



North Yorkshire County Council Act 1991

RECORD BOOK FOR DEALERS IN SECOND-HAND GOODS

Name:

Address

Certificate No:

Date of Issue:

THE NORTH YORKSHIRE COUNTY COUNCIL ACT 1991

Who is affected?

Any persons (including agents) who carry on the business of a dealer in second-hand goods trading within North Yorkshire except:

- (i) Charities registered under the Charities Act 1960.
- (ii) Scrap metal dealers registered under the Scrap Metal Dealers Act 1994.
- (iii) Dealers in waste paper, cardboard, textiles, plastics in bulk or second-hand clothes (exempt only in respect of that part of the business).
- (iv) Pawnbrokers (exempt only in respect of their business as a pawnbroker).
- (v) Business only occasionally dealing with second-hand goods.

What does the act require?

There are two main requirements, namely registration and record-keeping.

Registration

Dealers must now register with the Trading Standards Department. Registration forms are available from any Trading Standards Office. Registration is valid for 3 years.

Record Keeping

The act requires dealers to keep detailed records of the goods bought and sold (this includes goods being sold on an agency basis). These details should be entered in this book and kept on the premises when open for business. In the case of dealers with no fixed premises (e.g. market traders) these records should be available whenever doing business.

This book must be retained for at least two years after the last entry was made and must be produced (if requested) to a Police Constable or Trading Standards Officer.

NOTE: It is now illegal to buy second-hand goods of a value over £10 from somebody under the age of 16 years.

For further assistance contact the Trading Standards Department. Unless otherwise stated, compliance is a legal requirement.

Notes on Completion of this Book

“Stock Number”

This is for your own reference only to help you cross-check entries with stock and other records.

“Date Acquired”

Enter the exact date that you acquired the goods.

“Description”

This should include enough information so as to specifically identify the item e.g. registration no., model, make, serial no. It would not be sufficient merely to enter, for example, ‘television set’, or ‘video’ or ‘necklace’ without other identifying information.

“Name and address of person/business from whom goods acquired”

It is your responsibility to obtain these details and make sure they are correct. If a person refuses to give you their name and address then you should refuse to do business. You would be wise to ask for verification (e.g. driving licence, banker’s card etc.) and record this. It is an offence for a person to give you a false name and address.

THERE ARE NO CIRCUMSTANCES WHEN IT WILL BE LEGAL FOR YOU NOT TO INCLUDE THIS INFORMATION.

“Date of Sale”

Enter the exact date of sale/transfer.

“Name and address of person/business to whom sold”

You only need to complete this if you sell the item (or set of items) for over £100.

“Comments”

This is for your own use but it would be advisable to enter additional useful information, for example, the seller’s driving licence/banker’s card number or the fact that you have recently bought a similar item from them.

NOTE: THIS BOOK IS ISSUED TO THE PERSON/BUSINESS STATED ON THE FRONT COVER AND MUST ONLY BE USED IN THE COURSE OF THAT BUSINESS. IT IS NOT TRANSFERABLE.

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