

Guidance Notes for Retailers – Humberside Act 1982

Registration

If you are a dealer in second hand goods and wish to trade in Hull then you must register as such with the Hull City Council.

Please complete the 'Application for Registration as a Dealer in Second Hand Goods'. There is no charge for registering.

Displaying your registration document

Once registered, you are required to display your registration document, or a copy of it, on your business premises. Failure to do so could result in a fine.

Keeping accurate records

You are also required to keep a record of all second hand goods which you acquire, in a book specifically kept for the purpose. The best way of doing this is to keep a hard backed ledger (so that pages cannot be removed) where you enter all the relevant details.

What information and details must I record?

All information should be precise, legible and permanent. Every transaction where goods are acquired, must be recorded and all of the following details must be shown.

- Date second hand goods acquired.
- A description of the articles.
- Quantity.
- Name and address of seller.

Failure to record this information could result in a fine.

How can I achieve compliance?

Record in full, the details of each significant item you take in for sale, ie

Type of goods (painting, washing machine, sofa etc).

Make

Model

Serial Number

Colour

Artist

Subject (landscape picture, name of music etc).

When you take in a significant number of items from a single source, e.g. a collection of CDs, you might allocate them a unique lot number. You should attach a sticky label to each item bearing the lot number and record the lot number against a basic description in your record book, e.g. "25 rock CDs", "lot number 123" and label each of the CDs with lot number 123.

This should not be the case with significant items such as furniture and domestic appliances.

Why do I have to keep detailed records?

The Council has carried out a crime audit within the community. There is a very real concern about domestic burglaries. By and large, people do not steal from homes and garden sheds because they want the items they steal. They steal in order to sell the items and raise income. The easiest way to sell the items is to pass stolen goods through second hand and antique dealers. If you insist on keeping good records, that manner of raising money will be hindered and domestic crime will be reduced.