

## GENERAL FEES &amp; CHARGES SCHEDULE 2008/09

Item	Detail	MPS	MPS	ACPO	ACPO	Comments	
<u>Copies</u>		2008/09 Charge	2009/10 Charge	2008/09	Proposed 2009/10		
EAB, CARB & Collision Report.	Incident and Collision / Accident Report Books/Bk 124A (Evidence & Actions Bk)	£125.00	£125.00	£78.40		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 was undertaken and established a charge of £125.00 last year; which is significantly higher than the current ACPO rate. It is being proposed that the full MPS charge which was implemented in April 2008 should be maintained due to the currently reduced MPS resources that are utilised for this function.	
EAB, CARB & Collision Report.	In excess of 25 pages per incident	£3.40	£3.40	£3.40		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. It is being proposed that the MPS charge which was implemented in April 2008 should be maintained due to the currently reduced MPS resources that are utilised for this function.	
Statements	Other than in IRB or (including typed)	£29.00	£29.00	£28.80		This represents the actual cost of supplying a statement(s) that is required for civil proceedings. It is being proposed that the MPS charge which was implemented in April 2008 should be maintained due to the currently reduced MPS resources that are utilised for this function. 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)	£45.00	£45.00	£44.80	ACPO have yet to make any decision as to the scale of charges for 2009/10.	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. It is being proposed that the MPS charge which was implemented in April 2008 should be maintained due to the currently reduced MPS resources that are utilised for this function.	
Witness Statements	Copy of witness statement (witness does agree to disclosure of personal details)	£34.00	£34.00	£33.60			
Plan	Copy of plan (other in IRB or CARB)	£34.00	£34.00	£33.60		This represents the cost of supplying plans. It is being proposed that the MPS charge which was implemented in April 2008 should be maintained due to the currently reduced MPS resources that are utilised for this function.	
Self Reporting/minor accident form	Provision of copy of self reporting/minor accident report	£28.00	£29.00	£28.00		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. It is being proposed that the MPS charge which was implemented in April 2008 should be maintained due to the currently reduced MPS resources that are utilised for this function.	
Other	All other copies	£3.40	£3.40	£3.40		This represents the cost per page of providing non specific copy documentation required for civil proceedings. It is being proposed that the MPS charge which was implemented in April 2008 should be maintained due to the currently reduced MPS resources that are utilised for this function.	
<b>1 -10 Photographic Prints (Non digital and digital contained on the MPS photographic imaging database).</b>	1-10 photographs from same or different image.	£26.00	£26.00	£22.40			These charges are advised by MPS Photographic Branch.
	Each subsequent Photograph from same negative	£7.50	Not applicable	£2.40			
	Each subsequent Photograph from a different negative	£14.50	Not applicable		No equivalent charge	The removal of these charges are advised by MPS Photographic Branch as improved technology within MPS Photographic Branch has resulted in the cessation of this type of reproduction.	
	Each subsequent Photograph from same negative	£7.50	Not applicable				
	Cost per Album	£7.50	£8.00			There is no equivalent ACPO charge. 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.	
<b>Photograph: (Non Digital and Digital contained on the MPS photographic imaging database)</b>	First Compact Disc (CD) containing 1 - 10 images.	£17.50	£17.50	£16.80	ACPO have yet to make decision	These charges are advised by MPS Photographic Branch. The represents the cost of the first ten CD holding images from an incident. Containing a maximum of 10 negatives/pictures.	
	Each subsequent Compact Disc containing 1 - 10 images.	£3.00	£3.50	No equivalent charge	No equivalent charge	These charges are advised by MPS Photographic Branch. There is no equivalent ACPO charge. Represents cost of reproducing additional 1-10 images/pictures onto a CD. Includes the cost of a CD.	

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<b>1 - 10 Negatives/Prints that require scanning onto MPS database.</b>	Cost of scanning additional 1-10 negatives/prints that are not contained in MPS Photographic imaging database.	Not applicable	£18.00	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 1-10 negatives/prints onto the MPS Photographic Imaging database, which are not currently contained in this system. Excludes the cost of 1 - 10 photographic prints with an album and the cost of the first or subsequent CD containing 1 - 10 images.
Audio Tapes	Audio Tapes	£35.00	£35.00	£28.00	ACPO have yet to make any decision as to the scale of charges for 2009/10	This represents the cost of providing copy audio tapes.
Video Tapes	Video tapes	£162.00	£162.00	£67.20		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 was undertaken last year which established a charge of <del>£162.00</del> ; significantly higher than the current ACPO rate. It is being proposed that the MPS charge should be maintained at this rate to mitigate the variance with the fee prescribed by ACPO on third parties during an economic recession.
Fatals - reconstruction video	Provision of copy of Fatal - reconstruction video	£162.00	£162.00	£67.20		
Photo-copies	Medical Reports and Personal Records	£0.50	£0.50	No equivalent charge	No equivalent charge	This represents the cost per page of providing documentation from medical and personal records. ACPO have no equivalent charge. 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.		£337.10	ACPO have yet to make any decision as to the scale of charges for 2009/10	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)			£56.00		
Collision reconstruction report per page	Copy of collision reconstruction report (unless provided as part of full extract) per page (Max £50)			£3.40		
Rough Data	Copy of rough data per page			£22.00		
<b>Searches</b>						
Limited Particulars	Search for Limited Particulars (Road Traffic Act details)	£28.00	£29.00	£28.00	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. It is being proposed that the MPS charge which was implemented in April 2008 should be maintained due to the currently reduced MPS resources that are utilised for this function.
<b>Cancellation Charges</b>						
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	£35.00	£28.00	ACPO have yet to make decision	This represents the cost of the work undertaken by MPS staff of having searched for and copied a document at which point the requester cancels the request for the information. It is being proposed that the MPS charge which was implemented in April 2008 should be maintained due to the currently reduced MPS resources that are utilised for this function.
Documents Copied	If search is made and documents ready for dispatch	Full Fee	Full Fee	Full Fee	Full Fee	
<b>Charges for Civil Cases</b>						
<b>Statements.</b>	Request for a statement to be written by a Police Officer.	£125.00	£128.00	£112.00	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 in 2007/08 established a charge of £125.00; significantly higher than the current ACPO rate. It is proposed that the MPS charge should be increased by pay inflation to recognise increase in pay police officers receive.
<b>Interview</b>	Interview with member of the Metropolitan Police Service in a Civil Case	£125.00	£128.00	£112.00		This represents the cost of the time of the officer being interviewed and the supervising officer who acts as a witness to the interview. A full review of this work in 2007/08 established a charge of £125.00; significantly higher than the current ACPO rate. It is proposed that the MPS charge should be increased by pay inflation to recognise increase in pay police officers receive.
Witness Allowance.	Attendance at court in Civil Actions.	£35.75	£35.75	£35.75		£35.75

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Witness Allowance.	Attendance at court in Civil Actions.	£71.50	£71.50	£71.50	£71.50	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>
<b>Care Cases and Wardship Proceedings</b>						
All charges are waived in care cases and wardship proceedings		No charge	No charge	No charge	No charge	
<b>Alarms</b>						
<b>Registration</b>	Registration by Central alarms	£45.00	£47.58	£45.00	£47.58	As advised by ACPO (Security Systems Group) who are proposing to increase the charge with effect from 1 April 2009. This is a charge used by Police Forces throughout the Country. (Charge is VAT inclusive). It should be noted that there would be a need to be a further adjustment as of 1 January 2010 to accommodate the return to a VAT rate of 17.5% or as advised at that time.
<b>Subject Access (Data Protection)</b>						
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.
<b>Memorandum of Understanding (2005), ACPO &amp; Association of British Insurers</b>						
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].
<b>Overseas Visitors</b>						
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. Negotiations have recently commenced on proposals to review this legislation between the ACPO Foreign Nationals Registration Working Group and UK Border and Immigration Agency.
<b>Fingerprints</b>	Fingerprinting of persons wishing to obtain visas and/or clearance certificates etc. - First set	£60.00	£63.00	£63.00	£63.00	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 ACPO charge was ratified by ACPO National Fingerprint Board and approved by ACPO Cabinet. MPS Fingerprint Branch advised that these charges have been increased by the ACPO National Fingerprint Board to those listed in the schedule with effect from 1 April 2009.
<b>Fingerprints</b>	As above - Each subsequent set	£30.00	£32.00	£32.00	£32.00	As above.
<b>Payroll Administration</b>						
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			
<b>Pedlars' Certificates (Variation of Fee) Order 1985.</b>						
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. During the financial year 2008-09, the Department of Business, Enterprise & Regulatory Reform (BERR) have undertaken a research project seeking views on proposals to update regulations regarding street trading and pedlary. It is anticipated that during the financial year 2009/10 these fees will change.
<b>Seconded Officers</b>						
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	
<b>Administration Charge</b>		£268.50	£390.00			
<b>Firearms Certificates</b>						

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Item	Detail	MPS	MPS	ACPO	ACPO	Comments
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.
<b>Shotguns Certificate</b>						
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.
<b>Explosives Certificates</b>						
Variety	Variety	Variety	Variety	Variety	Variety	As detailed in the Health and Safety (Fees) Regulations which came into force 6th April 2006.
<b>Museum (Firearms Amendment Act 1988)</b>						
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).
<b>Firearms Dealers</b>						
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.
<b>Visitors Permit (Shotgun &amp; Firearm)</b>						
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.
<b>Coterminous Certificate (Shotgun &amp; Firearm)</b>						
Discount issued	Reduced charge for shotgun certificate granted at the same time	£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.
Renewed	Renewed 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.
<b>Vehicle Removals (As revised by the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008).</b>						
<b>Removal</b>	Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988.	£105.00	Varies (as detailed in the new regulations)	£105.00	Variety	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008. On 1 October 2008, these updated regulations were no longer based upon a flat rate but involve a variable range of charges based upon the vehicle's type, weight, condition and position at the time of removal.
<b>Storage</b>	Storage of vehicle per day in contravention of RTRA 1984, PRA 2002 or RTA 1988.	£12.00	Varies (as detailed in the new regulations)	£12.00	Variety	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 which came into force 1st October 2008.
<b>Disposal</b>	Disposal of vehicle in contravention of RTRA 1984.	No charge	Varies (as detailed in the new regulations)	No charge	Variety	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 which came into force 1st October 2008.

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<b>Freedom of Information</b>						
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
<b>Restoration of Property found in London's 'Black Cabs - London Cab Order 1934</b>						
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'.