



## **Scrap Metal Dealers Act 2013**



# **How to apply for your Scrap Collectors Licence**

**This document will help you with this process.**

## **You need all this information before you can apply:**

- Your name, an address, date of birth, and telephone number.
- **National Insurance Number**
- A **utility bill in your name at the same address.**
- **Bank account** details in your name.
- You must have a **Waste Carriers Licence**
- You need a recent **Basic Disclosure Certificate**.  
Your application will be rejected without this. You must give details of any conviction for a relevant offence or any relevant enforcement action. (It can't be more than 3 months old)
- You must have **Scrap Metal Insurance for your Vehicle.**
- You will need to ensure that your **vehicle is roadworthy** and properly **taxed.**
- **Every partner or persons who travels in the registered vehicle will have to have their own collectors licence.** (This does includes family members)



When you have all this you can apply for:

# SCRAP COLLECTORS LICENCE

You can find the application forms on online.  
Or you can ring your Local Authority and they  
will send you the forms.

You must apply for a licence in every borough you work in  
and travel through.

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## Fines and Penalties

**APPLY NOW**

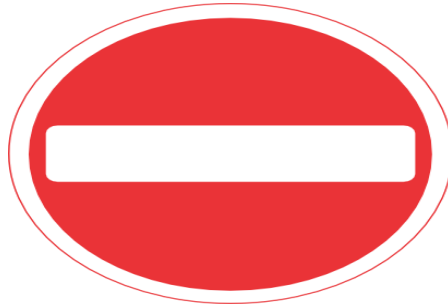


You could be fined up to £5,000 if you  
don't hold a licence!

**This will be enforced by LAW 1<sup>st</sup>  
December 2013**



## **Rules and Restrictions**



**You must not buy scrap metal for cash.**

**If you work in several Boroughs you will need to display the relevant licence for that Borough while you work in that area.**

**If stopped by Authorities and Police you will need to prove where your scrap comes from.**

**You must keep a record of all scrap metal you collect including:**

- ***Description of the type, form, weight, date and time e.g. copper tank, washing machine.***
- ***the full name and address of the person you collected from***

**You must keep a record of all scrap metal you dispose of including:**

- ***date and time***
- ***the full name and address of the person disposed to or Scrap yard***

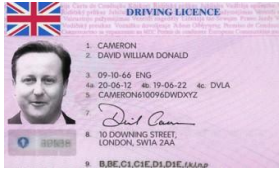
**You must keep your records for 3 years and allow the council or police to inspect your premises and records if asked.**

**Your next will be to registering Self Employed.  
Watch this video to help you do this.**

**<http://www.youtube.com/watch?v=VxKvgLWtoF0>**

### 1<sup>st</sup> Step.

- Driving Licence



- Passport



- N I Number



- Bank Details



- Utility Bill

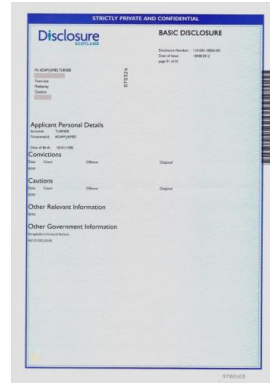


- Passport Photos



### 2<sup>nd</sup> Step

Apply for a Basic Disclosure Certificate (Criminal Record Check) £25



### 3<sup>RD</sup> Step

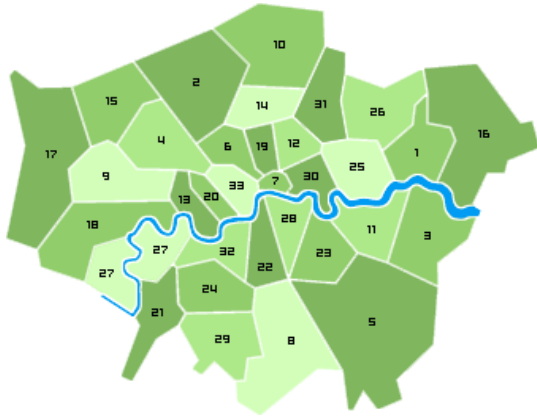
Apply for a Waste Carriers Licence £154



### 4<sup>th</sup> Step

Apply for Scrap Collectors Licence for every local authority area in which you want to operate.

**!! NOW !!**



**You need to go to each Local Authority's WEBSITE and download the form or fill it online.**

**Fill it out with the correct paper work and fee.**

**Cost of a licence is between**

**£195 - £400**



**IT WILL BE ILLIGAL TO TRADE  
WITH OUT A COLLECTORS  
LICENCE AFTER THE**

**1<sup>ST</sup> DECEMBER 2013**

## 5<sup>th</sup> Step

**Register with the Scrap Yards  
you use.**

**You need photo id, passport  
driving licence, and utility bill.**



## 6<sup>th</sup> Step

**Book keeping:**

**You must keep record of all  
scrap metal you collect, time  
and date.**

