

## **APPLYING FOR AN ITINERANT METAL DEALER/METAL DEALER LICENCE**

### **Do I need a licence to be an itinerant metal dealer?**

Yes, travelling Metal Dealers require a licence and can trade anywhere in Scotland.

Itinerant Metal dealers are required to keep specific receipts and invoices.

### **Do I need a licence to be a metal dealer?**

Yes. A licence is required for carrying on business as a scrap merchant.

In terms of the Act a person carries on business as a metal dealer if he carries on a business which consists wholly or partly of buying and selling for scrap old, broken, worn out, defaced or partly manufactured articles made wholly or partly of metal (whether the metal sold is in the form in which it was bought or otherwise).

Metal dealers are required to hold licences, keep records in a specified form and to retain metal acquired for certain specified periods.

### **Do I need more than one licence if I am also a metal dealer and second-hand dealer?**

Yes, a separate licence is required for each activity.

### **Why do I need a licence?**

The licensing system is there to ensure public safety. Every person who applies for a licence is assessed to see if they are “fit and proper” to have a licence.

### **Who can apply?**

Any person, company or partnership can apply.

### **Is there an age limit?**

No.

### **How do I apply?**

An application form must be completed. Please complete the form fully. The application form must be accompanied by the fee.

You can send us your completed application, apply on line at [www.pkc.gov.uk](http://www.pkc.gov.uk) or deliver it to Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

### **Will I require any other permission or consent?**

**For fixed location premises** - It is in your interest, to check with The Environment Service – Planning, Pullar House, 35 Kinnoull Street, Perth PH1 to ensure that you have the necessary planning consent and if not to make the appropriate planning application.

### **When do I apply for a renewal of my licence?**

An application form must be completed and submitted before the expiry of your current licence.

### **How long does a licence last?**

A licence can be for either 1 year or 3 years.

### **Do I need to display a site notice?**

**For fixed location premises** - Yes, a site notice must be displayed at the premises or site for a continuous period of 21 days, in a position where it can be easily read, from the date of submission of your application. Once the 21 day period has lapsed, you must complete the Compliance Notice and return this to the Licensing Department.

### **How much does it cost?**

The application fee payable depends on the length of licence that you want. A one year licence **for Intinerant is** £133 and a three year licence is £202. The fee for a one year **Metal Dealer is** £228 and a three year licence is £303. Please note that fees change annually.

### **How can I pay?**

Online on submission of your application or alternatively Perth & Kinross Council accept cards, cash and cheque payments. Cheques should be made payable to Perth and Kinross Council. Card payments can be made over the phone (01738 475180 between 9am and 1pm weekdays) or in person at Pullar House. Cash payments can be made Pullar House by appointment. Please phone 01738 475000 to make an appointment. Please do not send cash in the post.

### **How long does it take for me to get a licence?**

By law we have 6 months to deal with an application. However, we aim to deal with applications in around **6 weeks**. We cannot start to process your application until we have everything we need from you. Please use the checklist on the application form to make sure you have sent in all items requested.

If we receive objections, representations or information about you from Police Scotland and The Environment Service (Trading Standards), then it will take longer to deal with your application.

### **I have applied for a licence – what happens now?**

Your application is entered into our database. We then send your information to Police Scotland and The Environment Service (Trading Standards). We allow them 28 days to consider your application.

You will get an acknowledgement letter which will explain the next part of the process.

### **Why do you send my application to Police Scotland?**

Everyone who applies for a licence is assessed to make sure they are suitable to hold a licence. Part of that assessment involves looking at whether you have criminal convictions or whether Police Scotland hold other information about you which might suggest that you are not suitable. This is an important safeguard in protecting the public as many licence holders are in positions of trust or in jobs where public safety is very important.

### **What happens once we have all of the information we need?**

Once we have received responses and your compliance notice, the Licensing Department will then consider your application. If there are objections, representations or other information which means that licensing staff do not feel able to grant your licence, then your application will be sent to the Licensing Committee. There is more information about this process below.

### **What is the Licensing Committee and why would I need to attend?**

The Licensing Committee is made up of Councillors. You will be invited to attend the Licensing Committee if your application cannot be dealt with by staff within the Licensing Department. This is usually due to an objection or representation being received from the police.

The Committee meets every 6 weeks. We have a separate leaflet regarding attendance at the Committee which you should read if you are asked to attend.

### **Can the Council attach conditions to an itinerant metal dealer/Metal Dealer's licence?**

Yes. The Council may impose any conditions on the grant of a licence which they consider reasonable and if a licence is granted, you will be notified of the conditions which must be observed at all times. You are entitled to seek variation of any of the conditions once a licence has been granted.

### **Why would a licence be refused?**

The law allows us to refuse your application in certain circumstances. A decision to refuse a licence will only be made by the Licensing Committee, not the Licensing Department.

The most common reason for refusing to grant a licence is that the person is considered to be not suitable, or "fit and proper" to have a licence.

### **Do I receive a full refund if I am refused a licence?**

No as your licence has been fully processed. However, if you applied for a 3 years licence you will be refunded the difference between a 1 year and 3 year licence.

### **If I am not from the UK can I still get a licence?**

Yes. However, if you have not lived in the UK for at least 10 years you will need to get a Certificate of Good Conduct or Criminal Record Certificate from your country of origin. This is so we can make sure we have the same information about your criminal history as we have for people who have lived in the UK for 10 years. You should contact your Embassy or Consulate to find out how to do this. If the information you get is not produced in English you will need to arrange for it to be

translated. You will have to meet the cost of getting this information, along with the cost of any translation.

**Who should I contact if I have any further queries relating to Itinerant Metal Dealer/Metal Dealer licences?**

Telephone (01738) 475180 between 9am and 1pm weekdays or e-mail [civclicensing@pkc.gov.uk](mailto:civclicensing@pkc.gov.uk)

**Where should I send my completed application?**

Corporate and Democratic Services – Legal and Governance Services  
Perth and Kinross Council  
Pullar House  
35 Kinnoull Street  
Perth

PH1 5GD