



Trading Standards

Chargeable Services

2022 – 2023

1. Chargeable business advice

Chargeable business advice is managed and administered by Hampshire County Council's Trading Standards Service (HCCTSS). Your point of contact officer will give you appropriate guidance and advice on relevant Trading Standards legislation. This may include the provision of leaflets, links to useful websites and discussing some examples of your products and/or services.

Fees are charged on a cost recovery basis:

- Hourly rate of £83 per hour + VAT
- Minimum charge for advice is half an hour, regardless of whether the full half hour is used, thereafter the charge is in quarter hour units
- Standard turnaround time for enquiries - 10 working days
- All fees are charged in quarter hour units

Please note: The hourly rate is reviewed annually and any changes will take effect from 1st April each year. Please check the current hourly rate before requesting advice.

2. Primary Authority

A Primary Authority Partnership (PAP) is a legally recognised agreement with us (the regulators) for on-going advice and guidance. We also offer co-ordinated PAPs with trade associations who pass our advice to their members. Our expert guidance applies throughout the UK and other regulators must take this into consideration when carrying out inspections or dealing with non-compliance. You will significantly reduce the risk of action being taken against your business the more comprehensive your package is with us.

Charging under a Primary Authority Partnership is on a cost recovery only basis of £83 per hour.

The amount of time required will depend on what support your business needs and will form part of our early discussions with you. Each business is different and so it varies between partnerships.

Our minimum package costs £829 and includes:

- Setting up the PA agreement
- Registering the application with the Office of Product Safety & Standards
- Applying for approval from the Secretary of State
- An action plan and familiarisation visit by your PA officer (if appropriate) during the application process

Any time that remains after the PAP agreement and action plan have been set up will be used for advice and support.

The fees charged and the scope of the partnership will be reviewed at regular intervals during the lifetime of the partnership and in any case no longer than every 12 months.

By arranging the number of hours in advance you will be securing the time of your Primary Authority officer for the coming year, as well as securing the other benefits of being in a Primary Authority Partnership. These hours are pre-allocated and non-refundable.

3. Weights and Measures Fees

Fees for inspection, requalification and test of weighing and measuring equipment.

The minimum charge for all activities is £83.00. Any activities not listed below will be charged by the hour to the nearest 15 minute increment.

The fees below attract VAT. Figures quoted are exclusive of VAT. Fees relating to equipment tested under the EEC 'Old Approach' legislation do not attract VAT.

Fees and hourly rates will need to be increased pro-rata by £49 per hour if the job requires the additional use of a Technical Officer.

Measuring instruments

- Single/multi outlet: 1 nozzle tested: £140.00, each additional nozzle: £86.00
- Filling station electronic console equipment (when tested alone e.g. following commissioning or replacement or addition of units). Chargeable per hour (including preparatory and on-site work)
- Credit Card Accepters (when tested alone ONLY e.g. following commissioning or replacement): £93.00

Weighing instruments

- Not above 15Kg - £37.00
- Above 15kg but not above 30Kg - £48.00
- Above 30kg but not above 250Kg - £70.00
- Above 250Kg but not above 1 tonne - £120.00
- Above 1 tonne but not above 5 tonnes - £194.00
- Above 5 tonnes but not above 30 tonnes - £406.00
- Above 30 tonnes but not above 60 tonnes - £604.00
- Dual range instruments and/or instruments incorporating remote displays or ticket printing facilities where additional resources are used in carrying out the tests - 150% of above fees
- Instruments tested using customer-supplied weights - 70% of above fees

Measuring equipment (road tankers, above 100 litres)

- Meter Systems - wet hose type with one or two testing liquids - £295.00
- Meter Systems - wet hose type with three testing liquids - £354.00
- Meter Systems - statutory occurrence – simple - £49.00
- Meter Systems - statutory occurrence – complex - £93.00

General

- Equipment submitted for testing out of normal office hours (9am-5pm): 150% of above fees
- Appointments on weekends or bank holidays will attract a further surcharge, please contact us for more information
- Delayed or aborted appointments will incur a minimum fee of £83.00 for the first hour (or part hour). From the second hour onwards a fee of £83.00/hour will be charged on pro-rata basis, rounded up to the nearest 15 minutes.

Charge for calibration certificate: £47.00

4. Explosives Licensing and Registration

A licence is required if you want to store explosives.

The types of products covered include:

- blasting explosives
- ammunition and shooters' powders
- black powder
- fireworks
- marine flares

Certain quantities of explosive can be kept for short periods of time and/or limited quantities, without the need for a licence.

If you are selling fireworks from any premises then you are storing them prior to sale and must be licensed.

	Year 1	Year 2	Year 3	Year 4	Year 5
New upper tier licence	£189	£248	£311	£382	£432
Upper tier renewal	£88	£150	£211	£272	£333
New lower tier licence	£111	£144	£177	£211	£243
Lower tier renewal	£55	£88	£123	£155	£189

If you wish to sell fireworks all year round, an additional license is required at a cost of £500.

Amendments to a current licence will be charged a minimum of £37 per premise.

5. Petroleum Licencing, searches and vapour recovery

Petrol Storage Certificate subsistence fees

From 1 October 2014, The Petroleum (Consolidation) Regulations 2014 have replaced the requirement to licence your petrol storage with a requirement to hold a Petroleum Storage Certificate (PSC).

If you require a PSC, your premises will be subject to an inspection by one of our team to ensure that they are suitable for storing petrol. The frequency of inspections is determined by a risk rating of your premises.

- Up to 2,500 litres - £45 pa.
- 2,500 to 50,000 litres - £61 pa.
- Over 50,000 litres - £128 pa.

Petroleum records search

We are able to search through our archive of old petrol tanks in Hampshire for evidence of historical petrol storage at a given address. This can be useful to anyone developing a plot of land or who is concerned about possible historical pollution from stored petrol.

- Standard service: £114 per hour (no VAT) for a response within 10 working days
- Fast service: £208 per hour (no VAT) for a response within 3 working days

A minimum charge of 1 hour applies. This is adequate for the vast majority of searches.

Vapour recovery permits

Hampshire County Council (on behalf of the Hampshire District Councils) undertakes all work relating to the application, variation, transferring and revocation of vapour recovery permits.

- In certain situations a fee of £79 is payable to wholly transfer a vapour recovery permit to a new site operator.
- For large sites, a fee of £113 will be applied
- For a brand new site a charge of £257 will be issued to cover the drafting and issue of the permit