



# **Proposed Fees & Chargeable Rates 2020/21**



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**2020-21**  
**FEES & CHARGEABLE RATES**

Note: Where Applicable VAT will be Charged in Addition to the Rates Shown

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

The current version is due for review in April 2020.

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**1. ACCIDENT / COLLISION REPORTS**

| <b>CHARGE FOR:</b>   | <b>2020-21 RATE (£)</b> |               |
|--|-------------------------|---------------|
| Copy of Collision Report Book<br>(Includes sketches and statements therein up to 30 pages)   | 103.00                  | per report    |
| Additional pages (in relation to the same collision)   | 5.00                    | per page      |
| Fatals – Copy of Collision Investigation Report<br>(Include report, statements, plans, photos, vehicle examination, reconstruction)  | 440.00                  | per report    |
| Fatals – Reconstruction video / DVD  | 88.00                   | per video/DVD |
| Unprocessed electronic data obtained at the scene of a collision (Rough Data)  | 30.00                   | 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) | 37.00                   | per report    |
| Copy of Self Reporting Form  | 37.00                   | per report    |
| Copy of Scale Plan (other than in collision book)  | 44.00                   | per plan      |
| Copy of Complete Police Vehicle Examination Report (unless part of full extract)   | 74.00                   | per report    |
| Copy of Complete Collision Reconstruction Report (unless part of full extract)   | 74.00                   | per report    |
| Additional pages (unless part of full extract) – Maximum £50.00  | 5.00                    | per page      |

**2. CIVIL COURTS / TRIBUNALS**

| <b>CHARGE FOR:</b>  | <b>2020-21 RATE (£)</b> |               |
|---|-------------------------|---------------|
| Interview with a Police Officer in a civil case (First two hours)     | 148.00                  | per officer   |
| Interview with a Police Officer in a civil case (subsequent hours)    | 74.00                   | per hour      |
| Request for statement written by Police Officer in a civil case       | 148.00                  | per statement |
| Court Attendance by Police Officer in a civil case (Minimum 4 hours)  | 296.00                  | per officer   |
| Court Attendance by Police Officer in a civil case (subsequent hours) | 74.00                   | per hour      |
| <i>Notes:</i>   |                         |               |

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|   |  |  |
|---|--|--|
| <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:                                    | 2020-21 RATE (£) |                  |
|--|------------------|------------------|
| First Photograph (inc. admin charge)           | 30.00            | first photograph |
| Copies of Photographs (after first Photograph) | 4.00             | per photograph   |
| Images from a Digital Camera on to a CD        | 22.00            | per CD           |
| A4 Index Sheet (Digital)                       | 22.00            | per index        |

### 4. COPIES OF MULTIMEDIA ITEMS

| CHARGE FOR:                                | 2020-21 RATE (£) |            |
|--|------------------|------------|
| Additional Audio Tapes (provision for CJS) | 88.00            | per tape   |
| Additional Video Tapes (provision for CJS) | 88.00            | per tape   |
| DVDs from Digital Video                    | 88.00            | per DVD    |
| Copies of CDs/DVDs                         | 22.00            | Per CD/DVD |
| (Provision for CJS)                        | 37.00            | Per CD/DVD |

### 5. COPIES OF WITNESS STATEMENTS

| CHARGE FOR:  | 2020-21 RATE (£) |               |
|--|------------------|---------------|
| Copy of a Statement (other than in booklets) per statement – up to 3 pages               | 38.00            | per statement |
| Additional pages   | 5.00             | per page      |
| Copy of witness statement where witness agrees to disclose personal details              | 44.00            | per statement |
| Copy of witness statement where witness does not agree to disclosure of personal details | 58.00            | per statement |

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**6. OTHER REPORTS / FEES**

| <b>CHARGE FOR:</b>   | <b>2020-21 RATE (£)</b> |                 |
|--|-------------------------|-----------------|
| Disclosure of Information - initial fees for up to 2 hours work  | 93.00                   | Per request     |
| Organisations wanting to Interview a Police Officer  | 148.00                  | per interview   |
| Copies of Custody Records (PIC Records)<br>(over & above those legally provided free of charge)  | 30.00                   | per report      |
| Fingerprinting Fees – First Set  | 82.00                   | per set         |
| Fingerprinting Fees – Subsequent Sets (each set)   | 41.00                   | per set         |
| <b>PLEASE NOTE THERE IS NO CHARGE FOR PRINTS FOR CRB</b>   |                         |                 |
| Copy of interview record (where prepared during investigative process)   | 58.00                   | per record      |
| Pedlars Certificate  | 12.25                   | per certificate |
| Aliens Certificate   | 34.00                   | Per certificate |
| <b>Data Protection Act 1998 Fees*</b><br><b>(SI 2000/191)</b>  |                         |                 |
| 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     |
| <b>Alarm Registration &amp; Lone worker URN Fees</b><br><b>(NPCC Guidelines on Police Requirements and Response to Security Systems (2015) Set by Secured by Design – Appendix E</b> |                         |                 |
| Alarm Registration Fee   | 43.49                   | per request     |
| Panic Attack Alarm Registration Fee  | 43.49                   | per request     |
| Reduced combined Intruder / Personal Attack/Hold Up Alarm<br>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).

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

| <b>CHARGE FOR:</b>   | <b>2020-21 RATE (£)</b> |             |
|--|-------------------------|-------------|
| Request for information (up to 2 hours work)                   | 92.00                   | per request |
| Hourly rate for work above 2 hours (including redaction)       | 32.00                   | per request |
| <b>ABI / Lloyds Disclosure of Information (ABI/Lloyds MOU)</b> |                         |             |
| Request (Crime/lost property number, etc.) – MOU App D(a)      | 30.60                   | per request |
| Request (In response to specific questions) – MOU App D(b)     | 129.80                  | per request |
| Interview with Police Officer (per Officer) – MOU Para 4.5     | 145.00                  | per request |
| <b><u>Other common items</u></b>                               |                         |             |
| Crime Report   | 92.00                   | per report  |
| MG5  | 37.00                   | per copy    |
| MG3  | 37.00                   | per copy    |
| Incident Log   | 37.00                   | per copy    |
| PNC Convictions  | 37.00                   | per copy    |
| Caution Certificate  | 25.00                   | per copy    |
| Domestic Violence Report                                       | 56.00                   | per report  |
| Occurrence Summary   | 20.00                   | per copy    |
| Custody Record   | 20.00                   | 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.

| <b>CHARGE FOR:</b>                                 | <b>2020-21 RATE (£)</b> |             |
|--|-------------------------|-------------|
| If Request is Cancelled Prior to Search            |                         | Full Refund |
| If Search is made Prior to Cancellation            | 46.50                   | per search  |
| If Search is made and Documents Ready for Dispatch | 93.00                   | Full fee    |
| Abortive Search                                    | 46.50                   | per search  |

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**9. FIREARMS**

| <b>CHARGE FOR</b>                        | <b>2020-21 RATE (£)</b> |                 |
|--|-------------------------|-----------------|
| <b>Firearms Certificate (FAC)</b>        |                         |                 |
| 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 |
| <b>Shotgun Certificate (SGC)</b>         |                         |                 |
| 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 |
| <b>Registered Firearms Dealer</b>        |                         |                 |
| Grant (Form 116)                         | 200.00                  | Per certificate |
| Renewal (Form 116)                       | 200.00                  | Per certificate |
| Temporary Transfer In – Games Fairs      | 13.00                   | Per certificate |
| <b>Museum License</b>                    |                         |                 |
| Grant                                    | 200.00                  | Per licence     |
| Extension to additional premises         | 0.00                    | Per licence     |
| <b>Home Office Club Approval</b>         |                         |                 |
|  | 84.00                   | Per licence     |

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**10. SPECIAL POLICE SERVICES RATES (incl. Football)**

| Rank / Grade                      | 2020-21 COST PER HOUR (£) |                                     |                      |
|-----------------------------------|---------------------------|-------------------------------------|----------------------|
|                                   | Normal Hourly Rate        | Short Notice/Public Holiday Premium | Enhanced Hourly Rate |
| Police Special                    | 34.00                     | Refer Below                         | Refer Below          |
| Police Constable                  | 67.00                     | Refer Below                         | Refer Below          |
| Police Sergeant                   | 81.00                     | Refer Below                         | Refer Below          |
| Police Insp                       | 83.00                     | -                                   | 83.00                |
| Police C/Insp                     | 87.00                     | -                                   | 87.00                |
| Police Supt                       | 113.00                    | -                                   | 113.00               |
| Police C/Supt                     | 124.00                    | -                                   | 124.00               |
| CCTV Operator                     | 24.00                     | 6.00                                | 30.00                |
| Mounted Section Groom             | 26.00                     | 7.00                                | 33.00                |
| PCSO                              | 27.00                     | 8.00                                | 36.00                |
| CRED Operator                     | 30.00                     | 10.00                               | 40.00                |
| CRED Team Leader                  | 33.00                     | 10.00                               | 43.00                |
| Custody Manager                   | 33.00                     | 10.00                               | 43.00                |
| Custody Officer                   | 30.00                     | 10.00                               | 40.00                |
| ANPR Operator                     | 33.00                     | 10.00                               | 43.00                |
| Logistics Officer (Police Staff)  | 42.00                     | 14.00                               | 56.00                |
| Traffic Management (Police Staff) | 33.00                     | 10.00                               | 43.00                |
| ELO - Emergency Liaison Officer   | 33.00                     | 10.00                               | 43.00                |

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   | 34.00              | 16.00              | 50.00                |
| Police Constable | 67.00              | 32.00              | 99.00                |
| Police Sergeant  | 81.00              | 39.00              | 120.00               |

**Public Holiday Rate**

| Rank / Grade     | Normal Hourly Rate | Additional Premium | Enhanced Hourly Rate |
|------------------|--------------------|--------------------|----------------------|
| Police Special   | 34.00              | 22.00              | 56.00                |
| Police Constable | 67.00              | 43.00              | 100.00               |
| Police Sergeant  | 81.00              | 52.00              | 133.00               |



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| Specialist Units | Normal Daily Rate | Enhanced Rates |
|------------------|-------------------|----------------|
| Police Horse     | 115.00            | 115.00         |
| Police Dog       | 84.00             | 84.00          |

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.