

Application for the Grant or Renewal of a Metal Dealer's Licence

Orkney Islands Council

Civic Government (Scotland) Act 1982

Please read the attached guidance notes before completing this form. Answer Question 1 or 2 and **all** other questions, continuing on separate sheet(s) if necessary. All addresses provided must include post codes.

1. To be completed if applicant is a person (not a company or other business entity).			
1.1. Full name (Block capitals).	Surname.	Forename(s).	
1.2. Home address including post code.			
1.3. Telephone numbers (landlines for home and business; and mobile).			
1.4. Email address.			
1.5. Age, date and place of birth.	Age.	Date of Birth.	Place of Birth.
1.6. Renewals Only: 9-character Tax Check Code obtained from HMRC within the last 120 days for the applicant named at Question 1.1 above (see Note I at the end of this form):			
1.7. Is applicant to carry out day-to-day management of the metal dealing business? If not, provide full name, address and date and place of birth of any employee or agent so engaged, together with their telephone numbers (landlines for home and business; and mobile) and email address of employee or agent so engaged. Continue on separate sheet if necessary.	Yes / No (delete as appropriate).		
1.8. Renewals Only: 9-character Tax Check Code obtained from HMRC within the last 120 days for the employee or agent who will manage the business as declared at Question 1.7 above (see Note I at the end of this form):			

<p>1.9. Is applicant self- employed? If not, provide: Name, private address and date and place of birth of person employing you to act as an itinerant metal dealer, together with their telephone numbers (landlines for home and business; and mobile) and email address. Names and private addresses and dates and places of birth of directors, partners or other persons responsible for management of business employing you to act as an itinerant metal dealer, together with their telephone numbers (landlines for home and business; and mobile) and email addresses. Continue on separate sheet(s) if necessary.</p>	<p>Yes / No (delete as appropriate).</p>	
<p>1.10. Renewals Only: 9-character Tax Check Codes obtained from HMRC within the last 120 days for all persons, directors or partners responsible for the management of the business employing you to act as an itinerant metal dealer as declared at Question 1.9 above (see Note I at the end of this form):</p>	<p>Name:</p>	<p>Tax Check Code:</p>
<p>2. To be completed if applicant is a company or other business entity.</p>		
<p>2.1. Full name of business (Block capitals).</p>		
<p>2.2. Address of principal or registered office of business including post code.</p>		
<p>2.3. Telephone numbers for business (landline and mobile).</p>		
<p>2.4. Email address for business.</p>		
<p>2.5. Names, private addresses and dates and places of birth of directors, partners or other persons responsible for management of business, together with their telephone numbers (landlines for home and business; and mobile) and email addresses. Continue on separate sheet(s) if necessary.</p>		

<p>2.6. Full name, address and date and place of birth of employee or agent to carry on day-to-day management of the metal dealing business, together with their telephone numbers (landlines for home and business; and mobile) and email address.</p>		
<p>2.7. Renewals Only: 9-character Tax Check Codes obtained from HMRC within the last 120 days for all directors, partners or other persons responsible for the management of the business as declared at Questions 2.5 and 2.6 above (see Note I at the end of this form):</p>	Name:	Tax Check Code:
<p>3. To clarify whether the activity will be operated for the benefit of a person or business other than the applicant.</p>		
<p>3.1. Will the activity be operated for the benefit of a person or business other than the applicant? If Yes, another person will benefit, provide the full name, address and date and place of birth of that person, together with their telephone numbers (landline and mobile) and email address. If Yes, another business will benefit, provide names, private addresses and dates and places of birth of directors, partners or other persons responsible for management of the other business, together with their telephone numbers (landlines for home and business; and mobile) and email addresses. Continue on separate sheet(s) if necessary.</p>	<p>Yes / No (delete as appropriate).</p>	
<p>3.2. Renewals Only: 9-character Tax Check Codes obtained from HMRC within the last 120 days for all persons, directors or partners responsible for the management of the other business as declared at Question 3.1 above (see Note I at the end of this form)</p>	Name:	Tax Check Code:
<p>4. State the address of the premises in or from which metal dealing is to be carried on, including post code. Provide a plan, no larger than A3, showing details of the layout of the premises or site and the location.</p>		

<p>5. State the address of any metal store (this means a place where metal is received or kept in the course of a metal dealer's business), including post code. Provide a plan, no larger than A3, showing details of the layout of the metal store or site and the location.</p>				
<p>6. State the metals in which you propose to deal.</p>				
<p>7. State the days and hours during which you propose to act as a metal dealer.</p>				
<p>8. Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named in this application form ever been convicted of any crime or offence? (Continue on separate sheet(s) if necessary). Please read the guidance notes accompanying this form before completing this section. Regardless of whether the application is for a new licence or to renew a current licence, this question must be answered. If any party, including any company or other business entity, named on this application form is stating that they have no convictions to declare, the names of the company or other business entity, as well as all individuals, must be printed below, followed by the answer "None". All names must be accounted for. The question cannot be left blank in relation to any party.</p>				
<p>Name.</p>	<p>Date.</p>	<p>Court.</p>	<p>Offence.</p>	<p>Sentence.</p>

9.1. What type of licence are you applying for? (Tick the relevant box next to your choice.)	Metal Dealer Grant.	
	Metal Dealer Renewal.	
9.2. What length of licence are you applying for? (Tick the relevant box next to your choice.)	One year.	
	Three years.	
10.1. Have any parties named on this application form held or currently hold a metal dealer's or itinerant metal dealer's licence? If Yes, provide name(s) and specify whether metal dealer or itinerant metal dealer.	Yes / No (delete as appropriate).	
10.2. When was the licence granted?		
10.3. When did / does it expire?		
10.4. Which Authority granted the licence?		
11.1. Have any parties named on this application form ever applied for and been refused a metal dealer's or itinerant metal dealer's licence? If Yes, provide name(s) and specify whether metal dealer or itinerant metal dealer.	Yes / No (delete as appropriate).	
11.2. When was the licence refused?		
11.3. Which Authority refused the licence?		
12. Checklist		
I/We confirm that I/We have enclosed the following (circle Yes or No as appropriate):		
• The relevant application fee as published as a Related Download at https://www.orkney.gov.uk/Service-Directory/L/Licences_2.htm .	Yes / No.	
• A plan of the premises, no larger than A3, showing details of the layout of the premises or site and the location (refer to question 4 above and the accompanying Guidance).	Yes / No.	
• A plan, no larger than A3, showing details of the layout of any metal store or site and the location (refer to question 5 above and the accompanying Guidance).	Yes / No.	

Declarations by Applicant:

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 the premises because I/We have no rights of access or other rights enabling me/us to do so, but I/We have taken the following steps to acquire the necessary rights, namely: (specify steps taken) but have been unable to acquire those rights.

Delete (A) or (B) as appropriate. Where declaration (A) is made, there must be produced as soon as possible after the 21 days a Certificate that the Applicant has displayed the Notice.

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

D. I/We confirm that I/we have read the accompanying Guidance.

E. I/We understand that the Authority is required to collect the information supplied by me/us as detailed in this form in terms of legislation to enable it to make decisions on applications.

F. I/We understand that the information supplied by me/us as detailed in this form may be held and used by the Authority for the purpose of Licensing and that information may be disclosed to Police Scotland and other relevant parties for vetting and background enquiries whilst processing and determining the application.

G. I/We understand that the Authority is under a duty to protect the public funds it administers and to this end may use the information I/we have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

H. I/we confirm that if I am / we are applicant(s) for a metal dealer's licence:

- for the first time or
- my/our previous metal dealer's licence has not been valid for a year or more,

I am / we are aware:

- that Schedule 23 to the Finance Act 2011 (Data Gathering Powers) and Schedule 36 to the 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. AND
- of the content of HMRC guidance relating to my / our tax registration obligations.

I. I/we understand that “Renewals” for the purposes of the HMRC Tax Check Code means applicants for a metal dealer’s licence:

- who currently hold a valid metal dealer’s licence;
- who previously held a metal dealer’s licence, that ceased to be valid less than a year ago; or
- who hold a metal dealer’s licence with another licensing authority.

J. I/we understand that applicants for a metal dealer’s licence who previously held a metal dealer’s licence, that ceased to be valid less than a year ago, but longer than 28 days ago, will provide HMRC Tax Check Codes at sections 1.6, 1.8, 1.10, 2.7 and 3.2 of this form, as appropriate, and will answer “Grant” at section 9.1 of this form.

Signature of Applicant (one person, where Question 1 of the form has been completed).	
Date:	
Signature of any Day to Day Manager named at Question 1.6 on the form.	
Date:	
If the applicant is a company or other business entity, all directors, partners or other persons responsible for the management of the business, as named at Question 2 on the form, must sign as below. Continue on a separate sheet if necessary.	
Name and Position of Person 1.	
Signature:	
Date:	
Name and Position of Person 2.	
Signature:	
Date:	
Name and Position of Person 3.	
Signature:	
Date:	

Any person who in, or in connection with the making of, this application makes any statement which they know 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.

Convictions / read on next page.

Convictions must be declared, subject to the Rehabilitation of Offenders Act 1974. This legislation is available at www.legislation.gov.uk. If you are in any doubt as to whether you require to declare convictions, you must obtain independent legal advice. If you wish to declare that you have no convictions, you must write "None" at question 8 above. You cannot leave the question blank. With reference to the above paragraph, remember that if you do not declare something which you should have declared, you may be prosecuted for failure to declare and this will affect the processing time and procedure for your application.

To be lodged with the Licensing Team, Legal and Governance, Strategy, Performance and Business Solutions, Orkney Islands Council, Council Offices, Kirkwall, KW15 1NY, together with the appropriate fee and documentation.

Form Version: September 2016.

Updated: 2018-05-25.

Updated: 2023-10-02 Sections 1.6, 1.8, 1.10, 2.7 and 3.2 and Declarations D, H, I and J.

For Official Use.	
Date Received.	
Fee Paid £.	
Expiring.	