

GENERAL FEES & CHARGES SCHEDULE 2006/2007					
Item	Detail	MPS	MPS	ACPO	Comments
Copies		2005/6 Charge	2006/7 Charge	Charge	
IRB, CARB & Bk 124A	Incident and Collision / Accident Report Books/Bk 124A (Evidence & Actions Bk)	£96.00	£96.00	£70.00	This represents the charge required to recover the actual cost of the work undertaken by MPS personnel in searching for and the photocopying of documentation required for civil proceedings. The MPS charge reflects the actual cost of reproducing this copy documentation as established during a review undertaken by MPS Finance Services in 2003. It has been recommended that the MPS charge marks time until such time as harmonisation with the ACPO charge is achieved.
IRB, CARB & Bk 124A	In excess of 25 pages per incident	£3.00	£3.00	£3.00	This represents the cost per page of supplying additional pages from Incident Report Books and Collision/Accident Report Books in excess of 25 pages. MPS charge was increased to that proposed by ACPO in MPS Fees and Charges from April 2005.
Statements	Other than in IRB or (including typed)	£25.00	£25.00	£25.00	This represents the actual cost of supplying a statement(s) that is required for civil proceedings regardless of the number of pages within the statement. MPS charge mirrors the ACPO charge. The charge is limited to maximum of 3 pages per statement.
Witness Statements	Copy of witness statement (witness does not agree to disclosure of personal details)	£40.00	£40.00	£40.00	This represents the cost of providing third parties (solicitors, insurance companies etc.) with a copy of the witness statement. There are different charges for when the witness agrees to the disclosure of personnel details. The charges has been advised by the Association of Police Officers (ACPO) and the MPS adopted the ACPO charge in MPS Fees and Charges from April 2005.
Witness Statements	Copy of witness statement (witness does agree to disclosure of personal details)	£30.00	£30.00	£30.00	
Plan	Copy of plan (other in IRB or CARB)	£30.00	£30.00	£30.00	This represents the cost of supplying plans. MPS charge was increased to that proposed by ACPO in MPS Fees and Charges from April 2005.
Self Reporting/minor accident from	Provision of copy of self reporting/minor accident report	£25.00	£25.00	£25.00	This represents the cost of providing copies of self reporting/minor accident reports per report to third parties other than the person who complete the form. MPS charge was increased to that proposed by ACPO in MPS Fees and Charges from April 2005.
Other	All other copies	£3.00	£3.00	£3.00	This represents the cost per page of providing non specific copy documentation required for civil proceedings. MPS charge was increased to that proposed by ACPO in MPS Fees and Charges from April 2005.
Photographs (Non Digital)	First Photograph	£26.00	£26.00	£20.00	These charges are advised by MPS Photographic Branch. It has been recommended that the MPS charge marks time until such time as harmonisation with ACPO charge is achieved.
	Each subsequent Photograph from same negative	£5.50	£5.50	£2.00	
	Each subsequent Photograph from a different negative	£14.50	£14.50	No equivalent charge	These charges are advised by MPS Photographic Branch. There is no equivalent ACPO charge so the harmonisation issue with mark time does not apply. The cost of the album cover needs to be added to the costs of the photographs in order to provide a total charge for providing photographs.
	Each subsequent Photograph from same negative	£5.50	£5.50		
	Cost per Album	£6.00	£6.00		
Photographs (Digital) Images recorded on CD	Cost of first compact disc (CD)	£0.00	£15.50	£15.50	These charges are advised by MPS Photographic Branch. The cost of the album cover needs to be added to the costs of the photographs in order to provide a total charge for providing photographs.
	Cost of additional compact disc (CD)	£0.00	£3.00	No equivalent charge	
	Cost per Album	£0.00	£6.00		
Photographs (Non Digital) scanned onto Digital Format (e.g. CD)	Cost of scanning 1-10 negatives onto single CD	£0.00	£6.50	No equivalent charge	These charges are advised by MPS Photographic Branch. There is no equivalent ACPO charge so the harmonisation issue with mark time does not apply.
Audio Tapes	Audio Tapes	£25.00	£25.00	£25.00	As advised by Association of Chief Police Officers (Finance Policy, Criminal Justice Business Area & Crime Committee). This is a charge used by Police Forces throughout the Country.

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Video Tapes	Video tapes	£131.00	£131.00	£60.00	This represents the cost of providing individual video tapes. It has been recommended that the MPS charge marks time until harmonisation is reached with the ACPO charge.
Fatals - reconstruction video	Provision of copy of Fatal - reconstruction video	£131.00	£131.00	£60.00	
Photo-copies	Medical Reports and Personal Records	£0.50	£0.50	No equivalent charge	This represents the cost per page of providing documentation from medical and personal records. ACPO have no equivalent charge. MPS Finance Services are recommending that current charge should be maintained given the substantial increase agreed for the charge with effect from 1 April 2004. The charge is VAT inclusive.
Fatals - accident investigation report	Provision of copy of fatal - accident investigation report	A composite charge based on the number of pieces of documentation that are provided.		£300.00	When recovering the cost of providing a copy of this type of documentation, the MPS charge is a composite charge which can fluctuate based on the number of vehicles involved, the number of witnesses for which documentation has been completed. On occasions this can involve a charge lower than the ACPO recommended charge but on many occasions, the charge could be higher. MPS are recommending that the current charging process operated by the MPS is maintained to ensure it is not financially disadvantaged by adopting the ACPO charge.
Police vehicle examination report	Copy of police vehicle examination report (unless provided as part of full extract)			£50.00	
Collision reconstruction report per page	Copy of collision reconstruction report (unless provided as part of full extract) per page (Max £50)			£3.00	
Rough Data	Copy of rough data per page	£20.00	£20.00	£20.00	
Searches					
Limited Particulars	Search for Limited Particulars (Road Traffic Act details)	£25.00	£25.00	£25.00	This represents the cost of searching for details from Road Traffic Accidents such as names, addresses, insurance companies, date of accident etc. The charge has been advised by ACPO and as the MPS does not have a charge for this type of information. The ACPO charge was adopted in the MPS Fees and Charges from April 2005.
Cancellation Charges					
Prior to Search	Cancelled prior to search commencing	No charge	No charge	No charge	
Prior to Dispatch	If search is made prior to cancellation	£35.00	£35.00	£25.00	MPS are recommending that the MPS charge should mark time until such time as harmonisation with ACPO charges is achieved.
Documents Copied	If search is made and documents ready for dispatch	Full Fee	Full Fee	Full Fee	
Charges for Civil Cases					
Statements.	Request for a statement to be written by a Police Officer.	£100.00	£100.00	£100.00	Per statement. This represents the cost of the time spent by the officer in writing the statement.
Interview	Interview with member of the Metropolitan Police Service in a Civil Case	£102.00	£102.00	£100.00	This represents the cost of the time of the officer being interviewed and the supervising officer who acts as a witness to the interview. It has been recommended that the MPS charge marks time until such time as harmonisation with the ACPO charge is achieved.
Witness Allowance.	Attendance at court in Civil Actions.	£34.55	£34.55	£34.55	Less than 4 hours. Per police officer / police staff, per day. Reasonable travel expenses up to 70 miles from court to be added for police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officer and police staff.
Witness Allowance.	Attendance at court in Civil Actions.	£69.15	£69.15	£69.15	More than 4 hours. Per police officer / police staff, per day. Reasonable travel expenses up to 70 miles from court to be added for police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officer and police staff.
Care Cases and Wardship Proceedings					
All charges are waived in care cases and wardship proceedings		No charge	No charge	No charge	

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Alarms					
Registration	Registration by Central alarms	£30.00	£35.00	£35.00	As advised by ACPO (Finance Policy, Criminal Justice Business Area & Crime Committee) with effect from 1 January 2005. This is a charge used by Police Forces throughout the Country. (Charge is VAT inclusive).
Subject Access (Data Protection)					
Search	Data protection/criminal record search	£10.00	£10.00	£10.00	Per search on an individual.
Memorandum of Understanding (2005), ACPO & Association of British Insurers					
Appendix D (a)	Supply of information [crime/lost property ref. No., date & time offence reported, reporting person] -where there is a specific reason to check a claim	£20.00	£20.00	£20.00	In respect of each request form (Appendix D [a]) submitted by Insurance Companies [who belong to Association of British Insurers] / Loss Adjusters [acting on their behalf].
Appendix D (b)	Supply of information [additional to the above] where there is a specific reason to check a claim.	£75.00	£75.00	£75.00	In respect of each request form (Appendix D [b]) submitted by Insurance Companies [who belong to Association of British Insurers] / Loss Adjusters [acting on their behalf].
Dogs					
Restoration	Restoration of Dog	£25.00	£25.00	£25.00	As detailed in the Environmental Protection (Stray Dogs) Regulations 1992. Additionally material expenses (e.g. Vets fees) should be included as they are incurred. (Small expenses such as dog food should be not included).
Inspect Register	Inspection of register fee authorised by the Environmental Protection (Stray Dogs) Regulations 1992	No charge	No charge	No charge	
Overseas Visitors					
Nominal Registration	For citizens of countries in the registration scheme	£34.00	£34.00	No equivalent charge	As detailed in the Immigration (Registration with Police) (Amendment) Regulations 1995.
Fingerprints	Fingerprinting of persons wishing to obtain visas and/or clearance certificates etc. - First set	£20.00	£20.00	£20.00	The cost of taking fingerprints for members of the public for a visa or passport application; applications for employment in a securities industry or overseas appointment; personal identification purposes etc: The charge is advised by ACPO Criminal Justice Business Area.
Fingerprints	As above - Each subsequent set	£10.00	£10.00	£10.00	As above.
Payroll Administration					
All wage and salary related costs.	For paying salaries of non MPA personnel	Full Cost	Full Cost	No equivalent charge	
Administration Fee		£15.00	£15.00		
Pedlars					
Grant of Certificate	On grant of a pedlar's certificate	£12.25	£12.25	£12.25	As detailed in the Pedlars' Certificates (Variation of Fee) Order 1985.
Seconded Officers					
All wage and salary related costs less pension contributions @ 11% of basic pay		Full Cost	Full Cost	No equivalent charge	
Administration Charge		£268.42	£268.42		

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Special Orders of Exemption					
Issue	On grant of a special order of exemption	£10.00	No longer Police Responsibility as at 24 November 2005	No longer Police Responsibility as at 24 November 2005	As advised by the Licensing (Fees) (Amendment) Order 1996. This order will be rescinded by the Licensing Act 2003 which comes into force on 24 November 2005. Thereafter Local Authorities will have responsibility for the issue of special orders of exemption.
Firearms Certificates					
Issue	On grant of a firearms certificate	£50.00	£50.00	£50.00	As detailed in the Firearms (Variation of Fees) Order 2000 which came into force 1st January 2001.
Renewal	On renewal of a firearms certificate	£40.00	£40.00	£40.00	As detailed in the Firearms (Variation of Fees) Order 2000 which came into force 1st January 2001.
Variation	Variation where no. of weapons is increased	£26.00	£26.00	£26.00	As detailed in the Firearms (Variation of Fees) Order 1990 which came into force 1st June 1990.
Replacement	On replacement of lost or destroyed certificate	£9.00	£9.00	£9.00	As detailed in the Firearms (Variation of Fees) Order 1990 which came into force 1st June 1990.
Table 1 or 2 full	Reissue because table 1 or 2 full	No charge	No charge	No charge	As detailed in the Firearms (Variation of Fees) Order 1990 which came into force 1st June 1990.
Shotguns Certificate					
Issue	On grant of a shotgun certificate	£50.00	£50.00	£50.00	As detailed in the Firearms (Variation of Fees) Order 2000 which came into force 1st January 2001.
Renewal	On renewal of a shotgun certificate	£40.00	£40.00	£40.00	As detailed in the Firearms (Variation of Fees) Order 2000 which came into force 1st January 2001.
Replacement	On the replacement of a shotgun certificate	£8.00	£8.00	£8.00	As detailed in the Firearms (Variation of Fees) Order 1990 which came into force 1st June 1990.
Museum (Firearms Amendment Act 1988)					
Issue	On grant of a museum licence	£200.00	£200.00	£200.00	As detailed in the Museum (Firearms Amendment Act 1988).
Renewal	On renewal of a museum licence	£200.00	£200.00	£200.00	As detailed in the Museum (Firearms Amendment Act 1988).
Extension	On extension to additional premises	£75.00	£75.00	£75.00	As detailed in the Museum (Firearms Amendment Act 1988).
Firearms Dealers					
Issue	Certificate of Registration	£150.00	£150.00	£150.00	As detailed in the Firearms (Variation of Fees) Order 2000 which came into force 1st January 2001.
Renewal	Renewal of certificate	£150.00	£150.00	£150.00	As detailed in the Firearms (Variation of Fees) Order 2000 which came into force 1st January 2001.
Fairs & Exhibitions	In respect of game and table fairs and exhibitions	£12.00	£12.00	£12.00	As detailed in the Firearms (Variation of Fees) Order 1990 which came into force 1st January 2001.
Visitors Permit (Shotgun & Firearm)					
Issue Unit	On the grant of a visitors permit	£12.00	£12.00	£12.00	As detailed in the Firearms (Variation of Fees) Order 2000 which came into force 1st January 2001.
Issue Group	On the grant of a group visitors permit (6 or more)	£60.00	£60.00	£60.00	As detailed in the Firearms (Variation of Fees) Order 2000 which came into force 1st January 2001.
Coterminous Certificate (Shotgun & Firearm)					
Discount issued	Reduced charge for shotgun certificate granted at the same time	£10.00	£10.00	£10.00	As detailed in the Firearms (Variation of Fees) Order 2000 which came into force 1st January 2001.
Renewed	Granted at the same time	£60.00	£60.00	£60.00	As detailed in the Firearms (Variation of Fees) Order 1990 which came into force 1st June 1990.
	Renewed at the same time	£50.00	£50.00	£50.00	As detailed in the Firearms (Variation of Fees) Order 1990 which came into force 1st June 1990.
Vehicle Removals					
Removal	Removal of a vehicle which has been illegally, obstructively or dangerously parked	£105.00	£105.00	£105.00	As detailed in the Removal and Disposal of Vehicles Regulations 1986.
Storage	Storage per day	£12.00	£12.00	£12.00	As detailed in the Removal and Disposal of Vehicles Regulations 1986.

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<u>Freedom of Information</u>					
Prescribed Costs	Where processing of FOI e.g. locating, extracting, redacting exceeds 18 hours. Cost is for labour per hour.	Not Applicable	£25.00	£25.00	As detailed in the Freedom of Information Act 2000
Disbursement Costs	Additional cost (above £20.00) to provide information i.e. printing, photocopying or postage.	Not Applicable	Full Cost	Full cost	As detailed in the Freedom of Information Act 2000