1(5) of the Scrap Metal Dealers Act 2013 and carries a fine not exceeding level 3 on the standard scale. Licence refusal or revocation action may also be considered.

PLEASE NOTE that unfortunately the Licensing Team is unable to see any person without a prior appointment having been made and cannot offer a document copying service. Send or deposit your documents in a sealed envelope addressed to the Licensing Team (address at the top of this guidance sheet). Please refer to www.midsuffolk.gov.uk for all general enquiries and links to further information.