

Dear Applicant

**THE MOTOR SALVAGE OPERATORS REGULATIONS 2002  
AND VEHICLE (CRIME) ACT 2001**

Further to your recent enquiry, I enclose licence application documents and the Regulations and Procedures to assist you with making your application to become a registered Motor Salvage Operator.

Your submission to the Council should be full, complete and accompanied by all required documentation and application fee. All persons named on the application form **must** attend in person. You should be aware that an incomplete application could result in delay or even refusal.

Please deal with the enclosed forms as follows:-

- a) **Application Form** - Answer all questions in full and ensure that the form is signed by **ALL** applicants. Any answer may be continued on a separate sheet of paper.
- b) **Police Check Form** - Complete in full  
**Please use a separate form for each applicant**
- c) **Application Fee** - As stated on reverse of Application Form

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**NOTE**

Please ensure your application is accompanied by a means of identification such as a

photo card driving licence in two parts or passport.

## **Applicants**

- a) A person is required to be registered as a motor salvage operator if he carries on a business, which consists:-
- i wholly or partly in the recovery for re-use or sale of salvageable parts from motor vehicles and the subsequent sale or other disposal for scrap of the remainder of the vehicles concerned;
  - ii wholly or mainly in the purchase of written-off vehicles and their subsequent repair or re-sale;
  - iii wholly or mainly in the sale or purchase of motor vehicles which are to be the subject (whether immediately or on a subsequent re-sale) of any of the activities mentioned in paragraphs i or ii; or
  - iv wholly or mainly in activities falling within paragraphs ii or iii
- b) A Local Authority shall, on receiving an application to be registered as a motor salvage operator, satisfy itself that the applicant is a fit and proper person to carry on such a business. In deciding whether they are so satisfied the Local Authority shall have regard to:-
- i whether the applicant has been convicted of any offences under the Vehicle Crimes Act 2001 and
  - ii whether the applicant has been convicted of any offences of a description specified by the Secretary of State by order.
- (a list of the offences can be seen accompanying the Police Enquiry Form)
- c) An entry in the motor salvage operator=s register is valid for three years from the date of entry and should be renewed prior to the expiration of that period.

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## **Right to make representation**

If an applicant is considered not to be a suitable person to become a registered motor

salvage operator then he will be advised, in writing, and given the opportunity to make representations to the Council. Guidance will be given in these procedures if applicable.

If you have any difficulty in completing or understanding the Application Form, please contact me at this Office.

Yours faithfully

...

**Environment & Health**

Maltings House  
Malthouse Lane  
Gorleston  
Great Yarmouth  
Norfolk NR31 OGY

Switchboard: (01493) 856100  
Fax: (01493) 846415  
DX: 41119 – Great Yarmouth

Web: [www.great-yarmouth.gov.uk](http://www.great-yarmouth.gov.uk)  
Email: [enquiries@great-yarmouth.gov.uk](mailto:enquiries@great-yarmouth.gov.uk)

**THE MOTOR SALVAGE OPERATORS REGULATIONS 2002 AND VEHICLE (CRIME) ACT 2001**  
**Application to be a Registered Motor Salvage Operator**

- 1. Full name(s), address(es) and telephone number(s) of applicant(s). .....  
.....  
.....
- 2. Date(s) of Birth of all applicant(s) .....  
.....
- 3. Full name(s), address(es) and telephone numbers(s) of directors if applicant is a company or partners if applicant is a partnership. ....  
.....  
.....
- 4. Name(s) under which business trades. ....  
.....  
.....
- 5. Full postal address(es) of all business premises used for salvage operations (including offices) within the Great Yarmouth Borough Council area. ....  
.....
- 6. State whether new application or renewal .....  
.....
- 7. Have you ever been registered as a Salvage Operator previously? If so, by which Authority? .....  
.....
- 8. Have you ever had an application to become a Registered Motor Salvage Operator refused? If so by which Authority and for what reason? .....  
.....

9. Are you or any of the applicants/directors/partners in the company (named at 4) an undischarged bankrupt? .....
10. Have you **EVER** been convicted of any offence other than a driving offence? (please answer YES or NO) .....
11. If answer to question 11 is YES please give details of date, offence, sentence and court. ....  
**Items previously disclosed must again be disclosed.** .....

I/we, the undersigned, hereby apply for registration as a motor salvage operator within the Borough of Great Yarmouth and I/we declare that to the best of my/our knowledge and belief the foregoing statements are true and correct.

I understand that this registration will expire 3 years after it has been first granted and a newly completed application form will need to be submitted to the Local Authority two months before the expiry of the existing registration, together with the registration fee current at that time. I further understand that once the completed application form has been submitted it will be submitted to the local police for comment.

Signature of Applicant ..... Date .....

Signature of Applicant ..... Date .....

Signature of Applicant ..... Date .....

Signature of Applicant ..... Date .....

**Note:**

This Application Form should be taken to Environmental Health, Maltings House, Malthouse Lane, Gorleston, Great Yarmouth, together with the following:-

1. Registration Fee - £70 for 3 years from grant of licence
2. Police Check Form
3. An identification document i.e. Driving Licence, Passport

The information given here may be used in conjunction with other Local Authorities for the prevention and detection of Fraud, and held on computer, which is subject to the Data Protection Act 1998.

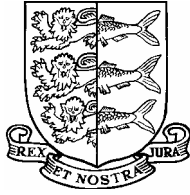
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**Official Use**

Identification Document .....  
Evidence Provided

Document Number .....

Person Checking .....



## Great Yarmouth Borough Council

Maltings House, Malthouse Lane  
Gorleston, Great Yarmouth  
Norfolk, NR31 OGY

Switchboard: (01493) 856100  
Email: [enquiries@great-yarmouth.gov.uk](mailto:enquiries@great-yarmouth.gov.uk)

### POLICE ENQUIRY – IN CONFIDENCE

Norfolk Police reserve the right to validate and/authorise the authenticity of this request for a Police check.

### Application for Salvage Operators Registration

<b>Part A</b> – To be completed by the nominated Licensing Officer <b>ONLY</b> (Please also complete Part D overleaf)	<b>Part B</b>
PI Number: ..... Signature: ..... Date: .....	For Police Use REF NO
<b>NEW APPLICATION/RENEWAL</b> (delete as appropriate)	
Previous check with Norfolk Police <b>YES/NO</b> If <b>YES</b> date checked: .....	

**Part C** - To be fully completed by applicant only, using BLOCK CAPITALS and BLACK INK please.

Mr/Mrs/Miss/Ms: ..... Surname now: .....

All Forenames: ..... Sex: Male/Female

Maiden and/or all other surnames .....

All other names by which known (eg: deed poll/adoption): .....

Date of Birth: ..... Place/District/Borough of Birth: .....

National Insurance Number: .....

Present Home Address: .....

Town: ..... County: .....

Post Code: ..... Since: .....

If less than **five** years at present address, please list below all previous addresses to cover five years.

1. Address: .....

Town: ..... County: .....

Post Code: ..... Since: .....

2. Address: .....

Town: ..... County: .....

Post Code: ..... Since: .....

**Present Business**

Address: .....

Town: ..... County: .....

Post Code: ..... Since: .....

Have you/the Company/any Director/Partner a current conviction or formal caution for:-

- Any offence under Part 1 of the Vehicles (Crime) Act 2001; or
- Any offence specified in the Motor Salvage Operators (Special Offences) Order 2002 (see attached sheet)

(A conviction/formal caution is current if it is not “spent” under the terms of the Rehabilitation of Offenders Act 1974/Home Office Guidelines. See attached sheet)

If yes, provide details below, including date, offence and the court or body which dealt with you. It is a criminal offence to make a false declaration. If not enter NIL below.

DATE	COURT	OFFENCE (INCLUSIVE OF CAUTIONS/BINDOVERS/ REPRIMANDS/WARNINGS)	RESULT/SENTENCE

I am aware that, in accordance with Government guidelines, this application for the grant/renewal of a registration may be subject to a Police record check. This has been explained to me and I hereby declare that the information given on this application form is true. I have been provided with a list detailing the periods after which a conviction/caution/reprimand/warning is deemed to be spent.

**Applicant's Signature:** ..... **Date:** .....

On completion here, **please return this form to the Licensing Officer at the address overleaf**, who will complete the remaining detailed required before submission, by them to Norfolk Police, where all relevant checks will be carried out in accordance with current Government guidelines. **Please do NOT send directly to the Police, as this will only delay your application.**

**Part D – To be completed by the nominated Licensing Officer ONLY**

I sign below to confirm that the full names, any previous names, addresses, dates of birth and other details provided by the candidate overleaf, have been verified by me against either an original Driving Licence, Passport, Birth Certificate(s) or other recognised official document, and are, to the best of my knowledge, accurate. I have personally checked the application has, within the criteria of current Government guidelines, been correctly identified as requiring a Police check. I understand that any request made for a Police check outside current regulations may be in breach of the Data Protection Act 1998.

Evidence provided: ..... Document number (driver no. if licence) .....

Print name: ..... Signature: .....

PI Number: .....