

## **SCRAP METAL DEALERS ACT 2013**

### **CODE OF PRACTICE**

**Site Licence** – This is where the scrap metal business is operated from, one or more sites in the local authority area. This licence allows the licensee to transport scrap metal to and from those sites from any local authority area.

A site manager must be named for each site.

**Collector's Licence** – Allows the licensee to operate to collect in the area of the issuing local authority. A separate licence has to be obtained from each council the collector wishes to operate in. The licence does not authorise the licensee to operate a site

### **What you need to know**

#### **Validity of your licence**

Your licence is valid for three years, expiring on the date shown on the licence, unless revoked. You must notify us of any change affecting your licence. If at any time you do not carry on business as a scrap metal dealer in Wolverhampton, you must notify us within 28 days. Please note that details of your licence will be held on a public register maintained by the Environment Agency.

#### **Displaying your licence**

**Site-** You must display a copy of the licence in a prominent place that is accessible to the public, at each site identified in the licence. It is an offence not to do this.

You may wish to carry a copy of the site licence in any vehicle that is being used in the course of your business.

**Collector** - You must display a copy of the licence on any vehicle that is being used in the course of your business so that it can be read easily by a person outside the vehicle. If you hold more than one licence, you must ensure that the correct licence is displayed when collecting in the relevant licensing council area. It is an offence not to do this.

## **Offence of buying scrap metal for cash**

It is an offence for any scrap metal dealer to buy scrap metal for cash. The only acceptable payment methods are non-transferable cheques (“crossed cheques”) which are payable to a named individual(s) or firm, and electronic transfer of funds. A record of the transaction must be traceable from the payer’s account to the payee’s account.

You will notify the Police of any attempts to sell you goods that are, in our view, of doubtful or illegal origin.

You will display prominent signage at your premises stating “We report suspected metal thieves to the Police”

## **Verifying the identity of scrap metal suppliers**

You must not receive scrap metal from a person without first verifying their full name and address by reference to documents. You must refer to either:

(1) A document which bears the person’s full name, photograph and residential address or

(2) A document which bears the person’s full name, photograph and date of birth, and

(2a) a supporting document which bears person’s full name and residential address

### **Documents which are acceptable under (1) and (2) are:**

- a) A valid United Kingdom passport
- b) A valid passport issued by an EEA state
- c) valid Great Britain or Northern Ireland photo-card driving licence
- d) A valid UK biometric immigration document, issued in accordance with the UK Borders Act 2007.

Supporting documents acceptable under (2a) above are:

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

Supporting documents must be dated not more than three months before the date on which you receive the scrap metal.

You must keep a copy of any document used to verify the name and address of the supplier. You must use copies of documents retained in your records to verify the details of repeat suppliers.

### **Records you need to keep**

You are required to keep records of metal received and disposed of. You must also keep details of the person it was received from, documents used to verify the name and address of the supplier and the payment. Records must be recorded in a manner which allows the information and scrap metal to be easily identified by reference to each other. Records must be kept for three years.

### **Receipt of metal**

When you receive any scrap metal in the course of your business:

You must:

- a) Record the description of the metal, including its type (or two types if mixed), form, condition, weight and any marks identifying the previous owners or other distinguishing features
- b) Record the date and time of its receipt
- c) Record the registration mark of the vehicle used to deliver the metal
- d) Record the full name and address of the person from whom the metal is received
- e) Record the full name and address of the person who makes the payment acting for the 'dealer', if the dealer pays for metal
- f) Record the name and address of the 'person' from whom you receive metal and keep a copy of any document which is used to verify the name and address of that person. **See 'Verifying the identity of scrap metal suppliers'**
- g) Not accept scrap from customers arriving on foot
- h) Not accept scrap metal from customers arriving in taxis

### **Payment for metal**

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:

- a) You must keep the receipt identifying the transfer, or
- b) If no receipt identifying the transfer was obtained, you must record particulars identifying the transfer

**Disposal of metal**

(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

If you dispose of any scrap metal in the course of your business, you 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.

**Officers rights to enter and inspect**

A police constable or an officer of the local authority have the right to enter and inspect your site at any reasonable time, however, this does not apply to residential premises.

**Collecting scrap**

As a site licence holder, you cannot regularly engage in collecting scrap metal by means of visits form door to door. You may collect by arrangement.

**Declaration**

**I the undersigned agree to abide by this Code of Practice for Scrap Dealers in partnership with the City of Wolverhampton Council.**

**Business Name** .....

**Business owner/responsible person** .....

**Signature** .....

**Date** .....

