

Licence for a Scrap Metal Dealer Site

WDSMDSL002

LOCAL AUTHORITY



West Devon
Borough
Council

Licensing Department
West Devon Borough Council
Kilworthy Park
Drake Road
Tavistock
PL19 0BZ

This Scrap Metal Dealers Site Licence is issued by West Devon Borough Council under the **Scrap Metal Dealers Act 2013** and restricts the activities of buying and selling scrap metal as defined by the act and any attached conditions.

NAME AND ADDRESS OF HOLDER OF THIS LICENCE

J Sanders and Son Ltd
Melphoejen House
Heathfield
PL19 0LE

TRADING NAME OF THE LICENCED SITE

J Sanders and Son Ltd, Scrapyard, Heathfield, PL19 0LE

NAME OF SITE MANAGER

Miss Phoebe Sanders

DURATION OF LICENCE

Issued: **31/07/2024**

Starts: **22/07/2024**

Expires: **21/07/2027**

A handwritten signature in blue ink, appearing to read 'Ian Luscombe'.

Ian Luscombe: Head of Environmental Health & Licensing

Scrap Metal Dealers Act 2013 – General Requirements

As a licensed scrap metal dealer you must ensure that you comply with the requirements of the Scrap Metal Dealers Act 2013 as failure to do so is a criminal offence. These include:

You must not pay cash for Scrap – it is a criminal offence, punishable by a fine of up to £5,000, for a scrap metal dealer to pay cash for scrap metal (section 12 of the 2013 Act). Such offence will be committed by the scrap metal dealer, a site manager (if payment is made at a site) and any person who makes the payment acting for the dealer.

You must notify us if you stop trading – you must tell us if you cease to carry on your scrap metal dealing business within 28 days of ceasing operations.

You must notify us of certain changes – you must tell us if your business trading name changes within 28 days of such change. Also you must submit an Application to Vary your licence if a site licensee or site manager changes their name, the sites named on a site licence change, or if the holder of a collector's licence changes their name.

You must display your licence once issued – A copy of a site licence must be displayed prominently at each site to which it relates in an area which is accessible to the public. A collector's licence must be displayed, in a manner which enables it to be easily read from outside the vehicle, on any vehicle that is being used in the course of the dealer's business.

You must verify your supplier's identity – you must not receive scrap metal from a person without verifying the person's full name and address. If this does not happen the following persons may be prosecuted – the scrap metal dealer; if the metal is received at a site, the site manager; any person who, under arrangements made with the former persons has responsibility for verifying the name and address. That verification must be by reference to documents, data or other information obtained from a reliable and independent source. It will be sufficient to refer to EITHER –

(a) a valid United Kingdom passport, a valid passport issued by an EEA state, a valid Great Britain or Northern Ireland photo-card driving licence, a valid UK biometric immigration document provided such document bears the person's full name, photograph and residential address; OR

(b) both – (i) a document listed in (a) above which bears the person's full name, photograph and date of birth, and; (ii) a bank or building society statement, a credit or debit card statement, a council tax demand letter or statement or a utility bill (but not a mobile telephone bill) which bears the person's full name and residential address 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.

You must keep proper records for receipt of scrap metal – you must record the following information in relation to all scrap metal you receive in the course of business:

- 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, its registration mark;
- 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;
- f) 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.
- g) If the dealer pays for the metal by cheque, the dealer must keep a copy of the cheque.
- h) If the dealer pays for the metal by electronic transfer— the dealer must keep the receipt identifying the transfer, or if no receipt identifying the transfer was obtained, the dealer must record particulars identifying the transfer.

You must keep proper records for disposal of scrap metal – you must record the following information in relation to all scrap metal you dispose of in the course of business (whether or not it is in the same form in which it was received; whether or not the disposal is to another person; whether or not the metal is despatched 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 -

- e) the date and time of the disposal;
- f) If the disposal is to another person, the full name and address of that person.

You must keep your records in a particular way – the information referred to 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. You must keep the information and other records for a period of 3 years beginning with the day on which the metal is received or (as the case may be) disposed of.