

Please ask for: Valentina Cenic  
Direct Line: 0116 4543081  
Our Ref: LEISMS0007  
Date: 08 January 2026



Licensing, City Hall, 115 Charles Street  
Leicester LE1 1FZ  
[www.leicester.gov.uk/licensing](http://www.leicester.gov.uk/licensing)  
e-mail:[licensing@leicester.gov.uk](mailto:licensing@leicester.gov.uk)

Mr S V Burgess

Dear Mr Burgess

## **SITE LICENCE**

### **SCRAP METAL DEALERS ACT 2013**

**Consent number: LEISMS0007**

**Start date: 11 December, 2025**

**Expiry date: 10 December, 2028**

**Issued to: Mr S V Burgess**

Please find enclosed your licence to operate as a scrap metal dealer. The licence allows you to carry on business at the site(s) identified in the licence.

The licence is valid for three years. Please read it and the accompanying information, and ensure that you comply with all of the requirements of the Scrap Metal Dealers Act 2013.

You MUST notify us of any changes which materially affect the accuracy of the information that you provided in your application. If you stop operating as a scrap metal dealer or if you change your name / trading name you must tell us within 28 days.

You MUST display a copy of your licence in a prominent place in an area accessible to the public at each site identified in the licence. We recommend that you keep a further copy in any vehicle that you use for collecting and/or transporting scrap metal.

You may apply to vary your licence from a site licence to a collector's licence. You MUST apply to vary your licence if any of the following matters change:

- the name of the licence holder,
- the site(s) identified on the licence, or
- the site manager.

There will be a fee payable for any variation application.

Please note that it is not possible to transfer a licence to a new owner.

Yours sincerely,

**Valentina Cenic**

Licensing Officer

[valentina.cenic@leicester.gov.uk](mailto:valentina.cenic@leicester.gov.uk)

# Scrap Metal Dealer - Site Licence

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## NOTES

The Scrap Metal Dealers Act 2013 contains a number of provisions that all dealers MUST comply with. These include but are not limited to the following:

### Notification requirements

- 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.
- 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 within 28 days.
- 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 within 28 days.
- 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.

### Display of licence

- A scrap metal dealer who holds a site licence must display a copy of the licence at each site identified in the licence.
- The copy must be displayed in a prominent place in an area accessible to the public.
- 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.
- The copy must be displayed in a manner which enables it easily to be read by a person outside the vehicle.

### Verification of supplier's identity

- A scrap metal dealer must not receive scrap metal from a person without verifying the person's full name and address.
- That verification must be by reference to documents, data or other information obtained from a reliable and independent source.
- If a scrap metal dealer receives scrap metal in breach of subsection (1), each of the following is guilty of an offence-
  - (a) the scrap metal dealer;
  - (b) if the metal is received at a site, the site manager;
  - (c) any person who, under arrangements made by a person within paragraph (a) or (b), has responsibility for verifying the name and address.
- It is a defence for a person within subsection (4)(a) or (b) who is charged with an offence under subsection (4) to prove that the person-
  - (a) made arrangements to ensure that the metal was not received in breach of subsection (1), and
  - (b) took all reasonable steps to ensure that those arrangements were complied with.
- 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.

### Offence of buying scrap metal for cash etc

- A scrap metal dealer must not pay for scrap metal except-
  - (a) by a cheque which under section 81A of the Bills of Exchange Act 1882 is not transferable, or
  - (b) by an electronic transfer of funds (authorised by credit or debit card or otherwise).
- In this section paying includes paying in kind (with goods or services).
- If a scrap metal dealer pays for scrap metal in breach of subsection (1), each of the following is guilty of an offence-
  - (a) the scrap metal dealer;

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- (b) if the payment is made at a site, the site manager;
- (c) any person who makes the payment acting for the dealer.
- 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-
  - (a) made arrangements to ensure that the payment was not made in breach of subsection (1), and
  - (b) took all reasonable steps to ensure that those arrangements were complied with.

## Records: receipt of metal

- This section applies if a scrap metal dealer receives any scrap metal in the course of the dealer's business.
- The dealer must record the following information-
  - (a) 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;
  - (b) the date and time of its receipt;
  - (c) if the metal is delivered in or on a vehicle, the registration mark (within the meaning of section 23 of the Vehicle Excise and Registration Act 1994) of the vehicle;
  - (d) if the metal is received from a person, the full name and address of that person;
  - (e) if the dealer pays for the metal, the full name of the person who makes the payment acting for the dealer.
- 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.
- If the dealer pays for the metal by cheque, the dealer must keep a copy of the cheque.
- If the dealer pays for the metal by electronic transfer-
  - (a) the dealer must keep the receipt identifying the transfer, or
  - (b) if no receipt identifying the transfer was obtained, the dealer must record particulars identifying the transfer.

## Records: disposal of metal

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

## Records: supplementary

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- 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.
- The records mentioned in section 13(3) and (4) must be marked so as to identify the scrap metal to which they relate.
- 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.
- If a scrap metal dealer fails to fulfil a requirement under section 13 or 14 or this section, each of the following is guilty of an offence-
  - (a) the scrap metal dealer;
  - (b) if the metal is received at or (as the case may be) despatched from a site, the site manager;
  - (c) any person who, under arrangements made by a person within paragraph (a) or (b), has responsibility for fulfilling the requirement.
- 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-
  - (a) made arrangements to ensure that the requirement was fulfilled, and
  - (b) took all reasonable steps to ensure that those arrangements were complied with.

# Scrap Metal Dealer - Site Licence LEISMS0007

Scrap Metal Dealers Act 2013

THIS CONSENT IS ISSUED BY



Leicester City Council  
Licensing  
City Hall  
115 Charles Street  
Leicester

web: [www.leicester.gov.uk/licensing](http://www.leicester.gov.uk/licensing)  
tel: (0116) 4543030

This Scrap Metal Dealer - Site Licence is issued by Leicester City Council under the **Scrap Metal Dealers Act 2013** and restricts the activities of buying and selling scrap metal as defined by the act and any attached conditions.

## DURATION OF SCRAP METAL DEALER LICENCE

Commences: 11/12/2025

Expires: 10/12/2028

## NAME & ADDRESS OF THE HOLDER OF THE LICENCE

**Steven Victor Burgess**

The Elms, Staunton in the Vale, Nottingham, NG13 9PE.

## TRADING NAME & ADDRESS OF THE REGISTERED PREMISES

**A E Burgess & Sons Ltd**

Ulverscroft Road, Leicester, LE4 6BY.

## PERMITTED TRADING SITES

**Premises** A E Burgess & Sons Ltd

**Address** Ulverscroft Road, Leicester, LE4 6BY.

**Site Manager** Steven Victor Burgess

## NAME OF DIRECTORS AND COMPANY SECRETARY

**Steven Victor Burgess (Managing Director)**

**Robert Gundle (Director)**

## ADDITIONAL CONDITIONS ATTACHED TO THE CONSENT

## SIGNED ON BEHALF OF THE ISSUING LICENSING AUTHORITY

**Valentina Cenic**

On behalf of Director of Neighbourhoods and Environmental Health Services