

# **Fees, Charges and Allowances Handbook**



**AUGUST 2018**

ALWAYS refer to the Intranet for the latest version of the Handbook:

Some of these charges may be subject to VAT. Refer to the VAT manual on the intranet for guidance:

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## 1. FIREARMS

REFERENCE	CHARGE	RATE £
NoPPC	Firearm Certificate:	
	Issue	88.00
	Renewal	62.00
	Variation	20.00
	Replacement	4.00
	Shotgun Certificate:	
	Issue	79.50
	Renewal	49.00
	Variation	20.00
	Replacement	4.00
	Shotgun Coterminous Certificate:	
	Issue	90.00
	Renewal	65.00
	Registered Firearms Dealer:	
	Issue	200.00
	Renewal	200.00
	Registered Dealer in new area for purposes of game fair etc	13.00
Home Office Club Approval	84.00	
British Visitors Permit:		
Individual	20.00	
Group	100.00	
Museum Licence	200.00	

No VAT is payable on these fees

## 2. EXPLOSIVES

The fees charged for licences granted under the Explosives Regulations 2014 to store explosives can be found under the Health and Safety and Nuclear Fees Regulations 2016. The fees vary based upon the duration of the certificate, the amount of explosives stored and if the application coincides with another relevant application under The Firearms Act 1968.

<http://www.hse.gov.uk/explosives/licensing/fees.htm>

Please refer to Firearms for further information on 01785 232790 or [firearmsadmin@staffordshire.pnn.police.uk](mailto:firearmsadmin@staffordshire.pnn.police.uk)

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**3. COLLISION REPORTS (Second copies over and above those legally provided)**

<b>CHARGE</b>	<b>RATE (£)</b>
Fatals – Copy of Collision Investigation Report (Include report, statements, plans, photos, vehicle examination, reconstruction)	414.00 per report
Fatals – Reconstruction Video	82.60
Search Fee	20.00
Provision of third party details to Insurance / Solicitors	29.40 per report
Rough Data	27.50
Copy of Collision Report Book (Includes sketches and statements therein up to 30 pages)	96.50
Additional Statements (in relation to the same collision)	4.20 per page
Copy of Self Reporting Form	34.30 per report
Limited Particulars (RT Act Details)	34.30 per report
Minor Collision Report	34.30 per report
Copy of Plan (other than in collision book)	41.40 per report
Copy of Complete Police Vehicle Examination Report (unless part of full extract)	68.80 per report
Copy of Complete Collision Reconstruction Report (unless part of full extract)	68.80 per report

No VAT is payable on these fees

**4. COPIES OF PHOTOGRAPHS**

<b>CHARGE</b>	<b>RATE (£)</b>
First Photograph (Inc. admin charge)	27.50
Copies of Photographs (after First Photograph)	3.00
Images from a Digital Camera on to a CD	20.30
A4 Index Sheet (Digital)	20.30

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### 5. COPIES OF WITNESS STATEMENTS

First charge not subject to VAT, further copies of the same item then subject to VAT

CHARGE	RATE (£)
Copy of Witness Statement ( <b>witness agreed to disclosure of personal details on provision</b> )	41.40
Copy of Witness Statement ( <b>witness did not agree to disclosure of personal details and therefore consent needs to be confirmed</b> )	55.10
Interview with Police Officer (per Officer)	138.90
Request for a statement to be written by a Police Officer	138.90
Transcribed copy of an interview record (only where prepared during investigative process)	55.10
Copies of VHS video tapes (provision for viewing by CJS only)	82.60
Copies of audio tapes (provision of CJS only)	34.30 82.60
Copies of CDs / DVDs (covers requirement to seek consent and reproduction of media , to be used for evidential purposes)	20.00

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### **6. OTHER SPECIFIC ITEMS**

<b>CHARGE</b>	<b>RATE (£)</b>
Crime Report	87.50
Case Summary	32.10
Charging Decision (MG3)	34.90
Provision of STORM incident log (per search)	35.60
PNC Convictions – Disclosure Print	34.90
Caution Certificate	22.90
Domestic Violence Report	52.60
Occurrence Summary (summary of initial incident report)	17.60
Custody Record / Log	17.60
Information provided to Insurance Companies (as per Memorandum of Understanding between ACPO and the Association of British Insurers) re crime / lost property reference / date and time of offence and reporting person (per report)	28.80 NPCC 17/18
Information provided to Insurance Companies (as per Memorandum of Understanding between ACPO and the Association of British Insurers) re more detailed requests (per report)	84.40 NPCC 17/18

No VAT is payable on these fees

### **7. REQUESTS FOR DISCLOSURE OF INFORMATION**

Requests for information research – (list of relevant items provided only) (up to 2 hours work)	87.40
Hourly rate for above 2 hours (including redaction)	29.20
<b>ABI/LLOYDS</b>	
Request (crime/lost property numbers etc.) a	29.20
Request (in response to specific questions) b	124.40
Interview with Police Officer (per officer)	138.90
If requests cancelled full fees can apply	

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### 8. FINGERPRINTING FEES

CHARGE	RATE (£)
One Set	77.50* per set
Additional sets thereafter	38.20* per set

\*VAT may be applicable depending on circumstances of request, please refer to Finance

### 9. IMMIGRATION SERVICES CHARGES FOR USE OF CUSTODY SUITES AND SERVICES

TIME IN CUSTODY SUITE	COST (£)
First Hour	24.72
Each subsequent Hour	22.92

Medical charges and interpreter charges at cost. POL1 DP's requiring personal attendance are to be charged at actual cost. Charges for other eventualities i.e. escorts to hospital, prescriptions etc. are also charged at cost.

### OTHER CHARGES

#### 10. FOREIGN NATIONALS

REFERENCE	CHARGE	RATE (£)
The Immigration (Registration with Police) (Amendment) Regulations 1995	Foreign National Registration Fee	34.00 per registration

#### 11. PEDLAR CERTIFICATES

CHARGE	RATE (£)
Pedlar Certificates	12.25 per certificate
Replacement of Lost Pedlar Certificates	5.15 per certificate

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**12. GENERAL CHARGES**

<b>CHARGE</b>	<b>RATE (£)</b>
Charge for Police Escorts (e.g. abnormal load escorting)	£58 per hour per PC – Rest Duty £68 per hour per Sgt – Rest Duty  Normal Day or Public Holiday charges may apply.  Minimum charge of 5 hours  £200.00 one off charge per car £100.00 one off charge per motorcycle  Short notice cancellation (less than 5 hours), minimum charge applies
Police Prosecution MCA Summons	65.00 per summons

**13. SECURITY SYSTEMS**

Provision of URN (Unique Reference Number) to Area Communications Room to obtain police response to security systems. ACPO have agreed the following fee -

<b>CHARGE</b>	<b>RATE (£)</b>
Alarm Registration (Intruder)	52.18
Alarm Registration (Panic)	78.27
Lone Worker up to 1000	63.06
Lone Worker 1000 - 50000	94.58
Lone Worker over 50001	126.12

VAT Included

**14. VEHICLE RECOVERY**

<b>CHARGE</b>	<b>RATE (£)</b>
Vehicle Recovery admin fee	£30.00 per recovery

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### **15. FREEDOM OF INFORMATION (FOI) CHARGES**

Any freedom of Information requests which take longer than the 18 hours minimum threshold to complete can be charged for at £25 per hour. So there will be a minimum charge of £450.

Any photocopies can be charged additional at 10p per copy, and postage can be charged at cost.

Please refer to the FOI manual for further information or contact the Information Assurance Team.

### **16. INTERPRETERS/TRANSLATION FEES**

These services are now arranged under a single contract with Cintra.

### **17. FORENSIC HEALTHCARE**

These services are now provided under a contract with Mitie Care and Custody.

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### Special Police Service Charges

The policing of all events should first be costed on a full economic cost or a direct cost basis using the Special Police Service charges below, as per the Charging for Special Police Service Policy.

The charges below have been calculated in accordance with the above methodology in the ‘NPCC Guidance’ to ensure full economic and direct cost recovery should be charged for all Special Police Services from **1 April 2018**.

Special Police Service Charges - Officers		Direct Cost		Full Economic Cost	
REFERENCE	POLICE OFFICER RANK	RATE PER HOUR (£)	MINIMUM CHARGE (£)	RATE PER HOUR (£)	MINIMUM CHARGE (£)
Police Officers - (Minimum charge of 3 hours)	Constable	47.00	147.00	58.00	174.00
	Sergeant	55.00	171.00	68.00	204.00
	Inspector	-	-	65.00	195.00
	Chief Inspector	-	-	70.00	210.50
	Superintendent	-	-	87.00	261.50
	Chief Superintendent	-	-	99.00	297.00

The rate excludes V.A.T. and is per hour or part of an hour for Officers on rest days.