

### GENERAL FEES & CHARGES SCHEDULE 2011/12

Item	Detail	MPS 2010/11 Charge	MPS 2011/12 Charge	Comments
<b>Copies</b>				
EAB, CRB & Collision Report.	Incident and Collision Report Books/Bk 124A (Evidence & Actions Bk)	£128.00	£131.00	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. It is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
EAB, CRB & Collision Report.	In excess of 25 pages per incident	£3.50	£3.60	This represents the cost per page of supplying additional pages from Evidence and Actions Books and Collision Report Books in excess of 25 pages. It is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
Statements	Other than in IRB or (including typed)	£30.00	£31.00	This represents the actual cost of supplying a statement(s) that is required for civil proceedings. It is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010. 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)	£46.00	£47.00	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. It is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
Witness Statements	Copy of witness statement (witness does agree to disclosure of personal details)	£35.00	£36.00	
Plan	Copy of plan (other in IRB or CARB)	£35.00	£36.00	This represents the cost of supplying plans by MPS staff. It is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
Self Reporting/minor accident form	Provision of copy of self reporting/minor accident report	£30.00	£31.00	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 full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
Other	All other copies	£3.50	£3.60	This represents the cost per page of providing non specific copy documentation required for civil proceedings. It is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
1 -10 Photographic Prints (Non digital and digital contained on the MPS photographic imaging database).	1-10 photographs from same or different image.	£26.00	£26.00	It is being proposed that the full MPS charge should remain unchanged pending a full review during 2011-12.
	Cost per Album	£9.00	£9.00	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. It is being proposed that the full MPS charge should remain unchanged pending a full review during 2011-12.
Photograph: (Non Digital and Digital contained on the MPS photographic imaging database) 1 - 10 Images on CD.	First Compact Disc (CD) containing 1 - 10 images.	£17.50	£17.50	This represents the cost of the first ten CD holding images from an incident, containing a maximum of 10 negatives/pictures. It is being proposed that the full MPS charge should remain unchanged pending a full review during 2011-12.
	Each subsequent Compact Disc containing 1 - 10 images.	£4.00	£4.00	This represents cost of reproducing additional 1-10 images/pictures onto a CD. Includes the cost of a CD. It is being proposed that the full MPS charge should remain unchanged pending a full review during 2011-12.
1 - 10 Negatives/Prints that require scanning onto MPS database.	Cost of scanning additional 1-10 negatives/prints that are not contained in MPS Photographic imaging database.	£18.00	£18.00	This 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. It is being proposed that the full MPS charge should remain unchanged pending a full review during 2011-12.
Audio Tapes	Audio Tapes	£36.00	£37.00	This represents the cost of providing copy audio tapes. It is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
Video Tapes/DVDs	Video tapes/DVDs	£166.00	£170.00	This represents the cost of providing individual video tapes (and other medium i.e. DVDs). The provision of video tapes etc. is not only in respect of copy documentation but additionally details from CCTV footage in Custody Suites and Identification Parades. It is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
Fatals - reconstruction video/DVDs	Provision of copy of Fatal - reconstruction video/DVDs	£166.00	£170.00	
Photo-copies	Medical Reports and Personal Records	£0.50	£0.50	This represents the cost per page of providing documentation from medical and personal records. No increase is proposed (after the rounding of figures, an inflationary increase would have no impact). The charge is VAT inclusive.
Fatals - collision investigation report	Provision of copy of fatal - collision investigation report	A composite charge based on the number of pieces of documentation that are provided.		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.
Police vehicle examination report	Copy of police vehicle examination report (unless provided as part of full extract)			
Collision reconstruction report per page	Copy of collision reconstruction report (unless provided as part of full extract) per page (Max £50)			
Rough Data	Copy of rough data per page	£23.00	£23.50	This represents the cost of providing rough data. It is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
<b>Searches</b>				
Limited Particulars	Search for Limited Particulars (Road Traffic Act details)	£30.00	£31.00	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 full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
<b>Cancellation Charges</b>				
Prior to Search	Cancelled prior to search commencing	No charge	No charge	
Prior to Dispatch	If search is made prior to cancellation	£48.00	£49.00	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 full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
Documents Copied	If search is made and documents ready for dispatch	Full Fee	Full Fee	
<b>Charges for Civil Cases</b>				

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Item	Detail	MPS 2010/11 Charge	MPS 2011/12 Charge	Comments
Statements.	Request for a statement to be written by a Police Officer.	£131.00	£134.00	Per statement. This represents the cost of the time spent by the officer in writing the statement. It is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS pay rise percentage implemented on 1 September 2010.
Interview	Interview with member of the Metropolitan Police Service in a Civil Case	£131.00	£134.00	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 is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS pay rise percentage implemented on 1 September 2010.
Witness Allowance.	Attendance at court in Civil Actions.	£35.75	£35.75	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.	£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>Alarms</b>				
Registration	Registration by Central alarms	£48.62	£49.66	As advised by ACPO (Security Systems Group). (VAT inclusive).
<b>Subject Access (Data Protection)</b>				
Search	Data protection/criminal record search	£10.00	£10.00	Per search on an individual under the Data Protection Act 1998 (not liable for VAT).
<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	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	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>Requests for Disclosure of Information from a Regulatory or Governing Body</b>				
Request for information	Request for disclosure of information from regulatory or governing body - up to 2 hours work	N/A	£75.00	Under the Notifiable Occupation Scheme, forces have an obligation to disclose certain information. Initial disclosure is without charge and sufficient information will be provided to conduct an adequate risk assessment (i.e. risk posed to children, vulnerable adults, national security and probity and administration of justice). Occasionally, the regulatory or governing body will request further supporting information to aid their own internal investigations and ACPO have agreed that there should be a charge in respect of this additional information.
Request for information	Request for disclosure of information from regulatory or governing body - each subsequent hours work after initial 2 hour period	N/A	£25.00	Please refer to above commentary.
<b>Overseas Visitors</b>				
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	£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.
Fingerprints	As above - Each subsequent set	£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	
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	As detailed in the Pedlars' Certificates (Variation of Fee) Order 1985.
<b>Seconded Officers</b>				
All wage and salary related costs (Including pension contributions @ 24.2% of Basic Pay, London Weighting, Competency Related Threshold Payments).		Full Cost	Full Cost	
<b>Administration Charge Police Officer</b>		£390.00	£400.00	This represents the charge required to recover the actual cost of the work undertaken by MPS personnel in the arrangement of, recovery of fees and contact with officers who are seconded to external organisation. It is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
<b>Administration Charge Police Staff</b>		£272.00	£279.00	This represents the charge required to recover the actual cost of the work undertaken by MPS personnel in the arrangement of, recovery of fees and contact with staff who are seconded to external organisation. It is being proposed that the full MPS charge should be increased by 2.5% to reflect the MPS staff pay rise percentage implemented on 1 August 2010.
<b>Firearms Certificates</b>				
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.
<b>Shotguns Certificate</b>				

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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.
<b>Explosives Certificates</b>				
Various	Various	Various	Various	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	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).
<b>Firearms Dealers</b>				
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.
<b>Visitors Permit (Shotgun &amp; Firearm)</b>				
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.
<b>Coterminous Certificate (Shotgun &amp; Firearm)</b>				
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.
<b>Vehicle Removals (As per the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008).</b>				
Removal	Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988.	Various (as per 2008 regulations)	Various (as per 2008 regulations)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type, weight, condition and position at the time of removal.
Storage	Storage of vehicle per day in contravention of RTRA 1984, PRA 2002 or RTA 1988.	Various (as per 2008 regulations)	Various (as per 2008 regulations)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight.
Disposal	Disposal of vehicle in contravention of RTRA 1984.	Various (as per 2008 regulations)	Various (as per 2008 regulations)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight.
<b>Freedom of Information</b>				
Prescribed Costs	Where processing of FOI request (e.g. locating, extracting, redacting) exceeds 18 hours. Cost is for labour per hour.	£25.00	£25.00	As detailed in the Freedom of Information Act 2000
Disbursement Costs	Additional cost (above £20.00) to provide information e.g. printing, photocopying or postage.	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>				
This is now the responsibility of Transport for London (TFL).				