



## ABOUT YOUR SCRAP METAL DEALERS LICENCE

This fact sheet provides details about the rules for scrap metal dealers. The rules apply to both sites and mobile collectors. It is important that you read this fact sheet. **Failure to meet the rules** is a criminal offence and a **conviction could lead to a fine of up to £5,000**.

### Site Licence

Your site licence allows you to buy and sell scrap at the sites named on the licence

### Collector's Licence

Your collector's licence **only** allows you to collect scrap metal **within the boundaries of Stroud District**. You may, however, take that scrap for disposal outside of the district

### Display of licence

You must display your scrap metal dealer licence as follows:

- Site licence - at each site operated under the licence in a prominent place where it can be seen by the public.
- Collector's licence – The plastic card licence must be displayed in the window of every vehicle operated under the licence. We also provide you with a paper licence that you should keep in a safe place

If you are a site licence holder you may wish to carry a copy of your site licence in any vehicles that you use to transport waste so that you are not mistaken for a mobile collector.

### Paying for Scrap Metal

Payment for scrap metal (including for end-of-life vehicles) can only be made by;

- **Non-transferable cheque** or
- **Electronic transfer of money.**

Electronic transfer of money includes direct debit, direct credit, BACS, faster payments, online and mobile banking. **It is a criminal offence for any payment to be made by cash.**

You must keep details of every payment you made for scrap metal, including copies of cheques or bank receipts.

## Record keeping

You must keep records of any scrap metal that you receive or dispose of irrespective as to whether payment is made to you. The **rules apply to both sites and collectors**.

Records must be kept securely for **three years** and may be inspected by police or council officers at any time.

### Receipt of Metal

- Description of the metal including its type, form, condition, weight and any marks or distinguishing features
- The date and time of receipt
- If the metal is delivered to you by vehicle the registration of the vehicle
- If the metal is received from a person the full name and address of the person. This includes if you collect door to door.
- If you pay for the metal the full name of the person who makes the payment
- If you receive the metal from a person you must keep a copy of any document which you use to verify the name and address of that person. This includes if you collect door to door.
- If you pay for the metal by cheque you must keep a copy of the cheque
- If you pay for the metal by electronic transfer you must keep the receipt of the electronic payment or if no receipt you must record the particulars of the transfer

### Disposal of Metal

You must keep the records below whether or not the metal is disposed of in the same form in which it was received.

- Whether or not the disposal is to another person
- Whether or not the metal is dispatched from a site
- Date and time of disposal
- If disposal is to another person the full name and address of that person

### Under a Site Licence you must also record

- Description of the metal disposed of including its type or types if mixed, form and weight
- If you receive payment for the metal whether by sale or exchange, the price or other consideration received

## Verifying the identity of suppliers

You cannot receive scrap metal from a person unless you can verify their name and address; this is irrespective of whether you are making a payment for it. You must do this by checking documents that have a photo to prove identity and also show the person's address. You must keep a copy of these documents.

Collectors must ensure that they are able to keep the necessary records while travelling around.

Documents that are acceptable that have a photograph are:

- a valid United Kingdom passport;
- a valid passport issued by an EEA state;
- a valid Great Britain or Northern Ireland photo-card driving licence; or
- a valid UK biometric immigration document.

Documents that are acceptable that show the full name and address are:

- 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.

For example a photocard driving licence will enable you to check the photograph and the address. However if you see a passport to check the photo you will also need to see something from the second group to check the address as a passport does not show the home address.

## Inspections

From time to time, licensed sites may be inspected by police or council officers to ensure that licence-holders are complying with their legal responsibilities. During inspections, we may inspect any metal kept at the site, and any records which the dealer is required to keep. We may also require collectors to produce their records for inspection.

## Notifying us of certain events

You can apply to us to vary your licence if:

- you change your name or address
- you open new sites, close old sites, or make any other changes to the sites currently listed on your licence
- there are any changes to the details of the site managers listed on your licence, or if you replace a site manager with a different person
- you wish to change your licence type from a collector's licence to a site licence, or vice versa.

Licences are non-transferable. If you decide to sell your licensed business, the new owner must apply for a new licence of their own before they are able to take it over.

You must also let us know if any of the following occur:

- if you cease trading in Stroud District (must notify within 28 days)
- any change to your trading name (must notify within 28 days)

## Revocation of licence

We may take action to revoke your licence, if any of the following apply:

- if you are no longer carrying on business at any of the sites listed in the licence
- if a site manager listed in the licence is no longer responsible for any of the sites listed in the licence
- if we are satisfied that you are no longer suitable to hold a licence, by reason of convictions, cautions, licence breaches or other matters.

Revocation is a last resort, and we would give you opportunity to make written comment before making any final decision. A right of appeal will be available against any decision to revoke a licence.

If you, any business partners named in your application or your site manager are convicted of a relevant offence, we may add conditions to the licence restricting how the business may be carried on, as an alternative to revocation.

## Contact Us

You can contact the Licensing Team using the details below

<b>Personal visit to:</b> Stroud District Council Offices Ebley Mill, Ebley Wharf, Westward Road, Stroud. (You must ring first to make an appointment)	<b>Writing to us at:</b> The Licensing Section, Stroud District Council, Council Offices, Ebley Mill, Ebley Wharf, Stroud, Glos. GL5 4UB
<b>Email:</b> <a href="mailto:licensing@stroud.gov.uk">licensing@stroud.gov.uk</a>	<b>Phone:</b> 01453 754404
<b>Internet:</b> <a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a>	<b>Fax:</b> 01453 754963