

GENERAL FEES & CHARGES SCHEDULE 2004/2005

Item	Detail	2003/4 Charge	2004/5 Charge	Comments
Copies				
IRB & CARB	Incident and Collision / Accident Report Books	£57.00	£95.89	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 review by Business Support (Finance Services) of the work undertaken by Criminal Justice Units in regard to providing copy documentation required for civil proceedings has identified the grades of police staff and their time involved with this process.
IRB & [C]ARB	In excess of 25 pages per incident	£2.30	£2.44	This represents the cost per page of supplying additional pages from Incident Report Books and Collision/Accident Report Books in excess of 25 pages.
Statements	Other than in IRB or (including typed)	£2.30	£24.22	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.
Plan	Copy of plan (other than in IRB or CARB)	£24.00	£25.46	This represents the actual cost of supplying plans required for civil proceedings.
Reports	Vehicle examination, Reconstruction Report, CRIS	£2.30	£2.44	This represents the cost per page of providing copies of the content of the type of reports indicated under details.
Other	All other copies	£2.30	£2.44	This represents the cost per page of providing non specific copy documentation required for civil proceedings.
Photographs	First Photograph	£17.50 for first photograph. £2.50 for each subsequent photograph.	£26.98	As Advised by MPS Photographic Branch. The cost of the album cover needs to added to the costs of the photographs in order to provide a total cost of providing photographs.
	Each subsequent Photograph from same negative		£5.66	
	Each subsequent Photograph from a different negative		£11.19	
	Each subsequent Photograph from same negative		£5.66	
	Each album cover only		£4.40	
Audio Tapes	Audio Tapes	£20.00	£20.00	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.
Video Tapes	Video tapes	£112.00	£130.67	This represents the cost of providing individual video tapes.
OB	Grid OB or Occurrence Books Extracts	£31.60	£31.60	The Occurrence Book (OB)(book 55) has been discontinued as from 14 August 2002 as its function of recording the daily record of incidents on Boroughs have been superseded by Information Technology. The fee is retained within this list as OB's have a retention period of six years and there may be enquiries where the fee should be charged for entries prior to the 14 August 2002.
Photo-copies	Medical Reports and Personal Records	£0.30	£0.32	This represents the cost per page of providing documentation from medical and personal records. The charge is VAT inclusive.
Fatal /Serious Personal Injury Accidents	Instruction		Composition of charge to produce full cost recovery	Copy Documentation required for civil proceedings relating to these type of incidents can include a number of the documentation itemised above. For instance there could C/ARBs, statements, photographs, video and audio tapes. This needs to be considered when determining the charge to make when providing such documentation.
Searches				
Search fee	Search for copy documentation	£29.00	£34.25	This represents a charge for the work undertaken in searching for copy documentation through an MPS IT system known as the Charge/Summons package at the behest of solicitors, insurers etc.
Cancellation Charges				
Prior to Search	Cancelled prior to search commencing	No charge	No charge	
Prior to Dispatch	If search is made prior to cancellation	29.00	£34.25	
Documents Copied	If search is made and documents ready for dispatch	Full Fee	Full Fee	
Charges for Civil Cases				
Interview	Interview with member of the Metropolitan Police Service in a Civil Case	£96.00	£101.85	This represents the cost of the time of the officer being interviewed and the supervising officer who acts as a witness to the Interview.
Conduct Money	Subpoena/Summons in a Civil Case	£6.00	£6.00	
Conduct Money	Attendance at court in Civil Actions	£20.00	£20.00	
Care Cases and Wardship Proceedings				
All charges are waived in care cases and wardship proceedings		No charge	No charge	
Alarms				
Registration	Registration by Central alarms	£30.00	£30.00	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. (Charge is VAT inclusive).
Subject Access				
Search	Data protection/criminal record search	£10.00	£10.00	As detailed in the Data Protection Act 1998.
Dogs				
Restoration	Restoration of Dog	£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	

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Overseas Visitors				
Nominal Registration	For citizens of countries in the registration scheme	£34.00	£34.00	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	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:
Fingerprints	As above - Each subsequent set	£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	Full Cost including Employers National Insurance Contributions and Employers Accruing Superannuation Liability Charges
Administration Fee		£14.72	£14.72	Per Person Per Month (Administration Fee inclusive of VAT as advised by HM Customs & Excise)
Pedlars				
Grant of Certificate	On grant of a pedlar's certificate	£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	Full Cost including Employers National Insurance Contributions Employers Accruing Superannuation Liability Charges
Administration Charge		£268.42	£268.42	Per Person Per Month
Special Orders of Exemption				
Issue	On grant of a special order of exemption	£10.00	£10.00	As advised by the Licensing (Fees) (Amendment) Order 1996. Policy is that the payment of £10 if for any number of applications granted to any one person in any one day.
Firearms Certificates				
Issue	On grant of a firearms certificate	£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	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	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	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	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	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	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	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	As detailed in the Museum (Firearms Amendment Act 1988).
Renewal	On renewal of a museum licence	£200.00	£200.00	As detailed in the Museum (Firearms Amendment Act 1988).
Extension	On extension to additional premises	£75.00	£75.00	As detailed in the Museum (Firearms Amendment Act 1988).
Duplicate	Certificate of duplicate museum licence	£12.25	£12.25	As detailed in the Museum (Firearms Amendment Act 1988).
Firearms Dealers				
Issue	Certificate of Registration	£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	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	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	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	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	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	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	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	As detailed in the Removal and Disposal of Vehicles Regulations 1986.
Storage	Storage per day	£12.00	£12.00	As detailed in the Removal and Disposal of Vehicles Regulations 1986.