

SCRAP METAL DEALERS ACT 2013	
APPLICATION TO VARY A SCRAP METAL DEALERS SITE LICENCE	
Licence number:	
Name(s) of licence holder(s):	Address of site:
Details of variation: (Please give details of changes being requested to your site licence including changes or addition of names, addresses etc)	
Date from which the variation will apply:	
Payment included: Full variation: <input type="checkbox"/> Minor variation: <input type="checkbox"/> (please indicate)	
Signature of licence holder:	Date:
Return to: Licensing Team, Harlow Council, Civic Centre, The Water Gardens, Harlow, CM20 1WG licensing@harlow.gov.uk	

A variation of a licence must be applied for if: the name of a licensee changes (note 1); the address of the site changes; additional sites are to be added; the site manager changes; change from one licence type to another.

Note 1: A licence cannot be transferred from one person to another; a name change refers to an individual changing their name such as after marriage or company name change when the directors remain the same and does not permit for a transfer of licence to another person.

Minor variation – address changes, name changes

Full variation: Change or addition of site managers or company directors