

Ian Saxon
Assistant Executive Director

Environmental Services

Council Offices
Room 3.73
Wellington Road
Ashton-Under-Lyne
OL6 6DL

Phone No 0161-342 4262
Fax 0161-342-4151

www.tameside.gov.uk

email: licensing@tameside.gov.uk
Doc Ref
Ask for
Date

Dear Sir/Madam,

Scrap Metal Dealers Act 2013

I enclose a copy of the application pack to enable you to apply for a 'Site' or 'Collectors' Licence under the Scrap Metal Dealers Act 2013.

Please ensure you read the guidance notes at the back of the application form prior to completing the application. The following fees apply;

- New application – Site Licence - £895 (valid for 3 years)
- New application – Collectors Licence - £365 (valid for 3 years)

You are only permitted to apply for one of the above licences per Local Authority.

As part of the application process, you are required to enclose with your application a 'Basic Criminal Disclosure Certificate' which can be obtained by contacting Disclosure Scotland on telephone number 0870-6096006 or via the website at <http://www.disclosurescotland.co.uk> Applications for a Basic Disclosure can be made and paid for online. The current fee for the Disclosure is £25.

If you are applying as a Foreign National you must complete the form attached titled 'Consent for Criminal Record Check – Foreign Nationals'.

You should submit your application to the Licensing Office (Desk 8, Ground Floor Reception, Council Offices (Room 3.73), Wellington Road, A-u-L) which is open the following hours:

Monday	9.00am – 4.30pm
Tuesday	9.00am – 4.30pm
Wednesday	9.00am – 1.00pm
Thursday	9.00am – 4.00pm
Friday	9.00am – 3.30pm

Before submitting your application, please ensure you have included all the necessary enclosures. A checklist is provided at the end of the application form (under Section 9 – Declaration).

Once your completed application has been received, a 28 day consultation regarding your application will commence before the decision to grant a licence is made.

Whilst the Licensing section can provide general advice to applicants we regret we are unable to provide detailed assistance in the completion of your application forms.

Yours faithfully,

Licensing