

Licensing Service

(01582) 546040

[lbcerlicensing@luton.gov.uk](mailto:lbcerlicensing@luton.gov.uk)

CG/APP/REQ

SRU/**SERVICE REQUEST NUMBER**

Date as postmark

Dear **NAME**,

**MOTOR SALVAGE OPERATORS REGISTRATION APPLICATION**

Please find enclosed an application form for the registration of a Motor Salvage Operator.

Please complete all applicable sections in **BLACK INK** and return to the Licensing Service along with:

- Full DVLA Driving Licence or Passport
- A proof of address (no older than 3 months)

We will also require you to provide us with a criminal record check not more than one month old on date of submitting your application, such as a Basic Disclosure, or a subject access search of the Police National Computer by the National Identification Service.

Basic Disclosures can be obtained from Disclosure Scotland, through their helpline - 0870 609 6006, or via their website [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk).

Registration of a Motor Salvage Operator lasts for 3 years from the date granted. The fee for this is £92.50.

If you have any queries or concerns regarding this matter please do not hesitate to contact the Licensing Service on the above telephone number.

Yours faithfully,

**Licensing Service**

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

**APPLICATION TO REGISTER / RENEW REGISTRATION\* AS A MOTOR SALVAGE  
OPERATOR**

(\*delete as appropriate)

Please complete all applicable sections in **BLOCK CAPITALS**; it is important that you use **BLACK INK**.

<b>1.</b>	<b>Applicant Details</b>	<i>NB. If more than one applicant please continue on a separate sheet</i>
(a)	Title	
(b)	Surname	
(c)	Forename(s)	
(d)	Address	
	Postcode	
(e)	Telephone number(s)	
(f)	E-mail address	
(g)	Date of birth	D D - M M - Y Y Y Y
(h)	Place of birth	
(i)	National Insurance Number	
<b>2.</b>	<b>Company / Partnership Details</b>	<i>NB. If more than one director/partner please continue on a separate sheet</i>
(a)	Name of company	
(b)	Company Registration Number	
(c)	Title of director / partner	
(d)	Surname	
(e)	Forename(s)	
(f)	Address	
	Postcode	
(g)	Telephone number(s)	
(h)	E-mail address	
(i)	Date of birth	D D - M M - Y Y Y Y
(j)	Place of birth	
(k)	National Insurance Number	

3.	<b>Name under which the business trades</b>												
4.	<b>Address of each place of business within the council's administrative area</b> <b>Use additional sheets if required</b>												
<b>Postcode</b>			<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>										
5.	(a)	Has any person named in this application ever been registered as a Motor Salvage Operator previously?	YES / NO ( <i>please circle</i> )										
	(b)	If yes, please give details											
6.	(a)	Has any person named in this application ever been an undischarged bankrupt?	YES / NO ( <i>please circle</i> )										
	(b)	If yes, please give details											
7.	(a)	Has any person named in this application ever had an application to become a registered Motor Salvage Operator refused?	YES / NO ( <i>please circle</i> )										
	(b)	If yes, please give details											
8.	(a)	Has any person named in this application ever been convicted of any offence other than a driving offence?	YES / NO ( <i>please circle</i> )										
	(b)	If yes, please give full details overleaf of the date, offence, sentence and court. <b>Items previously disclosed must be disclosed again</b>											

<b>Name</b>	<b>Date of Conviction</b>	<b>Nature of Offence</b>	<b>Name of Police Force or convicting Court</b>	<b>Sentence</b>

9. **Declaration**

**CAUTION : YOU ARE WARNED THAT MAKING AN UNTRUE STATEMENT FOR THE PURPOSES OF OBTAINING REGISTRATION AS A MOTOR SALVAGE OPERATOR IS AN OFFENCE.**

I/We, the undersigned, hereby apply for registration/renewal of registration as a Motor Salvage Operator within the Borough of Luton. I/We declare that my/our answers to all the questions on this application form and all particulars entered on the form are true and I/we have not withheld any information.

I/we understand that registration is for a period of three years only and a newly completed application form will need to be submitted, together with registration fee current at that time, to Luton Borough Council, two months before the expiry of the existing registration. I/we acknowledge and authorise Bedfordshire Police to make enquiries into this application and disclose the details of any conviction or previous history to the Council in pursuance of this application (see paragraph 2 of Explanatory notes)

Signature of applicant	_____	Dated	_____
Signature of applicant	_____	Dated	_____
Signature of applicant	_____	Dated	_____
Signature of applicant	_____	Dated	_____

Notes

This application form must be completed in it's entirety and returned to the Licensing Service, Luton Borough Council, Town Hall, Gordon Street Entrance, Luton, Bedfordshire, LU1 2BQ together with the following:-

1. Registration fee of £92.50 for 3 years from grant of licence. Please make cheques payable to Luton Borough Council.
2. Identification documents for all applicants i.e. full DVLA driving licence or passport and at least one proof of address less than 3 months old e.g. utility bill, bank statement etc.
3. A criminal record check, not more than one month old, such as a Basic Disclosure, or a subject access search of the Police National Computer by the National Identification Service. Basic Disclosures can be obtained from Disclosure Scotland, through their helpline - 0870 609 6006, or via their website: [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk).

The information requested on this form is required in order to process your application. Copies of your application will be referred for consultation purposes to other Council Departments, Ward Councillors, other local authorities and other agencies as appropriate.

Details may also be passed to agents employed by the Council to carry out any professional assessment required and provide expert advice. Information may become public if your application is reported to the Council's Licensing Committee or if your application or other information supplied is relevant to enforcement action take by the Council where legally obliged by Court Order the Council may be required to disclose the information to third parties. If your application is approved details of any Registration issued will be kept in a public register available for inspection at the offices during normal office hours.

The information given on this form 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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**FOR OFFICIAL USE ONLY**

**TO BE COMPLETED BY THE LICENSING SERVICE ONLY**

I sign below to confirm that the full names, any previous names, addresses, date of birth and other details provided by the candidate, have been verified by me against an original driving licence, passport, birth certificate or other recognised official document, and are, to the best of my knowledge, accurate.

Evidence provided: \_\_\_\_\_ Document number: \_\_\_\_\_

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

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**TO BE COMPLETED BY THE BEDFORDSHIRE POLICE ONLY**

Please tick appropriate box

No trace on details supplied

Not trace on details supplied since last checked

The subject may be identical with the person  
whose record of previous convictions is attached

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_



## **GUIDANCE NOTES – MOTOR SALVAGE OPERATORS**

1. A person may only carry on the business of a Motor Salvage Operator in Luton if s/he is registered under the above Act. "Registered" refers to a register established and maintained by the Local Authority for the purpose of the Act. Any person who carries on a business which consists:

- (i) Wholly or partly in the recovery of salvageable parts from motor vehicles for re-use or re-sale; or
- (ii) Wholly or mainly in the purchase of written off vehicles and their subsequent repair and re-sale; or
- (iii) Wholly or mainly in the sale or purchase of motor vehicles which are to be the subject of any of the above activities (whether immediately or on a subsequent re-sale)

Will be required to be registered with the Local Authority in whose area that business is situated.

2. Every person who is registered under the above Act is required to keep the following records, either in a manual register, record book or electronically at each Motor Salvage Store of all Motor Salvage received:

- (i) details of the vehicle, including Vehicle Registration Mark (VRM), Vehicle Identification Number (VIN), make, model & colour;
- (ii) the name, address and contact details of the supplier of the vehicle;
- (iii) details of any proof of identity shown to the registered person by, or on behalf of the supplier of the vehicle, to establish the identity of the vehicle supplier, including whether any document produced was a UK photo card driver's licence, a passport, a utility bill or rent book, or other form of identification containing a photograph of the vehicle supplier;
- (iv) the general condition of the vehicle including details of the type of damage to the vehicle (for example whether the damage has been caused by fire, water or impact) and the part of the vehicle damaged;
- (v) the date on which the information referred to at (i) to (iv) was entered on the record.

The written record should be kept for at least 6 years from the date of the last entry.

3. On selling or disposal of any vehicle, the motor salvage operator shall add the following information against the relevant vehicle entry:

- (i) date of sale or disposal;
- (ii) name, address and contact details of the purchaser or recipient
- (iii) details of any proof of identity shown to the registered person by, or on behalf of the purchaser of the vehicle, to establish the identity of the vehicle supplier, including whether any document produced was a UK photo card driver's licence, a passport, a utility bill or rent book, or other form of identification containing a photograph of the vehicle purchaser;
- (iv) condition of the vehicle at the time of sale or disposal (repaired, unrepaired, condition as at purchase, dismantled, etc)



(v) the date on which the information referred to at (i) to (iv) above was entered on the record

The written record should be kept for at least 6 years from the date of the last entry.

4. Any person who fails to fulfill the above conditions of the Act is guilty of an offence and liable on summary conviction to be fined.

5. That under Section 2(4) of the Act registration expires after three years and a newly completed application form will need to be submitted to the Local Authority, two months prior to the expiry of the current registration, together with the required fee.

6. That completed application forms will be submitted to the Police for comment prior to the registration process being completed.

**The above notes are not intended as a comprehensive guide to the Motor Salvage Operators Regulations 2002.**

**MOTOR SALVAGE OPERATORS (SPECIFIED OFFENCES)  
ORDER 2002**

**SPECIFIED OFFENCES**

The following offences are hereby specified for the purposes of section 3(4)(b) of the Vehicles (Crime) Act 2001:

- a) theft or attempted theft of or from a motor vehicle, contrary to section 1 of the Theft Act 1968 (b)
  
- b) taking motor vehicle without consent, contrary to section 12 of the Theft Act 1968
  
- c) aggravated vehicle taking, contrary to section 12A of the Theft Act 1968
  
- d) handling stolen goods, contrary to section 22 of the Theft Act 1968
  
- e) going equipped to steal or take motor vehicle, contrary to section 23 of the Theft Act 1968
  
- f) interference with a motor vehicle, contrary to section 9 of the Criminal Attempts Act 1981 (d)
  
- g) tampering with a motor vehicle, contrary to section 25 of the Road Traffic Act 1988 (a)