

## Scrap Metal Dealers Act 2013

### Application Checklist

Item	Enclosed
<p><b>Completed application form</b> Ensure it is completed in full and that the applicant, site managers, directors and partners have signed it.</p>	
<p><b>Continuation sheets</b> If you needed to use a continuation sheet for details about partners, employees, convictions etc.</p>	
<p><b>Copy of basic disclosure certificates from Disclosure Scotland</b> One for the applicant and one for every site manager, partner or director. These must be no older than three months.</p>	
<p><b>Application fee</b> £595 for sites or £232 for collectors to be paid by cheque or postal order made payable to Solihull MBC. If no fee is enclosed, you will be contacted to make payment by debit or credit card.</p>	
<p><b>Copy of current certificate of registration as a waste carrier issued by the Environment Agency.</b> This is required by all applicants for a collectors licence.</p>	
<p><b>Vehicles</b> You will be required to produce a valid EU/UK driving licence, Insurance (specifying business use), MOT and V5 Logbook</p>	

Once complete you can either post the application form, fee and enclosures or attend the Licensing Offices which are open Monday, Tuesday, Thursday and Friday from 9:30am to 2pm.

Solihull Metropolitan Borough Council  
Licensing Team  
Central Depot  
Block F  
Moat Lane  
Solihull  
B91 2LW

If you need any further assistance, please contact the Council's Licensing Team on 0121 704 6830 or e-mail [licensing@solihull.gov.uk](mailto:licensing@solihull.gov.uk)