

**APPLICATION FORM FOR RENEWAL
OF MOTOR SALVAGE OPERATOR/
SCRAP METAL DEALER**



**The Motor Salvage Operator Regulations 2002
Scrap Metal Dealers Act 1964**

Type of licence being renewed: (Please tick relevant box)			
Motor Salvage Operator	<input type="checkbox"/>	Scrap Metal Dealer	<input type="checkbox"/>
		Both	<input type="checkbox"/>
Current Licence Number:	LN/		

Surname		Mr/ Mrs/ Miss (Please delete as applicable)	
First Names (in full)			
Full Address			
Telephone Number		Mobile Number	
Date of Birth			
Full Name and Postal Address of Business			

Is the business owned by a corporate body or partnership?	YES/*NO
If YES to the above please give Names, Addresses and Date of Birth of all directors and partners	

*Please delete as applicable

GUIDANCE NOTES

It is an offence, subject to a fine, to trade as a motor salvage operator without being registered.

The Motor Salvage Operator Registration is valid for a period of 3 years.
After 3 years a newly completed application form will need to be submitted to the Local Authority two months prior to the expiry date of the current registration.

You must notify the Local Authorities if you have any unspent convictions for any of the following:

- (a) Refused an application of this kind before, by whom and why.
- (b) If you have any unspent convictions under Part I of the Vehicles (crime) Act 2001.
- (c) Theft or attempted theft of or from a motor vehicle, contrary to Section 1 of the Theft Act 1968.
- (d) Taking a motor vehicle without consent, contrary to Section 12 of the Theft Act 1968.
- (e) Aggravated vehicle taking, contrary to Section 12A of the Theft Act 1968.
- (f) Handling stolen goods contrary to Section 22 of the Theft Act 1968.
- (g) Going equipped to steal or take a motor vehicle contrary to Section 25 of the Theft Act 1968.
- (h) Interference with a motor vehicle contrary to Section 9 of the Criminal Attempts Act 1981.
- (i) Tampering with a motor vehicle contrary to Section 25 of the Road Traffic Act 1988.
- (j) Details of any undischarged bankruptcy.

Failure to comply with the above statements or to submit a false or misleading statement will be liable on summary conviction to a fine.

The application will be submitted to the police for comment prior to registration.

The local authority may refuse to consider an application or renewal if the applicant is considered as not being a 'fit and proper' person to carry on the business of a Motor Salvage Operator, either at the time of application or for the duration of the 3 year period.

If an application or renewal is refused, the applicant may make representations against the decision either orally or in writing.

If the representations are not successful, the applicant may, if they wish, appeal through the Magistrates Court.

It is the responsibility of the Motor Salvage Operator to notify the Local Authorities of any changes that may affect the information on the application.

This information must be submitted within 28 days of the changes occurring.

It is the responsibility of the Motor Salvage Operator to notify the Local Authorities if the business has ceased to operate.

This information must be submitted within 28 days of the cease of the business.

The local authority may, having made a registration, cancel at any time if they are satisfied that the person registered is no longer a 'fit and proper' person to carry on a business as a Motor Salvage Operator.

Fees for licences 2008/2009

Type of Licence	£
Motor Salvage Operator	84.00
Scrap Metal Dealer	84.00
Combined Licence	84.00

Payment Information

Payment can be made in the following ways:

By Cash or Cheque (made payable to Bracknell Forest Borough Council) at Time Square.
Please allow 28 days for the cheque to clear.

By Credit or Debit card at Time Square or over the phone on 01344 352000.

Please tick to confirm you have enclosed the following with your application:

	A receipt showing payment of the fee (non-refundable) or a cheque made payable to Bracknell Forest Borough Council.
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The completed form, fees and any enclosures should be handed into the Environment, Culture and Communities Department reception, Time Square, Market Street, Bracknell, RG12 9QP.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked.

Information provided on application forms will only be disclosed to other agencies, for example Police, where there is a legal requirement to do so, for the investigation of an offence.

PLEASE NOTE: This application form is open to inspection by the public.

Declaration:

I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions place on the licence should it be granted.

Signature Print Name

Date signed