Our Ref: «WORKID»

Date: «CURRENTDATE»

Enquiries to: «OFFICERDESC»

Tel: 01473 264563

Email: [imports@suffolk.gov.uk](mailto:imports@suffolk.gov.uk)

«ADDR1»

«ADDR2»

«ADDR3»

«ADDR4»

«ADDR5»

«ADDR6»

«ADDR7»

«ADDR8»



Dear Sir/Madam

**CONSUMER PROTECTION ACT 1987**

**[Product specific legislation &/or standards as appropriate]**

**REGULATION 765/2008 ON ACCREDITATION AND MARKET SURVEILLANCE (AS AMENDED AND RETAINED TO APPLY IN GB)**

**CONSIGNMENT:**

|  |  |
| --- | --- |
| **HMRC Import Entry Number:** | **«REFERENCE5»** |
| **Unique Consignment Number:** | **«REFERENCE1»** |
| **Container Number:** | **«REFERENCE6»** |
| **Date of Sampling:** |  |
| **Total Number of Samples Taken:** |  |

**SAMPLE:**

|  |  |
| --- | --- |
| **Sample Reference:** |  |
| **Sample Description:** |  |
| **Sample Brand/Model/Serial No:** |  |
| **Carton Number(s):** |  |
| **Total Number of Cartons:** |  |
| **Total Number of Pieces:** |  |

This authority undertakes regular routine inspections, under the above legislation, of goods imported through Felixstowe Port. Please accept this letter as formal notification that the following item, for which you are the identified importer, has been sampled and will be assessed against relevant product safety legislation.

On the basis of an initial risk assessment of the goods, your consignment has been detained at [The Port of Felixstowe/name of warehouse] pending the outcome of further assessment.

The sample will be subject to a further visual assessment and may also be sent to a test laboratory for testing. We will endeavour to notify you of all results within **28 working days** from the date of sampling.

In the meantime, you may wish to satisfy yourself that all necessary product safety documentation is in place to ensure that your goods can legally be placed on the market. Only goods that comply with product safety legislation may legally be supplied. As the identified importer of these goods, you are responsible for ensuring that the goods comply with product safety legislation.

You may consider it appropriate at this stage to quarantine any existing stocks of this product that you already hold pending the outcome of the assessment/testing.  It is a criminal offence to supply an unsafe or non-compliant product.

We recommend that you seek advice on achieving compliance with product safety legislation for goods you import from your local Trading Standards Service which can be found at: <https://www.tradingstandards.uk/consumers/support-advice>.

The following website also provides useful advice for businesses on product safety laws: <https://www.businesscompanion.info/en/quick-guides/product-safety>.

Yours faithfully

«OFFICERDESC»

Import Surveillance Officer

Suffolk Trading Standards Imports Team