

APPENDIX 3 - Charge Rates for Common Items³**NPCC Recommended Minimum Rates⁴**

		Revised
2021/22		2022/23
£	Accident Reports	£
101.30	Copy of Accident Report (full extract up to 30 pages)	106.50
4.50	Additional pages for same incident (per page)	4.70
36.00	Limited particulars (RT Act details)	37.80
36.00	Copy of self-reporting / minor accident form	37.80
434.70	Fatals - Accident Investigation report	456.90
86.70	Fatals - Reconstruction Video	91.10
28.90	Rough Data (per page)	30.40
43.60	Copy of Scale plan - other than in collision report	45.80
72.20	Copy of police vehicle examination report (unless provided as full extract)	75.90
4.50	Copy of Collision Reconstruction Report (unless provided as full extract per page (max £50))	4.70
	Copies of Photographs	
21.30	from Digital camera (per disc)	22.40
21.30	A4 Index sheet (digital)	22.40
28.90	Photographs (first photo)	30.40
3.30	Each subsequent photograph	3.50
	Copies of statements - other than in booklets	
37.20	(per statement - up to 3 pages)	39.10
4.50	Additional pages (per page)	4.70
43.60	Copy of witness statement (witness agrees to disclosure of personal details)	45.90
57.50	Copy of witness statement (witness not agreeing to disclosure of personal details)	60.90
146.00	Interview with Police Officer (per Officer)	153.50
146.00	Request for a statement to be written by Police Officer	153.50
28.90	Copy of PIC Sheets (2nd copy)	30.40
57.90	Copy of interview record (only where prepared during investigative process)	60.90
86.70	Copy of VHS videotapes (provision for CJS)	91.10
86.90	Copies of audio tapes	91.30
36.00	(provision for CJS)	37.80
21.00	Copies of CDs/DVDs	22.10
	Cancellation charges	
	See footnote (below)	

³Cancellation of requests may incur a charge, if received after work has started on any service. If received before any work has commenced, no charge should be made. If received immediately prior to despatch of requested items(s), full charge should be made. Cancellation requests received where the request is part complete, should be charged proportionately.

⁴ Individual Force charges may exceed these guidelines, were demonstrable to recoup higher local costs.



	<u>Fingerprinting Fees</u>	
81.60	One set	85.80
40.80	Additional sets thereafter (each)	42.90
	<u>Requests for Disclosure of Information</u>	
91.80	Request for information (up to 2 hours work)	96.50
30.80	Hourly rate for work above 2 hours (including redaction)	32.40
	<u>ABI/Lloyds Disclosure of Information (ABI/Lloyds MOU)</u>	
30.80	Request (crime/lost property number, etc.) - MOU App D(a)	32.40
130.60	Request (in response to specific questions) - MOU App D(b)	137.30
146.00	Interview with Police Officer (per officer) - MOU Para 4.5	153.50
	<u>Other common items</u>	
92.00	Crime report	96.70
36.70	MG5	38.60
36.70	MG3	38.60
37.40	Incident Log	39.30
36.70	PNC Convictions	38.60
24.00	Caution Certificate	25.20
55.30	Domestic Violence Report	58.10
18.60	Occurrence Summary	19.60
18.50	Custody Record	19.60
	<u>Alarm URN Fees (set by Police Crime Prevention Initiatives)</u>	
45.66	Alarm Registration (Intruder)	48.00
45.66	Alarm Registration (Panic Alarm)	48.00
55.17	Lone Worker Devices up to 10,000	58.00
82.76	Lone Worker Devices 10,001 - 50,000	87.00
110.35	Lone Worker Devices 50,001 and over	116.00

Disclosure of any documents, images or data held by a Police Force is subject to any such disclosure being lawful, in accordance with legal professional privilege and being in compliance with the General Data Protection Regulation 2016/679 data protection and privacy (as amended).

Section 15 services are generally subject to VAT at the then current rate, except where a service is required by statute or authority direction.



Statutory Charge Rates for Common Items

	Statutory Charges £
Firearms Licensing Fees	
Firearms Certificate grant	88.00
Firearms Certificate renewal	62.00
Firearms Certificate replacement	4.00
Shotgun Certificate grant	79.50
Shotgun Certificate renewal	49.00
Shotgun Certificate replacement	4.00
Shotgun Certificate grant (co-terminus/including Firearms Certificate)	90.00
Shotgun Certificate renewal (co-terminus/including Firearms Certificate)	65.00
Visitors Permit (Individual 1-5) per person	20.00
Visitors Permit (Group 6-20) in total	100.00
Home Office Club approval	84.00
Registered Firearms Dealer registration	200.00
Registered Firearms Dealer renewal	200.00
Game Fairs	13.00
Variation (not like for like)	20.00
Firearms Museum License	200.00
Other Licensing Fees	
Overseas Visitors Certificates	34.00
Peddler Certificates	12.25

It should be noted that these charges are set by reference to Statutory Instruments.

