London Gypsy and Traveller Unit. www.lgtu.org.uk



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.
- <u>National Insurance Number</u>
- 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 <u>Basic Disclosure Certificate</u>.
 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 <u>Scrap Metal Insurance for your</u> <u>Vehicle.</u>
- You will need to ensure that your <u>vehicle is roadworthy</u> and properly <u>taxed.</u>
- 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.

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 1st 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



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1st Step.

• Driving Licence



Passport



N I Number



Bank Details



• Utility Bill



Passport Photos



2nd Step

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



3RD Step

Apply for a Waste Carriers Licence £154

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4th Step

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

!! NOW !!



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You need to go to each Local Authority's WEBSITE and download the form or fill it <u>online.</u>

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

1ST DECEMBER 2013

5th Step

Register with the Scrap Yards you use.

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



6th Step

Book keeping:

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



