

Display of licence

A scrap metal dealer who holds a site licence must display a copy of the licence at each site identified in the licence.

The copy must be displayed in a prominent place in an area accessible to the public.

A scrap metal dealer who holds a collector's licence must display a copy of the licence on any vehicle that is being used in the course of the dealer's business.

The copy must be displayed in a manner which enables it easily to be read by a person outside the vehicle.

Verification of supplier's identify

A scrap metal dealer must not receive scrap metal from a person without verifying the person's full name and address.

That verification must be by reference to documents, data or other information obtained from a reliable and independent source.

Payments for scrap metal

A scrap metal dealer must not pay for scrap metal except:

- (a) by a cheque which under Section 81A of the Bills of Exchange Act 1882 is not transferable, or
- (b) by an electronic transfer of funds (authorised by credit or debit card or otherwise).

Paying includes paying in kind (with goods or services).

Records: Receipt of metal

This applies if a scrap metal dealer receives any scrap metal in the course of the dealer's business.

The dealer must record the following information:

- (a) the description of the metal, including its type (or types if mixed), form, condition, weight and any marks identifying previous owners or other distinguishing features;
- (b) the date and time of its receipt;
- (c) if the metal is delivered in or on a vehicle, the registration mark (within the meaning of Section 23 of the Vehicle Excise and Registration Act 1994) of the vehicle;
- (d) if the metal is received from a person, the full name of the person who makes the payment acting for the dealer;
- (e) if the dealer pays for the metal, the full name of the person who makes the payment acting for the dealer.

If the dealer receives the metal from a person, the dealer must keep a copy of any document which the dealer uses to verify the name or address of that person.

If the dealer pays for the metal by cheque, the dealer must keep a copy of the cheque.

If the dealer pays for the metal by electronic transfer:

- (a) the dealer must keep the receipt identifying the transfer, or
- (b) if no receipt identifying the transfer was obtained, the dealer must record particulars identifying the transfer.

Records: Disposal of metal

This applies if a scrap metal dealer disposes of any scrap metal in the course of the dealer's business.

For these purposes metal is disposed of:

- (a) whether or not it is in the same form in which it was received;
- (b) whether or not the disposal is to another person;
- (c) whether or not the metal is dispatched from a site.

Where the disposal is in the course of business under a site licence, the dealer must record the following information:

- (a) the description of the metal, including its type (or types if mixed), form and weight;
- (b) the date and time of its disposal;
- (c) if the disposal is to another person, the full name and address of that person;
- (d) if the dealer receives payment for the metal (whether by way of sale or exchange), the price or other consideration received.

Where the disposal is in the course of business under a collector's licence, the dealer must record the following information:

- (a) the date and time of the disposal;
- (b) if the disposal is to another person, the full name and address of that person.

Records: Supplementary

The information mentioned above must be recorded in a manner which allows the information, and the scrap metal to which it relates, to be readily identified by reference to each other.

The records mentioned above must be marked so as to identify the scrap metal to which they relate.

The dealer must keep the information and other records mentioned above for a period of three years beginning with the day on which the metal is received or (as the case may be) disposed of.

Variation /alteration to licence

Where any alteration to any current licence occurs, which materially affects the accuracy of the information previously given, i.e. change of name or location of trading/ceased trading/change of site manager, must be notified to the Council with 28 days of the change.