

### Application for a Scrap Metal Licence

#### SECTION 1. (for all applicants)

Please indicate the type of licence you are applying for (please tick):

A site licence  A collector's licence

Are you applying as (please tick):

An individual  A company  A partnership

Please state your trading name:

Is this application for a grant of a new licence or a renewal (please tick the relevant box):

Grant of a new licence  Renewal of an existing licence

If 'yes' please provide your existing licence number:

#### SECTION 2. Permits, registrations and licences in force

Please provide details of any relevant environmental permit, exemption or registration (such as a scrap metal dealer or a motor salvage operator) in relation to the applicant:

Type: Identifying number: Date of issue:

Type: Identifying number: Date of issue:

Continue on a separate sheet if necessary

Please provide details, including licence number, of any other scrap metal licence issued by any authority to the applicant within the last 3 years (please use a continuation sheet if necessary):

Are you registered as a waste carrier? (please tick)

Yes  No

If 'yes' please provide your carrier's registration number:

**SECTION 3. TO BE COMPLETED IF APPLYING FOR A SITE LICENCE (INCLUDES MOTOR SALVAGE OPERATORS)****N.B- A site licence authorises the licensee to carry on business at a site in the authority's area. You can apply to licence multiple sites using this form.****Details of prospective licence holder**

Title (please tick):

Mr  Mrs  Miss  Ms  Other 

(please state):

I am 18 years old or over. Please tick

Yes  No 

Date of Birth:

Surname:

Forenames:

Please also state your maiden name or any other surnames you have previously been known by:

Position/Role in the business:

I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland<sup>1</sup>:Yes  No 

If you do not provide a disclosure certificate your application may be delayed or rejected.

**Contact details** (we will use your business address to correspond with you unless you indicate we should use your home address)

Business Address:

Head office name or house name or number:

First line of address:

Town/City:

Postcode:

Telephone numbers:

Daytime:

Evening:

Mobile:

Home address:

House name or number:

First line of address:

Town/City:

Postcode:

 Please use my home address for correspondence

Email address (if you would prefer us to correspond with you by email):

Please note that you must still provide us with a postal address

<sup>1</sup> Further information about Basic Disclosure Certificates and Disclosure Scotland are set out in the explanatory notes accompanying this form.

**Site details.** Please list the details for each site where you propose to carry on business as a scrap metal dealer in this local authority area. If you operate more than two sites in the area please provide details for each site on a continuation sheet. [N.B- If the applicant operates multiple sites within a licensing authority area, provision should be made for more than one site manager]

Full address of each site you intend to carry out business as a scrap metal dealer:

Site manager(s) details (if different from the applicant)

**Site 1**

Name or number:

Name:<sup>2</sup>

First line of address:

House name or number:<sup>3</sup>

Town/City:

First line of address:

Postcode:

Town/City:

Telephone number:

Postcode:

Email address:

Date of Birth:

Website address:

**Basic Disclosure certificate attached:**

Yes  No  <sup>4</sup>

**Site 2**

Name or number:

Name:

First line of address:

House name or number:

Town/City:

First line of address:

Postcode:

Town/City:

Telephone number:

Postcode:

Email address:

Date of Birth:

Website address:

**Basic Disclosure certificate attached:**

Yes  No

<sup>2</sup> Please also state your maiden name or any other surnames you have previously been known by.

<sup>3</sup> Please provide the site manager's home address as this will facilitate conducting checks on whether they are a suitable person.

<sup>4</sup> If you do not provide a disclosure certificate issued for named persons by Disclosure Scotland issued no more than three months before the date of this application your application may be delayed or rejected.

**Partnerships** (If you are applying as a partnership, please provide the following details in respect of each partner – where there are more than two partners then please use a continuation sheet)

Full name:<sup>5</sup>

Date of birth:

Residential address:

**Basic Disclosure certificate attached:**  
Yes  No  <sup>6</sup>

Full name:

Date of birth:

Residential address:

**Basic Disclosure certificate attached:**  
Yes  No

**Companies** (If you are applying as a company please provide the details set out below about the company)

Company name:

Registration number:

Address of the registered office:

Please provide the following details for each director(s), shadow director(s) and company secretary where these are different from the applicant and site manager(s) – where necessary please use a continuation sheet.

Role:

Name:

Date of Birth:

House name or number:

First line of address:

Town/City:

Postcode:

**Basic Disclosure certificate attached:**  
Yes  No  <sup>7</sup>

Role:

Name:

Date of Birth:

House name or number:<sup>8</sup>

First line of address:

Town/City:

Postcode:

**Basic Disclosure certificate attached:**  
Yes  No

<sup>5</sup> Please also state your maiden name or any other surnames you have previously been known by.

<sup>6</sup> If you do not provide a disclosure certificate issued for named persons by Disclosure Scotland issued no more than three months before the date of this application your application may be delayed or rejected.

<sup>7</sup> If you do not provide a disclosure certificate issued for named persons by Disclosure Scotland issued no more than three months before the date of this application your application may be delayed or rejected.

<sup>8</sup> Please provide the director's home address as this will facilitate conducting checks on whether they are a suitable person.

Please provide details of any site in the area of any other local authority at which the applicant carries on business as a scrap metal dealer or proposes to do so:

Address:

Postcode:

Please name the local authority which has licensed this site, or to whom applications have been made if before commencement of the Scrap Metal Dealers Act 2013:

Please continue on a separate sheet of paper if necessary.

*Only applicable to sites established after 1 November 1990*

Do you have planning permission (please tick)

Yes  No

**SECTION 4. TO BE COMPLETED IF APPLYING FOR A COLLECTOR'S LICENCE**  
**N.B- A collector's licence authorises the licensee to carry out business as a mobile collector in the authority's area only.**

**Details of prospective licence holder**

Title (please tick):

Mr  Mrs  Miss  Ms  Other

(please state):

I am 18 years old or over. Please tick

Yes  No

Date of Birth:

Surname:

Forenames:

Please also state your maiden name or any other surnames you have previously been known by:

I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland<sup>9</sup>:

Yes  No

If you do not provide a disclosure certificate your application may be delayed or rejected.

Please list all the vehicles that will be used in connection with the transportation/collection of scrap metal:

Make of Vehicle:

Registration Number:

Make of Vehicle

Registration Number:

<sup>9</sup> Further information about Basic Disclosure Certificates and Disclosure Scotland are set out in the explanatory notes accompanying this form.

**Contact details** (we will use your business address to correspond with you unless you indicate we should use your home address)

Business Address:

House name or number:

First line of address:

Town/City:

Postcode:

Telephone numbers:

Daytime:

Evening:

Mobile:

Home address:

House name or number:

First line of address:

Town/City:

Postcode:

Please use my home address for correspondence

Email address (if you would prefer us to correspond with you by email):

Please note that you must still provide us with a postal address

I have enclosed with the application a passport style photograph of myself which has been endorsed and countersigned on the reverse with the following: "I CERTIFY THAT THIS IS A TRUE LIKENESS OF XXXX". The photograph should be countersigned by an independent person who is not related to you.

**SECTION 5. BANK ACCOUNTS THAT WILL BE USED FOR PAYMENTS TO SUPPLIERS (For all applicants)**

Please provide details of the bank account(s) that will be used to make payment to suppliers, in accordance with s12 of the Scrap metal Dealers Act 2013. If more than two bank accounts will be used, please use a continuation sheet.

Account name:

Sort code:

Account number:

Account name:

Sort code:

Account number:

**SECTION 6. PAYMENT (For all applicants)**

How do you wish to make payment for your scrap metal dealer's licence? (please tick)

Cheque (please make payable to Newcastle City Council

Cash in person

Telephone payment by debit/credit card

**SECTION 7. CRIMINAL CONVICTIONS (For all applicants)**

Have you, any listed partners, any listed directors, or any listed site manager(s) in this application ever been convicted of a relevant offence or been the subject of any relevant enforcement action? (Please see below for a list of relevant offences).

Yes  No

If 'yes' you must provide details for each conviction, the date of the conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

**SECTION 8. DECLARATION (For all applicants)**

The information contained in this form is true and accurate to the best of my knowledge and belief. I understand that if I make a material statement knowing it to be false, or if I recklessly make a material statement which is false, I will be committing an offence under Schedule 1 Para 5 of the Scrap Metal Dealers Act 2013, for which I may be prosecuted, and if convicted, fined.

I understand that the local authority to whom I make my application may consult other agencies about my suitability to be licensed as a scrap metal dealer, as per section 3(7) of the Scrap Metal Dealers Act 2013, and that those other agencies may include other local authorities, the Environment Agency, the Natural Resources Body for Wales, and the police.

I understand that the purpose of the sharing of this data is to form a full assessment of my suitability to be licensed as a scrap metal dealer. I also understand that the sharing of information about me may extend to sensitive personal data, such as data about any previous criminal offences. Some details will also be displayed on a national register, as required by the Scrap metal Dealers Act 2013. I hereby expressly consent to this processing of my data and display of relevant information on the public register.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signed:

Date:

Signed:

Date:

Signed:

Date:

Signed:

Date:

**PLEASE RETURN COMPLETED FORMS WITH ENCLOSURES AND FEE TO LICENSING OFFICE, NEWINGTON ROAD EAST, NEWCASTLE UPON TYNE, NE6 5BD**





## **Help with completing your application for a scrap metal dealer's licence**

If you need more help in completing the application then call your local council licensing team. They will be happy to help.

### **Section 1 – For everyone**

This section asks if you are applying for a collector's licence or a site licence. You may only apply for one type of licence in each council area, but you can apply to run multiple sites. For instance, you could apply to run 3 sites in council A's area, and also apply to be a collector in council B's area. A **site licence** lets you buy and sell scrap metal from a fixed location within the council area.

A **collector's licence** allows you to travel within the council area to collect scrap metal. You may not take this metal back to a site that you run within the council area in order to sell it.

### **Section 2 – For everyone**

In order to carry on your business you may need to hold other environmental permits or licences that we should know about. For instance, if you carry waste as part of your business it is a legal requirement to register as a waste carrier. This includes transporting waste while travelling from job to job, to a storage place for disposal later, or to a waste disposal company or waste site. For more information on this, or to register call: 03708 506506 or visit: [www.environment-agency.gov.uk/wastecarriers](http://www.environment-agency.gov.uk/wastecarriers)

This section also asks for details of any other scrap metal licences you hold. Please make sure you include the licence number so that we can check this against the national register.

### **Section 3 – For site licences/Motor Salvage Operators**

Fill out this section if you want a **site licence**. It should be filled out in the name of the person who will hold the scrap metal dealer's licence. As well as details about you and your business, we will also need details of any directors or partners involved in the business including their home address. We also need to know the address of the site or sites you want the licence for, as well as the details of each site manager responsible for that site including their home address. These details are required by law or to facilitate checks on the applicant or so that you can be contacted if there are any problems.

You and every person listed on the application form needs to submit a Basic Disclosure Certificate from Disclosure Scotland. You can apply for this certificate at <http://www.disclosurescotland.co.uk/apply/individuals/>

This is because the Home Office has decided that you and any person listed on the application need to tell the council if you have been convicted of certain crimes. Possessing a conviction may not automatically prevent you from having a licence if the offence was unrelated to being a scrap metal dealer or a long time ago, and you can convince the council that you are a suitable person.

A Basic Disclosure Certificate is considered to be only valid for a limited time, but can be used to apply to as many councils as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

There is not much space on the form, so if you need to list more than one site manager, director, or partner, then please continue on a separate piece of paper setting out the details in the same way as the form.

A **site manager** is the person who will be in charge of the site on a daily basis.

A **director** or **partner** is someone who has or shares legal responsibility for the operation of the company, including filing returns at Companies House.

We also want to know if you operate or propose to operate a site in another local authority area, along with details of this site, the council which has licensed it or to whom you have applied for a licence.

If your site(s) were established after 1990, then you are required to have planning permission from the council. You will need to tell us if this is the case, and it will be checked with the council planning department.

#### **Section 4 – For a collector’s licence**

Fill out this section if you want a **collector’s licence**. It should be filled out in the name of the person who will hold the scrap metal dealer’s licence. You are asked to provide contact details, including the place where you live, so that the council can get in touch with you if necessary.

You need to submit a Basic Disclosure Certificate from Disclosure Scotland along with the application form. You can apply for this certificate at <http://www.disclosurescotland.co.uk/apply/individuals/>

This is because the Home Office has decided that you need to tell the council if you have been convicted of certain crimes. Possessing a conviction may not automatically prevent you from having a licence if the offence was unrelated to being a scrap metal dealer or a long time ago, and you can convince the council that you are a suitable person.

A Basic Disclosure Certificate is considered to be only valid for a limited time, but can be used to apply to as many councils as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

You will need to ensure that all your vehicles are roadworthy and are properly taxed, insured and otherwise meet the legal requirements to be on the road.

#### **Section 5 – Bank accounts that will be used for payments to suppliers**

This section asks you for the bank details which you will use to pay people for the scrap metal you receive or sell. This is to check that you are not selling the metal for cash, which is illegal. These details will be kept securely by the council.

#### **Section 6 – Payment**

There is a fee to apply for a licence and your council will tell you how you can pay. The fee varies from council to council as it reflects their costs of processing the form and checking that people are doing what the licence requires. Applications cannot be accepted unless the correct fee has been paid.

#### **Section 7 – Criminal convictions**

This section asks you to set out any relevant convictions or enforcement activity that has been undertaken against you by the Environment Agency or Natural Resources Wales. It is an offence under the Scrap Metal Dealers Act 2013 to make or recklessly make a false statement. The information listed here will be checked against the Basic Disclosure Certificate from Disclosure Scotland that you are required to submit with the application, along with information retained by the police and the Environment Agency or Natural Resources Wales.

#### **Section 8 – Declaration**

The person who will hold the scrap metal dealer’s licence needs to sign and date the declaration, as do the other people named on the form. This section also explains that the council has to share some of these details with the police, Environment Agency, or Natural Resources Wales when checking whether the applicant(s) is a suitable person to hold a licence. Some of the information will also be displayed on a public register.

If you do not agree to this use of your information then you should **not** sign the form. If you are in any doubt about what this section means then speak to your council’s licensing team.

## Relevant offences

**These are to be confirmed in Home Office Regulations. The LGA anticipates, based on the explanatory notes to the Scrap metal Dealers Act 2013, that these will reflect other environmental permitting schemes and suggests the below as an *indicative* list:**

- Control of Pollution (Amendment) Act 1989: Sections 1, 5 or 7(3)
- Customs and Excise Management Act 1979: Section 170 (for environmental/metal theft related offences only)
- Environment Act 1995: Section 110(2)
- Environmental Permitting Regulations 2007: Regulation 38
- Environmental Permitting Regulations 2010: Regulation 38
- Environmental Protection Act 1990: Sections 33 and 34
- Food and Environment Protection Act 1985: Section 9(1)
- Fraud Act 2006: Section 1 (for environmental/metal theft related offences only)
- Hazardous Waste (England and Wales) Regulations 2005
- Hazardous Waste (Wales) Regulations 2005
- Landfill (England and Wales) Regulations 2002
- Legal Aid, Sentencing and Punishment of Offenders Act 2012: Section 146
- Pollution Prevention and Control (England and Wales) Regulations 2000
- Proceeds of Crime Act 2002: Sections 327, 328, 330, 331 & 332 (for environmental/metal theft related offences only)
- Producer Responsibility Obligations (Packaging Waste) Regulations 2007
- Scrap Metal Dealers Act 1964 (for environmental/metal theft related offences only)
- Scrap Metal Dealers Act 2013
- Theft Act 1968: Sections 1, 8, 9, 10, 11, 17, 18, 22 & 25 (for environmental/metal theft related offences only)
- Transfrontier Shipment of Waste Regulations 1994
- Transfrontier Shipment of Waste Regulations 2007
- Vehicles (Crime) Act 2001: Part 1
- Waste Electrical and Electronic Equipment Regulations 2006
- Waste (England and Wales) Regulations 2011: Regulation 42
- Water Resources Act 1991: Section 85, 202 or 206



**PROPOSED LICENCE FEES  
SCRAP METAL ACT 2013**

Site Licence	£ 332.00
Cost for each additional site	£ 150.00
Site Licence (renewal)	£ 260.00
Variation (all types of variation)	£ 88.00
Yearly cost for each additional site	£ 50.00
Collector Licence	£ 157.00
Change of personal details	£ 30.00



**Scrap Metal Dealers  
Scrap Metal Dealers Act 2013  
Guidance Notes**

The Scrap Metal Dealers Act 2013 (“the Act”) repeals the Scrap Metal Dealers Act 1964 (and linked legislation) and Part 1 of Vehicles (Crime) Act 2001, creating a revised regulatory regime for the scrap metal recycling and vehicle dismantling industries.

The Act incorporates the separate regulatory scheme for motor salvage operators into this new regime. This is to replace the previously overlapping regimes for the vehicle salvage and scrap metal industries with a single regulatory scheme.

**1. Do I need a Licence to carry on as a scrap metal dealer?**

Yes. A person cannot carry on business as a scrap metal dealer unless authorised by a Licence issued under the Act.

A person who carries on business as a scrap metal dealer in breach of this is guilty of an offence and is liable on summary conviction to a fine not exceeding level 5 (currently £5000) on the standard scale.

**2. What is the meaning of “carrying on a business as a scrap metal dealer”?**

A person carries on business as a scrap metal dealer if they:

(a) Carry on a business which consists wholly or partly in buying or selling scrap metal, whether or not the metal is sold in the form in which it was bought, or

(b) Carry on business as a motor salvage operator (so far as that does not fall within paragraph (a)).

For the purposes of (a), a person who manufactures articles is not regarded as selling scrap metal if that person sells scrap metal only as a by-product of manufacturing articles or as surplus materials not required for manufacturing them.

For the purposes of (b), a person carries on business as a motor salvage operator if the person carries on a business which consists:

(a) Wholly or partly in recovering salvageable parts from motor vehicles for re-use or sale and subsequently selling or otherwise disposing of the rest of the vehicle for scrap,

(b) Wholly or mainly in buying written-off vehicles and subsequently repairing and reselling them,

(c) Wholly or mainly in buying or selling motor vehicles which are to be the subject (whether immediately or on a subsequent re-sale) of any of the activities mentioned in paragraphs (a) and (b), or

(d) Wholly or mainly in activities falling within paragraphs (b) and (c).

A “scrap metal dealer” is a person who carries on the business as a scrap metal dealer, whether or not authorised by a licence.

**3. What is the definition of scrap metal?**

“Scrap metal” includes:

(a) Any old, waste or discarded metal or metallic material, and

(b) Any product, article or assembly which is made from or contains metal and is broken, worn out or regarded by its last holder as having reached the end of its useful life.

But the following are not to be regarded as scrap metal:

- (a) Gold,
- (b) Silver, and
- (c) Any alloy of which 2 per cent or more by weight is attributable to gold or silver.

#### **4. Are there different types of Licence available?**

Yes. There are two types of Licence, one for a site and the other for a mobile collector (for those carrying on business otherwise than at a site).

A Site Licence which lets you buy and sell scrap metal from a fixed location within the council area. Each site will have a nominated Site Manager included on the Licence.

A Collector's Licence which allows you to travel within the council area to collect scrap metal. You may not take this metal back to a site that you run within the council area in order to sell it.

Although you can hold more than one licence issued by separate Authorities you may only hold one licence issued by the same Authority.

#### **5. What do I have to submit with my application form and will I be granted a licence?**

A local authority must not issue or renew a scrap metal licence unless it is satisfied that the applicant is a suitable person to carry on business as a scrap metal dealer. This determination relates to an individual, a partnership or a company.

In determining whether a company is a suitable person to carry on business as a scrap metal dealer, a local authority is to have regard, in particular, to whether any of the following is a suitable person—

- (a) any director of the company;
- (b) any secretary of the company;
- (c) any shadow director of the company (that is to say, any person in accordance with whose directions or instructions the directors of the company are accustomed to act).

In determining whether a partnership is a suitable person to carry on business as a scrap metal dealer, a local authority is to have regard, in particular, to whether each of the partners is a suitable person.

In order to make a determination this Authority will require a Basic Disclosure Certificate, available via [www.disclosurescotland.co.uk/apply/individuals](http://www.disclosurescotland.co.uk/apply/individuals). A certificate will need to be no more than 3 months old at the time of application. Refusing to provide a basic disclosure certificate would be grounds under paragraph 4(2) of schedule 1 of The Act for the Council to decline to proceed with the application.

The Authority shall also consult with Northumbria Police or any other relevant Police Force; The Environment Agency; Natural Resources Wales or any other Local Authority. The Authority may take into consideration any information received from these sources it considers to be relevant,

#### **6. Is there a fee payable for a Licence?**

Yes. The fee will allow local authorities to recover the costs stemming from administering and seeking compliance with the regime. The proposed fees are detailed below and must accompany the application:

- Site licence - £332
- Collector's licence - £157
- Variation of licence - £88
- Change of Personal Details - £30



## **7. What happens if the council proposes to refuse my Licence?**

We will notify you that we are proposing to refuse your application. We will give you 21 days in which to make representations against this; should you wish to make oral representations then we will arrange for the a meeting to convene to hear these.

Should the delegated officers formally refuse your Licence you may then appeal to the Magistrates Court, within 21 days.

## **8. Once granted how long does the Licence last for?**

3 years and then lapses; the dealer must renew the Licence.

## **9. What happens if circumstances change once I've been granted a Licence?**

Under the Act you are required to notify us of any changes which would materially affect the accuracy of the information you provided to us in the making of your original application, this has to be within 28 days of the changes occurring. You can therefore apply to vary your Licence (there will be a fee charged for this).

The options for variation are as follows:

1. Change of licensee's details (name or address).
2. Changes to the sites licensed (adding, removing or changing details).
3. Change of Site Managers.

Should you cease to carry on the business of a scrap metal dealer you must also inform us of that fact within 28 days.

## **10. Do I need to display my Licence?**

Yes. If you have a Site Licence you must ensure that a copy is displayed at each site identified in the Licence in a prominent place in an area accessible to the public.

If you have a Collector's Licence you must ensure that a copy is displayed on any vehicle that is being used in the course of your business in a manner which enables it to be easily read by a person outside the vehicle.

## **11. Can I pay cash for scrap?**

No. It is an offence under the Act to pay cash for scrap metal.

You can only pay via the below methods:

- (a) By a cheque which under section 81A of the Bills of Exchange Act 1882 is not transferable, or
- (b) By an electronic transfer of funds (authorised by credit or debit card or otherwise).

In this section, paying includes paying in kind (with goods or services).

## **12. Do I need to check the identification of a person supplying scrap metal?**

A scrap metal dealer must not receive scrap metal from a person without verifying the person's full name and address. The following are the prescribed documents and information you must refer to.

In order to verify a person's name and address, it will be sufficient for the scrap metal dealer to refer to either:

- (a) a document listed in paragraph (2) which bears the person's full name, photograph and residential address; or
- (b) both of— a document listed in paragraph (2) which bears the person's full name, photograph and date of birth, and a supporting document listed in paragraph (3) which bears the person's full name and residential address.

(2) The documents which apply for the purposes of regulation 2(1)(a) or (b)(i) are as follows:

a valid United Kingdom passport, within the meaning of section 33(1) of the Immigration Act 1971(2); or a valid passport issued by an EEA state; or a valid Great Britain or Northern Ireland photo-card driving licence; or a valid UK biometric immigration document, issued in accordance with regulations made under section 5 of the UK Borders Act 2007(3).

(3) The documents which apply for the purposes of regulation 2(1)(b)(ii) 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 provided that the date on which the document in question was issued is not more than three months before the date the scrap metal is received by the scrap metal dealer.

### **13. In operating as a scrap metal dealer what records am I required to keep?**

The Act states that a scrap metal dealer must record the following information:

- (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, the registration mark (within the meaning of section 23 of the Vehicle Excise and Registration Act 1994) of the vehicle;
- (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.

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.

If the dealer pays for the metal by cheque, the dealer must keep a copy of the cheque.

If the dealer pays for the metal by electronic transfer:

- (a) The dealer must keep the receipt identifying the transfer, or
- (b) If no receipt identifying the transfer was obtained, the dealer must record particulars identifying the transfer.

If a dealer disposes of scrap metal under a Site Licence they 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.

If a dealer disposes of scrap metal under a Collector's Licence they must record the following information:

- (a) The date and time of the disposal;
- (b) If the disposal is to another person, the full name and address of that person.

The dealer must keep the information and other records mentioned above for a period of 3 years beginning with the day on which the metal is received or (as the case may be) disposed of.

A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.