

Planning And Regulation

Assistant Director, Planning & Regulation - Zayd Al-Jawad

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Alchemy Metals Limited
Cavendish Point
Cavendish Road
Stevenage
Hertfordshire
SG1 2EU

Our Ref: 22/00888/SCRAPS
Contact: Mrs Julie Dwan
Direct (01438) 242493
Line:
Email:
licensing@stevenage.gov.uk

16th November 2022

Dear Sir/Madam

Re: Scrap Metal Dealers Act 2013

Please find enclosed your Scrap Metal Dealer Site Licence. This licence must be displayed in a prominent place in an area accessible to the public (Scrap Metal Dealers Act 2013 10 (2)).

You must let us know, within 28 days, if in the future you:

- change the address of any site details;
- change the trading name of your business (there is no provision to transfer this licence to another person);
- if you no longer carry on business as a scrap metal dealer in the Stevenage borough;
- you wish to change from a site licence to a mobile collectors licence.

In the event of any of the above, you should notify this department in writing confirming the change enclosing the relevant fee. Notification of these changes must be given within 28 days of the change occurring (Scrap Metal Dealers Act 2013 8 (3), (5) and (7)). Please contact us on 01438 242684 for details of the relevant fees.

Should you have any further queries please do not hesitate to contact this department.

Yours faithfully



Zayd Al-Jawad

Assistant Director, Planning & Regulation

SCRAP METAL DEALER ACT

Guidance Notes

1. Notification requirements

- a. An applicant for a scrap metal licence, or for the renewal or variation of a licence, must notify the authority to which the application was made of any changes which materially affect the accuracy of the information which the applicant has provided in connection with the application.
- b. A licensee who is not carrying on business as a scrap metal dealer in the area of the authority which issued the licence must notify the authority of that fact.
- c. Notification under subsection (2) must be given within 28 days of the beginning of the period in which the licensee is not carrying on business in that area while licensed.
- d. If a licensee carries on business under a trading name, the licensee must notify the authority which issued the licence of any change to that name.
- e. Notification under subsection (4) must be given within 28 days of the change occurring.
- f. An applicant or licensee who fails to comply with this section is guilty of an offence and is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

2. Display of licence

- a. A scrap metal dealer who holds a site licence must display a copy of the licence at each site identified in the licence.
- b. The copy must be displayed in a prominent place in an area accessible to the public.
- c. A scrap metal dealer who holds a collector's licence must display a copy of the licence on any vehicle that is being used in the course of the dealer's business.
- d. The copy must be displayed in a manner which enables it easily to be read by a person outside the vehicle.
- e. A scrap metal dealer who fails to comply with this section is guilty of an offence and is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

3. Verification of supplier's identity

- a. A scrap metal dealer must not receive scrap metal from a person without verifying the person's full name and address.
- b. That verification must be by reference to documents, data or other information obtained from a reliable and independent source.
- c. A person who, on delivering scrap metal to a scrap metal dealer, gives a false name or false address is guilty of an offence and is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

4. Offence of buying scrap metal for cash, etc

- a. A scrap metal dealer must not pay for scrap metal except:
- b. by a cheque which under section 81A of the Bills of Exchange Act 1882 is not transferable; or
- c. by an electronic transfer of funds (authorised by credit or debit card or otherwise).
- d. In this section paying includes paying in kind (with goods or services).

5. Records: receipt of metal

- a. This section applies if a scrap metal dealer receives any scrap metal in the course of the dealer's business.
- b. The dealer must record the following information:
 - the description of the metal, including its type (or types if mixed), form, condition, weight and any marks identifying previous owners or other distinguishing features;
- c. If the dealer receives 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.
- d. If the dealer pays for the metal by cheque, the dealer must keep a copy of the cheque.
- e. If the dealer pays for the metal by electronic transfer:
 - the dealer must keep the receipt identifying the transfer; or
 - if no receipt identifying the transfer was obtained, the dealer must record particulars identifying the transfer.

6. Records: disposal of metal

- a. This section applies if a scrap metal dealer disposes of any scrap metal in the course of the dealer's business.
- b. For these purposes metal is disposed of:
 - whether or not it is in the same form in which it was received;
 - whether or not the disposal is to another person;
 - whether or not the metal is despatched from a site.
- c. Where the disposal is in the course of business under a site licence, the dealer must record the following information:
 - the description of the metal, including its type (or types if mixed), form and weight;
 - the date and time of its disposal;
 - if the disposal is to another person, the full name and address of that person;

- if the dealer receives payment for the metal (whether by way of sale or exchange), the price or other consideration received.
- d. Where the disposal is in the course of business under a collector's licence, the dealer must record the following information:
- the date and time of the disposal;
 - if the disposal is to another person, the full name and address of that person.

7. Records: supplementary

- a. The information mentioned in sections 13(2) and (5) and 14(3) and (4) must be recorded in a manner which allows the information and the scrap metal to which it relates to be readily identified by reference to each other.
- b. The records mentioned in section 13(3) and (4) must be marked so as to identify the scrap metal to which they relate.
- c. The dealer must keep the information and other records mentioned in sections 13(2) to (5) and 14(3) and (4) for a period of 3 years beginning with the day on which the metal is received or (as the case may be) disposed of.
- d. If a scrap metal dealer fails to fulfil a requirement under section 14 or 14 or [of?] this section, each of the following is guilty of an offence:
- the scrap metal dealer;
 - if the metal is received at or (as the case may be) despatched from a site, the site manager;
 - any person who, under arrangements made by a person within paragraph (a) or (b), has responsibility for fulfilling the requirement.
- e. It is a defence for a person within subsection 4(a) or (b) who is charged with an offence under this section to prove that the person:
- made arrangements to ensure that the requirement was fulfilled; and
 - took all reasonable steps to ensure that those arrangements were complied with.
- f. A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

SCRAP METAL DEALERS ACT 2013



Licence No: SBSMS0002

SCRAP METAL SITE LICENCE

Stevenage Borough Council authorise:

Alchemy Metals Limited

To carry on business as a Scrap Metal Dealer at the following sites in the area:

**Alchemy Metals Limited
Cavendish Point
Cavendish Road
Stevenage
Hertfordshire
SG1 2EU**

**SITE MANAGER
Adam Kirby**

**DIRECTORS
Mr Philip William Llewelyn Newman ()
Karen Susan Greasby ()**

VALID FROM: 30 November 2022 EXPIRY DATE: 29 November 2025

GRANTED on 16 November 2022

Daneshill House
Danestrete
Stevenage
Herts
SG1 1HN


Zayd Al-Jawad
Assistant Director, Planning & Regulation

