

Scrap Metal Dealers - Records Required to be Kept

The following details **MUST** be kept for **scrap metal received**:

The description and weight of the metal

The date and time of receipt of the metal

The name and address of the person the metal was received from

Either

The price of the metal (if ascertained at time of entry into book)

or

The estimated value of the scrap metal

The registration mark of any mechanically propelled vehicle used to deliver the scrap metal

The following details **MUST** be kept for **scrap metal processed or dispatched**:

The description and weight of the metal

The date of processing or dispatch (or in the case of processing the process applied)

Where scrap metal is despatched for sale or exchange, the name and address of the person to whom it is sold or with whom it is exchanged and the consideration for which it is sold or exchanged

Where scrap metal is despatched or processed other than for sale or exchange, its estimated value before being dispatched or exchanged

Entries **MUST** be made **IMMEDIATELY** on receipt, processing or despatch

Books containing records **MUST** be kept for two years after the last entry

If the Council is satisfied that the business is part of that carried out by an itinerant scrap metal collector, the Council (after consulting with the Chief of Police) may make an order requiring that on the sale of any scrap metal, he should get a receipt from the purchaser showing

- the weight of the metal
- the aggregate price at which it was sold
-

These receipts **MUST** be kept for two years and must be produced on demand to any body authorised to request them.

Where a scrap metal dealer does not occupy a scrap metal store and is not registered as an itinerant then the reference to keeping a book at a scrap metal store shall be taken to mean

- keeping the book(s) at the dealer's usual place of residence (or at any other place occupied for the purpose of the scrap metal business)

The references to the receipt, processing or dispatch of scrap metal at or from a place shall be construed as the receipt, processing or despatch of scrap metal during the course of business.

Particulars must be entered in the book as soon as is practicable.

Where a dealer occupies a scrap metal store (and is not registered as an itinerant dealer) and scrap metal is received and disposed of other than at registered premises, then entries in the required books **MUST** be made as soon as practicable at the businesses nearest registered store.