



## Scrap Metal Dealers Act 2013

### Application for a Scrap Metal Licence

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

#### Important Notes

PLEASE USE THIS FORM IF YOU WOULD LIKE TO APPLY FOR A SCRAP METAL COLLECTORS OR SITE LICENCE.

BEFORE COMPLETING THIS FORM, APPLICANTS ARE ADVISED TO CAREFULLY READ THE ACCOMPANYING GUIDANCE NOTES.

PLEASE COMPLETE IN BLOCK CAPITAL LETTERS IN BLACK INK.

Licensing Officers and Enforcement Officers are not permitted to complete or amend forms on behalf of applicants for legal reasons.

#### SECTION 1. (for all applicants)

Please indicate the type of licence you are applying for (please tick):

A site licence  A collector's licence

Are you applying as (please tick):

An individual  A company  A partnership

Please state your trading name:

Is this application for a grant of a new licence or a renewal (please tick the relevant box):

Grant of a new licence  Renewal of an existing licence

If 'yes' please provide your existing licence number: \_\_\_\_\_

**SECTION 2. Permits, registrations and licences currently in force**

Please provide details of any relevant environmental permit, exemption or registration (such as a scrap metal dealer or a motor salvage operator) in relation to the applicant:

Type: \_\_\_\_\_ Identifying number: \_\_\_\_\_ Date of issue: \_\_\_\_\_.

Type: \_\_\_\_\_ Identifying number: \_\_\_\_\_ Date of issue: \_\_\_\_\_.

Continue on a separate sheet if necessary

Please provide details, including licence number, of any other scrap metal licence issued by any authority to the applicant within the last 3 years (please use a continuation sheet if necessary):

Are you registered as a waste carrier? (please tick)

Yes  No

If 'yes' please provide your carrier's registration number: \_\_\_\_\_

**SECTION 3. TO BE COMPLETED IF APPLYING FOR A SITE LICENCE**

**N.B- A site licence authorises the licensee to carry on business at a site in the authority's area. You can apply to licence multiple sites using this form.**

**Details of prospective licence holder**

Title (please tick):

Mr  Mrs  Miss  Ms  Other

(please state):

I am 18 years old or over. Please tick

Yes  No

Date of Birth:

Surname:

Forenames:

Please also state your maiden name or any other names/surnames you have previously been known by:

Position/Role in the business:

I attach a Basic DBS Disclosure Certificate issued for the applicant.

Yes  No  If you do not provide a disclosure certificate your application may be delayed or rejected.

Yes  No  I enclose 2 passport sized photographs

**Contact details** (we will use your business address to correspond with you unless you indicate we should use your home address)

<p>Business Address:</p> <p>Head office name or house name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p>	<p>Telephone numbers:</p> <p>Daytime:</p> <p>Evening:</p> <p>Mobile:</p>
<p>Home address:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p>	<p>Email address (if you would prefer us to correspond with you by email):</p>
<p><b>Site details.</b> Please list the details for each site where you propose to carry on business as a scrap metal dealer in this local authority area. If you operate more than two sites in the area please provide details for each site on a continuation sheet.</p> <p>[N.B- If the applicant operates multiple sites within a licensing authority area, provision should be made for more than one site manager]</p>	
<p>Full address of each site you intend to carry out business as a scrap metal dealer:</p>	<p>Site manager(s) details (if different from the applicant)</p>
<p>Site 1</p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Website address:</p>	<p>Name:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of Birth:</p> <p><b>Basic Disclosure certificate attached:</b>  Yes <input type="checkbox"/> No <input type="checkbox"/> <sup>1</sup></p>

<sup>1</sup> If you do not provide a Basic BDS disclosure certificate issued for named persons, issued no more than three months before the date of this application your application may be delayed or rejected.

<p>Site 2</p> <p>Name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Website address:</p>	<p>Name:</p> <p>House name or number:</p> <p>First line of address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Date of Birth:</p> <p><b>Basic Disclosure certificate attached:</b>  Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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**Partnerships** (If you are applying as a partnership, please provide the following details in respect of each partner – where there are more than two partners then please use a continuation sheet)

<p>Full name:</p> <p>Maiden name, previous names or alias':</p> <p>Date of birth:</p> <p>Residential address:</p> <p><b>Basic Disclosure certificate attached:</b>  Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Full name:</p> <p>Maiden name, previous names or alias':</p> <p>Date of birth:</p> <p>Residential address:</p> <p><b>Basic Disclosure certificate attached:</b>  Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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**Companies** (If you are applying as a company please provide the details set out below about the company)

<p>Company name:</p> <p>Registration number:</p> <p>Address of the registered office:</p>
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Please provide the following details for each director(s), shadow director(s) and company secretary where these are different from the applicant and site manager(s) – where necessary please use a continuation sheet.

Role: Name: Date of Birth: House name or number: First line of address: Town/City: Postcode: <b>Basic Disclosure certificate attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <sup>2</sup>	Role: Name: Date of Birth: House name or number: <sup>3</sup> First line of address: Town/City: Postcode: <b>Basic Disclosure certificate attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of any site in the area of any other local authority at which the applicant carries on business as a scrap metal dealer or proposes to do so:  Address:  Postcode:  Please name the local authority which has licensed this site, or to whom applications have been made if before commencement of the Scrap Metal Dealers Act 2013:  Please continue on a separate sheet of paper if necessary.	
<i>Only applicable to sites established after 1 November 1990</i>  Do you have planning permission (please tick)  Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### SECTION 4. TO BE COMPLETED IF APPLYING FOR A COLLECTOR'S LICENCE

**N.B- A collector's licence authorises the licensee to carry out business as a mobile collector in the authority's area only.**

##### Details of prospective licence holder

Title (please tick): Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> (please state): Surname:	I am 18 years old or over. Please tick Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Birth: Forenames:
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<sup>2</sup> If you do not provide a disclosure certificate issued for named persons by Disclosure Scotland issued no more than three months before the date of this application your application may be delayed or rejected.

<sup>3</sup> Please provide the director's home address as this will facilitate conducting checks on whether they are a suitable person.

Please also state your maiden name or any other surnames you have previously been known by:

I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland<sup>4</sup>:

Yes  No

If you do not provide a disclosure certificate your application may be delayed or rejected.

**Contact details** (we will use your business address to correspond with you unless you indicate we should use your home address)

Business Address:

House name or number:

First line of address:

Town/City:

Postcode:

Telephone numbers:

Daytime:

Evening:

Mobile:

Home address:

House name or number:

First line of address:

Town/City:

Postcode:

Please use my home address for correspondence

Email address (if you would prefer us to correspond with you by email):

Please note that you must still provide us with a postal address

Where will scrap metal that has been purchased be stored before further disposal?

House name or number:

First line of address:

Town/City:

Postcode:

Will not be stored

<sup>4</sup> Further information about Basic Disclosure Certificates are set out in the explanatory notes accompanying this form.

**VEHICLES**

Please provide the make, model and registration number of all vehicles used to collect scrap metal

Make \_\_\_\_\_ Model \_\_\_\_\_ Registration Number \_\_\_\_\_.

Make \_\_\_\_\_ Model \_\_\_\_\_ Registration Number \_\_\_\_\_.

Make \_\_\_\_\_ Model \_\_\_\_\_ Registration Number \_\_\_\_\_.

Make \_\_\_\_\_ Model \_\_\_\_\_ Registration Number \_\_\_\_\_.

Please use a continuation sheet if required

**SECTION 5. MOTOR SALVAGE (For all applicants)**

Will your business consist of acting as a motor salvage operator? This is defined as a business that:

- wholly or in part recovers salvageable parts from motor vehicles for re-use or re-sale, and then sells the rest of the vehicle for scrap;
- wholly or mainly involves buying written-off vehicles and then repairing and selling them off; and,
- wholly or mainly buys or sells motor vehicles for the purpose of salvaging parts from them or repairing them and selling them off.

(please tick)

Yes  No

To operate as a motor salvage operator you will need to apply for a site licence.

**SECTION 6. BANK ACCOUNTS THAT WILL BE USED FOR PAYMENTS TO SUPPLIERS (For all applicants)**

Please provide details of the bank account(s) that will be used to make payment to suppliers, in accordance with Section 12 of the Scrap metal Dealers Act 2013. If more than two bank accounts will be used, please use a continuation sheet.

Account name:

Sort code:

Account number:

Account name:

Sort code:

Account number:

**SECTION 7. PAYMENT (For all applicants)**

Payment can be made over the phone. An officer will contact you to take the fee once the completed application has been received.

Site Licence: £212.00

Collector's Licence: £106.00

**SECTION 8. CRIMINAL CONVICTIONS (For all applicants)**

Have you, any listed partners, any listed directors, or any listed site manager(s) in this application ever been convicted of a relevant offence or been the subject of any relevant enforcement action? (Please see below for a list of relevant offences).

Yes  No

If 'yes' you must provide details for each conviction below:



Name of Convicting Court	Location of Offence	Date of Conviction	Offence	Sentence

Please use a continuation sheet if required

**SECTION 9: CONFIRMATION OF TAX RESPONSIBILITIES (For all applicants)**

**Please complete this section if this is your initial application for a licence OR you have previously held a Licence that ceased to be valid less than 1 year ago**

I confirm that I/we are aware of my/our tax responsibilities and that I/we have read the relevant HMRC guidance on what I/we need to do to be properly registered for tax in the future.

NOTE: We are unable to issue you with a licence if you do not confirm you are aware of your responsibilities relating to tax

Signed.....

Print.....

Signed.....

Print.....

Signed.....

Print.....

This section needs to be signed by all Directors/Partners/Interested Parties

<p><b>Please complete this section if this application is for a renewal of an existing licence that is over 12 months since your initial application</b></p> <p>I have completed the HMRC Tax Check and I provide the Tax Check Code to support my application.</p> <p>NOTE: this code is only valid for 120 days.</p> <p>If you are a partner making a licence application on behalf of a partnership each partner must provide a Tax Check Code</p>	<p>CODE.....</p> <p>CODE.....</p> <p>CODE.....</p>
<p><b>Each Partner/Interested Party must sign the application form.</b></p> <p><b>The Partner/Interested Party must undertake a satisfactory Tax Check or sign the declaration at</b></p> <p><b>Please use a continuation sheet if needed</b></p>	

<p><b>SECTION 10. PRIVACY NOTICE</b></p>
<p>We will use the information provided by you for assessing your application. The basis under which the Council uses personal data for this purpose is a Legal Obligation.</p> <p><b>The information provided by you includes the following special categories of personal data:</b></p> <ul style="list-style-type: none"> <li>• <b>genetic/biometric data</b></li> <li>• <b>criminal history</b></li> </ul> <p><b>Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.</b></p> <p>The information that you have provided will be kept in accordance with the Council’s retention schedule which can be found at <a href="http://www.mansfield.gov.uk/Privacy">www.mansfield.gov.uk/Privacy</a></p> <p>The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council’s Data Protection Officer (DPO) can be found on the Council’s detailed privacy notice which can be found at <a href="http://www.mansfield.gov.uk/Privacy">www.mansfield.gov.uk/Privacy</a> on the Council’s website or requesting a copy by writing to:</p> <p>The Data Protection Officer  Mansfield District Council  Chesterfield Road South,  Mansfield,  Nottinghamshire  NG19 7BH.</p>

**SECTION 10. DECLARATION (For all applicants)**

The information contained in this form is true and accurate to the best of my knowledge and belief. I understand that if I make a material statement knowing it to be false, or if I recklessly make a material statement which is false, I will be committing an offence under Schedule 1 Para 5 of the Scrap Metal Dealers Act 2013, for which I may be prosecuted, and if convicted, fined.

I understand that the local authority to whom I make my application may consult other agencies about my suitability to be licensed as a scrap metal dealer, as per section 3(7) of the Scrap Metal Dealers Act 2013, and that those other agencies may include other local authorities, the Environment Agency, the Natural Resources Body for Wales, and the police.

I understand that the purpose of the sharing of this data is to form a full assessment of my suitability to be licensed as a scrap metal dealer. I also understand that the sharing of information about me may extend to sensitive personal data, such as data about any previous criminal offences. Some details will also be displayed on a national register, as required by the Scrap metal Dealers Act 2013. I hereby expressly consent to this processing of my data and display of relevant information on the public register.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_.

**DO NOT FORGET TO ENCLOSE THE FOLLOWING WITH YOUR APPLICATION**

- APPLICATION FORM
- CRIMINAL CONVICTIONS DISCLOSURE CERTIFICATE
- TWO PASSPORT SIZED PHOTOGRAPHS
- PAYMENT OF THE FEE
- PROOF OF YOUR RIGHT TO WORK IN THE UK
- PROVIDED YOUR HMRC TAX CHECK CODE

## **Help with completing your application for a scrap metal dealer's licence**

If you need more help in completing the application then call your local council licensing team. They will be happy to help.

### **Section 1 – For everyone**

This section asks if you are applying for a collector's licence or a site licence. You may only apply for one type of licence in each council area, but you can apply to run multiple sites. For instance, you could apply to run 3 sites in council A's area, and also apply to be a collector in council B's area.

A **site licence** lets you buy and sell scrap metal from a fixed location within the council area.

A **collector's licence** allows you to travel within the council area to collect scrap metal. You may not take this metal back to a site that you run within the council area in order to sell it.

### **Section 2 – For everyone**

In order to carry on your business you may need to hold other environmental permits or licences that we should know about. For instance, if you carry waste as part of your business it is a legal requirement to register as a waste carrier. This includes transporting waste while travelling from job to job, to a storage place for disposal later, or to a waste disposal company or waste site. For more information on this, or to register call: 03708 506506 or visit: [www.environment-agency.gov.uk/wastecarriers](http://www.environment-agency.gov.uk/wastecarriers)

This section also asks for details of any other scrap metal licences you hold. Please make sure you include the licence number so that we can check this against the national register.

### **Section 3 – For site licences**

Fill out this section if you want a **site licence**. It should be filled out in the name of the person who will hold the scrap metal dealer's licence. As well as details about you and your business, we will also need details of any directors or partners involved in the business including their home address. We also need to know the address of the site or sites you want the licence for, as well as the details of each site manager responsible for that site including their home address. These details are required by law or to facilitate checks on the applicant or so that you can be contacted if there are any problems.

You and every person listed on the application form needs to submit a Basic Disclosure Certificate. You can apply for this certificate at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

This is because the Home Office has decided that you and any person listed on the application need to tell the council if you have been convicted of certain crimes. Possessing a conviction may not automatically prevent you from having a licence if the offence was unrelated to being a scrap metal dealer or a long time ago, and you can convince the council that you are a suitable person.

A Basic Disclosure Certificate is considered to be only valid for a limited time, but can be used to apply to as many councils as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

There is not much space on the form, so if you need to list more than one site manager, director, or partner, then please continue on a separate piece of paper setting out the details in the same way as the form.

A **site manager** is the person who will be in charge of the site on a daily basis.

A **director** or **partner** is someone who has or shares legal responsibility for the operation of the company, including filing returns at Companies House.

We also want to know if you operate or propose to operate a site in another local authority area, along with details of this site, the council which has licensed it or to whom you have applied for a licence.

If your site(s) were established after 1990, then you are required to have planning permission from the council. You will need to tell us if this is the case, and it will be checked with the council planning department.

#### **Section 4 – For a collector’s licence**

Fill out this section if you want a **collector’s licence**. It should be filled out in the name of the person who will hold the scrap metal dealer’s licence. You are asked to provide contact details, including the place where you live, so that the council can get in touch with you if necessary.

You need to submit a Basic Disclosure Certificate from Disclosure Scotland along with the application form. You can apply for this certificate at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

This is because the Home Office has decided that you need to tell the council if you have been convicted of certain crimes. Possessing a conviction may not automatically prevent you from having a licence if the offence was unrelated to being a scrap metal dealer or a long time ago, and you can convince the council that you are a suitable person.

A Basic Disclosure Certificate is considered to be only valid for a limited time, but can be used to apply to as many councils as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

You will need to ensure that all your vehicles are roadworthy and are properly taxed, insured and otherwise meet the legal requirements to be on the road.

#### **Section 5 – Motor salvage operator**

This section asks if you will be salvaging motor vehicles as part of your work. The Scrap Metal Dealers Act 2013 brings together the Scrap Metal Dealers Act 1964 together with Part 1 of the Vehicles (Crime) Act 2001, which means you now only need a scrap metal dealer’s licence. You will need to apply for a site licence to operate as a motor salvage operator.

#### **Section 6 – Bank accounts that will be used for payments to suppliers**

This section asks you for the bank details which you will use to pay people for the scrap metal you receive or sell. This is to check that you are not selling the metal for cash, which is illegal. These details will be kept securely by the council.

## **Section 7 – Payment**

There is a fee to apply for a licence and your council will tell you how you can pay. The fee varies from council to council as it reflects their costs of processing the form and checking that people are doing what the licence requires. Applications cannot be accepted unless the correct fee has been paid.

## **Section 8 – Criminal convictions**

This section asks you to set out any relevant convictions or enforcement activity that has been undertaken against you by the Environment Agency or Natural Resources Wales. It is an offence under the Scrap Metal Dealers Act 2013 to make or recklessly make a false statement. The information listed here will be checked against the Basic Disclosure Certificate from Disclosure Scotland that you are required to submit with the application, along with information retained by the police and the Environment Agency or Natural Resources Wales.

## **Section 9 - Confirmation of Tax Responsibilities**

What you need to do will depend on whether you're applying for a licence for the first time or whether you're making a subsequent application, such as renewing a licence.

**Getting a new licence:** If you are applying for a licence for the first time, you will not need to complete the tax check. However, licensing bodies will ask you to read HMRC guidance on what you need to do to be properly registered for tax in the future and you'll need to confirm you have done this.

**Renewing a licence:** From 4 April 2022, if you renew or apply for a subsequent licence under a different licensing body, you'll have to do a tax check. You'll be able to do this online through a digital service

### **About the tax check**

You will be able to complete this tax check on GOV.UK, through your Government Gateway account. You will only need to answer a few questions to tell HMRC how you pay any tax that may be due on income you earn from your licensed trade. If you do not already have a Government Gateway account, you can sign up on GOV.UK.

The tax check should only take a few minutes. There'll be guidance on GOV.UK and anyone who needs extra support will be able to complete the tax check by phone through HMRC's customer helpline.

When you've completed the tax check, you'll get a code. You must give this code to your licensing body. The licensing body cannot proceed with your licence application or renewal until the tax check is completed and they've received the code.

Your licensing body will only receive confirmation from HMRC that you've completed the tax check, they will not have access to information about your tax affairs.

## **What you need to do**

If you've not registered to pay tax on earnings from your licensed trade, please go to GOV.UK to check if you need to register as soon as possible.

- If you're an employee, find information on PAYE at:  
[www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)
- If you're self-employed, find information on registering for Self-Assessment at:  
[www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
- If you operate through a company, find information on Corporation Tax at:  
[www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

If you should have been registered to pay tax and have not been, HMRC will work with you promptly and professionally to get you back on the right track. It's your responsibility to get your tax right, but HMRC are here to help.

You can get help from HMRC if you need extra support, for example if you need information in a different format or need help filling in forms. Visit GOV.UK and search 'Get help from HMRC if you need extra support'.

For further guidance on the tax check, please visit:

**[www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022](http://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022)**

## **Section 11 – Declaration**

The person who will hold the scrap metal dealer's licence needs to sign and date the declaration, as do the other people named on the form. This section also explains that the council has to share some of these details with the police, Environment Agency, or Natural Resources Wales when checking whether the applicant(s) is a suitable person to hold a licence. Some of the information will also be displayed on a public register.

If you do not agree to this use of your information then you should **not** sign the form. If you are in any doubt about what this section means then speak to your council's licensing team.

## **Payment**

There is a fee to apply for a licence and your council will tell you how you can pay. The fee varies from council to council as it reflects their costs of processing the form and checking that people are doing what the licence requires. Applications cannot be accepted unless the correct fee has been paid.

## **Relevant offences**

**For the purposes of the Scrap Metal Dealers Act 2013 a relevant offence means any offence specified in the Regulations reproduced below and includes an offence of attempting or conspiring to commit any offence, inciting or aiding, abetting, counselling or procuring the commission of the offences and an offence under Part 2 of the Serious Crime Act 2007(a) (encouraging or assisting crime) committed in relation to any offence within the schedule:**

- Control of Pollution (Amendment) Act 1989: Sections 1, 5 or 7(3)
- Customs and Excise Management Act 1979: Section 170 (for environmental/metal theft related offences only)
- Environment Act 1995: Section 110(2)
- Environmental Permitting Regulations 2007: Regulation 38
- Environmental Permitting Regulations 2010: Regulation 38
- Environmental Protection Act 1990: Sections 33 and 34
- Food and Environment Protection Act 1985: Section 9(1)
- Fraud Act 2006: Section 1 (for environmental/metal theft related offences only)
- Hazardous Waste (England and Wales) Regulations 2005
- Hazardous Waste (Wales) Regulations 2005
- Landfill (England and Wales) Regulations 2002
- Legal Aid, Sentencing and Punishment of Offenders Act 2012: Section 146
- Pollution Prevention and Control (England and Wales) Regulations 2000
- Proceeds of Crime Act 2002: Sections 327, 328, 330, 331 & 332 (for environmental/metal theft related offences only)
- Producer Responsibility Obligations (Packaging Waste) Regulations 2007
- Scrap Metal Dealers Act 1964 (for environmental/metal theft related offences only)
- Scrap Metal Dealers Act 2013
- Theft Act 1968: Sections 1, 8, 9, 10, 11, 17, 18, 22 & 25 (for environmental/metal theft related offences only)
- Transfrontier Shipment of Waste Regulations 1994
- Transfrontier Shipment of Waste Regulations 2007
- Vehicles (Crime) Act 2001: Part 1
- Waste Electrical and Electronic Equipment Regulations 2006
- Waste (England and Wales) Regulations 2011: Regulation 42
- Water Resources Act 1991: Section 85, 202 or 206

Under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 Bassetlaw District Council may have to release the information contained in this form if asked to do so. The information you provide will be processed in accordance with the Data Protection Act 1998 which protects your personal information. Your personal information may be shared with other departments of the Council, other local authorities and government departments and agencies such as the Police to prevent and detect fraud, corruption, money laundering and other crimes and to manage your affairs in circumstances where the Data Protection Act allows us to do so. Your personal information will not be released except where the law allows.



## Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,

- (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
- (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Please return this form to: The licensing Section, Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire. NG19 7BH