

Scrap Metal Dealers and Theft



FIRST PRINCIPLE

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Top Tips

- Make sure you have the correct licences
- Always keep a complete record of all scrap metal bought
- Remember, it is an offence to buy scrap metal for cash
- If you suspect anyone dealing illegally in scrap metal, report it to the police or the local authority

PREVENT CRIME

PROTECT COMMUNITIES



NORFOLK
CONSTABULARY
Our Priority is You



SUFFOLK
CONSTABULARY

Metal theft costs the UK economy around £770 million a year and it has a huge impact on our communities - from disrupted rail services to desecrated war memorials and damaged church roofs.

Under the Scrap Metal Dealers Act 2013, (The Act) any person collecting, buying or selling scrap metal including motor salvage operators requires a Scrap Metal Dealers licence issued by the local authority.

This legislation helps tighten the net around rogue dealers who flout the rules and wilfully purchase stolen metal. It also makes it more difficult for criminals who steal metal in the first instance to operate.

What we're doing

To support this Suffolk Police are providing a free service to the community by forensically marking vehicle's catalytic converters. This scheme does not necessarily prevent a theft occurring, but it does act as a deterrent, raises public awareness and assists police in the detection of those responsible for the theft and the outlets that "dishonestly" handle and purchase stolen catalytic converters.

Police and other partner agencies will regularly conduct engagement activity with scrap metal dealers and collectors to ensure current legislation is being adhered to and enforcement will be taken where it is not.

Did you know?

- Anyone who operates as a scrap metal dealer without a licence may be liable, upon conviction, to an unlimited fine.
- Local Authorities and police have powers to inspect premises.
- Magistrates can issue fines of up to £5,000 to scrap metal dealers who trade in cash.
- As well as having the power to issue licences, councils can refuse or revoke licences if a dealer is deemed unsuitable.

- All scrap metal dealers must keep a record of all scrap metal received including:
 - ✓ a description including type, form, condition, weight, any marks identifying previous owners or distinguishing features
 - ✓ the date and time received
 - ✓ the registration mark of the vehicle it was delivered in or on
 - ✓ the full name and address of the person received from
 - ✓ the full name of the person who makes the payment acting for the dealer
- The name and address of the seller should be verified at the point of sale and must be recorded and retained by the dealer.
- It is an offence to buy scrap metal for cash. This applies to all scrap metal dealers including 'mobile collectors' who collect door to door.
- If you introduce an on-site cheque cashing service for people you buy scrap from, you must normally register with HM Revenue & Customs (HMRC) as a money service business (MSB) under the Money Laundering Regulations. You will need to comply with the terms of the regulations. You must also make sure that your bank has authorised you to offer the service. You can find out more about the supervision

of money service businesses for anti-money laundering purposes - including businesses which offer cheque cashing services - on the Gov.uk website.

If you suspect someone dealing illegally in scrap metal report it to your local authority or to the police

How can you help?

You can help reduce crime by complying with the requirements of the Act. You can also help us tackle criminal behaviour by passing on any information you may have as to who is responsible for catalytic converter (or any other metal) thefts or where they are being disposed of.

You can report online at:

www.suffolk.police.uk/contact-us or anonymously through Crimestoppers on 0800 555111.

In addition:

- You should inspect all catalytic converters (or other scrap such as roof lead) for forensic marking. You will require a UV Light (365nm) to do this which is easily purchased via popular online marketplaces. Forensic markings will glow under the UV Light. Should this raise any suspicion regarding ownership legitimacy, the sale should be refused, and Police informed.

- You could implement other measures to establish legitimate ownership before a sale is agreed by requiring proof of ownership or a V5 for each catalytic converter offered for sale. The V5 should correspond to the vehicle make the catalytic converter has come from. It is unlikely a private seller would be in possession of more than one and questions should be asked in terms of the source of these. A failure to produce the documentation should result in the sale not taking place. The proof of ownership or V5 can be copied and stored with the record of transaction that is already required by the SMDA 2013. Consider uniquely marking the catalytic converter so it can be linked back to the V5 if required.
- If you as the buyer have any suspicions or concerns regarding the person offering the items for sale, this could include ownership, quantity being offered, vehicle used to transport or the way a catalytic converter has been removed etc then this should be reported to Police or Crimestoppers as soon as possible.
- Prominently display posters describing the measures you are undertaking to prevent stolen material being purchased at your business. You should have been given the following poster to display.



Do you need a licence?

If you or your business deal in buying or selling of scrap metal, whether the metal is sold in the form in which it is bought or not, then yes.

Scrap metal is defined as any old, waste or discarded metal or metallic material and any product, article or assembly which is made from or contains metal and is broken, worn out or regarded by its last holder as having reached the end of its useful life.

Are there any exemptions?

If scrap metal is a by-product of your business you may be exempt from the need to be licensed, it will be necessary for you to prove the proportion of your

business that consists of dealing in scrap metal. Examples of businesses that may be able to claim exemption are:

- Builders, plumbers, electricians, motor vehicle repair garages, and engineering workshops or any other business where scrap metal is recovered or produced as the result of the main purpose of the business.

More about Licences

Where and how to apply?

You can apply for a licence to trade in scrap metal. Application forms can be found on your Local Authority website.

Your local authority will assess your suitability to hold a licence. There are two types of licences. Both licences last for three years once issued. A licence under the Scrap Metal Dealers Act 2013 does not replace the Waste Carrier's Licence. To collect scrap metal, you will be required to hold a licence issued by the Local Authority.

A site licence

Allows you to carry on business from a site in a local authority area. A site licence allows you to collect and bring metal back to site (from any location, within or outside the home borough). There is a

requirement to name a site manager for each site licensed. You cannot collect unannounced door to door, but you can collect scrap by pre-arranged appointment.

A collector's licence

Allows you to carry on business in a local authority area as a mobile collector. This licence covers you if you do not have a site and regularly collect through door-to-door collections. You will require a separate licence for each local authority area you operate in. This includes commercial as well as domestic scrap metal. There is no restriction as to the location where you can transport and sell metal

Is your site Secure?

The following pages contain a generic checklist for Business Security. Some things may not be relevant to your business, but we would advise you to work through the list to see where you can make improvements.

For more detailed advice you should call 101 and ask to speak to the Design out Crime Officer for your area.

Security Self-Assessment		
Boundaries, Fences and Gates		
Check	Yes/No	Further Information
Is external security lighting used so that your premises are well lit during the hours of darkness or when not in use?		Grounds should be well lit with good colour definition ideally to BS 5489. (smaller premises should be fitted with dusk to dawn lighting as a minimum).
Are car park areas well-lit and clear of obstructions or items that may be desirable (i.e. scrap items)?		<p>Make every effort to reduce hiding places. Remove waste and scrap items on a regular basis.</p> <p>Keep an open aspect with good all-round visibility between the road and the shell of the building.</p> <p>At the end of the day always secure the premises grounds, close and lock gates.</p>
<ul style="list-style-type: none"> • Is your boundary clearly defined? • Are fences secure and regularly checked? • Do you have prominent signage directing visitors to a reception point or single entrance/exit point? 		It is important to clearly define your boundaries to ensure that visitors to your premises are aware of where they are allowed to go or not go.

<p>Provide regular maintenance for the growth of trees and bushes so that there is good 'natural surveillance' thus depriving criminals of cover.</p>		<p>If you have fences and gates these should be robust and strong enough to deter unlawful entry and secured.</p> <p>We recommend weld mesh fencing of a minimum height of 1.8m high or 2.0 m, if possible topped with security fixings.</p> <p>Make sure you have the right warning signs displayed to determine who is allowed where and what security measures are in place.</p>
<p>Buildings, Doors and Windows</p>		
<p>Have you eliminated recessed doorways or concealed areas that could give cover to intruders?</p>		<p>All these issues are essential for good security.</p>
<p>Do you have an up-to-date inventory of issued keys? Are regular key audits carried out?</p> <p>Are spare keys numbered (not named with locations) and secured at all times?</p>		<p>Strict key management is a priority and the fewer keys the better. Regular key audits will highlight any discrepancies/issues with missing keys or staff that may have left with access still to keys.</p> <p>Is an electronic card entry system, that enables you to remove from the system any lost cards and prevents copies being cut, suitable for your business? If keys are missing change the locks</p>

		<p>through a Master Locksmiths association</p> <p>(see https://www.locksmiths.co.uk/find-a-locksmith/ for local details).</p>
<p>Are all windows and doors of sound construction, in good working order and lockable?</p> <p>Have you considered roller shutters, bars, grilles on windows for additional security?</p> <p>Have you considered reflective film/blinds for ground floor windows?</p>		<p>Windows and doors should be in good condition and working order and preferably constructed and installed to PAS 24 Standards.</p> <p>If you have a particular area that could be vulnerable, consider using additional security such as bars, grilles or shutters installed to LPS1175 Issue 7, Security Rating 2, or STS202 Burglary Resistance 2, or Sold Secure Gold.</p>
<p>Have steps been taken to restrict easy access to the roof, including anti-climb products?</p> <p><i>Remember to put up warning signs for anti-climb devices.</i></p>		<p>Flat roofs can lend themselves to easy access to other areas or allow ASB issues. Check to see if there are any items nearby that could be used as climbing aides to these areas and remove them. Where suitable and where a roof is over 2m from the ground,</p>

		consider the use of anti-climb products and ensure that signage is displayed where they are used.
Valuable Items and Equipment		
Do you use secure storerooms or containers for valuable items? Are they alarmed when not in use?		The more layers of security you have the harder it is for thieves; it either deters or slows them slow down.
<ul style="list-style-type: none"> • Is equipment security marked to Identify you or your company as the owner? • Have you used the free property register? https://www.immobilise.com/ • Do you have signage to inform potential thieves that your property is security marked? 		<p>Good property marking can enable the police to return any recovered stolen goods.</p> <p>It also acts as a deterrent, as the value of the item is reduced when selling it on.</p>
Do staff have access to lockers to safeguard their personal property?		It is important to provide a secure place for staff to keep personal belongings such as phones, car keys and wallets/bags. These items can be an easy target for offenders if not secured away and out of sight.

<p>Do not keep cash on the premises at night! If you do ensure that it is secured away in an appropriate safe (in accordance with guidance from your insurance company) and kept to a minimum.</p>		<p>Signage stating that 'NO CASH KEPT ON PREMISES OVERNIGHT' can also act as a deterrent.</p> <p>Leave cash till drawers empty and open and in view so that it is obvious that no cash is kept on sit and reinforces warning signage.</p>
<p>If you have high value merchandise, have you considered products such as Smoke/Fogging devices.</p>		<p>They fill the area with smoke making it impossible to see and can use strobe lighting and noise to disorientate an offender.</p>
<p>Ensure laptops/tablets/work mobiles are secured in a locked cabinet in an alarmed area out of hours?</p>		<p>Also makes sure that all IT equipment has the appropriate security in place i.e. password protected, and property marked. Keep passwords safe and do not share them amongst staff.</p>
<p>Alarms and CCTV</p>		
<p>Has an alarm been installed?</p>		<p>If not, contact National Alarm Inspectorate on 01628 637512 https://www.nsi.org.uk/ or Security Systems Alarms Inspection Board on 0191 2963342 https://ssaib.org/ for details of local approved alarm installers. Check with your insurer for the level of alarm your business may require.</p>

		Always choose a monitored or linked alarm system over installing only a CCTV system.
<ul style="list-style-type: none"> • Are your alarm codes ever changed? • Is your alarm regularly serviced? 		An alarm system is only useful if it is used correctly. Make sure everyone who needs to be is trained on the system's operating procedures.
Have specified people been nominated to set the alarm at the end of the working day. If so, keep this duty to a minimum number of staff members.		
<p>Is there a CCTV system installed? If so:</p> <ul style="list-style-type: none"> • Does your CCTV need to read vehicular number registration plates of vehicles? • Is it regularly maintained? • Is the recording equipment and recorded materials stored in a locked cabinet and out of sight? • Are downloads (required by police for identification) fit for purpose? • Is someone able to operate the system efficiently? • Are the time and date settings regularly checked to ensure they are correct? 		<p>CCTV systems can be complex and should not be regarded as the principle method of securing your premises.</p> <p>They can act as a deterrent and they can provide evidence for prosecution. However, if they are not set up properly and managed badly, they are of no real use.</p> <p>It is always advised that an expert is consulted and that the</p>

<ul style="list-style-type: none"> • Display the appropriate signs to tell the public/warn offenders that they are being recorded. 		<p>recorded images would be suitable for police use if required.</p> <p>Ensure that the lighting is appropriate for the system installed and that the cameras are regularly maintained and free from dust/obstructions or damage.</p>
<p>Do not keep cash on the premises at night! If you do ensure that it is secured away in an appropriate safe (in accordance with guidance from your insurance company) and kept to a minimum.</p>		<p>Signage stating that 'NO CASH KEPT ON PREMISES OVERNIGHT' can also act as a deterrent.</p> <p>Leave cash till drawers empty and open and in view so that it is obvious that no cash is kept on site.</p>
<p>Ensure laptops/tablets/work mobiles are secured in a locked cabinet in an alarmed area out of hours?</p>		<p>Also makes sure that all IT equipment has the appropriate security in place i.e. password protected, and property marked. Keep passwords safe and do not share them amongst staff.</p>

Management Procedures		
<p>Do you have a procedure for key holders' personal safety when attending out of hours security calls?</p> <p>Do you have a lone worker policy?</p>		<p>Do they notify someone that they are attending and have access to a personal safety alarm?</p>
<p>Is there an established security procedure for closing the premises, including checking all rooms and toilets to ensure no-one is hiding?</p>		<p>Ensure that all entrance doors are locked, and windows and skylights secured at the end of the working day. A security log requiring a staff signature after checking can encourage accountability for doing security checks.</p>
<p>Staff should wear identification badges whilst at work.</p> <p>Are visitors asked to sign IN and OUT and given visitor badges which are ALL accounted for when they leave?</p>		<p>Identifying staff provides visitors or customers with a clear point of contact and will allow staff to challenge anyone who is not wearing identification in a non-public area.</p>
<p>Are security arrangements made for surveillance during vulnerable times such as evenings and holidays?</p>		<p>Work with other businesses (or local residents) around you, that may have longer opening times etc and ask them to be alert and report suspicious activity.</p>

<p>Do you have a business continuity /recovery plan in the event of theft or fire and is all data and information backed up?</p>		<p>Think about what Data is essential to keeping your business running if it was hit by theft or fire.</p>
<p>Do your staff:</p> <ul style="list-style-type: none"> • Know how to report a crime? • Know your local police contact? • Know the street names or identifiable landmarks around you? • Know the businesses full postal address? • Know how to report suspicious activity? 		<p>This information is essential for all the emergency services in the event of an incident.</p> <p>Make sure it is written down AND displayed prominently for all staff and include this in the staff induction.</p> <p>A crime in progress needs to be reported immediately with accurate information to ensure an effective and appropriate police response and give us the best opportunity of catching the offenders.</p>
<p>Have all staff, including cleaning staff and sub-contractors, been briefed on your security procedures?</p>		<p>All staff should be responsible for security precautions and should be given clear instructions on what is expected of them.</p>

Cyber Crime		
Have you taken all necessary steps to protect yourself against Cyber-crime attacks?		To find out more there is a comprehensive small business cyber security guide produced by the UK government.

First Principle: Related links

Check out all our Crime Prevention information using the following links or by using the QR code to take you to the First Principle Pages Alternatively go to our website at <https://www.suffolk.police.uk/> and look in the 1st Principle A-Z of Crime Prevention.

Allotment Security
Anti-Social Behaviour
ATM Security
Beach Hut Security
Boat Security
Building Site Security
Business Security
Caravan Security
Caravan Storage
Card Security
Catalytic Converters
Church Security
Cold Callers
Commercial CCTV
Counterfeit Banknotes
County Lines Advice for Landlords
Cyber Crime
Cycle Security
Dangerous Dogs
Dog Fouling
Dog Theft
Domestic CCTV
Domestic Violence
Farm Security
Fraud Prevention
Grooming
Hate Crime

Heating Oil
Home Improvements
Home Security
Home Security for Tenants
Horses and Stables
Keyless Vehicles
Key Safe Security
Lock Snapping
Mopeds and Scooters
Motorcycle Security
Neighbour Disputes
Occupiers Liability
Personal Security
Power Tool Security
Products Brochure
Rural Crime
Security Alarms
Sheds and Garages
Social Media
Social Media for Parents
Suspicious Behaviour
Shoplifting
Taxi Driver Safety
Vehicle Security
Windows and Doors

Other Links you might find helpful

Ask the Police
Secured by Design
Sold Secure

Crimestoppers
0800 555 111

Victim Care
0300 303 3705

