



Scrap Metal Dealers Act 2013 Checklist for a Scrap Metal Licence

Site Licence

You will need to complete an application and include evidence of the following with the application:

- Details of the existing Scrap Metal Licence or motor vehicle salvage operator's registration including the name and address of the issuing authority.
- A Basic Disclosure Certificate dated no later than 1 month from the commencement of your application. (*We will accept a certified copy of the CRB certificate see note below*)
- Any combination of two of the following documents: utility bills, telephone (Not Mobile) bill, Bank Statements, correspondence from your tax office. Within the last 3 months

Collectors Licence

In addition to the above documentation, Westminster requires:

- Two full face Passport sized photographs
- Vehicle registration mark of any vehicle you intend to use for collecting scrap metal

Keeping a record of scrap metal received

You must not buy scrap metal for cash and you need to ensure that you keep a record of all scrap metal you receive including:

- a description stating type, form, condition, weight, any marks identifying previous owners or distinguishing features
- the date and time
- the registration mark of the vehicle it was delivered in or on
- the full name and address of the person received from
- the full name of the person who makes the payment acting for the dealer

Keeping a record of disposed scrap metal

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

- a description including type, form and weight (site licence holders only)
- the date and time
- the full name and address of the person disposed to
- if payment is made (by sale or exchange), the price of other consideration received (site licence holders only)

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

A Scrap Metal Further Information Form will also need to be filled in and submitted with the application.

Receipt of an application

The licensing authority will check the application for accuracy and to ensure that all required documentation is attached, and the fee has been paid.





The Licensing Authority will consult with the following statutory bodies

- Police Licensing Team for Westminster
- Environment Agency
- Westminster City Council Environmental Health Team
- Westminster City Council Planning Team

The Scrap Metal Dealers Act 2013 has no set period of time to consult with the above mentioned bodies; however, the Licensing Authority anticipates that these checks are completed within 14 days starting the day after the application is received.

Should any representation be received regarding the suitability of the applicant to operate as a Scrap Metal Dealer, the application will be referred to the Licensing Panel for a decision to grant or refuse the application.

If no such representation has been made by any of the responsible authorities, the application will be determined under officer's delegated powers.

Note:

Certified means a document that has been signed and certified by a Solicitor, Local Councillor, Bank Manager, Police Constable a person with a professional qualification such as a qualified Accountant.)

Photos only need to be supplied if a collector's licence has been applied.

If you are trading as a Site or Collector of scrap metal within the City of Westminster and found guilty of an offence under the Scrap Metal Dealers Act 2013, you are liable to a summary conviction and a maximum fine of £5000 (or any such fee of a level 5).

Fees:

The fee is in two-parts.

Part A is the application fee which is required to be paid when submitting the application or it will be **invalid**.

Part B is the licence fee and is to be paid once granted. The licence will not be issued until this fee has been paid.

If you require any further assistance please do not hesitate to email licensing@westminster.gov.uk

