

| GENERAL FEES & CHARGES SCHEDULE 2010/11 | | | | |
|---|--|--|--------------------|--|
| Item | Detail | MPS 2009/10 Charge | MPS 2010/11 Charge | Comments |
| Copies | | | | |
| EAB, CARB & Collision Report. | Incident and Collision / Accident Report Books/Bk 124A (Evidence & Actions Bk) | £125.00 | £128.00 | 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. A reduction in the MPS resources used were identified last year and it was established that the charge should be maintained. It is being proposed that the full MPS charge identified in 2008, by a full review, should be increased by the MPS staff pay rise percentage, which was implemented on 1 August 2009. |
| EAB, CARB & Collision Report. | In excess of 25 pages per incident | £3.40 | £3.50 | 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. A reduction in the MPS resources used were identified last year and it was established that the charge should be maintained. It is being proposed that the full MPS charge identified in 2008, by a full review, should be increased by the MPS staff pay rise percentage, which was implemented on 1 August 2009. |
| Statements | Other than in IRB or (including typed) | £29.00 | £30.00 | This represents the actual cost of supplying a statement(s) that is required for civil proceedings. A reduction in the MPS resources used were identified last year and it was established that the charge should be maintained. It is being proposed that the full MPS charge identified in 2008, by a full review, should be increased by the MPS staff pay rise percentage, which was implemented on 1 August 2009. 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 | £46.00 | 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 identified in 2008, by a full review, should be increased by the MPS staff pay rise percentage, which was implemented on 1 August 2009. |
| Witness Statements | Copy of witness statement (witness does agree to disclosure of personal details) | £34.00 | £35.00 | |
| Plan | Copy of plan (other in IRB or CARB) | £34.00 | £35.00 | This represents the cost of supplying plans by MPS staff. It is being proposed that the MPS charge which was implemented in April 2009, should be increased by the MPS staff pay rise percentage (1 August 2009). |
| Self Reporting/minor accident form | Provision of copy of self reporting/minor accident report | £29.00 | £30.00 | 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 should be increased by the MPS staff pay rise percentage, which represents the MPS resources that are utilised for this function. |
| Other | All other copies | £3.40 | £3.50 | 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 should be increased by the MPS staff pay rise percentage (1 August 2009). |
| 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 | These charges are advised by MPS Photographic Branch. |
| | Cost per Album | £8.00 | £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. |
| 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 | 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. | £3.50 | £4.00 | These charges are advised by MPS Photographic Branch. Represents cost of reproducing additional 1-10 images/pictures onto a CD. Includes the cost of a CD. |
| 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 | These charges are advised by MPS Photographic Branch. 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 | £36.00 | This represents the cost of providing copy audio tapes. It is being proposed that the MPS charge which was implemented in April 2008 should be should be increased by the MPS staff pay rise percentage (1 August 2009). |
| Video Tapes/DVDs | Video tapes/DVDs | £162.00 | £166.00 | 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 MPS charge which was implemented in April 2008 should be increased by the MPS staff pay rise percentage (1 August 2009). |
| Fatals - reconstruction video/DVDs | Provision of copy of Fatal - reconstruction video/DVDs | £162.00 | £166.00 | |
| 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. 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. | | 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 | £22.00 | £23.00 | This represents the cost of providing rough data. It is being proposed that the MPS charge should be increased by the MPS staff pay rise percentage (1 August 2009), which represent the MPS resources that are utilised for this function. |
| Searches | | | | |
| Limited Particulars | Search for Limited Particulars (Road Traffic Act details) | £29.00 | £30.00 | 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 MPS charge which was implemented in April 2009 should be increased by the MPS staff pay rise percentage (1 August 2009). |
| Cancellation Charges | | | | |
| Prior to Search | Cancelled prior to search commencing | No charge | No charge | |
| Prior to Dispatch | If search is made prior to cancellation | £35.00 | £36.00 | 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 MPS charge should be increased by the MPS staff pay rise percentage (1 August 2009), to represent the current cost of the MPS resources utilised for this function. |
| Documents Copied | If search is made and documents ready for dispatch | Full Fee | Full Fee | |
| Charges for Civil Cases | | | | |
| Statements. | Request for a statement to be written by a Police Officer. | £128.00 | £131.00 | Per statement. This represents the cost of the time spent by the officer in writing the statement. It is proposed that the MPS charge should be increased by pay inflation to recognise increase in pay police officers receive. |
| Interview | Interview with member of the Metropolitan Police Service in a Civil Case | £128.00 | £131.00 | 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 proposed that the MPS charge should be increased by pay inflation to recognise increase in pay police officers receive. |

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| Item | Detail | MPS 2009/10 Charge | MPS 2010/11 Charge | Comments |
| 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> |
| Alarms | | | | |
| Registration | Registration by Central alarms | £48.62 | £48.62 | As advised by ACPO (Security Systems Group) with effect from 1 January 2009. This is a charge used by Police Forces throughout the Country. (Charge is VAT inclusive), which is reviewed by ACPO every two years. |
| Subject Access (Data Protection) | | | | |
| Search | Data protection/criminal record search | £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 | 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]. |
| 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. Negotiations have recently commenced on proposals to review this legislation between the ACPO Foreign Nationals Registration Working Group and UK Border and Immigration Agency. |
| 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. MPS Fingerprint Branch advised that these charges have remained the same by the ACPO National Fingerprint Board to those listed in the schedule with effect from 1 April 2009. |
| Fingerprints | As above - Each subsequent set | £32.00 | £32.00 | As above. |
| Payroll Administration | | | | |
| All wage and salary related costs. | For paying salaries of non MPA personnel | Full Cost | Full Cost | |
| Administration Fee | | £15.00 | £15.00 | |
| Pedlars' Certificates (Variation of Fee) Order 1985. | | | | |
| 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. During the financial year 2010-11, the Department for Business, Innovation and Skills (BIS) continuing to invite responses to an open consultation exercise initiated in 2009 seeking views on proposals to update regulations regarding street trading and the certification of pedlars. It is anticipated that during the financial year 2010/11 these fees will not change. |
| 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 | |
| Administration Charge | | £390.00 | £390.00 | This represents the charge required to recover the actual cost of the work undertaken by MPS personnel in the arrangement of, recovery of fees, contact with officers who are seconded to external organisation. |
| 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. |
| Explosives Certificates | | | | |
| 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 | 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). |
| 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 issued | 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. |
| Renewed | 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 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 (As revised by the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008). | | | | |
| Removal | Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988. | Varies (as detailed in the new regulations) | Varies (as detailed in the new regulations) | 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. |
| Storage | Storage of vehicle per day in contravention of RTRA 1984, PRA 2002 or RTA 1988. | Varies (as detailed in the new regulations) | Varies (as detailed in the new regulations) | 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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| Disposal | Disposal of vehicle in contravention of RTRA 1984. | Varies (as detailed in the new regulations) | Varies (as detailed in the new regulations) | 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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| 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 | 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 | 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) | 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 OCU's Standard Operating Procedures for Property Found in London's 'Black Cabs'. |