



Approved Code Scheme schedule of fees and charges 1 April 2025

All fees shown below EXCLUDE VAT at the current prevailing rate. All fees are per each individual code of practice, even if the sponsor operates multiple codes of practice.

The fees and charges will be reviewed on an annual basis by the Consumer Codes Approval Board (CCAB).

Initial Approval

Expression of Interest

£843

The expression of interest enables CCAB to undertake diligence checks on the submitting organisation and to ascertain whether or not they are considered to be fit and proper to sponsor a code of practice under the scheme.

This stage is time limited to one year. If a new code sponsor does not progress to stage one within a year, the expression of interest becomes lapsed and the process and the fee has to be repeated.

Gap Analysis

£1,067

The gap analysis will provide potential code sponsors with an assessment of their current code against the code approval criteria. This will help to develop a 'roadmap' to stage one approval. A gap analysis is not a mandatory requirement of the approval process.

Statistical Support

Price based on application

Potential code sponsors may wish to use specialised statistical support provided by CCAB approved suppliers to ensure they comply with the statistical analysis element of the code criteria. This statistical support will provide the essential statistical analysis and review required to build an adequate statistically based sampling and auditing regime; tailored to your individual needs. This statistical support is not a mandatory requirement of the approval process and potential code sponsors may wish to use their own statisticians.

Stage 1 Approval Application

£4,436

If a potential code sponsor is considered fit and proper (expression of interest stage), they will be invited to submit their code for Stage 1 Approval when they consider that it meets the criteria for approval.

£3,369 + VAT is payable as soon as the applicant starts Stage 1

£1,067 + VAT is charged when the applicant submits their application to the Board for approval at Stage 1.

If an application is unsuccessful at Stage 1, and significant amendments are required before the code is submitted again, the applicant is charged £1,067 + VAT for any additional submissions to the Board. [To be determined by the Board on a case by case basis]

Stage 2 Approval Application **£4,436**

At Stage 1 approval, the CCAB will set out its requirements for the potential code sponsor to demonstrate that their code is working in practice. When the potential code sponsor has gathered the appropriate evidence to meet those requirements, they may submit their code for Stage Two Approval.

£3,369 + VAT is payable as soon as the applicant starts Stage 2

£1,067 + VAT is charged when the applicant submits their application to the Board for approval at Stage 2

If an application is unsuccessful at Stage 2, and significant amendments are required before the code is submitted again, the applicant is charged £1,067 + VAT for any additional submissions to the Board. [To be determined by the Board on a case by case basis]

Amendments to codes of practice

Fee level 1: Minor Amendments **No charge**

Minor administrative amendments, such as updating contact details.

Fee level 2: Administrative Amendments **£225**

An administrative amendment is a change to a code of practice that has no material impact on any of the criteria for approval.

Fee level 3: Substantive Amendments **£2,247**

A substantive amendment is any amendment that has a material impact on the criteria for approval and thus requires consideration by the CCAB.

Review of CCAB Decisions

Internal Review **£561**

A code sponsor may apply for an internal review of a formal decision by the CCAB with a view to asking the CCAB to substitute an alternate decision.

External Review **£2,247**

If a code sponsor is dissatisfied with the outcome of an internal review, they may apply to the Council of the Chartered Trading Standards Institute for an external review of the decision. The Council (or a committee established by it) will review the decision and determine whether or not the CCAB has properly discharged its obligations. It may ask the CCAB to take the decision again, but it may not substitute its own decision for that of the CCAB.