



# HILLINGDON

LONDON

## The Scrap Metal Dealers Act 2013

### Site Licence

**Licence Number:** New Licence

**Expiry Date:** 10<sup>th</sup> January 2025

**Trading Name:** Junk Care

**Licence Holder:** Milena Dimitrova Kolarova

**Site Address:** Euro Storage, Tavistock Road, Unit 21  
West Drayton

**Site Manager:** Milena Kolarova

This Scrap Metal Site Licence has been issued in accordance with Section 3 of the Scrap Metal Dealers Act 2013 and has been issued by Stephanie Waterford, Licensing Service Manager, on behalf of the Licensing Authority of the London Borough of Hillingdon.

**Signature:**

**Date issued:** 11<sup>th</sup> January 2022

The following information must be recorded if any scrap metal is received and records should be retained for a 3 year period:

- The description of the metal including its type (or types if mixed), weight and any marks identifying previous owners or other distinguishing features
- The date and time of its receipt
- If the metal is received in or on a vehicle , the registration mark
- If the metal is received from a person, the full name and address of that person
- If the dealer pays for the metal, the full name of the person who makes the payment acting for the dealer
- 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 and address of that person. If paid by cheque the dealer must keep a copy of the cheque, if paid by electronic transfer the dealer must keep the receipt identifying the transfer if available

If the dealer disposes of any metal, 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

All records should be made available for inspection by an authorised officer at any reasonable time.

A dealer must not receive scrap metal from a person without verifying the person's full name and address and by using an acceptable form of identification.

A dealer must not pay for scrap metal except by a non-transferable cheque, or electronic transfer. This includes paying in kind with goods or services.

A site licence authorises the licence holder to carry on business at any site in the councils area which is identified in the licence.

A site licence holder can transport scrap metal from third party businesses by arrangement from any other local council area providing it is in the course of the business from that site.

A site licence holder cannot regularly engage in collecting waste materials and old, broken, worn out or defaced articles by means of visits from door to door in the area they are licensed or elsewhere, as this would constitute carrying on a business as a mobile collector. It would be acceptable to collect by arrangement, for instance where a motor salvage operator is asked to transport a damaged vehicle from an address to their site. It is not possible to hold both a mobile collectors licence and a site licence from the same council.

If a site licence holder uses self-employed mobile collectors to collect scrap metal which will be processed by the site, each collector would need a mobile collectors licence.

A site licence holder must display a copy of the licence in a prominent place that is accessible to the public, at each site identified in the licence. It is an offence not to do this.

A site licence holder may wish to carry a copy of the relevant site licence in their vehicle so they are not mistaken for an unlicensed mobile collector. However, there is no legal requirement to do this.