

Agenda Item No. 3(c)

DERBYSHIRE COUNTY COUNCIL

MEETING OF CABINET MEMBER – HEALTH AND COMMUNITIES

3 May 2016

Report of the Strategic Director – Economy, Transport and Communities

TRADING STANDARDS DIVISION FEES FOR FINANCIAL YEAR 2016-17

(1) **Purpose of Report** To request the Cabinet Member to approve the fees recommended to be charged during the 2016-17 financial year for the testing and verification of weighing and measuring equipment under the Weights and Measures Act 1985 and regulations made under the European Communities Act 1972.

(2) **Information and Analysis** The local authority has a statutory duty to enforce the provisions of weights and measures legislation. One of the purposes of the legislation is to ensure that weighing and measuring equipment is fit for use for trade and that errors of measurement are within prescribed tolerances. All prescribed equipment to be used for trade must be verified as being fit by an inspector of weights and measures or, in certain circumstances, an approved (private sector) verifier before being put into use. Any weighing or measuring equipment presented for testing to the local authority must be examined and, if found to comply with legal requirements and, on payment of the fee, passed as fit for use (initial verification).

The Department of Business Innovation and Skills estimate<sup>1</sup> that £188 million worth of household goods are sold per annum on the basis of the measurement of their quantity. Goods bought and sold by measure are particularly important for poorer households in the UK constituting nearly one third of their total weekly expenditure. It is often difficult to check the quantity of goods delivered to the purchaser; therefore consumers need to have confidence in the equipment used to determine the quantity. Similarly, a lack of confidence in trade measurements can undermine market confidence both in the home market, as well as for UK businesses wishing to export. This illustrates the need for accurate equipment to be used in the measurement of goods where sold by reference to quantity. In providing a verification service for items being placed on the market and repaired, Derbyshire County Council is contributing to the confidence in trade measurements.

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<sup>1</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/262621/11-1469-pro-report.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/262621/11-1469-pro-report.pdf)

The Trading Standards Division has 'Notified Body' status under the Measuring Instruments Directive 2004/22/EC (to be replaced by Directive 2014/32/EU in April 2016) and 2009/23/EC for Non-Automatic Weighing Instruments (to be replaced by Directive 2014/31/EU). Fees for initial verification of equipment under the Authority's Notified Body scheme are itemised separately and are either the same or up to 25% higher than equipment submitted under Section 11 of the Weights and Measures Act 1985. The actual amount of the fee depends upon the type of equipment. This reflects additional costs associated with examination, testing, documentation and maintenance of Notified Body status. Such equipment presented for in-service verification may be charged at rates specified for equipment submitted under Section 11 of the Weights and Measures Act 1985.

Derbyshire County Council's verification income fell between 2007 and 2013 mainly as a result of more businesses using the private sector for verifications and because of the closure of a Chesterfield based water-meter manufacture in 2009. (The Division still has an income expectation of £28,500 associated with this activity that cannot be met from this activity; reference 1900000). However, there has been significant increase in verification income from other sources from approximately £10,500 in 2012-13 to over £30,000 for 2015-16. This is largely due to the increased activity of a local business placing weighing instruments mounted on road vehicles onto the market, and the testing of automatic weighing instruments that weigh empty and loaded trains.

A Staveley based company is a regular user of Derbyshire County Council's verification services and contributes approximately two thirds of the total income. However, this single source is unpredictable as it depends upon the business winning contracts to supply the weighing systems. There is also the possibility that the business might seek to self-verify in the future, although the company directors have confirmed that the independent verification service provided by this Authority helps them to secure contracts for the supply of their weighing instruments.

Reverification of automatic rail weighbridges is projected to continue over the year 2016-17 and a second officer is being trained to ensure competent officers are available throughout the year. Trade use of these instruments is important as it reduces the amount of haulage by road.

Larger businesses, such as supermarkets and petrol retail chains, tend to use private sector 'self-verifiers' to ensure that their weighing and measuring equipment is 'fit for use for trade'. However, smaller businesses rely on the local authority to provide this service. Additionally, the provision of the notified body scheme can help business bring new products and technology to market. The Authority continues to assist such a local company by being able to verify a number of on-board automatic weighing systems mounted to refuse collection vehicles. Compliance advice on system modifications and repairs to

other systems has also been given, helping them to broaden their business base.

The calibration facility operated at Chatsworth Hall has yielded almost £5,000 income during 2015-16. This is steadily increasing year on year. There are currently only three such facilities in the East Midlands Region which may reduce to two laboratories if Northamptonshire County Council is forced to close its facility due to moving offices. The main function of the laboratory is to maintain Derbyshire County Council's working standards used by Trading Standards officers for work conducted under the Weights and Measures Act 1985. This equipment is also essential in the provision of the verification notified body service.

The fees approved for weights and measures verification work include a surcharge for work done outside normal working hours. It is proposed that the additional over-time fee charged for verification work outside the normal hours 07:00 to 19:00 Monday to Friday continues at the rate of standard charge plus 33% and for bank holidays to standard charge plus 50% to cover any additional over-time costs where authorised.

**(3) Financial Considerations** The fees which are determined by individual local authorities are set out in Appendix 1. The Authority has followed guidance provided by the Association of Chief Trading Standards Officers (ACTSO) on setting fees which should be on a cost recovery basis. ACTSO has recommended that there is an increase in the fees charged for weights and measures verification services in line with anticipated increase in staff costs of up to 2.2%.

The value of work from weights and measures verification and calibration activities in 2015-16 was £30,620, compared to £25,066 the previous year. However, the fee income from weights and measures activity is largely dependent on the submissions from a local business and is therefore subject to variation and is difficult to forecast accurately with any degree of confidence.

The fees incorporate VAT @ 20% imposed from 4 January 2011.

**(4) Legal Considerations** The Local Government Planning and Land Act 1980 provides that fees to be charged for the testing and stamping of weighing and measuring equipment under the Weights and Measures Act 1985 shall be determined by individual local authorities.

In preparing this report the relevance of the following factors has been considered: prevention of crime and disorder, equality and diversity, human resources, environmental, health, property and transport considerations.

- (5) **Key Decision** No.
- (6) **Call-In** Is it required that call-in be waived in respect of the decisions proposed in the report? No.
- (7) **Background Papers** Held on file within the Economy, Transport and Communities Department. Officer contact details – Robert Taylour, extension 39830.
- (8) **OFFICER'S RECOMMENDATION** That the Cabinet Member agrees the fees recommended for the financial year 2016-2017 as set out in Appendix 1.

**Mike Ashworth**  
**Strategic Director – Economy, Transport and Communities**

**WEIGHTS AND MEASURES ACT 1985 –  
Sections 11(5), 49(4), 74(2), 74(4) and 76**

**SCALE OF FEES FOR 2016/17**

All fees are for work carried out during normal office hours. (That is 07:00 hrs – 19:00 hrs weekdays, except for Statutory Bank Holidays). Where submitters of equipment request tests to be conducted outside of these hours, a surcharge of 33% of the amount shown for a specific instrument or the hourly rate shall be added to the fee. Where submitters of equipment request tests to be conducted on a Statutory Bank Holiday, a surcharge of 50% of the amount shown for a specific instrument or the hourly rate shall be added to the fee. Where equipment for test on site is re-submitted following a previous withdrawal of request which resulted in expense, but no fee, to the Derbyshire County Council, then a surcharge may be added, at the discretion of the Chief Inspector of Weights and Measures, based on the rate of £73.40 + VAT £14.68 = £88.08 per hour for officer time incurred, to the fee(s) payable for the equipment that has been re-submitted and tested.

**Fees for the Purpose of Section 11(5)**

<b>Fees for 2016/17</b>	<b>VAT</b>	<b>TOTAL</b>
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<b>A</b>	<b><u>Linear Measures</u></b> (with or without divisions or sub-divisions), the scales not exceeding 3 m. Each Scale ... ..	£9.05	£1.81	£10.86
<b>B</b>	<b><u>Capacity Measures</u></b> (without divisions or sub-divisions), not exceeding 2 pints (if Imperial) or 1 litre (if Metric) Each Measure. ... ..	£6.37	£1.27	£7.64
<b>C</b>	<b><u>Cubic Ballast Measures</u></b> (other than Brim measure) Each Measure ... ..	£158.64	£31.73	£190.37

(i) Where two or more measures are submitted for test on the same occasion and at the same place, the fee for the second or subsequent measure or measuring instrument shall be reduced by 50%.

(ii) Where different measures are tested on the same occasion and at the same time, the full fee shall be charged for the highest value submission and the 50% reduction made for others commanding the same or lower fee.

## Fees for the Purpose of Section 11(5)

Fees for 2016/17	VAT	TOTAL
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### D Measuring instruments for measuring liquid fuel or lubricants or mixtures thereof:

Container types unsubdivided ... ..	£64.62	£12.92	£77.55
Single/Multi-outlets			
First Nozzle tested ... ..	£106.24	£21.25	£127.49
Each Additional Nozzle tested ...	£64.84	£12.97	£77.81

A charge to cover any additional costs involved in testing ancillary equipment that requires additional testing on site, such as credit card acceptors, shall be based upon the basic fee given above plus additional costs at the rate of £73.40 + VAT £14.68 = £88.08 per extra officer hour.

### E Measuring Instruments for Intoxicating Liquor

Single or multiple submissions at the same occasion and place:

#### Not exceeding 150 ml

Single and first instrument ... ..	£14.72	£2.94	£17.67
2 <sup>nd</sup> -19 <sup>th</sup> instrument (per instrument)	£3.15	£0.63	£3.79
20 or more – all to be charged at ... ..	£3.15	£0.63	£3.79

#### Other:

Single or first instrument ... ..	£17.25	£3.45	£20.69
2 <sup>nd</sup> – 19 <sup>th</sup> Instrument (per instrument) ...	£5.78	£1.16	£6.94
20 or more – all to be charged at ... ..	£5.26	£1.05	£6.31

### F Weights

Each Weight ... ..	£5.78	£1.16	£6.94
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### G 1) Non Automatic Weighing Instrument – UK Verification

Capacity, as marked on the machine: –

Not exceeding 15 kg ... ..	£25.55	£5.11	£30.66
Exceeding 15 kg to 100 kg .....	£36.38	£7.28	£43.66
Exceeding 100 kg to 250 kg .....	£53.31	£10.66	£63.98
Exceeding 250 kg to 1 tonne .....	£90.33	£18.07	£108.39
Exceeding 1 tonne to 10 tonnes.....	£145.12	£29.02	£174.14
Exceeding 10 tonnes to 30 tonnes.....	£304.95	£60.99	£365.94
Exceeding 30 tonnes to 60 tonnes.....	£503.85	£100.77	£604.62
Exceeding 60 tonnes .....	£595.18	£119.04	£714.22

**Fees for the Purpose of Section 11(5)**

Fees for 2016/17	VAT	TOTAL
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**2) EC Verification****Capacity as marked on the machine:-**

Not exceeding 250 kg	£53.31	£10.66	£63.98
Exceeding 250 kg to 10 tonnes	£145.12	£29.02	£174.14

**H Instruments as in (1) or (2) above, but incorporating electronic price computing with associated display or printing facilities:**

(i) 150% of the fee which would otherwise be payable rounded, where appropriate, to the nearest 10p if less than £100 and to the nearest £ if in excess of £100.

(ii) Reduction in fees: EITHER (i) OR (ii) below applies, but not on the same occasion.

iii) Where two or more weighing instruments in the same fee category are submitted for test on the same occasion and at the same place, the fee for the second or subsequent instrument shall be reduced by 50%. Where more than one instrument from different fee categories are tested the full fee shall be charged for the highest value submission, and the 50% reduction made for others commanding the same or lower fee.

(iv) Where weighing equipment is submitted AND the submitter provides ALL test weights (in excess of 20 kg) the fee shall be reduced by 50%.

**I Measuring equipment for measuring liquid fuel in excess of 100 litres dispensed from road tankers –****1) Meter measuring systems – each system:**

Wet-hose type, based on two liquids being used for testing .....	£167.20	£33.44	£200.64
Dry-hose type, based on two liquids being used for testing .....	£189.28	£37.86	£227.14

**2) Dipstick measuring system – each system:-**

Basic fee up to 7,600 litres (for Calibration of each compartment Production of calibration chart) NB for any compartment over 7,600 litres, basic fee plus additional costs at the rate of £73.40 + VAT £14.68 = £88.08 per extra officer/hour) .....	£147.22	£29.44	£176.66
Initial dipstick ... ..	£17.25	£3.45	£20.69
Spare dipstick ... ..	£16.61	£3.32	£19.94
Replacement dipstick ... .. (including examination of compartment)	£37.65	£7.53	£45.18

Where two or more measuring systems or dipsticks are submitted for test at the same place and on the same occasion the fee for the second or subsequent system shall be reduced by 50%.

**Measuring equipment for measuring liquid fuel in excess of 100 litres dispensed from road tankers – (continued)**

**Fees for the Purpose of Section 11(5)**

<b>Fees for</b>		
<b>2016/17</b>	<b>VAT</b>	<b>TOTAL</b>

Following an occurrence under Regulation 65 or 66 of the Measuring Equipment (Liquid Fuel Delivered from Road Tankers) Regulations 1983, as amended: Per office hour spent at the place of submission for the purposes of examination, testing or stamping of the equipment ...	£73.40	£14.68	£88.08
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**J Other Weighing or Measuring Equipment**

For equipment other than the categories specifically described above, per officer hour spent at the place of submission for the purposes of examination, testing or stamping or stamping of the equipment ...	£73.40	£14.68	£88.08
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**Fees for the Purpose of Section 74(2)**

<b>Fees for</b>		
<b>2016/17</b>	<b>VAT</b>	<b>TOTAL</b>

<b>K</b> <u>Adjustment of weights</u> ... .. (for each weight)	£3.15	£0.63	£3.79
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**Fees for the Purpose of Section 74(4)**

<b>Fees for</b>		
<b>2016/17</b>	<b>VAT</b>	<b>TOTAL</b>

<b>L</b> <u>Per officer hour spent at the place of submission for the purpose of certification</u> Request test ... ..	£73.40	£14.68	£88.08
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For the issue of a certificate of accuracy... (except for laboratory work)	£15.25	£3.05	£18.30
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## Fees for the Purpose of Section 76

Fees for 2016/17	VAT	TOTAL
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### M EC initial or partial verification

1) For the testing of weighing or measuring equipment with a view to EC initial or partial verification ... ..	The fee given in the Section above for the same class of equipment (or class of equipment to which the item submitted most clearly relates).
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2) For other services or facilities provided or for authorisations, certificates or other documents issued in pursuance of a community obligation per officer hour ... ..	£73.40	£14.68	£88.08
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### Measuring Instrument Directive

Derbyshire is a Notified Body for the following classes of equipment:-

- 1) Cold Water Meter for Domestic Use
- 2) Measuring Instruments for liquid fuel and lubricants
- 3) Automatic Catch weighing instruments
- 4) Automatic Gravimetric Filling Instruments
- 5) Capacity Serving Measures

#### **1) Cold water meters for domestic use**

(Standard Hourly Rate)	£73.40	£14.68	£88.08
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#### **2) Measuring Instruments for Liquid Fuel and Lubricants**

(i) Container types	£68.25	£13.65	£81.90
(ii) Single multi nozzle outlets			
First Nozzle	£112.52	£22.50	£135.02
Each additional nozzle tested	£68.46	£13.69	£82.15

(iii) A charge to cover any additional visits involved in testing ancillary equipment that requires additional testing on-site, such as credit card accepted shall be based on the fee given above plus additional costs at the rate of £73.40 + VAT £14.68 = £88.08 per hose.

#### **3) Automatic Catch Weighers**

(Standard Hourly Rate)	£73.40	£14.68	£88.08
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#### **4) Automatic Check Weighers**

(Standard Hourly Rate)	£73.40	£14.68	£88.08
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#### **5) Automatic Gravimetric Filling Instruments**

(Standard Hourly Rate)	£73.40	£14.68	£88.08
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#### **6) Capacity Serving Measures**

£7.68	£1.54	£9.21
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Additional fee is for initial Measuring Instrument Conformity assessment and verification but subsequent re verification is charged at the fees as specified in Section D and G.

## **Fees for the Purpose of Section 76**

### **Weights and Measures (Pre-packed Goods) Regulations 2006**

1 In relation to any classes of equipment mentioned in the section above, the same fee for the class of equipment to which the item submitted most clearly relates.

(i) For equipment other than that specified previously at the rate of £73.40 + VAT £14.68 = £88.08 per hour.

### **Fees determined by Derbyshire County Council**

#### **Hire of the Division's Cast Iron Working Standard and Test Weights**

##### **1) Whole Tonne Hire**

At a rate of £51.70 + VAT £10.34 = £62.04 per tonne for the first day or part day of hire, a day being taken as any period of 24 hours. Subsequent days or part days will be charged at a rate of £31.01 + VAT £6.20 = £37.21 per day or part day.

##### **2) Part Tonne Hire**

At a rate of £25.85 + VAT £5.17 = £31.02 for the first day or part day for the first 300 kg and an additional charge of £3.82 + VAT £0.76 = £4.58 per 100 kg per day or part day for additional weights required up to 1 tonne. Subsequent days or part days will be charged at a rate of £20.68 + VAT £4.14 = £24.82 per day or part day for the first 300 kg and an additional charge of £2.59 + VAT £0.52 = £3.11 per 100 kg per day or part day for additional weights required up to 1 tonne

#### **Hire of reference meters**

##### **Hire of the Division's Bulk Flowmeter Calibration Unit**

At a rate of £249.92 + VAT £49.98 = £299.9 per day (between 9.00 am and 5.00 pm) to include the unit and a driver/operator. In addition hours on site outside 9.00 am – 5.00 pm will be charged at standard hourly rate £73.40 + VAT £14.68 = £88.08.

Hire of unit up to 2 hours in duration on site will be charged at hourly rate £73.40 + VAT £14.68 = £88.08.

##### **Hire of the Division's Water Meter**

At a rate of £33.04 + VAT £6.61 = £39.64 per day.

#### **Other Fees:**

Fees for any unusual and occasional services, which are not covered by the above, shall be determined at the discretion of the Chief Inspector of Weights and Measures.

## **NOTES**

- 1** The above guidance is without prejudice to the provisions of Sections 11, 12 and 77, which relate to the provision of assistance to Inspectors.
- 2** The guidelines have been designed to ensure full cost recovery for the provision of these services by an average authority. Authorities operating under exceptional circumstances should not be inhibited in departing from the scale by way of, for example, discount for large quantity submissions, or surcharge where exceptional operational difficulties are normally encountered.
- 3** Equipment submitted under the Measuring Instruments (EEC) Regulations 1988 is not subject to VAT.
- 4** In the event of second stage verification under Non Automatic Weighing Instruments Regulations 2000 the fee charged shall be the appropriate rate per hour or pro rata.
- 5** The appropriate fee shall be payable whether or not the equipment is passed as fit for use for trade, or received the stamp of EC partial or initial verification, as the case may be.
- 6** Provision for normal travelling time and costs have been built in to the fees.
- 7** In the event of an appointment being cancelled on the day of the appointment, a cancellation fee of 1 hour at the hourly rate may be charged if notification is received before the officer has departed to make the appointment. If cancellation is received after the officer started the journey to the appointment, a fee to cover the time lost based on the hourly rate may be charged or the full testing fee due whichever is the lesser. If the appointment is cancelled after arrival at the place of testing, the full testing fee may be charged. If equipment has been hired to fulfill the appointment, the cost of the equipment hire may also be chargeable in the event of cancellation.  
If the start of testing is excessively delayed on the day, an extra charge based on the hourly rate may be charged.
- 8** In the case of unusual circumstances, the Chief Inspector of Weights and Measures shall have discretion to increase or decrease fees.