

# Scrap Metal Dealers Act 2013

## Notes for Scrap Metal Mobile Collectors

You will need to comply with relevant environmental legislation and regulation when carrying out your business as a scrap metal collector. For any guidance on this please feel free to contact us on [licensing@north-norfolk.gov.uk](mailto:licensing@north-norfolk.gov.uk) or call 01263 516189.

### What is the definition of a mobile collector?

“Mobile Collector” means a person who:

- deals in scrap metal but does not store it at a site
- regularly collects waste materials and old, broken or worn out items by travelling from door to door

### How much is a collector’s licence?

Please refer to the Miscellaneous Licensing fee charges on the webpage.

### How long does a licence last?

3 years

### Can I apply for a site and collector’s licence in the same councils area?

No, a dealer can only have a site licence **OR** a collector’s licence in a councils area, not both.

### If I apply for a collector’s licence will it cover more than one councils area?

No, you must apply for a collector’s licence from each council area that you operate in.

### If I collect metal as part of my trade, do I need a licence?

If you are a builder, plumber, electrician or similar and you collect metals as a small part of your business then you are unlikely to need a licence.

### Do I need a waste carriers licence to apply for a collectors licence?

Yes. You can apply for a waste carriers licence from [Register or renew as a waste carrier, broker or dealer - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### How do I apply for a collectors licence?

You will need to complete:

- scrap metal collectors application form
- a basic disclosure from the [GOV.UK website](http://www.gov.uk) (when received, send in the basic disclosure to us) (these must be less than 3 months old)
- 2 passport sized photographs
- Licence fee (The payment can be made by contacting a customer services advisor on 01263 516189 quoting Licence number for renewals or full name. Alternatively, you can make this payment via the Council [online payment portal](#).)

### Does a scrap metal dealer have to notify the council if they close down or if details change?

Yes, if you close your business, change the trading name or change your name or address. You must notify us within 28 days with any of these changes.

### **I already have a licence and need to change the business name/address/vehicle registration/other details what do I do?**

This will be a minor variation. You will need to notify us in writing by email or letter of the changes that are being made.

### **I have a collectors licence and would like to change this to a scrap site licence**

This will be a major variation. Please refer to the Miscellaneous Licensing fee charges on the webpage. You will also need relevant environmental permits and planning permission to do this.

### **Do licences have to be displayed?**

You must display a copy of the licence on any vehicle that is being used for the business. It must be easy to read for a person outside the vehicle. We will provide a self-adhesive wallet for your licence which may be attached to the inside of your vehicles windscreen. If you hold a licence in more than 1 council area you need to make sure the correct licence is on display when you are collecting in that area.

### **Can I pay cash for scrap metal?**

No. It is an offence to buy scrap metal for cash. Only payment by a non-transferable cheque or an electronic transfer of funds is acceptable.

### **What records do I have to keep?**

If a scrap metal dealer receives any scrap metal they must record:

- the description of the metal, including its type, form, condition, weight, marks identifying previous owners or other distinguishing features
- date and time of the receipt
- vehicle registration (if it is a car)
- name and address of the supplier
- name of the person paying the supplier for the metal
- copy of any document used to verify the name and address
- copy of the cheque, if the supplier is paid by cheque
- receipt identifying the electronic transfer if payment was by that method or, in the absence of a receipt, identifying particulars

You will also need to record where you sell or dispose of the metal. We have blank record sheets that can be used for your record keeping and you can use photos from your mobile phone. Please speak to us for more information on how to keep records.

### **What if I am unable to verify the name and address of the supplier?**

When collecting door to door we understand that it may not be possible to verify the name and address of the supplier. This may be because the waste materials are old and broken and have been left on the side of the road. You must record the description, form, condition, weight, marks identifying previous owners or other distinguishing features. As well as the address, date & time collected (as mentioned above).

### **How long do I need to keep the records?**

- You must keep the records for 3 years. Failure to keep records may result in being fined.

## **How do I verify the name and address of the person I collect from?**

You must see one of the following:

- A photocard driving licence
- A passport or immigration document showing the full name, photo and address
- A passport or immigration document showing the full name and photo. Plus a bank statement, card statement, council tax bill or utility bill

## **I have people working for me, do they need their own licence?**

A collectors licence will cover any employees working for that business. If they are not employed directly by you and they are self-employed, they will need their own collectors licence even if they are collecting metal from the same van as the person who has a collectors licence.

## **What if I am refused a scrap metal licence?**

If we refuse your application we will give you notice of the proposed decision. You then have 14 days to make representations. When we have made a final decision we will provide a notice of the decision and the reasons for this. You will then have 21 days to appeal this decision.

## **Can my licence be revoked?**

Yes. If we are no longer satisfied that you are a suitable person to carry out a business as a scrap dealer.

## **Can I pay cash to buy a car?**

This is not straightforward and depends on the individual case. If a certificate of destruction is issued, the car is considered to be scrap and a buyer must not pay cash for it.

If a certificate of destruction is not issued, then it will depend on a number of other factors. For example a car with a valid MOT certificate and that is driveable without repair is not scrap (therefore, a buyer may pay cash for it). There needs to be a genuine potential for repair and re-sale in order for cash to be used. We would expect someone buying a car for cash to have a history of repairing & selling vehicles. Similar issues may arise for the purchase of other items and appliances.

## **Do banger racers need a scrap licence?**

If you purchase cars for the specific reason of racing them to destruction, this is not considered to be a scrap metal activity. If you transport bangers to a scrap metal dealer and take other scrap with you, you may need a collectors license. Please contact us if you are not sure.

These guidance notes are provided to you as information only. It is not the Council's role to provide you with legal advice, and it is our strong recommendation that you seek your own independent legal advice in relation to the content of these guidance notes, your application for a licence and in relation to the continuing legal obligations upon you if issued with a licence. Please be on notice that if you do not comply with the continuing legal obligations on you if issued with a licence, then the licence may be revoked.

If you would like any more information on scrap metal collectors then please contact us [licensing@north-norfolk.gov.uk](mailto:licensing@north-norfolk.gov.uk) or call 01263 516189.