

## Scrap Metal Dealers Act 2013 Collectors Licence

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 to be easily read by a person outside the vehicle.

### **Notifying the Licensing Authority**

An applicant for a scrap metal licence or for the renewal or variation of a licence must notify the authority to which the application was made of any changes which materially affect the accuracy of the information which the applicant has provided in connection with the application.

A licensee who is not carrying on business as a scrap metal dealer in the area of the authority which issued the licence must notify the authority of that fact. This must be done within 28 days from when the licensee is not carrying on business in that area while licensed.

If a licensee carries on business under a trading name, the licensee must notify the authority which issued the licence of any change to that name. This must be done within 28 days of the change occurring.

### **Verifying Identity of Customer**

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

In order to verify a person's name and address, it will be sufficient for the scrap metal dealer to refer to either—

- (a) a document listed in paragraph (2) which bears the person's full name, photograph and residential address; or
- (b) both of—
  - (i) a document listed in paragraph (2) which bears the person's full name, photograph and date of birth, and
  - (ii) a supporting document listed in paragraph (3) which bears the person's full name and residential address.

(2) The documents which apply for the purposes of regulation 2(1)(a) or (b)(i) are as follows:

- (a) a valid United Kingdom passport, within the meaning of section 33(1) of the Immigration Act 1971**(b)**; or
- (b) a valid passport issued by an EEA state; or
- (c) a valid Great Britain or Northern Ireland photo-card driving licence; or
- (d) a valid UK biometric immigration document, issued in accordance with regulations made under section 5 of the UK Borders Act 2007**(a)**.

(3) The documents which apply for the purposes of regulation 2(1)(b)(ii) are—

- (a) a bank or building society statement;
- (b) a credit or debit card statement;
- (c) a council tax demand letter or statement; or
- (d) a utility bill, but not a mobile telephone bill

provided that the date on which the document in question was issued is not more than three months before the date when the scrap metal is received by the scrap metal dealer.

### **Records: disposal of metal**

- (1) This section applies if a scrap metal dealer disposes of any scrap metal in the course of the dealer's business.
- (2) 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 despatched from a site.
- (3) 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: receipt of metal**

- (1) This section applies if a scrap metal dealer receives any scrap metal in the course of the dealer's business.
- (2) 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 and address of that person;
  - (e) if the dealer pays for the metal, the full name of the person who makes the payment acting for the dealer.
- (3) 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.
- (4) If the dealer pays for the metal by cheque, the dealer must keep a copy of the cheque.
- (5) 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: supplementary**

- (1) 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.
- (2) The dealer must keep the information and other records mentioned above for a period of 3 years beginning with the day on which the metal is received or (as the case may be) disposed of.

### **Payment for Scrap Metal**

A scrap metal dealer must not pay for scrap metal except by a cheque which is not transferable or by an electronic transfer of funds. Paying includes paying in kind (with goods or services).

### **General Licence Information**

A person may hold more than one licence issued by different local authorities, but may not hold more than one licence issued by any one authority.

The authority may revoke a licence if it is no longer satisfied that the licensee is a suitable person to carry on business as a scrap metal dealer.