



Step by Step Guide to setting up a Primary Authority Partnership

It's up to you which primary authority you choose to partner with. You could choose a partner that's located near your business headquarters, or that you already have a good working relationship with, or that specialises in regulatory areas relevant to you. Follow these steps to set up a direct Primary Authority partnership with Nottinghamshire Fire and Rescue Service:

Step 1 – Contact us

Email us at primary.authority@notts-fire.gov.uk

Step 2 – Agree the scope of the relationship and how it will be managed

It's important to express what you expect from the relationship. Make sure that you think and ask about the following:

- what you expect to get out of the partnership
- what the objectives are, and how both parties will work together to achieve them
- how regularly you intend to meet with one another and whether these meetings need to be formal or informal
- what kind of Primary Authority Advice you need
- whether you require an inspection plan
- whether any supporting regulator should be consulted, for example the Health and Safety Executive and Food Standards Agency
- who main contacts will be for both parties
- whether your business trades in more than one nation of the UK
- how the costs will be structured, and what the overall cost will be
- the Primary Authority terms and conditions

This discussion will inform your summary of partnership arrangements, which is an agreement covering how you and your primary authority intend to run the partnership.

Step 3 – Agree costs and payment terms

Your primary authority may charge enough to cover its costs but cannot make a profit. The cost of your partnership will depend on how much work your primary authority does for you.

When you start talking to a local authority about forming a partnership, you should discuss what you need them to do for you and how much this might cost.

Some primary authorities will offer to perform fixed services for a fixed fee they have agreed with you in advance, or they may offer to work with you on a cost-per-hour basis.

Step 4 – Work with your primary authority to nominate the partnership

Your primary authority will start an online application in the Primary Authority Register. You will then receive an email inviting you to log on to the Register and complete the application. This sets out basic information about your business and the kind of relationship you wish to have with your primary authority.

When you have completed the application it is received by the Office for Product Safety and Standards (Safety & Standards), which checks the form and arranges for nomination by the Secretary of State. Once that's confirmed, you'll be notified by email and your partnership will appear on the Primary Authority Register.

Step 5 – Make sure that details are kept up to date when things change

Work with your partner to keep details updated in the Primary Authority Register. For example, if the regulated person for your business changes, the Register will need to be updated.