



Proposed Fees & Chargeable Rates 2019/20



2019-20
FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

Thames Valley Police has adopted the National Police Chiefs' Council (NPCC) National Policing Guidelines on Charging for Police Services.

The current version is due for review in April 2020.

CONTENTS

<u>Description</u>	<u>Page</u>
1. Accident / Collision Reports	3
2. Civil Courts/Tribunals	3
3. Photographs	4
4. Multimedia	4
5. Witness Statements	4
6. Other Reports / Fees	5
7. Requests for the disclosure of information	6
8. Cancellation Charges	6
9. Firearms	7
10. Special Police Services (Incl. Football)	8 - 9

2019-20
FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

1. ACCIDENT / COLLISION REPORTS

CHARGE FOR:	2019-20 RATE (£)	
Copy of Collision Report Book (Includes sketches and statements therein up to 30 pages)	99.00	per report
Additional pages (in relation to the same collision)	4.30	per page
Fatals – Copy of Collision Investigation Report (Include report, statements, plans, photos, vehicle examination, reconstruction)	424.80	per report
Fatals – Reconstruction video / DVD	84.70	per video/DVD
Unprocessed electronic data obtained at the scene of a collision (Rough Data)	28.20	per page
Limited Particulars (RTAs) (Names & addresses of drivers & registered keepers, insurance companies, date and location of collision, name and number of officer dealing – unless provided as part of a full report)	35.20	per report
Copy of Self Reporting Form	35.20	per report
Copy of Scale Plan (other than in collision book)	42.50	per plan
Copy of Complete Police Vehicle Examination Report (unless part of full extract)	70.60	per report
Copy of Complete Collision Reconstruction Report (unless part of full extract)	70.60	per report
Additional pages (unless part of full extract) – Maximum £50.00	4.30	per page

2. CIVIL COURTS / TRIBUNALS

CHARGE FOR:	2019-20 RATE (£)	
Interview with a Police Officer in a civil case (First two hours)	142.50	per officer
Interview with a Police Officer in a civil case (subsequent hours)	71.25	per hour
Request for statement written by Police Officer in a civil case	142.50	per statement
Court Attendance by Police Officer in a civil case (Minimum 4 hours)	285.00	per officer
Court Attendance by Police Officer in a civil case (subsequent hours)	71.25	per hour
<i>Notes:</i>		

2019-20
FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

<p><i>Where the police officer is of a rank other than Police Constable the appropriate hourly rate shown in section 10 (Special Police Services) should be used.</i></p> <p><i>In Civil cases any additional expenses such as travel, subsistence, accommodation and vehicle hire will be recharged at cost.</i></p>		
---	--	--

3. COPIES OF PHOTOGRAPHS

CHARGE FOR:	2019-20 RATE (£)	
First Photograph (inc. admin charge)	28.20	first photograph
Copies of Photographs (after first Photograph)	3.10	per photograph
Images from a Digital Camera on to a CD	20.80	per CD
A4 Index Sheet (Digital)	20.80	per index

4. COPIES OF MULTIMEDIA ITEMS

CHARGE FOR:	2019-20 RATE (£)	
Additional Audio Tapes (provision for CJS)	84.70	per tape
Additional Video Tapes (provision for CJS)	84.70	per tape
DVDs from Digital Video	84.70	per DVD
Copies of CDs/DVDs	20.50	Per CD/DVD
(Provision for CJS)	35.20	Per CD/DVD

5. COPIES OF WITNESS STATEMENTS

CHARGE FOR:	2019-20 RATE (£)	
Copy of a Statement (other than in booklets) per statement – up to 3 pages	36.30	per statement
Additional pages	4.30	per page
Copy of witness statement where witness agrees to disclose personal details	42.50	per statement
Copy of witness statement where witness does not agree to disclosure of personal details	56.50	per statement

2019-20
FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

6. OTHER REPORTS / FEES

CHARGE FOR:	2019-20 RATE (£)	
Disclosure of Information - initial fees for up to 2 hours work	89.70	Per request
Organisations wanting to Interview a Police Officer	142.50	per interview
Copies of Custody Records (PIC Records) (over & above those legally provided free of charge)	28.20	per report
Fingerprinting Fees – First Set	79.70	per set
Fingerprinting Fees – Subsequent Sets (each set)	39.80	per set
PLEASE NOTE THERE IS NO CHARGE FOR PRINTS FOR CRB		
Copy of interview record (where prepared during investigative process)	56.50	per record
Pedlars Certificate	12.25	per certificate
Aliens Certificate	34.00	Per certificate
Data Protection Act 1998 Fees* (SI 2000/191)		
DPA 1998 – Section 7 Subject Access Request	N/A	per request
DPA 1998 – Section 68 Health Records (Copy)	N/A	per request
DPA 1998 – Section 68 Health Records (View)	N/A	per request
DPA 1998 – Section 68 Health Records (View & then Copy)	N/A	per request
Alarm Registration & Lone worker URN Fees (NPCC Guidelines on Police Requirements and Response to Security Systems (2015) Set by Secured by Design – Appendix E		
Alarm Registration Fee	43.49	per request
Panic Attack Alarm Registration Fee	43.49	per request
Reduced combined Intruder / Personal Attack/Hold Up Alarm Registration Fee	65.23	per request
Lone Worker Devices URN (Under 10,000)	52.55	per request
Lone Worker Devices URN (10,000 – 50,000)	78.82	per request
Lone Worker Devices URN (Above 50,000)	105.10	per request
CAT 5 Vehicle Tracking SOCs	52.55	per request

*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).

2019-20
FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

7. REQUESTS FOR THE DISCLOSURE OF INFORMATION

CHARGE FOR:	2019-20 RATE (£)	
Request for information (up to 2 hours work)	89.70	per request
Hourly rate for work above 2 hours (including redaction)	30.00	per request
ABI / Lloyds Disclosure of Information (ABI/Lloyds MOU)		
Request (Crime/lost property number, etc.) – MOU App D(a)	30.00	per request
Request (In response to specific questions) – MOU App D(b)	127.60	per request
Interview with Police Officer (per Officer) – MOU Para 4.5	142.50	per request
<u>Other common items</u>		
Crime Report	89.80	per report
MG5	35.80	per copy
MG3	35.80	per copy
Incident Log	36.50	per copy
PNC Convictions	35.80	per copy
Caution Certificate	23.50	per copy
Domestic Violence Report	54.00	per report
Occurrence Summary	18.10	per copy
Custody Record	18.10	per copy

8. CANCELLATION CHARGES

The following charges are for the cancellation of a request to search for documents. Cancellation 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.

CHARGE FOR:	2019-20 RATE (£)	
If Request is Cancelled Prior to Search		Refund
If Search is made Prior to Cancellation	44.90	per search
If Search is made and Documents Ready for Dispatch	89.70	Full fee
Abortive Search	44.90	per search

2019-20
FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

9. FIREARMS

CHARGE FOR	2019-20 RATE (£)	
Firearms Certificate (FAC)		
Grant (Form 201)	88.00	Per certificate
Renewal (Form 201)	62.00	Per certificate
Variation – one for one (Form 202)	0.00	Per certificate
Variation – not like-for-like (Form 202)	20.00	Per certificate
Replacement	4.00	Per certificate
Visitors Permit (single) (Form 107)	20.00	Per certificate
Visitors Permit (6+) (Form 107)	100.00	Per certificate
Shotgun Certificate (SGC)		
Grant (Form 201)	79.50	Per certificate
Renewal (Form 201)	49.00	Per certificate
Replacement	4.00	Per certificate
Co-Terminus with FAC Grant (Form 201)	90.00	Per certificate
Co-Terminus with FAC Renewal (Form 201)	65.00	Per Certificate
Registered Firearms Dealer		
Grant (Form 116)	200.00	Per certificate
Renewal (Form 116)	200.00	Per certificate
Temporary Transfer In – Games Fairs	13.00	Per certificate
Museum License		
Grant	200.00	Per licence
Extension to additional premises	0.00	Per licence
Home Office Club Approval		
	84.00	Per licence

2019-20
FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

10. SPECIAL POLICE SERVICES RATES (incl. Football)

Rank / Grade	2019-20 COST PER HOUR (£)		
	Normal Hourly Rate	Short Notice/Public Holiday Premium	Enhanced Hourly Rate
Police Special	33.00	Refer Below	Refer Below
Police Constable	65.00	Refer Below	Refer Below
Police Sergeant	79.00	Refer Below	Refer Below
Police Insp	81.00	-	81.00
Police C/Insp	87.00	-	87.00
Police Supt	110.00	-	110.00
Police C/Supt	120.00	-	120.00
CCTV Operator	22.00	6.00	28.00
Mounted Section Groom	24.00	7.00	31.00
PCSO	27.00	8.00	35.00
CRED Operator	30.00	8.00	38.00
CRED Team Leader	33.00	9.00	42.00
Custody Manager	33.00	9.00	42.00
Custody Officer	30.00	8.00	38.00
ANPR Operator	33.00	9.00	42.00
Logistics Officer (Police Staff)	38.00	10.00	48.00
Traffic Management (Police Staff)	33.00	9.00	42.00
ELO - Emergency Liaison Officer	33.00	9.00	42.00

Public Holiday/Short notice enhancements only apply to the Police ranks of PC and Sgt and Police Staff equivalents because only these ranks are eligible for overtime payments

Special Services Rates-Enhancements

Short Notice Additional Premium

less than 15 days' notice

Rank / Grade	Normal Hourly Rate	Additional Premium	Enhanced Hourly Rate
Police Special	33.00	7.00	40.00
Police Constable	65.00	13.00	78.00
Police Sergeant	79.00	16.00	95.00

Public Holiday Rate

2 Short Notice premium*

Rank / Grade	Normal Hourly Rate	Additional Premium	Enhanced Hourly Rate
Police Special	33.00	12.00	45.00
Police Constable	65.00	25.00	90.00
Police Sergeant	79.00	32.00	111.00

2019-20
FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

Specialist Units	Normal Daily Rate	Enhanced Rates
Police Horse	112.00	112.00
Police Dog	81.00	81.00

NOTES:

- 1) Special Services charges should only be charged for the above stated ranks and positions, all other roles and positions are covered by these inclusive rates.
- 2) If the force incurs additional costs such as travel, subsistence, equipment, and vehicle hire purely for the benefit of the event then these should be recharged alongside the policing costs.
- 3) The above rates are for both uniformed and CID Officers.
- 4) Enhanced Rates are to be used for short day notice requirements (less than 15 days notice) only.
- 5) Public Holiday Rates are to be used for Public Holidays only.
- 6) Specialist Units charges are only for the categories above. Any Officer costs should be separately added.
- 7) Different VAT rates are applicable dependent upon the recipient of the service. Full advice should be sort from the Corporate Finance department before quoting for Special Police Services.