



SCRAP METAL DEALER ACT 2013 SITE LICENCE

Issued by:
Bournemouth, Christchurch and Poole Council
Licensing Team
Town Hall Annex
St Stephen's Road
Bournemouth
BH2 6EA

Site Licence Number

184299

Name of the holder of the licence

The holder of this licence is authorised as a Scrap Metal Dealer at any site in this authority's area that is identified below.

Authorised Sites

Commercial Recycling (Southern) Limited
Commercial Recycling Ltd, Canford Recycling Centre
Arena Way
Poole
BH21 3BW

Site Manager

William Watson

This licence expires on the 13th May 2024

A handwritten signature in black ink, appearing to read "N Randle".

Licensing Manager
Mrs Nananka Randle

SCRAP METAL DEALERS ACT 2013

Requirements of SCRAP METAL DEALER SITE LICENCE HOLDER

1. DISPLAY OF LICENCE

The enclosed laminated A4 licence must be displayed in a prominent position that is accessible to the public, at each site identified on the licence.

It is an offence to not clearly display the appropriate licence.

If you use vehicles for pre-arranged collections of scrap metal you may wish to keep a copy of the site licence in each vehicle for purposes of showing the Police should the vehicle be stopped during a scrap metal collection.

2. RECORDS TO BE KEPT

Detailed records of receipt of any scrap metal must be kept as well as records of disposal.

Records of receipt must include:

- Description of the metal including type, condition, weight, identifying marks, previous owners)
- Date and time of receipt
- If the metal is delivered by vehicle the registration of the vehicle
- If the metal is received from a person the name and address of the person
- If the dealer pays for the metal the name and address of the person who makes the payment acting for the dealer
- The dealer must keep a copy of any document used to verify the name and address of the person
- Copies of the cheques used to pay for scrap metal or receipt details of electronic transfers.

Records of disposal must include:

If metal is being disposed details must be kept of

- Description of the metal including type, condition, weight, identifying marks, previous owners)
- Date and time of disposal
- If disposal is to another person the name and address of that person
- If the dealer receives payment for the metal the price

Records must be kept for three years and can be requested for inspection by an authorised officer.

The records must be recorded in a way that identifies the scrap metal collected.

Records must be kept even if the metal is provided free of charge.

It is an offence to not keep the required records.

3. VERIFYING THE NAME AND ADDRESS OF THE SCRAP METAL SUPPLIER

Scrap metal dealers must verify the name and address of the supplier of the scrap metal. A valid GB or Northern Ireland photo-card driving licence is the best acceptable proof of name and address.

Alternatively, a valid passport (UK or EEA State) **and** a bank/building society statement **or** credit/debit card statement **or** council tax letter **or** utility bill.

Copies of identification must be taken.

4. PAYMENT METHODS

Not acceptable

Cash cannot be used for payment of scrap metal. There are no exemptions.

Postal orders, foreign currency, electronic vouchers, mobile phone airtime credits, retailer/supermarket gift cards and vouchers are all also NOT acceptable forms of payment for scrap metal.

Acceptable

Cheques are acceptable as long as they are 'non-transferable/crossed' made payable to an individual or business, not made out to cash.

Electronic payment methods are acceptable including direct debits, direct credits, BACS payments, faster payments, standing orders, credit transfers, on-line, phone and mobile banking.

5. COLLECTION & DISPOSAL OF METAL

The site licence allows the holder to transport scrap metal from any location, including outside of the local authority area, providing it is in the course of business from the named site. These collections should be pre-arranged with businesses and not by means of door-to-door visits.

A licensed collector can dispose or sell metal in any local council area regardless of whether a collector's licence is held for that area.

6. EMPLOYEES

Site Managers named on site licences have responsibility for ensuring legal compliance under the Scrap Metal Dealers act 2013.

If a site licence holder uses self-employed mobile collectors to collect scrap metal to be processed at the licensed site, each collector would need a collectors licence.

If a site licence holder has employees, the site licence holder may wish to supply identification for its employees and may wish to photocopy the site licence to keep in any vehicles used by

business for the site and workers may wish to carry a pay slip to confirm employment in case the Police stop the vehicle and question if the scrap collection is licensed.

7. OTHER PERMISSIONS

Site Licence holders need to ensure they comply with all other relevant environmental and planning legislation.

8. VARIATION

The licence holder must inform the Council of any changes in the name of the licence holder, the site location, the site manager within 28 days of the change.

Transfers of licences from one person to another cannot take place, including when one person business buys another business.

The above information is based on current guidance and could be subject to future change - November 2013