

**Application for registration within the terms of the
Vehicles (Crime) Act 2001
Section 1 and 3 and the Motor Salvage Operators Regulations 2002**



Please complete this form in block capitals.

1. Full name, address and telephone number of applicant & fax number (if any)

Name:

Address:

.....

.....

.....

Post code:

Tel number:

Mobile number:

Fax number:

2. Date of birth

.....

3. Do you have a place(s) of business within West Wiltshire?

No Yes

4. Please state the address of your main premises (if you have more than one premises, please attach details of all, on a separate sheet):

Address:

.....

.....

.....

Post code:

5. Please enter details of the overall management of your business:

You are the sole proprietor

You are a partner

It is a limited company

It is a body corporate

6. Please read and sign the declarations (if you are unable to do so, details of the reasons should be sent in an accompanying letter):

Declaration A: I have not been refused registration for the purposes of the Vehicle (Crime) Act 2001 by any other local authority.

Declaration B: I have not been convicted of any offence as set out in the accompanying notes (ie, under Motor Salvage Operators (Specified Offences) order 2002 or Part 1, Vehicles (Crime) Act 2001).

Declaration C: I am not a bankrupt, within the terms of the Insolvency Act 1986

Sign:

Date:

Please send return this completed form to

**The Licensing Team
West Wiltshire District Council, Bradley Road
Trowbridge, Wiltshire BA14 0RD
Tel 01225 770357**

For official use only

Receipt no: Registration approved: Payment Code:

Details of directors and/or partners

| Name of director or partner | Home address | Date of birth |
|-----------------------------|------------------------------------|---------------|
| | Post code: | |
| | Post code: | |
| | Post code: | |
| | Post code: | |
| | Post code: | |
| | Post code: | |

I (full name), confirm that what I have written above is true, to the best of my knowledge. I authorise the Licensing Officer to make enquiries of the Wiltshire Constabulary, for confirmation or otherwise that I do not have any relevant convictions (Data Protection Act 1998). A registration fee of £70 is enclosed. I note that the non-returnable registration expires after three years.

Signed: Date:

Please send return this completed form to

**The Licensing Team
West Wiltshire District Council, Bradley Road
Trowbridge, Wiltshire BA14 0RD
Tel 01225 770357**

Declaration by partner or director in support of an application for registration within the terms of the Vehicles (Crime) Act 2001, Section 1 and 3 and the Motor Salvage Operators Regulations 2002



Please complete this form in block capitals.

1. Full name, address and telephone number of partner/director & fax number (if any)

Name:

Address:

.....

.....

Post code:

Tel number:

Mobile number:

Fax number:

2. Date of birth

.....

3. Are you a partner or director in a commercial undertaking having a place(s) of business within West Wiltshire?

No Yes

4. Please give the name of the company/business:

.....

.....

.....

5. Please state the address of the company/business:

Address:

.....

.....

.....

Post code:

6. Please read and sign the declarations

Declaration A: I have not been convicted of any offence as set out in the notes which accompany this application and which are to be found in the Motor Salvage Operators (Specified Offences) Order 2002, nor have I been convicted of any offence under Part 1 of the Vehicles (Crime) Act 2001

or

I have been convicted of an offence set out in the notes and have provided details on the next page.

Declaration B: I am not a bankrupt, within the terms of the Insolvency Act 1986

Sign:

Date:

Details of convictions

| 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 will 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 Yes? .

Please send return this completed form to

The Licensing Team
West Wiltshire District Council, Bradley Road
Trowbridge, Wiltshire BA14 0RD
Tel 01225 770357

Guidance Notes

to accompany an application for registration within the terms of the Vehicles (Crime) Act 2001, Section 1 and 3 and the Motor Salvage Operators Regulations 2002



With effect from 21 October 2002, the registration requirements of the Act come into force. This means that Motor Salvage Operators must register with any local authority in whose area they carry on the business of a salvage operator.

Definition of a Motor Salvage Operator

For the purposes of this part, a person carries on business as a motor salvage operator if he carries on a business which consists:-

- (a) 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;
- (b) wholly or mainly in the purchase of written-off vehicles and their subsequent repair and re-sale;
- (c) 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 (a) and (b); or
- (d) wholly or mainly in activities falling within paragraphs (b) and (c).

Local Councils are responsible for keeping a register of operators. Those operators have to keep detailed records on each vehicle transaction **for six years** and the police can inspect the records at any reasonable time.

Every registered business which handles **vehicles** must keep records which cover every one of the points which are mentioned in the suggested standard **record card** which accompanies these guidance notes. You do not have to use this particular card. We have produced it as an example so that you do not need to create your own. Records can be kept on a computer or you can use your own record book. The only basic rule is that you must be able to produce your records straight away to a police officer. If the details are on a head office computer, you must be able to download them directly at the branch.

Businesses which do not handle body shells or chassis, and are registered only because they recover parts from vehicles to use again or to sell, do not have to keep any special records. The regulations say nothing about any businesses keeping records of any individual vehicle parts. The records are required only for the vehicles themselves, i.e. the body shell or chassis.

Registration lasts for **three years**, then you have to renew.

The Specified Offences which are mentioned in the application form are all related to dishonesty involving vehicles. These must be taken into account when you apply but they do not ban you from making an application. Other convictions will have less of a direct relevance to your application.

Continued on next page

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) taking a 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 a 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;
- (g) tampering with a motor vehicle, contrary to Section 25 of The Road Traffic Act 1988;

Also, any offence under Part 1, Vehicles (Crime) Act 2002 itself is relevant.

