

GENERAL FEES & CHARGES SCHEDULE 2007/08						
Item	Detail	MPS	MPS	ACPO	ACPO	Comments
<u>Copies</u>		2006/7 Charge	2007/8 Charge	2006/07 Charge	Proposed 2007/08	
EAB, CARB & Collision Report.	Incident and Collision / Accident Report Books/Bk 124A (Evidence & Actions Bk)	£96.00	£96.00	£74.26	£76.49	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 has been recommended that the MPS charge marks time until such time as harmonisation with the ACPO charge is achieved.
EAB, CARB & Collision Report.	In excess of 25 pages per incident	£3.00	£3.30	£3.19	£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 to that proposed by ACPO revised Charge Rates for Common Items as detailed in the ACPO Policy Document 'Guidance on Charging for Police Services' subject to ratification by ACPO Chief Constables' Council in February 2007.
Statements	Other than in IRB or (including typed)	£25.00	£28.00	£27.32	£28.14	This represents the actual cost of supplying a statement(s) that is required for civil proceedings. MPS charge has been increased to mirror the proposed ACPO charge from 1 April 2007 subject to ratification by ACPO Chief Constables' Council in February 2007. 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	£44.00	£42.44	£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. MPS charge has been increased to mirror the proposed ACPO charge effective from 1 April 2007 subject to ACPO Chief Constables' Council in February 2007.
Witness Statements	Copy of witness statement (witness does agree to disclosure of personal details)	£30.00	£33.00	£31.83	£32.78	
Plan	Copy of plan (other in IRB or CARB)	£30.00	£33.00	£31.83	£32.78	This represents the cost of supplying plans. MPS charge has been increased to mirror the proposed ACPO Charge effective from 1 April 2007 subject to ACPO Chief Constables' Council ratification.
Self Reporting/minor accident from	Provision of copy of self reporting/minor accident report	£25.00	£27.00	£26.52	£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. MPS charge has been increased to mirror the proposed ACPO Charge effective from 1 April 2007 subject to ACPO Chief Constables' Council ratification.
Other	All other copies	£3.00	£3.30	£3.19	£3.29	This represents the cost per page of providing non specific copy documentation required for civil proceedings. MPS charge has been increased to mirror the proposed ACPO Charge effective from 1 April 2007 subject to ACPO Chief Constables' Council ratification.
Photographs (Non Digital)	First Photograph	£26.00	£26.00	£21.22	£21.85	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	£2.16	£2.23	
	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	£5.50			
	Cost per Album	£6.00	£7.00			
Photographs (Digital) Images recorded on CD	Cost of first compact disc (CD)	£15.50	£15.50	£15.97	£16.44	
	Cost of additional compact disc (CD)	£3.00	£3.00	No equivalent charge	No equivalent charge	
	Cost per Album	£6.00	£7.00			
Photographs (Non Digital) scanned onto Digital Format (e.g. CD)	Cost of scanning 1-10 negatives onto single CD	£6.50	£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.
Audio Tapes	Audio Tapes	£25.00	£27.30	£25.00	£27.32	As advised by Association of Chief Police Officers . MPS charge has been increased to mirror the proposed ACPO Charge effective from 1 April 2007 subject to ACPO Chief Constables' Council ratification.

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Video Tapes	Video tapes	£131.00	£131.00	£63.65	£65.56	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	£63.65	£65.56	
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. 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.		£319.30	£328.88	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)			£53.05	£54.64	
Collision reconstruction report per page	Copy of collision reconstruction report (unless provided as part of full extract) per page (Max £50)			£3.19	£3.29	
Rough Data	Copy of rough data per page	£20.00	£22.00	£21.22	£21.85	MPS charge has been increased to mirror the proposed ACPO charge effective from 1 April 2007 subject to ACPO Chief Constables' Council ratification.
<u>Searches</u>						
Limited Particulars	Search for Limited Particulars (Road Traffic Act details)	£25.00	£27.00	£26.52	£27.32	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. MPS charge has been increased to mirror the proposed ACPO Charge effective from 1 April 2007 subject to ACPO Chief Constables Council ratification.
<u>Cancellation Charges</u>						
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	£26.52	£27.32	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	Full Fee	
<u>Charges for Civil Cases</u>						
Statements.	Request for a statement to be written by a Police Officer.	£100.00	£110.00	£106.09	£109.27	Per statement. This represents the cost of the time spent by the officer in writing the statement. It is recommended that the MPS charge is increased to that proposed by ACPO in MPS Fees and Charges from April 2007 subject to ACPO Chief Constables' Council ratification, since harmonisation with ACPO charge has now been achieved.
Interview	Interview with member of the Metropolitan Police Service in a Civil Case	£102.00	£110.00	£106.09	£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. It is recommended that the MPS charge is increased to that proposed by ACPO in MPS Fees and Charges from April 2007 subject to ACPO Chief Constables ratification, since harmonisation with ACPO charge has now been achieved.
Witness Allowance.	Attendance at court in Civil Actions.	£34.55	£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	£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.
<u>Care Cases and Wardship Proceedings</u>						
All charges are waived in care cases and wardship proceedings		No charge	No charge	No charge	No charge	

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Alarms						
Registration	Registration by Central alarms	£35.00	£45.00	£35.00	£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	£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	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	£20.00	£60.00	£20.00	£60.00	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 National Fingerprint Board on 11 July 2006.
Fingerprints	As above - Each subsequent set	£10.00	£30.00	£10.00	£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		As detailed in the Pedlars' Certificates (Variation of Fee) Order 1985.
Seconded 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		£268.42	£268.42			

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<u>Firearms Certificates</u>						
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.
<u>Shotguns Certificate</u>						
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.
<u>Explosives Certificates</u>						
Variety	Variety	Variety	Variety	Variety	Variety	As detailed in the Health and Safety (Fees) Regulations which came into force 6th April 2006.
<u>Museum (Firearms Amendment Act 1988)</u>						
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).
<u>Firearms Dealers</u>						
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.
<u>Visitors Permit (Shotgun & Firearm)</u>						
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.
<u>Coterminous Certificate (Shotgun & Firearm)</u>						
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.
<u>Vehicle Removals</u>						
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.
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