

# Metal Dealer's Licence

## Why do I need a metal dealer's licence?

A licence is required if you intend to carry on a business as a metal dealer which consists (either wholly or partly) of buying and selling for scrap any old, broken, worn out, defaced or partly manufactured articles made from metal. Certain metal dealers may be exempted (see note below).

If metal is bought only as material for the manufacture of other articles and is sold as a by-product of such manufacture or as surplus, this will NOT amount to metal dealing.

If you intend to carry on business as a second hand dealer and as a metal dealer, you may also require a second hand dealer's licence.

**Metal** means any metal (including any precious metal) and any alloy of any metals, whether old or new and includes manufactured articles, whether old or new, made wholly or partly of metal, of any of the materials commonly known as hard metal or of cemented or sintered metallic carbides.

**The lodging of an application form does not allow a person to trade unless and until the licence is granted and issued.**

## Exemptions

A metal dealer whose turnover exceeds £100,000 may apply to the Council for an exemption warrant in which case the provisions of the Act relating to the keeping of records and retention of metal shall not apply.

In this event, an application for a metal dealers exemption warrant requires to be completed and submitted to the licensing office. An exemption warrant remains in force for a period of 3 years.

## Applications

The licence itself may be held in the name of a firm or company (ie non-natural person) or in the name of an individual.

- Where the applicant is an individual natural person, the whole of question 1 should be completed, and question 2 should be ignored.
- Where the applicant is a company, partnership or other non-natural person, the whole of question 2 should be completed and question 1 should be ignored.

Please ensure that you complete every part of the form, including any convictions against you. If a question is irrelevant please mark it "not applicable" unless otherwise stated.

For renewal applications, applicants are solely responsible for ensuring their renewal application form is lodged timeously, ideally around 6 weeks prior to the expiry date. Failure to lodge the renewal before the expiry date of the current licence will result in the licence lapsing.

## Metal Dealer's Guidance Notes

### Application Fees

Payment is due at the time you submit your application at this office. For application fees please refer to the civic licensing application fees leaflet. Please note that applications cannot be e-mailed to us. You must print the form, complete it and post it, or hand deliver it to the licensing office (at the undernoted address) with the appropriate fee.

Application fees are non-refundable, even if your application is subsequently refused or withdrawn.

### Display of Public Notice

The enclosed **display notice** requires to be completed and displayed at the premises to which the licence relates, for a period of 21 days, starting on the day the application is lodged at the licensing office. (If posting your application please remember the 21 days will not commence until the application has been received at this office).

If you are in any doubt about these dates, please contact the licensing office by phone on 0141 840 3244 for clarification.

### Compliance Certificate

On the reverse side of this display notice is a **certificate of compliance** which requires to be completed **after** the 21 days date and returned to the licensing office. The dates on this certificate must reflect the date the application is lodged and the 21 days thereafter.

Both the **display notice** and the **certificate of compliance** must be produced at the licensing office once the 21 days date has passed.

### Processing your application

When your application is lodged and the appropriate fee has been paid, a copy of your application will be sent to Strathclyde Police, Strathclyde Fire Brigade and various Council departments. They will carry out their own investigations and inspections and report back to the licensing office.

We will usually process your application within 6 to 8 weeks. The legislation allows for consideration of the application within three months and a decision within six months.

If objections are received in relation to your application you will be sent a copy of the letter or letters of objection. Your application, the letter(s) of objections and your response will then be referred to a Regulatory Functions Board meeting. You will be called to a hearing before the Board and given the opportunity of addressing the Board.

# Metal Dealer's Guidance Notes

## Conditions of Licence

Renfrewshire Council may attach additional conditions to the licence as it sees fit, with each application being dealt with on its own merits.

Once you are in receipt of your licence you must ensure that it is not altered, erased or defaced in any way. It should be kept clean and legible and must not be lent to or used by any other person. Should the licence be lost or become defaced or illegible you must obtain a replacement from Renfrewshire Council on payment of the appropriate fee (see fees leaflet). Your licence must be produced on request from a police officer, an officer from Strathclyde Fire Brigade or an authorised officer of Renfrewshire Council.

## Duration of Licence

Applications for the grant of a licence are generally granted for a period of one year, whilst applications to renew an existing licence are normally granted for a two year period.

## Any Further Questions

Should you have a query that is not covered in these guidance notes please feel free to contact the licensing section for further information.

### Contact Details

**Tel:** 0141 840 3262

**Fax:** 0141 840 3566

**E-mail:** [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk)

### Office Hours

Monday to Thursday 8.45am - 4.00pm

Friday 8.45am - 3.15pm

### Or write to:

Renfrewshire Council  
Corporate Services Department  
Licensing Section  
North Building  
Cotton Street  
Paisley  
PA1 1TT



Renfrewshire  
Council