



Scrap Metal Act 2013

Disclosure of Convictions and Declaration Application

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

All convictions or formal cautions must be disclosed on this form.

These will not be open to inspection by the public.

Please note that any convictions that are spent, within the terms of the Rehabilitation of Offenders Act 1974 will not be taken into account when determining your application.

Section 1: Personal Details	
Title: (please tick)	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Other
Full Name:	
Date of Birth:	/ /
Place of Birth:	
National Insurance Number:	
Home Address:	
Post Code:	
Previous Address (If you have lived at the above address less than 5 years)	
Post Code:	

Section 2: Convictions	
Have you ever received a conviction (Please tick)	<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes please provide details below:	
Name of Court:	
Address of Court:	
Post Code:	
Date of Conviction:	/ /
Offence which resulted in the conviction:	
Additional Details <i>If applicable</i>	

Section 3: Formal Cautions	
Have you ever received a formal caution? (Please tick)	<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes please provide details below:	
Name of Court:	
Address of Court:	
Post Code:	
Date of Caution:	/ /
Offence which resulted in the caution:	
Additional Details: <i>If applicable</i>	

Section 4: Declaration	
<p>The information contained in this form is correct to the best of my knowledge and belief. It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a scrap metal licence. (A person is to be treated as making a false statement if he/she produces, furnishes, signs or otherwise make us of a document that contains a false statement). To do so could result in prosecution and a fine.</p>	
SIGNATURE	
DATE	

The following information is given as a guide as to the period after which convictions are considered spent. The period stated is reduced by half if the offender was under 18 at the date of the conviction.	
Sentence	Period
Absolute discharge	6 months
Prison – 6 months or less	7 months
Prison – 6 months to 2½ years	10 years
Prison – over 2½ years, life, at Her Majesty's pleasure or preventative detention	Never
Detention – 6 months or less	3 years
Detention – 6 months to 2½ years	5 years
Detention in young offender institution or corrective training – over 2½ years	Never
Probation (convictions after 3/2/1995)	5 years
Fines, compensation, community service, combination action plans, curfew, drug treatment & testing, reparation orders	5 years
Conditional discharge, probation order, binding over, care order, supervision order	1 year after conviction or 1 year after the order ends whichever is the longer
Disqualification	The period of the disqualification
Dismissal with disgrace from Her Majesty's service	10 years
Dismissal from Her Majesty's service	7 years
Detention in respect of conviction in service disciplinary proceedings	5 years
Hospital order under the Mental Health Act 1983	5 years or 2 years after order ceases to have effect whichever is the longer

