Registration as a Motor Salvage Operator - Guidance Notes.

Please note: These notes are meant for guidance purposes only. Any person conducting a business as a Motor Salvage Operator is responsible for ensuring that they comply with all relevant legislation surrounding that business.

1. Any person who carries on business as a motor salvage operator must be registered by the local authority for the area in which the business is operating. A person operating as a motor salvage operator without being registered shall be guilty of an offence and liable on summary conviction to a fine not exceeding £5000.

2. A motor salvage operator is any person who carries on a business -
   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) above; or
   d. wholly or mainly in activities falling within b) and c) above.

3. The fee to register with Manchester City Council as a motor salvage operator is £72.00.

4. Registration lasts for three years from the date on which the person was registered. For registration to continue, a person must apply to renew their registration before the end of the three-year period of initial registration.

5. The register kept by the local authority shall be made available for inspection by any member of the public.

6. Before registering a person as a motor salvage operator, the local authority must be satisfied that the applicant is a ‘fit and proper’ person. In judging whether a person is fit and proper to operate as a motor salvage operator the local authority will have particular regard as to whether the applicant has been convicted of any of the following offences:
   a. Convictions for offences under Part 1 of the Vehicles (Crime) Act 2001, namely:
      i. Carrying on business as a motor salvage operator in the area of a local authority without being registered for that area contrary to section 1 (1) of the Vehicles (Crime) Act 2000.
      ii. Contravening any provision to which section 7 (Keeping of records) applies contrary to section 7(4) of the Vehicle (Crimes) Act 2001

v Failing to give notice to a local authority in accordance with subsections (1), (2) or (3) of section 11 (Notification Requirements) contrary to section 11 (4) of the Vehicle (Crimes) Act 2001

vi Offence of giving false particulars on sale for salvage, contrary to section 12 of the Vehicle (Crimes) Act 2001

b Convictions for offences of a description which have been specified by the Secretary of State. At the date of this guidance, these are the offences specified in regulation 2 of the Motor Salvage Operators (Specified Offences) Order 2002, namely:

i Theft or attempted theft of or from a motor vehicle, contrary to section 1 of the Theft Act 1968.

ii Taking a motor vehicle without consent, contrary to section 12 of the Theft Act 1986.

iii Aggravated vehicle taking, contrary to section 12 A of the Theft Act 1968.

iv Handling stolen goods, contrary to section 22 of the Theft Act 1968.

v Going equipped to steal or take a motor vehicle contrary to section 23 of the Theft Act 1968.

vi Interference with a motor vehicle contrary to section 9 of the Criminal Attempts Act 1981.


7 In order to determine whether the applicant is a ‘fit and proper person’ the local authority will request a Police National Computer check from Greater Manchester Police. The application includes a Police Check Form to be completed by each applicant.

8 As well as a Police Check Form, any application must also include two of the following –

- Photo driving licence
- Passport
- Birth Certificate

This is so the local authority can verify the identity of the applicant. These documents will be copied and the originals returned to the applicant.

9 The local authority may refuse registration or cancel a person’s registration if -

a they are satisfied that he is not a fit and proper person to carry on a business as a motor salvage operator, or;

b a person registered as a motor salvage operator ceases to trade for a period exceeding 28-days.

10 When a registered person receives any vehicle he must make and keep a record of the following information -

a details of the vehicle registration number, vehicle identification number, make, model and colour of the vehicle;

b the name, address and contact details of the supplier of the vehicle;

c 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 photocard driver's licence, a passport, a utility bill, council tax bill or rent book, or other form of identification containing a photograph of the vehicle supplier;

d 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;

e the date on which the information referred to in sub-paragraphs (a)-(d) above was entered on the record.

11 When a registered person sells or otherwise disposes of any vehicle, he must add the following pieces of information to the record -

a the date of sale or other disposal of the vehicle;

b the name, address, and contact details of the person receiving the vehicle;

c 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 person receiving the vehicle, including whether any document produced was a UK photocard driver's licence, a passport, a utility bill, council tax bill or rent book, or other form of identification containing a photograph of the vehicle purchaser;

d the condition of the vehicle at the time of the sale or other disposal. (For example, whether it was repaired, unrepaird, dismantled, or in the same condition as at purchase);

e the date when the information referred to in sub-paragraphs (a)-(d) above was entered on the record.

12 The records as described above must be kept for a period of six years from the date of the last entry on the record for the vehicle.

13 Any changes affecting a person’s entry in the register (such as change of name or address) shall be notified to the local authority within 28 days of the changes occurring; and the local authority shall amend the register accordingly.

14 A person who is registered as a motor salvage operator and is not carrying on business as a motor salvage operator in the area of the local authority shall give notice to the local authority concerned of that fact within 28 days of the beginning of the period in which he is not carrying on business in that area while registered.

15 A person who fails to give notice to a local authority in accordance with 13) or 14) above shall be guilty of an offence and liable on summary conviction to a fine not exceeding £1000.

16 Any person who has had their application for registration as a motor salvage operator refused, or has had their registration cancelled, may submit representations to the local authority within a period of 14-days starting with the day following the day they were notified of the refusal or cancellation.
Important Note

if you intend to transport End-of-Life Vehicles (scrap cars) or scrap metal as part of your business or with a view to profit, you need to register with the Environment Agency as a waste carrier. **If you are caught carrying scrap metal whilst unregistered you could be fined up to £5,000.**

If you intend to keep, store or treat End-of-Life Vehicles (scrap cars) or scrap metal at any place, you will need to apply to the Environment Agency for an Environmental Permit or appropriate Exemption. **If you operate a scrap metal or End-of-Life Vehicle facility without proper authorisation, you could face fines of up to £50,000 or up to 5 years in prison.**

For more details, or to register with the Environment Agency, **call 08708 506 506 email enquiries@environment-agency.gov.uk, or visit their website www.environment-agency.gov.uk**

The Licensing Unit can help you with any queries or give advice on how to complete the application. You may also wish to consider other sources of advice such as a relevant trade body, or by engaging professional assistance, such as legal advice.

**Licensing Unit Contact Details:**

- Telephone No. 0161 234 5004 (call centre)
- Fax No. 0161 274 7249
- Email: premises.licensing@manchester.gov.uk
- Website: www.manchester.gov.uk