



# **BMRA Membership Application Pack**

## **Ordinary Members**

**Revised July 2018**

*Please read in conjunction with the BMRA's Articles of Association and Code of Conduct 2018*



## **The British Metals Recycling Association**

**The BMRA is the trade association** representing the £7 billion UK metal recycling sector – a globally competitive industry supplying environmentally friendly raw material to metals manufacturers.

**BMRA's 260 members** trade and process steel, aluminium, copper and most other ferrous and non-ferrous metals, and recycle a wide range of related products, such as end of life vehicles, packaging, batteries, domestic appliances, building materials and electronic goods.

BMRA members process over 12 million tonnes of scrap metal each year, which represents over 90% of the total metallic scrap processed in the UK annually. They also export over 80% of their output to companies throughout the world.

Membership is open to all UK metal recycling companies of good standing that have been in business for at least 2 years. There are also associate membership categories for international and service members.

The BMRA and its members operate under a strict code of conduct and clearly defined Articles of Association to ensure that the highest standards of commercial conduct and business ethics are maintained.

To maintain these high standards the BMRA has a formal application process that includes the requirement for new applicants to be nominated and seconded by directors of existing member companies. The application process also includes rigorous business checks and a bulletin system to solicit the views of the whole membership on the suitability of any new applicant.

The application process includes a declaration by the applicant that they agree to comply with the BMRA Code of Conduct and all relevant legislation and not do anything that will bring the BMRA or the metal recycling industry into disrepute

You can find more details on our website at <https://www.recyclemetals.org/>

# TOP reasons why YOU should be a member of the BMRA?



## Be heard

- Through BMRA, you will **have a say** about future regulatory change.
- You will **have a voice** in Westminster, Brussels and internationally leading up to, and after, EU Exit.
- Meet your local MP to discuss the issues and share your concerns.



## Be canny

- You get **unlimited free business advice** on issues such as tax, VAT, PAYE, payroll and employment
- You can access the Health & Safety Manual being updated for 2018
- You can undertake continuing competency refresher training at cost
- You can join the level 2 **Metal Recycling General Operative Apprenticeship** scheme and help drive a level 4 Apprenticeship too.
- You could save up to **40% off products** and services such as insurance, Sage and more...



## Be seen

- You can **attend meetings** and events, including the Networking Exhibition, Annual Dinner and Summer Charity Gala, which next year will include archery and shooting alongside golf.
- Any of your team who is aged 35 and under can join the Young British Metal Recyclers forum for **free** and enjoy the opportunity to network, explore and learn.
- You will have the unique opportunity to be part of our 100-year celebrations, including the Celebratory Yearbook.



## Be aware

- You can talk to the **in-house** team of technical, policy and communications **specialists** and access to a large library of statistics, data and best-practice documents.
- You can get advice, or attend free workshops, on issues such as **Fire Prevention Plans, GDPR, VAT fraud**, etc.



With so much uncertainty and so many changes on the cards, can you really afford not to be a member of the only organisation representing the scrap industry?



## British Metals Recycling Association Code of Conduct

**Members of the British Metals Recycling Association are committed to:**

1. Maintain the highest standards of commercial conduct and business ethics with other members, customers and suppliers.
2. Represent the metals recycling industry's common interests in their relations with business, government agencies and others.
3. Observe the highest practical standards of environmental care and protection and ensure compliance with current legislation.
4. Observe the need for good practice in health and safety and meet all relevant regulations.
5. Maintain adequate insurance cover for Public and Employee liability, and for other statutory requirements.
6. Co-operate with local authorities, regulators and other public servants, and allow access to premises where necessary.

**British Metals Recycling Association**

5 Ramsay Court, Hinchingsbrooke Business Park,  
Huntingdon, Cambs PE29 6FY  
Tel: 01480 455249 Fax: 01480 453680  
E-mail: [admin@recyclemetals.org](mailto:admin@recyclemetals.org)  
Web: [www.recyclemetals.org](http://www.recyclemetals.org)

# Application for Ordinary Membership



## 1. Application submitted by:

Company Name:	
Address Line 1:	
Address Line 2:	
Town:	
Area / County:	
Postcode:	
Tel:	
Fax:	
Contact Email:	
Website:	

## 2. Contact for this application:

Name:		E-mail:	
Position in company:		Tel:	

## 3. Company details:

How long has the company been established?		years [minimum two years required]
<b>If your company is registered in the UK:</b>		
Company registration number		
Name(s) of proprietor, partners or directors		
Company VAT number		
<b>Please give details if your company is part of a group or larger company:</b>		
<b>If your company is not registered in the UK:</b>		
Registration and ownership details:		
Main UK office address:		

#### 4. Registration, licences and other accreditation (please give all that are relevant)

	Date of issue	Issuing authority
Head Office Scrap Metal Dealers' Licence *		Type *: Site: <input type="checkbox"/> Collector: <input type="checkbox"/>
Environmental permit or exemption *		
Hazardous Waste registration *		
End of Life Vehicles ATF Licence		
ISO or other accreditation details		
Other licence or accreditation (please continue on a separate sheet if necessary)		
Permit/ licence applications in progress		
Has your company ever had a licence refused or revoked?	YES / NO	<i>If your answer to either of these questions is "YES", please provide details with your application.</i>
Has your company, in the last 12 months, been involved in any dispute with any legal authorities, regulators, customers or suppliers?	YES / NO	
Membership of other trade associations (if any):		

\* For recyclers in England & Wales licensing under the Scrap Metal Dealers' Act 2013 is a requirement of membership. If you hold more than one licence please continue on a separate sheet.  
Recyclers in Scotland should provide a copy of their Exemption Warrant certificate or Scrap Metal Dealer's licence as appropriate.

#### 5. Activity Summary

Tonnage, turnover and employee numbers			
<b>Accounts and turnover:</b>			
Date of last published accounts:	<input type="text"/>	Turnover:	£ <input type="text"/>
<b>Tonnage of scrap metal handled or traded in each of the last three years:</b>			
Year	<i>Ferrous</i> (tonnes)	<i>Stainless</i> (tonnes)	<i>Non-Ferrous</i> (tonnes)
<b>Number of employees:</b>			
In the UK:	<input type="text"/>	Overseas:	<input type="text"/>

## 6. Information about business and operating locations for BMRA web entry:

*If you have more than one operating location, please complete a copy of section 6 for each.*

<b>Total number of operating locations in the UK:</b>		<i>The BMRA website shows each operating location on a separate web page. Providing address and activity information for each site allows potential suppliers or customers to search for a facility near to them.</i>
<i>Members will be allocated a "user-administrator" web account so they can keep their information up to date, and enter details of additional operating facilities. Please call us for assistance if necessary.</i>		
<b>Site/ office name:</b>		
<b>Licence:</b> (if different from licence information in Section 4)	Type:                      Site: <input type="checkbox"/> Collector: <input type="checkbox"/>	
	Issuing council: .....	Date of issue: .....
<b>Is this the company head office?</b> (delete as applicable)		<b>Yes / No</b>
<b>Should the entry include an email enquiry form?</b> (delete as applicable)		<b>Yes / No</b>
<b>Address Line 1</b>		<b>If different to application address in Part 1.</b>
<b>Address Line 2</b>		
<b>Town / City</b>		
<b>County</b>		
<b>Country</b>		
<b>Postcode</b>		
<b>Telephone</b>		
<b>Fax</b>		
<b>Website</b>		
<b>Email</b>		
<b>Description</b> <i>This text will be used in the company description on our website</i>		
<b>Metals handled/ processed/ traded – Overview</b>		
<input type="checkbox"/> Ferrous <input type="checkbox"/> Non-Ferrous <input type="checkbox"/> Stainless Steel		
<b>Metals handled/ processed/ traded – please tick below as appropriate</b>		
<b>Ferrous (including alloys)</b>	<input type="checkbox"/> Light Iron	<input type="checkbox"/> Steel
<input type="checkbox"/> Heavy Iron	<input type="checkbox"/> Cast Iron	
<b>Non-Ferrous (including alloys)</b>	<input type="checkbox"/> Mercury	<input type="checkbox"/> Titanium
<input type="checkbox"/> Aluminium	<input type="checkbox"/> Nickel	<input type="checkbox"/> Tungsten
<input type="checkbox"/> Copper	<input type="checkbox"/> Precious & PGMs	<input type="checkbox"/> Zinc
<input type="checkbox"/> Lead	<input type="checkbox"/> Tin	<input type="checkbox"/> Stainless Steel

**Metals handled/ processed/ traded (Continued) – please tick below as appropriate**

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Factory Scrap       | <input type="checkbox"/> Cuttings |
| <input type="checkbox"/> Borings             | <input type="checkbox"/> Solder   |
| <input type="checkbox"/> Car & Lorry Engines | <input type="checkbox"/> Turnings |

**Facilities**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Baler            | <input type="checkbox"/> Dockside         | <input type="checkbox"/> Shear             |
| <input type="checkbox"/> Cable Stripper   | <input type="checkbox"/> Furnace          | <input type="checkbox"/> Shredder          |
| <input type="checkbox"/> Container Loader | <input type="checkbox"/> Media Separation | <input type="checkbox"/> Plastic Recycling |

**Specialist activities**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Batteries            | <input type="checkbox"/> Import / export        | <input type="checkbox"/> Repurposing                 |
| <input type="checkbox"/> Cable Processing     | <input type="checkbox"/> Trader / Broker        | <input type="checkbox"/> Waste Transfer Station      |
| <input type="checkbox"/> Metal Packaging      | <input type="checkbox"/> Plant Hire             | <input type="checkbox"/> WEEE (Fridges)              |
| <input type="checkbox"/> Catalytic Convertors | <input type="checkbox"/> Roll On/Off Containers | <input type="checkbox"/> WEEE (General)              |
| <input type="checkbox"/> Drosses / Skimmings  | <input type="checkbox"/> Site Clearance         | <input type="checkbox"/> WEEE (IT and Communication) |
| <input type="checkbox"/> ELV ATF              | <input type="checkbox"/> Skip Hire              | <input type="checkbox"/> Radioactive Waste*          |
| <input type="checkbox"/> Filings / Turnings   | <input type="checkbox"/> Reclamation            |  |

*\*remains confidential*

**Accreditations / Courses**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Batteries ABTO           | <input type="checkbox"/> Green Dragon Level 2 | <input type="checkbox"/> OHSAS 1800:1999      |
| <input type="checkbox"/> Batteries AE             | <input type="checkbox"/> Investor in People   | <input type="checkbox"/> WAMITAB              |
| <input type="checkbox"/> BMRA H&S (Any)           | <input type="checkbox"/> ISO 14001            | <input type="checkbox"/> WEEE AATF            |
| <input type="checkbox"/> BMRA Radiation Awareness | <input type="checkbox"/> ISO 9001             | <input type="checkbox"/> WEEE AE              |
| <input type="checkbox"/> EMAS                     | <input type="checkbox"/> ISO 9002             | <input type="checkbox"/> WEEELABEX EN 50625-1 |
| <input type="checkbox"/> End of Waste             | <input type="checkbox"/> NEBOSH               |   |

**Training and Health & Safety**

Contact for Health & Safety      Name & Email:  
Contact for Training              Name & Email:

**Customer Payment Methods Utilised**

- |                                 |   |  |
|---------------------------------|---|--|
| <input type="checkbox"/> BACS   | <input type="checkbox"/> On Site Cheque Cashing | <input type="checkbox"/> Pre-Paid Cards* |
| <input type="checkbox"/> Cheque | <input type="checkbox"/> e-Money*               |  |

*\*Not available in Scotland under AWLA*



## 7. Nomination

BMRA Rules require applicants to be nominated by a director of one Ordinary member company and seconded by a director of another Ordinary member company. BMRA will write to the named companies asking them firstly to confirm that they know the applicant sufficiently well to act as a reference referee, and secondly whether they would support the application.

It is therefore strongly recommended that applicants check that the named individual will be prepared to propose and second their application before providing their names below.

	Name of company	Name of director	Address & e-mail
<b>Nominator:</b>			
<b>Secunder:</b>			

It is essential to ensure the proposer and seconder are both directors of a current ordinary member company.

## 8. Declaration

I declare that the above information is complete and accurate, and that the named company agrees to:

- a. comply with the BMRA Code of Conduct and all relevant legislation and not do anything that will bring the BMRA or the metal recycling industry into disrepute,
- b. make an annual membership declaration including financial and tonnage turnover, and employee numbers,
- c. pay the appropriate annual membership fee within thirty days of receiving the invoice,
- d. ensure that employees receive appropriate Health and Safety training, *and*
- e. give at least three months' notice, in writing, if withdrawing from membership (*please note that in these circumstances no monies are repayable*).

BMRA reserve the right to conduct spot checks on member companies and may request to see proof of appropriate (H&S) training, certificates of operator competence/TCM, SMDA/AWLA licences at any time.

The form must be signed by the proprietor, or a senior partner or director of the company.

Signature: ..... Date: .....

Position in company: .....

**To avoid a delay in processing your application please ensure that all relevant sections of this form are complete and send it to:**

**The Chief Executive, British Metals Recycling Association,  
5 Ramsay Court, Hinchingsbrooke Business Park, Huntingdon, Cambridgeshire, PE29 6FY**

*The Board of BMRA reserves the absolute right to approve, or otherwise, applications for membership and will not enter into correspondence regarding the reasons for their decisions.*