

Scrap Metal Dealers Act 2013

It has been brought to my attention that there is some confusion about the law surrounding records of receipt and information that they need to collect in relation to any scrap metal they pick up. I hope the information below is of assistance to you but if you have any further questions please do not hesitate to contact the office on 01507 613552 or email scrap.metal@e-lindsey.gov.uk

The Law

The law states in Section 13 of the Scrap Metal Dealers Act 2013 you must record the following information;

Part 2

- (a) the description of the metal, including its type or types if mixed, form, condition, and any marks identifying previous owners or other distinguishing features, and where possible the weight.
- (b) the date and time
- (c) if the metal is delivered in or on a vehicle the registration mark of the vehicle (meaning Section 23 of the vehicle excise and registration Act 1994)
- (d) if metal is received from a person, the full name and address of that person
- (e) if the dealer pays for the metal, the full name of the person who makes the payment acting for the dealer.

Part 3

If the dealer received the metal from a person, the dealer must keep a copy of any document which the dealer uses to verify the name or address of that person.

Part 4

If the dealer pays for the metal by cheque, the dealer must keep a copy of the cheque.

Part 5

If the dealer pays for the metal by electronic transfer –

- (a) the dealer must keep the receipt identifying the transfer, or
- (b) if no receipt identifying the transfer was obtained, the dealer must record particulars identifying the transfer.

What we expect from you!

Please note the below has being written by East Lindsey District Council and is what they expect from you in relation to the Scrap Metal Dealers Act 2013. Another local authority may expect different information please check if you work over several authority areas to ensure you meet their expected needs.

Ensure you complete a log book and issue receipts (examples shown below).

Every item you collect needs logging in your book, every item you dispose of needs logging in your book. For ease of record keeping I would advise having two separate books, one for collections and one for disposals. You need to keep your records for a minimum of three years.

Leave business cards/flyers/contact information with the person you have collected scrap from, this may be in addition to a receipt but just in case they need to contact you, you never know they may have more scrap for you in the future.

Examples:

Collection of metal log book

Date	Time	Address where collected	Name of householder	Receipt number	Description of metal	Any comments

Disposal of metal log book

Date	Time	Disposal Point, company name address or full name of person and address	Weight of metal	Receipt number	Any comments

Receipts

Receipt number	Company Name
	Contact number
	Your licence number
	Date
	Time
Address (waste collected from)	
Description of waste collected	
Your signature	
Signature of person authorising you to collect metal from the above property	

FAQ

1. There was an item left at the end of the drive, no-one was in at property?
Advice is not to collect metal from a property where no one is available to get authorisation from. However if you feel this is a vital part of your job and want to, complete log book as normal but note that no one was available to speak to. Leave a card at the property with your contact details on. If any checks need to be carried out in future of where the metal came from there is a record of the transaction and as much information as possible for us to trace its source.
NEED TO ASK HOW POLICE FEEL ABOUT THIS BUT I REALISE IT HAPPENS IN THEIR JOB AND FEEL THIS IS A SENSIBLE APPROACH?
2. Can I photograph metal in situ before collection?
This would be a great idea if possible. Note the picture reference number down in your log book, again these form part of your records so would need to be held for three years.
3. How long do I have to hold records?
A minimum of three year period for collection and disposal is required.
4. What do I log in my log books?
Everything.