

GUIDANCE NOTE: SCRAP METAL DEALERS ACT 2013

For anyone to carry on business involving the sale of scrap metal dealer they must have a licence to do so. Licences last for three years.

Trading without a licence is a criminal offence.

There are exemptions regarding the need for a scrap metal licence. For example, where the sale of metal is incidental to the main type of work or business undertaken in terms of value and volume.

APPLICATIONS:

There are two types of licence, and both involve dealing in scrap metal:

Site licence

All the sites where a business or person carries on business as a scrap metal dealer must be identified, and a site manager must be named for each site. This licence also allows the transport of scrap metal to and from those sites from any local authority area by the licence holder. Typically, a site is where scrap metal is kept, stored, or processed for onward dispatch.

Collector's licence

This allows a business or a person to operate as a collector in the issuing local authority area. It does not allow the collector to operate in any other local authority area, so a separate licence must be obtained from each council the collector wishes to operate in. The licence does not authorise the licensee to operate a site.

A dealer can only hold one type of licence in any one local authority area.

The Council must not issue a licence unless it is satisfied the applicant is a suitable person to carry on business as a scrap metal dealer and in assessing an applicant's suitability the Council can consider any information it considers relevant. Milton Keynes Council consult with the Police, the Environment Agency as well as its own Planning and Regulatory Units as part of this.

Where concerns are received about an applicant (for example where they or any persons named on the application have been convicted of a relevant offence) and the Council proposes to reject an application (or revoke it or vary it) the applicant / licence holder will be notified what the Council proposes to do and the reasons for it. There is then an opportunity to make representations which will be heard before a licensing committee.

FEES:

Fees for applications are on our website, there is no annual fee, it is a three-year permission. There are two fees payable for each application – an application fee and a grant fee.

APPLYING & ACCOMPANYING DOCUMENTS/INFORMATION:

To assist the Council to decide if a person or company are suitable to hold a licence an application need to be accompanied by the following.

- The fee(s)
- A basic DBS check for every person named on the application (dated within 3 months of the application)
- Photographic evidence and proof of address for every person named on the application by production of a valid Great Britain or Northern Ireland photo-card driving licence OR
- A valid EU passport and a recent utility bill.
- A passport style photograph of all those named on the application.
- An Environment Agency Waste Carrier's Licence.

You can apply online or submit your application by email or post.

The Licensing Team
Milton Keynes Council
Civic Offices
1 Saxon Gate East
Milton Keynes MK9 3HH

Email: licensing@milton-keynes.gov.uk

PROCESS TIME

The Council consult with the parties listed above for a period of 28 days and then decide on the application.

REQUIREMENTS TO COMPLY WITH IF A LICENCE IS GRANTED

Licensed collectors and dealers will receive a hard copy licence to display at their site office or (for collectors) to display in their vehicle.

If a detail on the licence changes – for example an address, a trading company, a vehicle, a site manager then you need to inform the Council as the licence otherwise the licence inaccurate and may be invalid.

Scrap metal dealing in cash is illegal. Bank transfer or cheque are acceptable to buy or sell metal.

Legally all dealers must be able to show where metal in their possession has come from, and where it has gone. These records must be kept for three years.

When paying for metal you will need to verify the supplier details in terms of their name, address, and identification.

For collectors finding metal of no fixed abode you will need to document where you found it and what it was

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