

GENERAL FEES & CHARGES SCHEDULE 2008/09							
Item	Detail	MPS	MPS	ACPO	ACPO	Comments	
<u>Copies</u>		2007/8 Charge	2008/9 Charge	2007/08	Proposed 2008/09		
EAB, CARB & Collision Report.	Incident and Collision / Accident Report Books/Bk 124A (Evidence & Actions Bk)	£96.00	£106.00	£76.49	ACPO have yet to make any decision as to the scale of charges for 2008/09	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. A full review of this work has been undertaken which has established a charge of £125.00 ; significantly higher than the current ACPO rate. It is being proposed that the full impact of the MPS charge should be phased in over 3 years to mitigate the impact on third parties.	
EAB, CARB & Collision Report.	In excess of 25 pages per incident	£3.30	£3.40	£3.29		This represents the cost per page of supplying additional pages from Evidence and Actions Books and Collision/Accident Report Books in excess of 25 pages. Proposal to increase the MPS charge by inflation as a full review of work involved in providing copy documentation has established that the MPS charge is in line with ACPO recommended charges.	
Statements	Other than in IRB or (including typed)	£28.00	£29.00	£28.14		This represents the actual cost of supplying a statement(s) that is required for civil proceedings. Proposal to increase the MPS charge by inflation as a full review of work involved in providing copy documentation has established that the MPS charge is with ACPO recommended charges. 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)	£44.00	£45.00	£43.71		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. Proposal to increase the MPS charge by inflation as a full review of work involved in providing copy documentation has established that the MPS charge is in line with ACPO recommended charges.	
Witness Statements	Copy of witness statement (witness does agree to disclosure of personal details)	£33.00	£34.00	£32.78			
Plan	Copy of plan (other in IRB or CARB)	£33.00	£34.00	£32.78		This represents the cost of supplying plans. Proposal to increase the MPS charge by inflation as a full review of work involved in providing copy documentation has established that the MPS charge is in line with ACPO recommended charges.	
Self Reporting/minor accident form	Provision of copy of self reporting/minor accident report	£27.00	£28.00	£27.32		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. Proposal to increase the MPS charge by inflation as a full review of work involved in providing copy documentation has established that the MPS charge is in line with ACPO recommended charges.	
Other	All other copies	£3.30	£3.40	£3.29		This represents the cost per page of providing non specific copy documentation required for civil proceedings. Proposal to increase the MPS charge by inflation as a full review of work involved in providing copy documentation has established that that the MPS charge is in line with ACPO	
Photographic Prints.	First Photograph	£26.00	£26.00	£21.85			These charges are advised by MPS Photographic Branch.
	Each subsequent Photograph from same negative	£5.50	£7.50	£2.23			These charges are advised by MPS Photographic Branch.
	Each subsequent Photograph from a different negative	£14.50	£14.50	No equivalent charge	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	£7.50				
	Cost per Album	£7.00	£7.50				
Photographs (Digital) Images on CD	First Compact Disc (CD)	£15.50	£17.50	£16.44	ACPO have yet to make decision	These charges are advised by MPS Photographic Branch. The represents the cost of the first CD holding images from an incident. Containing a maximum of 10 negatives/pictures.	
	Each subsequent CD	£3.00	£3.00	No equivalent charge	No equivalent charge	These charges are advised by MPS Photographic Branch. This represents the cost per CD after the first CD, holding images from the same incident. Containing a maxim of 10 negatives/pictures.	
Photographs (Non Digital) scanned onto Digital Format (e.g. CD)	First CD containing 1-10 images that are scanned from photograph(s).	-	£24.50	No equivalent charge	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. Represents costs of scanning the first 10 negatives/pictures onto a CD and the first CD.	
Photographs (Non Digital) scanned onto Digital Format (e.g. CD)	Cost of scanning additional 1 - 10 photos on to a CD (excludes the cost of a CD).	£7.00	£7.00	No equivalent charge	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. Represents cost of scanning additional 1-10 negatives/pictures onto a CD. Excludes the cost of a CD.	

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Audio Tapes	Audio Tapes	£27.30	£38.00	£27.32	ACPO have yet to make any decision as to the scale of charges for 2008/09	This represents the cost of providing copy audio tapes. A full review of this work has been undertaken which has established a charge of £60.00 ; significantly higher than the current ACPO rate. It is being proposed that the full impact of the MPS charge should be phased in over 3 years to mitigate the impact on third parties.
Video Tapes	Video tapes	£131.00	£141.00	£65.56		This represents the cost of providing individual video tapes. The provision of video tapes is not only in respect of copy documentation but additionally details from CCTV footage in Custody Suites and Identification Parades. A full review of this work has been undertaken which has established a charge of £162.00 ; significantly higher than the current ACPO rate. It is being proposed that the full impact of the MPS charge should be phased in over 3 years to mitigate the impact on third parties.
Fatals - reconstruction video	Provision of copy of Fatal - reconstruction video	£131.00	£141.00	£65.56		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.
Photo-copies	Medical Reports and Personal Records	£0.50	£0.50	No equivalent charge	No equivalent charge	
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.		£328.88	ACPO have yet to make any decision as to the scale of charges for 2008/09	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)			£54.64		
Collision reconstruction report per page	Copy of collision reconstruction report (unless provided as part of full extract) per page (Max £50)			£3.29		
Rough Data	Copy of rough data per page	£22.00	£22.00	£21.85		This represents the cost of providing rough data.
Searches						
Limited Particulars	Search for Limited Particulars (Road Traffic Act details)	£27.00	£28.00	£27.32	ACPO have yet to make decision	This represents the cost of searching for details from Road Traffic Accidents such as names, addresses, insurance companies, date of accident etc. Proposal to increase the MPS charge by inflation as a full review of work involved in providing copy documentation has established that that the MPS charge is in line with ACPO recommended charges.
Cancellation Charges						
Prior to Search	Cancelled prior to search commencing	No charge	No charge	No charge	No charge	
Prior to Dispatch	If search is made prior to cancellation	£35.00	£39.00	£27.32	ACPO have yet to make decision	A full review of this work has been undertaken which has established a charge of £47.00 ; significantly higher than the current ACPO rate. It is being proposed that the full impact of the MPS charge should be phased in over 3 years to mitigate the impact on third parties.
Documents Copied	If search is made and documents ready for dispatch	Full Fee	Full Fee	Full Fee	Full Fee	
Charges for Civil Cases						
Statements.	Request for a statement to be written by a Police Officer.	£110.00	£115.00	£109.27	ACPO have yet to make decision	Per statement. This represents the cost of the time spent by the officer in writing the statement. A full review of this work has been undertaken which has established a charge of £125.00 ; significantly higher than the current ACPO rate. It is being proposed that the full impact of the MPS charge should be phased in over 3 years to mitigate the impact on third parties.
Interview	Interview with member of the Metropolitan Police Service in a Civil Case	£110.00	£115.00	£109.27		This represents the cost of the time of the officer being interviewed and the supervising officer who acts as a witness to the Interview. A full review of this work has been undertaken which has established a charge of £125.00 ; significantly higher than the current ACPO rate. It is being proposed that the full impact of the MPS charge should be phased in over 3 years to mitigate the impact on third parties.
Witness Allowance.	Attendance at court in Civil Actions.	£34.55	£35.75	£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. <i>Part V of the Costs in Criminal Cases (General) Regulations 1986</i>
Witness Allowance.	Attendance at court in Civil Actions.	£69.15	£71.50	£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. <i>Part V of the Costs in Criminal Cases (General) Regulations 1986</i>

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Care Cases and Wardship Proceedings						
	All charges are waived in care cases and wardship proceedings	No charge	No charge	No charge	No charge	
Alarms						
Registration	Registration by Central alarms	£45.00	£45.00	£45.00	£45.00	As advised by ACPO (Security Systems Group) with effect from 1 January 2007. 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	£10.00	Per search on an individual under the Data Protection Act 1998.
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	£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	£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	£0.00	£25.00	£0.00	As detailed in the Environmental Protection (Stray Dogs) Regulations 1992. Additional material expenses (e.g. Vets fees) should be included as they are incurred. (Small expenses such as dog food should be not included). From 6th April 2008 Local authorities in England and Wales will be solely responsible for discharging stray dogs functions as per Section 68 of the Clean Neighbourhoods and Environment Act 2005 which then takes effect. It removes from legislation references to the police seizing stray dogs and the duty to accept any that are brought to them. The police still retain duties with regard to dealing with dangerous dogs and dogs found worrying
Inspect Register	Inspection of register fee authorised by the Environmental Protection (Stray Dogs) Regulations 1992	No charge	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	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	£60.00	£60.00	£60.00		The cost of taking fingerprints for members of the public for a visa application; applications for employment in a securities industry or overseas appointment; personal identification purposes etc: The charge was ratified by National Fingerprint Board (11 July 2006) and approved by ACPO Cabinet.
Fingerprints	As above - Each subsequent set	£30.00	£30.00	£30.00		As above.
Payroll Administration						
All wage and salary related costs.	For paying salaries of non MPA personnel	Full Cost	Full Cost	No equivalent charge	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	£12.25	As detailed in the Pedlars' Certificates (Variation of Fee) Order 1985.
Secoded Officers						
	All wage and salary related costs (Including pension contributions @ 25.9% of Basic Pay, London Weighting, Competency Related Threshold Payments).	Full Cost	Full Cost	No equivalent charge	No equivalent charge	
Administration Charge		£268.50	£268.50			

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Firearms Certificates						
Issue	On grant of a firearms certificate	£50.00	£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	£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	£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	£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	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	£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	£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	£8.00	As detailed in the Firearms (Variation of Fees) Order 1990 which came into force 1st June 1990.
Explosives Certificates						
Variety	Variety	Variety	Variety	Variety	Variety	As detailed in the Health and Safety (Fees) Regulations which came into force 6th April 2006.
Museum (Firearms Amendment Act 1988)						
Issue	On grant of a museum licence	£200.00	£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	£200.00	As detailed in the Museum (Firearms Amendment Act 1988).
Extension	On extension to additional premises	£75.00	£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	£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	£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	£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	£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	£60.00	As detailed in the Firearms (Variation of Fees) Order 2000 which came into force 1st January 2001.
Coterminous Certificate (Shotgun & Firearm)						
Discount	Reduced charge for shotgun certificate	£10.00	£10.00	£10.00	£10.00	As detailed in the Firearms (Variation of Fees) Order 2000 which came into force 1st January 2001.
issued	Granted at the same time	£60.00	£60.00	£60.00	£60.00	As detailed in the Firearms (Variation of Fees) Order 1990 which came into force 1st June 1990.
Renewed	Renewed at the same time	£50.00	£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	£105.00	As detailed in the Removal and Disposal of Vehicles Regulations 1986. On 8 May 2007, the Home Office published a consultation paper seeking views on proposals to update regulations governing the removal, storage and disposal of vehicles. It is anticipated that during the financial
Storage	Storage per day	£12.00	£12.00	£12.00	£12.00	As detailed in the Removal and Disposal of Vehicles Regulations 1986.

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Freedom of Information						
Prescribed Costs	Where processing of FOI e.g. locating, extracting, redacting exceeds 18 hours. Cost is for labour per hour.	£25.00	£25.00	£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.	Full Cost	Full Cost	Full cost	Full cost	As detailed in the Freedom of Information Act 2000
Restoration of Property found in London's 'Black Cabs - London Cab Order 1934						
Restoration fee	Fee to restore property found in London 'Black Cab' deposited by cab driver at MPS Station.	Varies (as detailed in Book 49)	Varies (as detailed in Book 49)	No equivalent charge	No equivalent charge	This relates to the restoration fee that a claimant will pay as required under the London Cab Order 1934. The restoration fee levied is on a sliding scale dependent upon the declared value of the property, an award to the depositor and an office fee (which includes VAT). Full details in respect of this issue are set out in the Transport OCUs Standard Operating Procedures for Property Found in London's 'Black Cabs'.