

**Registered Mobile
Collector
Scrap Dealers Record Book**

You are registered with the council as a Mobile Collector of scrap metal under the Scrap Metal Dealers Act 2013. The purpose of this is to confirm and clarify your obligations under the legislation. This advice is provided to you for guidance, the full text of the Act is available at:

<http://www.legislation.gov.uk/ukpga/2013/10/contents>

Operating Area: A Collector's Licence only allows you to operate in the Local Authority Area you applied to. You must register in each and every Local Authority Area you wish to operate in.

Display of Licence: Your licence (or copy) must be displayed on any vehicle that is being used in the course of your business, in a manner which enables it easily to be read by a person outside the vehicle.

Methods of Payment for Scrap: You can only pay for scrap by way of a cheque (non-transferable) or by electronic transfer of funds. *If you pay for scrap with cash you will be guilty of an offence.*

Record Keeping: For any metal you **receive** you must record and retain for 3 years:

- The description of the metal, including its type, form, condition, weight, marks identifying previous owners or other distinguishing features.
- Date and time of the receipt
- Vehicle Registration mark
- Name and address of supplier
- Name of the person paying the supplier for the metal
- Copy of any document used to verify the name and address
- Copy of the cheque, if the supplier is paid by cheque
- Receipt identifying the electronic transfer if payment was by that method or, in the absence of a receipt, identifying particulars.

Record Keeping: For any metal you **dispose**, you must record and retain for 3 years:

- Date and time of disposal
- If the disposal is to another person, the full name and address of that person.

This book is provided as an example of best practice which allows you to comply with the Scrap Metal Dealers Act 2013. It is an offence not to keep proper records and failure to do so will result in you being reported for summons by the police and your licence may be revoked.

Police officers or authorised persons have a power to require production of, and inspect, your records of receipts and sales of metal.

Mobile Collector's Records

These records **MUST** be kept for 3 years

Reference Number:

<p>Metals Received:</p> <p>Name of person scrap collected from:</p> <p>Home address of above person:.....</p> <p>Tel No:..... Mobile No:</p> <p>Item(s) collected (i.e. Broken Hotpoint washing machine model ABC 123.):</p> <p>Description of metal scrap (steel, aluminium, copper etc.):</p> <p>Date collected: /..... /..... Time collected: :</p> <p>Delivered to you by vehicle (registration number):.....</p> <p>Method of payment: cheque <input type="checkbox"/> banktransfer <input type="checkbox"/></p> <p>Paid by (name).....</p> <p>Check seller's identification and take copies.</p>
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<p>Metals Disposed:</p> <p>Date of disposal of above metal: /..... /..... Time disposed::.....</p> <p>Disposed/sold to (full name & address):</p>
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