



Records to be kept by scrap metal dealers

As a licensed scrap metal dealer, you are required to keep records of your business activities – in particular relating to transactions where you have bought or disposed of scrap metal or vehicles.

The records must link the recorded information with the metal. If you mark a reference number on the metal, or tag it in some way, the reference/tag number must also be recorded in your records. It must be possible to identify the metal from the records, and vice versa.

Records must be retained for at least 3 years from the date on which the metal was received and/or disposed of. Police and council officers may require these records to be produced for inspection within this time, and may take copies or extracts of the records. They may also require any metal kept at premises to be produced for inspection.

Failure to complete the records or to keep them correctly is an offence, carrying a maximum fine of £5,000 per offence.

Receiving scrap metal – site and collectors licences

For any transactions where you receive scrap metal (irrespective of whether you have paid for it, received it at a site or collected it) or vehicles for salvage, you must keep the following details:

- A description of the metal, including its type(s), form, condition, weight, and any marks identifying previous owners or other distinguishing features
- Date and time of receipt
- If the metal was delivered in/on a vehicle, the registration number of that vehicle
- The full name and address of the person who supplied the metal (and copies of any documents used to verify these details – see over)
- If a payment was made for the metal, the name of the person who made the payment on behalf of the dealer, and either:
 - A copy of the cheque, if payment was made by cheque; or
 - The receipt for the electronic funds transfer, or if no receipt was issued details identifying the payment that was made, if payment was made by EFT.

Disposing of scrap metal – site licences

You must keep the following details of any transactions where you disposed of scrap metal (irrespective of whether you processed the metal since you received it, gave it away or sold it),

- A description of the metal, including its type(s), form and weight
- Date and time of disposal
- If the metal was disposed of to another person, their full name and address
- If you received any payment for the metal (if it was sold or exchanged), the price or other consideration that you received.

Disposing of scrap metal – collectors licences

You must keep the following details of any transactions where you disposed of scrap metal (irrespective of whether you processed the metal since you received it, gave it away or sold it),

- Date and time of disposal
- If the metal was disposed of to another person, their full name and address

Verifying the identity of a supplier

You are required by law to verify the identity of any person from whom you receive scrap metal. This must be done by checking original, official ID shown by that person, and by keeping a record of the ID you have checked.

The ID that can be used for this purpose has been set out in legislation – you must check either:

- A specified document from list 1 with the person's full name, photograph and home address; or
- Both of:
 - A specified document from list 1 with the person's full name, photograph and date of birth; and
 - A specified document from list 2 with the person's full name and home address.

List 1
A valid UK photo-card driving licence A valid UK passport A valid passport issued by an EEA state A valid UK biometric immigration document

List 2
<i>These documents must be less than 3 months old</i> A bank or building society statement A credit or debit card statement A council tax letter or statement A utility bill (excluding mobile phones)

You must keep a copy of any document you use to check the identity of a supplier. Failing to check the identity of a supplier is a criminal offence.

If you believe that a supplier has used false identification or has given you false details, please contact the police to report this as soon as possible, as they will have committed an offence.

Cash payments

It is a criminal offence to make cash payments for any scrap metal, including when buying vehicles for salvage.

All payments must be made by cheque (made payable to the seller only), or by electronic funds transfer. Records must be kept showing how the payment was made, together with a copy of the cheque or the receipt for the funds transfer, as applicable.

Paying for scrap metal by any other means will constitute an offence, committed by the licensed dealer, the site manager and the person making the payment. Each person convicted of such an offence may be fined up to £5,000 per offence.

Personal information

The law requires scrap metal dealers to keep personal information about the people who supply them with scrap metal, including copies of their identification, as well as details about payments made for scrap metal. Dealers must follow the provisions of the Data Protection Act 1998 with regards the storage and disposal of this information.

Documents kept in records should be held securely, and should only be accessible by those people who need access (i.e. those who record the data, the managers of the business, and police and authorised council officers during inspections).

At the end of the 3-year retention period, any records or documents containing personal information should be disposed of securely. This will usually mean shredding or burning paper records, or securely erasing computer records. It is not enough to throw them away in normal waste collections, and dealers who do so may be liable to fines from the Information Commissioner's Office for breaches of the Data Protection Act.

Contact us

For further information or assistance, please contact us:

Email: licensing@dacorum.gov.uk

Phone: **01442 228000** (ask for Licensing)