



MOTOR SALVAGE PROCEDURE NOTES

- Fill the application form in and bring it in person to your nearest Licensing Department (office addresses detailed below).
- Along with the fee of £89 and proof of identity i.e. driving licence, passport and recent utility bill.
- The completed application form will then be submitted to the Police requesting disclosure of any relevant convictions/cautions.
- Once the details are received back from the Police, and provided everything is satisfactory a Motor Salvage Operators Registration will be issued.

Licensing Office Addresses				
Central Licensing Shirehall Abbey Foregate Shrewsbury SY2 6ND	North Licensing Edinburgh House New Street Wem SY4 5DB	North Licensing Castle View Oswestry SY11 1JR	South Licensing Westgate Bridgnorth WV16 5AA	South Licensing Stone House Corve Street Ludlow SY8 1DG



**APPLICATION TO REGISTER AS A MOTOR SALVAGE OPERATOR
Vehicle Crimes Act 2001
Motor Salvage Operators Regulations 2002**

Please complete all sections in block capitals and continue answers on a separate sheet if necessary: The information that you provide will be copied to the Police, as part of the application process.

Full name(s) of applicant - include any previous surnames	Mr/Mrs/Miss/Ms/Other
List home address(es) for the last 5 years	
Contact telephone number	
Date of Birth	
Place of Birth	
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
National insurance number	
If the business is a Company: Please state the Full Name(s), Address(es) and Telephone Number(s) of Directors	Name: Mr/Mrs/Miss/Ms/Other Address: Post code: Telephone number: Name: Mr/Mrs/Miss/Ms/Other Address: Post code: Telephone number:
Trading Name of Motor Salvage Business	

Full Postal Address(es) of all Business Premises used for salvage operations (including offices) in the Shropshire Council area:	Address: Postcode: Address: Postcode:		
Have you previously registered as a salvage operator?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give the name of the Authority:		
Have you ever had an application to become a Registered Motor Salvage Operator refused?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give the name of the Authority and reasons:		
Are you or any person named as Director above an un-discharged bankrupt?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever been convicted of/ cautioned for any offence other than a driving offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If the above answer is YES please give the following details (Items previously disclosed must be disclosed again)			
Date	Court or Police Force	Offence	Sentence or Fine

I/we 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 force, requesting disclosure of relevant convictions/ cautions.

Please note: I realise that if for the purpose of obtaining a Motor Salvage Operator Registration I make any false statement or omit any material particular, I shall be guilty of an offence and liable to prosecution.

I enclose the relevant fee of £89.00

SIGNATURE DATE

If signing on behalf of a Company or partnership, state in what capacity:

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

You will be required to attend in person at Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND. Please bring with you this form fully completed, together with a registration fee. (for 3 years from grant of licence), and proof of identity i.e. driving licence, passport and recent utility bill.

Please return the completed form and fee to the address below:
**Licensing Department
 Shropshire Council
 Shirehall
 Abbey Foregate
 Shrewsbury
 SY2 6ND**

Reference:

Licensing Authority use ONLY

First Check?	Evidence Seen
Person Checking Identification	The details provided have above have been verified and I am satisfies they are accurate. Signature

West Mercia Police use ONLY

Actioned	* NO trace in our records * Conviction/ Caution details attached (*DELETE AS APPROPRIATE)
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